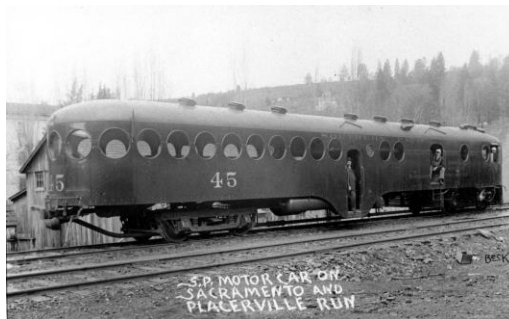


El Dorado County Management Plan for Sacramento Placerville Transportation Corridor Train Operations and Track Maintenance



**In the event of an emergency, call 911
For Local Emergency Dispatcher, call (530) 642-4911
For Railroad Safety Issues, call Railroad Dispatcher at (925)789-0047**



Mary Cory, Museum Administrator
El Dorado County Historical Museum
104 Placerville Dr.
Placerville, CA 95667
(530) 621-5828
mary.cory@edcgov.us

Management Plan for Sacramento Placerville Transportation Corridor (SPTC) Train Operations and Track Maintenance in El Dorado County

The Sacramento-Placerville Transportation Corridor Master Plan was adopted by the El Dorado County Board of Supervisors in 2003 and “identifies multiple uses, including excursion trains, trails, and utility easements. It also identifies related environmental protection and enhancement strategies such as fencing, landscaping, signing, maintenance, vegetation control and other fire prevention/control actions.” (Executive Summary, page vi)

This document specifically addresses the “trains use” referenced above. Additional procedures and processes for the interaction of train use with other SPTC Corridor uses are also addressed. The term “Track” generally refers to the rail and its associated structures plus the underlying subgrade. Boundaries of “track” are generally considered to extend 10 feet from center line on both sides and 22 feet above, and can extend beyond that to include slopes, drainage and associated areas impacted by the track as part of track maintenance.

(Definition of terms used in this document start on page 12.)

- 1) Purpose of this Plan – The intent is to clarify and establish rail operations and track maintenance goals and criteria on the SPTC, thereby establishing standards of safety for all rail users, trail users, property owners, utility/road workers, and any other people near or on the SPTC track.
- 2) Management – General
 - a) The El Dorado County Board of Supervisors has been given authority to manage the SPTC in El Dorado County through the SPTC-JPA’s Reciprocal Use and Funding Agreement.
 - b) The El Dorado County Museum Administrator has been given management authority for the SPTC Track by the Board of Supervisors [Agenda item #16-0399].
 - c) The Museum Administrator is the General Manager of the El Dorado Western Railroad, a County Museum Program, and is responsible for SPTC track right-of-way maintenance, including ties, track, ballast, railroad bridges, and weed and brush abatement from the County Line to just west of Missouri Flat Road [Agenda # 16-0399].
 - d) El Dorado County Parks Division Manager is responsible for the management of the SPTC trail right-of-way and the trails, and serves as El Dorado County staff to the SPTC-JPA.
 - e) El Dorado County Department of Transportation is responsible for the planning and construction of paved trails and road crossings.
 - f) The Board of Supervisors designated SPTC rail and trail use in four segments [Agenda #16-0399]. See SPTC Map in El Dorado County (Appendix A). *MP refers to railroad Mile Posts with mileage historically originating in San Francisco.*
 - i) Section 1 (MP 119.4 – MP 126.4): Multi-use including Excursion Rail [County Line to the Latrobe Triangle.]
 - ii) Segment 2 (MP 126.4 - 136.7): Trails only; Track maintenance by El Dorado Western Railroad [Latrobe Triangle to west of Mother Lode Drive in Shingle Springs.]
 - iii) Segment 3 (MP 136.8 – MP 144.7): Multi-use including Excursion Rail [East of Mother Lode Dr. in Shingle Springs to just west of Missouri Flat Road]
 - iv) Segment 4: Class I Bike Path [East side of Missouri Flat Road to Camino]
 - g) Stakeholders will be included and informed through communication channels, such as but not limited to
 - i) “County of El Dorado – Road, Park, Trail Status” website at <http://gem.edcgov.us/roadclosure>

- ii) Public meetings will be held at the Museum Administrator's and Parks Manager's discretion to share information and discuss future plans on the SPTC.
- 3) Required Forms and Permissions (See Appendix for forms and samples)
- a) Steps required for use of Tracks (Appendix B) – an organization, group or individual asking to conduct rail-based operations, a special rail-based excursion event, or track maintenance must submit their request in advance and in writing to the Museum Administrator.
 - b) Track Warrant (Appendix C) - to increase the level of confidence for safety and efficiency when working near or on railroad tracks, the El Dorado County Track Warrant is required for organized activities impacting the area on, between, or in close proximity of the rails in El Dorado County. A track warrant designates the section of track, during the specified time, for a particular use, thereby preventing another use on the same section of track. Examples (but not limited to): using rail-based equipment for track repair, conducting track repairs, using rail-based equipment for trail construction and maintenance, using road-based equipment within 10 feet of center line of track.
 - c) Access Acknowledgment (Appendix D) – to hold a planned rail-based activity on county property, the user must have a signed access acknowledgment issued by the Museum Administrator. The Access Acknowledgment defines the nature and location of the activity, and is only issued if all terms are agreed to by the user.
 - d) Proof of Insurance (Appendix E) – an organization or individual planning to use rail-based equipment on the tracks must furnish a certificate of insurance satisfactory to the County of El Dorado Risk Manager as evidence that adequate insurance is being maintained: Commercial general liability insurance of not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage and a \$2,000,000.00 aggregate limit.
 - e) Volunteer Project Information Sheet (Appendix F) – an organization, group or individual wanting to conduct a project in the SPTC, including projects impacting the track, must have an approved Volunteer Project Information Sheet. The completed Volunteer Project Information Sheet will be reviewed by County staff prior to approval.
 - f) Public notice of approved track activity must be published on the County of El Dorado website. Parks Division staff must receive notice of the activity at least 48 hours in advance. See El Dorado County Road Park Trail Status: <http://gem.edcgov.us/roadclosure/>
 - g) Fees for track usage will be considered in the future.
- 4) Railroad Operations – All rail-based vehicles must follow professional and standard railroad protocols, regulations and rules.
- a) El Dorado Western Railroad has authority to operate between Shingle Springs (MP 136.8) and End of Line (MP 144.7). Standard Operating Instructions must meet or exceed professional railroad standards and are available upon request.
 - b) Placerville & Sacramento Valley Railroad is the railroad on record for the track between the County Line (MP119.4) to Latrobe (MP126.4,) with scheduled excursion trains benefiting the community of Latrobe, including the monthly Pancake Breakfast. Their Standard Operating Instructions must meet or exceed professional railroad standards, and should be on file with El Dorado County.
 - c) Other rail-based operations must be conducted under the supervision of trained and authorized El Dorado Western Railroad personnel as designated by the Museum Administrator.
 - d) Maximum Speed - (MP 119.4 – MP 126.4 and MP 136.7 – 144.7) is 10 MPH except where further restrictions are applied.
 - e) Safety

- i) All access to and movement on the railroad track in El Dorado County are governed by the El Dorado Western Railroad's General Code of Operating Rules, which are based upon the General Code of Operating Rules in use throughout the American railroad industry. These rules cover employee/volunteer responsibilities, signaling equipment, procedures for safe train movement, dealing with accidents and other topics that directly and indirectly affect railroad safety and can be found at www.up.com/ert/gcor.pdf
- ii) Reporting Safety Issues – the Yardmaster should be informed immediately of any issues on or near the tracks, and will take appropriate action, such as removing a section of track from service. The Museum Administrator should be informed as soon as possible, by telephone or email, as determined by the Yardmaster.
- f) Equipment – In order to operate full-size rail-based equipment, the El Dorado County Board of Supervisors must approve placing the specified section of track into operation in accordance with FRA requirements.
 - i) Register equipment in operation with El Dorado County
 - ii) Inspection cars, rail bus, and other motorized equipment considered “small” must be in good working order with adequate safety appliances.
 - iii) Locomotives and full-size cars such as flat cars, cabooses and passenger cars will be used in future operations, and must comply with FRA regulations. If full-sized train operations have not yet been approved, for the purposes of maintenance and repair, the full size equipment will be moved within established yard limits, will not cross public roads, and will not obstruct other SPTC corridor users.
 - iv) Support equipment (rail based and non-rail based) such as back hoe, chipper, track mobile, crane, etc. must be owned and operated by a company or entity with liability insurance as required by the County
 - v) Any equipment to be used on track by any owner or contractor must conform to railroad industry current safety standards. Equipment or vehicles to be used on track that do NOT conform; i.e. personal motorized or non-motorized rail-based vehicles (such as rail bikes) will be considered on a case-by-case basis. Application must be made in advance. (See Appendix)
- g) Interim trail and rail shared use – as stated in the SPTC Masterplan (2003) the corridor is multiple use and no one use supersedes another use. In areas where there is no defined separate trail, it is customary for trail users to access the track. This usually occurs on bridges, in the tunnel cut, and other instances when a separate trail is inaccessible. As a result, all train movement must take the safe course. If trail users are visible on the track, all train movement must stop until the track is cleared. If trail users are on a section of the trail closer than 10 feet from the track center line, then train movement must slow to 5 MPH.
- h) Training and certification requirements - regular annual training must be conducted by all regular users of the SPTC tracks. This training will follow standard professional railroad practice. Proof of successfully completing the training and certifications must be kept on file and made available for inspection if required.
- i) At-grade crossings will have signage maintained according to the requirements of the CPUC. Grade crossings which had automatic protection previously provided will be restored and up graded to CPUC requirements. Signage and signals will be maintained in good working order. Until such time as the signals are installed, the at-grade crossing protocol utilizing flagmen will be in place.
- j) Track Inspections are to be done by a qualified and experienced Track Inspector on the schedule determined by frequency of use, as ruled by FRA.

- k) Bridge Inspections are to be done by a qualified and experience Bridge Inspector on the schedule determined by frequency of use, as ruled by FRA.
 - l) Scheduled and Special Events – A train schedule showing regular and repeated excursion operations should be posted for the public. Requests to hold Special Events on the track must be made in advance, with adequate proof of insurance provided, utilizing approved equipment and a trained crew. See Appendix B for the procedures to submit the request with the necessary information which includes, but may not be limited to: Name of Organization, Purpose of event, Date and Time. The SPTC Master Plan (2003) provides Excursion Rail Guidelines (p. 24) which will be taken into consideration when staff reviews these requests.
- 5) Maintenance of Way
- a) To support the historic preservation of the Southern Pacific Railroad Placerville Branch, the engineering, construction and maintenance standards and criteria to be used, are based as closely as possible to the Southern Pacific Engineering Department Common Standards. Maintenance and safety criteria applicable to track are further defined by the minimum track safety criteria of the FRA and the applicable criteria of the CPUC. These standards for railroad signage, track construction and repair are on file with the Museum Administrator and are available upon request.
 - i) A track project on the SPTC is defined as a discrete activity that will make a change to the Track or its understructure. Before a Project is reviewed by the General Manager, it must be approved by the Roadmaster.
 - ii) A Volunteer Project Information Sheet must be completed and submitted to the Museum Administrator, who will determine if it requires approval by the Parks Manager. The Project will be evaluated on the basis of CEQA Compliance; impacts to other users; merit for the long term use and preservation of the track
- 6) Damage to the SPTC – In the event of damage caused by natural disasters, such as fire or flood; or man-made damage such as vehicular damage, sections of the SPTC track may be closed. Access to investigate, evaluate, or repair the damage will only be made after due consideration by El Dorado County staff. A damage report will be submitted, and if considered a Volunteer project, the Volunteer Project Information Form (see Appendix F) will be submitted for review.
- 7) Emergency Procedures for Train Personnel
- a) In the case of a medical, fire or other life threatening emergency, call (530) 642-4911 (local emergency dispatcher) and report your location, including the closest cross street if on the tracks. The emergency must then be reported to the Yardmaster, MOW Foreman, or the person in charge.
 - b) Internal reporting procedures – Once the incident is being addressed by the appropriate emergency personnel, it must be reported to the Museum Administrator. An Incident Report Form (see Appendix G) must be completed and turned into the Museum Administrator.
- 8) Vandalism
- a) All incidents of vandalism, theft or other criminal activity should be reported to the Sheriff's Department at 530.621.4911 (local emergency dispatcher), 911 (emergency dispatcher), 530.621.5655 (non-emergency) or at www.edso.org. The SPTC Corridor is regularly patrolled by the Sheriff's Department, and any suspicious activity can be reported to the deputies on duty.
 - b) Vandalism or disturbance of the facilities, track, trail, equipment, signage or other features on the SPTC will be prosecuted in accordance with California State Penal code Section 594.35.

- c) Any person or entity in violation of this chapter shall be liable for restitution costs, including all, actual and incidental expenses of repairing damaged facilities and equipment and restoring damaged conditions.
- 9) General Restrictions and Prohibitions – See El Dorado County Park Ordinance (County Code 9.46)
 - a) Firearms and alcohol are prohibited
 - b) Unauthorized use of rail-based personal recreational vehicles (i.e. rail bikes, etc.)
- 10) Amendments and Appeal
 - a) Disagreements or concerns about any statements or requirements made in this document can be submitted to the Museum Administrator.
 - b) Recommended changes to this document may be made in writing to the Museum Administrator.
 - c) Implementation of a Fee Schedule and any subsequent changes, shall be made by Resolution of the Board of Supervisors
- 11) Noncompliance – If the requirements in this document are not followed, notification in writing will be made, with possible reporting to the El Dorado County Sheriff's Department, and a possible ban from the SPTC tracks for a length of time as determined by El Dorado County staff.
- 12) Statement of Non-discrimination – The County shall in no way deny access to the SPTC Track based on race, color, sex, national origin, ancestry or religion of any person or persons requesting access to the SPTC Track.
- 13) Sources of Authority – The Management and Operation Plan for the SPTC Track is established consistent with provisions of the following statutes as applicable, including but not limited to:
 - a) SPTC-JPA Reciprocal Understanding and Funding Agreement (RUFA) which gives El Dorado County the authority to manage the SPTC at <http://www.sptc-jpa.org/RUFA%20Agreement.pdf>
 - b) SPTC Masterplan (2003) at http://edcgov.us/Government/Parks/SPTC/SPTC_Master_Plan.pdf
 - c) Parks and Trail Ordinance (9.46) as applicable at http://edcgov.us/Government/Parks/Park_Ordinance.pdf
 - d) California State Penal code Section 594.35 (Vandalism)
 - e) El Dorado County Board of Supervisors Actions: Item # 16-0399; Item # 14-1211(v2); Item # 14-0748; Item # 13-0606(v4) and (v5) Item # 12-1184; Item # 10-1169(v3); Item # 09-1051
 - f) Federal Railroad Administration (FRA): 49 U.S. Code § 103
 - g) California Public Utilities Commission (CPUC) General Orders: <http://www.cpuc.ca.gov/rail>
- 14) Appendix
 - A. SPTC Map (with segments designated by the Board of Supervisors)
 - B. Procedure for use of tracks
 - C. El Dorado County Track Warrant Form and Procedures
 - D. Access Acknowledgment Sample
 - E. Proof of Insurance Sample with minimum requirements
 - F. SPTC Volunteer Project Information Sheets and SPTC Volunteer Project Summary Sheet
 - G. Incident/Accident Form and Reporting Safety Concerns Form

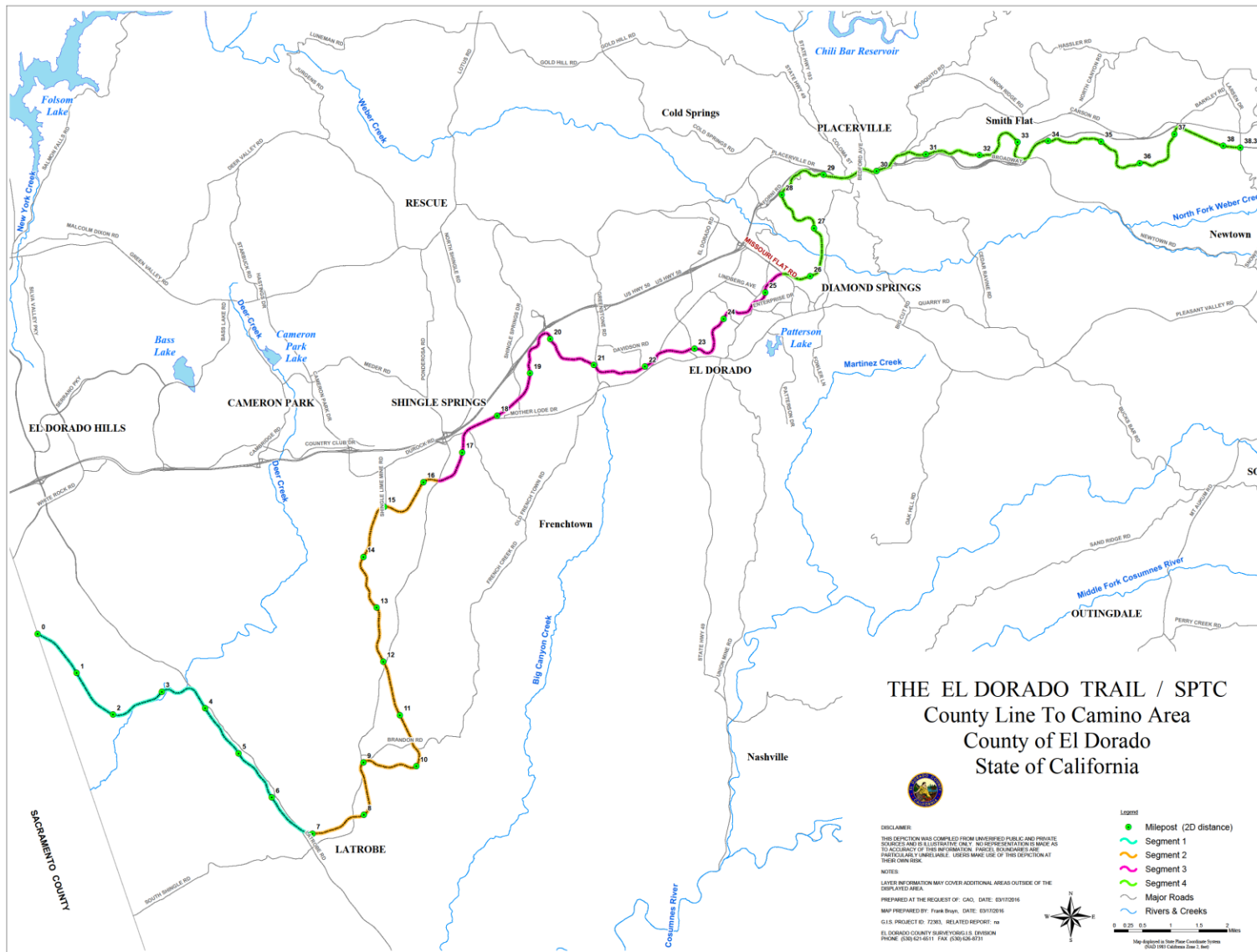
15) Definition of Terms

Access Acknowledgment	The form to be used to grant permission to be on the tracks for the purpose of performing work therein or other activities
At grade crossing	A place where a railroad and a road, or two railroad lines, cross at the same level. Signage and signals are regulated by the CPUC
Ballast	Gravel or coarse stone used to form the bed of a railroad track or road
Board	County of El Dorado Board of Supervisors, with administrative and management authority over the SPTC in El Dorado County
CPUC	California Public Utilities Commission has a regulatory responsibility to private and public railroad crossings, and requires a specific procedure for the registration and maintenance of these crossings
EDWR	El Dorado Western Railroad, a historical railroad program of the County Museum
EDWRF	El Dorado Western Railway Foundation, a not for profit organization supporting the County Museum's El Dorado Western Railroad
FRA	Federal Railroad Administration regulates railroads and railroad infrastructure for the safe movement of people and goods; rules and regulations are published in the Federal Register; full size train equipment on the SPTC is regulated by the FRA; it also provides the guiding principles for the safe operation and maintenance using equipment unregulated by the FRA.
Gauge	Gauge refers to the distance between the rails – standard gauge is 4 ft 8 ½ inches; narrow gauge is 3 ft.
GCOR	A railroad's General Code of Operating Rules adopted and followed for all rail-based operations
Grade Crossing Signals	Electronic warning device used at public road crossing where there is no grade separation made up of cross bucks, flashing lights, and gate to stop road traffic from crossing tracks when occupied by track-based equipment
Maintenance of Way	The upkeep and repair of a railroad's fixed property, such as Track and Bridges, generally extending 10 feet from the rail center line on both sides and 22 feet above, and can include slopes, drainage and associated areas impacted by the track as part of track maintenance
MP aka Mile Post	Mileage demarcation used by the Southern Pacific Railroad to reference specific locations along the railroad tracks. MP 0 is in San Francisco.
Museum	The El Dorado County Historical Museum, a division of the El Dorado County Library Department. The Museum Administrator has responsibility for the management of the SPTC tracks in El Dorado County.
Parks Division	A division of the Chief Administrative Office and responsible for the management of the SPTC in El Dorado.
Private Road crossing	Where a privately owned road, driveway, trail, or path crosses the railroad tracks "at grade" without separation; specific signage and signals are required for road-based vehicles, pedestrians and track-based users.
Proof of Insurance	Usually a Certificate of Insurance issued by the user's Insurance Company documenting the general liability coverage (not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage and a \$2,000,000 aggregate limit); the insurer will not cancel the insured's coverage without prior written notice; and includes an additional insured endorsement naming the County of El Dorado, its officers, officials, employees and volunteers.

Public Road crossing	Where a public road, street or highway crosses the railroad tracks “at grade” (without separation); specific signage and signals are required for road-based vehicles, pedestrians and track-based users.
Rail	A steel bar or continuous line of bars laid on the ground as one of a pair forming a railroad track. Paired sections of rail can be of different weights depending on its location and intended use.
Railroad	A system of railroad tracks with the trains, organization, and personnel required for its working.
Railroad Park	The El Dorado County Historical Railroad Park was approved by the Board of Supervisors in 2016. This Park will provide recreational opportunities managed by the Parks Division, and the Railroad History Center managed by the County Museum.
Railroad Schedule	A publicly posted document for passengers and other users stating regular train arrival and departure information at particular locations.
Railroad Signs	Directed to operators of track-based equipment and railroad workers on the track giving instructions to stop, proceed, blow the whistle, and other instructions; see the General Code of Rules for specific signs and their purpose.
Right of Way	The right to make a way over a piece of land, and is a type of easement granted or reserved for transportation purposes. The SPTC Right of Way (ROW) can refer to the entire width of the corridor “fenceline to fenceline” or, when applied to the track, refers to the area in proximity of the track and effected by rail-based movement.
Siding	Low speed track section branching from the main track which connects to the main line at both ends; found at railroad stations and maintenance yards.
Special Event	A one-time activity, scheduled in advance at a specific location on the SPTC approved by County Parks or County Museum staff.
SPTC	Sacramento Placerville Transportation Corridor in El Dorado County and known historically as the Placerville Branch of the Southern Pacific Railroad
SPTC Project	A planned activity to repair, maintain or improve a specific location on the SPTC Corridor which has been approved by the County Parks Manager, defined in a Volunteer Project Sheet.
SPTC Users	Rail users (excursion trains, “speeder cars”, rail-based recreational vehicles), paved trail users (walkers, street bikers), and natural trail users (mountain bikers, equestrians)
SPTC-JPA	The owner of the SPTC; the joint powers authority was established to provide oversight to the SPTC in the jurisdictions of Rapid Transit, City of Folsom, County of Sacramento and County of El Dorado
Spur	Short track branching from the main track which reaches an end of line
Switch	A mechanical installation enabling trains to be guided from one track to another, such as at a junction or where a spur or siding branches off; it consists of “points”, “frog”, and “switchstand”. The switch must be positioned to the direction of rail movement.
Ties	One of the cross braces that support the rails on a railway track that is of a particular size and condition as defined by the FRA.
Timetable	Each railroad has its own Timetable for employees/volunteers with information necessary for operations, and includes Special Instructions.

Track	The structure consisting of the rails, fasteners, railroad ties and the underlying subgrade. It enables trains to move by providing a dependable surface for their wheels to roll. Boundaries of “Track” are generally considered to extend 10 feet from center line on both sides and 22 feet above.
Track inspection	The practice of examining tracks for flaws and failures based on the minimum criteria identified by the FRA Track Safety Standards, Part 213 and requirements of the CPUC; an operation using rail-based vehicles to examine the track for debris, gauge issues, and other considerations prior to operating with the passengers.
Track Warrant	Any planned activity on or near the tracks must be authorized by the EDWR Dispatcher with the issuance of a Track Warrant, reserving the tracks for the stated use and duration at the specified location.
Trail crossing	Where a paved or natural trail crosses the tracks “at grade” (without separation); this can be a temporary crossing that is used by custom, or a permanent crossing regulated by the CPUC with required signage.
Trail Signs	Directed to trail users stating rules and regulations (such as non-motorized vehicles, helmets required on children); and information (such as mile markers, location information)
Volunteer Project Sheet	Issued by the County Parks Manager, it is the written proposal for a project to be done by volunteers, with the purpose, location, material, method, necessary equipment and funding sources identified. The County Parks Manager will determine if the project complies with County requirements, consult with the Museum Administrator, determine if the SPTC-JPA should be informed, and issue the required approval before the project can proceed.

APPENDIX A – Map of SPTC in El Dorado County with Segments



APPENDIX B - Steps required for use of tracks in El Dorado County

Individuals or groups may wish to access the tracks with rail based equipment on occasion, as part of an organized event or singly. In order to assure the highest safety for the rail operation as well as trail users, the following steps, in the order stated, need to be completed. Trained El Dorado Western Railroad personnel, or an authorized agent, must be on site when the rail based equipment is operated.

- 1) Request for Use made in writing to Museum Administrator, stating date and time, purpose, personnel and equipment should be submitted by email at mary.cory@edcgov.us or by U.S. Mail to:
Museum Administrator
El Dorado County Historical Museum
104 Placerville Dr.
Placerville, CA 95567
- 2) The Museum Administrator will determine if the request complies with accepted use and required terms. The El Dorado County Access Acknowledgment will be issued for the specific location, day and purpose, and define any additional terms and requirements. This form needs to be signed and returned.
 - a) Proof of adequate insurance as required by El Dorado County Risk Management must be provided before the request can be approved. (see Appendix E for sample Certificate of Insurance)
 - b) Review of the proposed equipment to be used on the tracks by the Museum Administrator or her designee
 - c) Demonstration of an adequate understanding of the Railroad's Operating Safety Rules
 - d) Scheduled on the day and time on the tracks when El Dorado Western Railroad personnel are available to be on site
- 3) The user must request a Track Warrant (Appendix C) at least 48 hours in advance from the El Dorado Western Railroad Dispatcher: gandydancer777@gmail.com

APPENDIX C - El Dorado County Track Warrant Procedures and Form

The purpose of a Track Warrant is to increase the level of confidence for safety and efficiency when operating or working on the tracks or near the tracks. The El Dorado County Track Warrant is required for organized activities impacting the area on, between, or in close proximity of the track in El Dorado County. The El Dorado County Track Warrant is necessary for:

1. Any construction, maintenance or utilities work that is within 10 feet of the track, extends parallel to the track or passes under the track
2. All Motorcar operations, which includes track inspection, public excursions, maintenance of way, training, or special events
3. All Train operations and movement of full size railroad cars and locomotives
4. Any trail construction or maintenance work using rail-based equipment.
5. Parties requiring an El Dorado County Track Warrant may include, but are not limited to El Dorado Western Railroad (EDWR), Placerville & Sacramento Valley Railroad (P&SVR), Pacific Gas & Electric (PG&E), Friends of the El Dorado Trail, California Conservation Corps (CCC), El Dorado County Parks Division, El Dorado County Department of Transportation (DOT), Engineering Consultants, Cultural Resource Specialists.

Standing Track Warrants - Standing Track Warrants are issued to the El Dorado Western Railroad for regularly scheduled work and operations. Current Standing Track Warrants are:

- To Peter Schulze EDWR Roadmaster, on Wednesdays and Fridays from MP 137 (Shingle Springs) to MP 144.75 (Missouri Flat Rd) for Maintenance of Way work
- To Nancy Harden EDWR Yardmaster, on Sundays from MP 137 (Shingle Springs) to MP144.75 (Missouri Flat Rd) for inspection and public operations

El Dorado County Track Warrant Procedure

1. Have permission to go on the tracks (Access Acknowledgement, Volunteer Project Form)
2. Call or email the El Dorado Western Railroad Dispatcher, Ken Asmus at 925.789.0047 or gandydancer777@gmail.com to request the Track Warrant using the Track Warrant Form (next page) at least 48 hours in advance stating the purpose, exact location, date, and time.
3. The Track Warrant will be issued to the requestor.
4. The Dispatcher will issue the Track Warrant. Notice of the Track Warrant will be forwarded to the Parks Division staff to post on the County website as public notification at <http://gem.edcgov.us/roadclosure/RoadsTrailsandParksStatus/>
5. The person named in the Track Warrant must be on the job site or right of way continuously during the hours of work or operation, and the person named in the Track Warrant should notify the “all clear” to the Dispatcher when the work or operations are completed.

EL DORADO WESTERN RAILROAD

Track Warrant

NO. _____ 20_____

To: _____ At: _____

1. | | Track Warrant No. _____ is VOID.
2. | | Proceed From _____ To _____ On Main Track.
3. | | Work between _____ and _____ .
4. | | Not in effect until after arrival of _____ at _____ .
5. | | This authority expires at _____ .
6. | | Hold main track at last named point.
7. | | Clear main track at last named point.
8. | | Between _____ and _____ make all movements
at restricted speed. Limits occupied by train, engines, men or machines.
9. | | Do not exceed ____ MPH between _____ and _____ .
10. | | Track Bulletins in Effect: _____ , _____ , _____ , _____ , _____ , _____ , _____ .
11. | | Other specific instructions: _____

OK _____ M _____ Dispatcher _____ .

Copied by _____ .

Limits reported clear at _____ M By _____ .

(Mark "X" in box for each item instructed.)

EDWRTHN for
January 2019

APPENDIX D

**COUNTY OF EL DORADO
ACCESS ACKNOWLEDGEMENT
PROPERTY DESCRIPTION: Placerville Sacramento Transportation Corridor**

The _____ (hereinafter referred to as "USER") whose mailing address is _____, has requested access for the USER on County-owned property described as the Sacramento-Placerville Transportation Corridor (SPTC) Right of Way from _____ to _____ for the purpose of _____ on the following date and time: _____.

An inspection run prior to the date and on the same property as described above is included, provided that the El Dorado County Track Warrant is requested at least 48 hours in advance.

USER certifies that all costs associated with the access and inspections are the USER's sole responsibility under the contract held with the Sacramento Placerville Transportation Corridor Joint Powers Authority (SPTC JPA).

USER shall indemnify and defend the County of El Dorado against and hold it harmless from any and all loss, damage and liability for damages, including attorneys' fees and other costs of defense incurred by the County, whether for damage to or loss of property, or injury to or death of person, including the property of the County and/or injury to or death of the County's officers, agents and employees, which shall in any way arise out of or be connected with the USERS activities at the aforementioned property.

USER has provided insurance certificates to the SPTC JPA.

USER agrees that any repairs required as a result from USER's access to the aforementioned property shall be at the USER's sole cost and expense.

USER hereby agrees that the aforementioned property shall not be used for the commission of any act which is prohibited by law, or for the commission of any crime.

USER is hereby authorized for _____ (use) on the dates as stated above.

ACCEPTED & ACKNOWLEDGED:

By: _____
(User)
(Address)
(Phone number)

Dated: _____

ENTERED INTO THIS _____ day of _____, 20__

BY: _____

Mary Cory, Museum Administrator of the El Dorado County Historical Museum
104 Placerville Dr.
Placerville, CA 95667
Mary.cory@edcgov.us
(530) 621-5828

cc: Jeanne Amos, Library Director
Vickie Sanders, Parks Manager

APPENDIX E – Proof of Insurance Requirements

EXHIBIT "A" - GENERAL INSURANCE REQUIREMENTS

(September 2012)

Contractor shall provide proof of a policy of insurance satisfactory to the County of El Dorado Risk Manager and documentation evidencing that Contractor maintains insurance that meets the following requirements:

Full Worker's Compensation and Employer's Liability Insurance covering all employees of Contractor as required by law in the State of California.

Commercial General Liability Insurance of not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage and a \$2,000,000.00 aggregate limit.

Automobile Liability Insurance of not less than \$1,000,000.00 is required in the event motor vehicles are used by the Contractor in the performance of the Agreement.

In the event Contractor is a licensed professional or professional consultant, and is performing professional services under this Agreement, professional liability is required with a limit of liability of not less than \$1,000,000.00 per occurrence.

Contractor shall furnish a certificate of insurance satisfactory to the County of El Dorado Risk Manager as evidence that the insurance required above is being maintained.

The insurance will be issued by an insurance company acceptable to Risk Management, or be provided through partial or total self-insurance likewise acceptable to Risk Management.

Contractor agrees that the insurance required above shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, Contractor agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of term of the Agreement, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of Risk Management and Contractor agrees that no work or services shall be performed prior to the giving of such approval. In the event the Contractor fails to keep in effect at all times insurance coverage as herein provided, County may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.

The certificate of insurance must include the following provisions stating that:

1. The insurer will not cancel the insured's coverage without prior written notice to County, and;
2. The County of El Dorado, its officers, officials, employees and volunteers are included as additional insured on an additional insured endorsement, but only insofar as the operations under this Agreement are concerned. This provision shall apply to the general liability policy.

APPENDIX E – Proof of Insurance Sample Form

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE 03/15/2013		
PRODUCER		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES REFLECTED.				
INSURED		INSURERS AFFORDING COVERAGE		NAIC #		
		INSURER A:		38020		
		INSURER B:				
		INSURER C:				
		INSURER D:				
		INSURER E:				
COVERAGES						
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY ENDORSEMENTS.						
LINE	CLASS	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS
A	Y	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> BODILY INJURY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> HOIST/LIFTING LIABILITY (SEAL AGGREGATE LIMIT APPLIES PER POLICY) <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRODUCT <input type="checkbox"/> LOG <input type="checkbox"/> PROFESSIONAL LIABILITY	2014701-505813	03/28/2014	03/28/2014	EACH OCCURRENCE INCLUDES BODILY INJURY & PROPERTY DAMAGE \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & AUTO INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS-COMMERCIAL AGG \$ 1,000,000 DEFECTIVE \$ 1,000
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALLOWED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				OWNED AUTOMOBILE (Each Occurrence) \$ NON-OWNED AUTOMOBILE (Each Occurrence) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - B&A ACCIDENT \$ OTHER THAN AUTO ONLY B&A ACC \$ AUTO ONLY AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAYTONAGE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETARY INDEMNITY OFFICER/MEMBER EXCLUDED? YES, describe below SPECIAL PROVISIONS below				<input type="checkbox"/> WC STAT. LIM. <input type="checkbox"/> GENL FL. EACH ACCIDENT \$ EL. DISEASE - EACH EMPLOYEE \$ EL. DISEASE - POLICY LIMIT \$
		OTHER				
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS: Certificate holder listed below is named as additional insured per attached CG 20 28 07 04.						
CERTIFICATE HOLDER			CANCELLATION			
County of El Dorado 330 Fair Lane Placerville, CA 95667			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL CHARGE A 30 DAY NOTICE TO THE CERTIFICATE HOLDER. WRITTEN NOTICE TO THE LEFT, WITHIN 30 DAYS OF CANCELLATION, MUST BE FURNISHED TO THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE: <i>Will Madaleno</i>			

ACORD 28 (2011/05)

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APPENDIX F**COUNTY OF EL DORADO
Parks Division, Chief Administrative Office****VOLUNTEER PROJECT INFORMATION SHEET**

Organization Name (if applicable):	
Project Supervisor:	
Date(s) project is scheduled:	
Project location:	
Description of work:	
Goals, Objectives & Expectations:	
Logistics (Supplies, Equipment, Tools)	
Source of Materials:	
Safety considerations:	
Approved by the Parks Division of the Chief Administrative Office:	Date:

APPENDIX F**COUNTY OF EL DORADO
Parks Division, Chief Administrative Office****VOLUNTEER PROJECT SUMMARY SHEET**

Provide a summary sheet for each project. Attach before and after photos.

Organization Name (if applicable):
Project Supervisor:
Date(s) project was completed:
Project location:
Description of work completed:
Describe how the work completed provided a fix or improvement:
Source of Materials :
Safety issues (if any):

APPENDIX G

EL DORADO COUNTY HISTORICAL MUSEUM

SPTC TRACK Incident/Accident Form and reporting Safety Concerns

Date: _____ Name: _____

Location of Incident/Concern: _____

Description of the Incident/Concern: _____

Names of Witnesses and Contact Information: _____

Why did the Incident/Accident Occur: _____

What resulted, or could result from the Incident/Accident or Safety Concern: _____

What do you recommend to prevent a recurrence? _____

Reported by: _____ Date: _____