



EL DORADO TRANSIT

Brian Veerkamp, Chair
Board of Supervisors
District III

Ron Mikulaco
Board of Supervisors,
District I

Patty Borelli, Vice Chair
Councilmember
City of Placerville

Trisha Wilkins,
Councilmember
City of Placerville

Mindy Jackson,
Executive Director

Shiva Frentzen
Board of Supervisors
District II

Please Note Change in Meeting Location

County of El Dorado
Planning Commission Hearing Room
2850 Fairlane, Bldg C
Placerville, CA 95667
Thursday, September 1, 2016 1:00 PM

EL DORADO COUNTY TRANSIT AUTHORITY AGENDA Regular Meeting

Chair: Brian Veerkamp, County of El Dorado Supervisor, District III
Vice Chair: Patty Borelli, City of Placerville Councilmember
Directors: Ron Mikulaco, County of El Dorado Supervisor, District I
Shiva Frentzen, County of El Dorado Supervisor, District II
Trisha Wilkins, City of Placerville Councilmember

- Wendy Thomas, Alternate for City Councilmembers
- Michael Ranalli, Alternate for Board of Supervisors, District IV

Executive Director: Mindy Jackson

CALL TO ORDER AND RECESS TO CLOSED SESSION

Closed Session Pursuant to Government Code Section 54956.9 paragraph (2) or (3) of subdivision (d) - Conference with Legal Counsel concerning Significant Exposure to Litigation: 1 potential case.

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL

ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR

The Board may make any necessary additions, deletions or corrections to the agenda including moving items to or from the Consent Calendar and adopt the agenda with one single vote. A Board member may request an item to be removed from the Consent Calendar for discussion and possible action, and the item will be moved from Consent and heard as a separate item. Any member of the public may ask to address an item on the Consent Calendar prior to Board action.

PUBLIC COMMENT

PAGE

At this time, any person may comment on any item that is not on the agenda. PLEASE STATE YOUR NAME AND ADDRESS FOR THE RECORDS. Action will not be taken on any item that is not on the agenda. Please limit your comments to no more than three (3) minutes. Please give any written material presented at the meeting to the clerk for public record.

1. CONSENT CALENDAR

- | | |
|--|----|
| A. Approve Conformed Minutes of Regular Meeting August 4, 2016 | 4 |
| B. Receive and File July 2016 Warrant Register | 8 |
| C. Adopt Resolution No. 16-21 approving the Job Description Allocation for an Extra-Help Transit Dispatcher | 12 |
| D. Cancel the Regularly Scheduled October 6, 2016 El Dorado County Transit Authority Board of Directors Meeting | 18 |
| E. Adopt Final 2016 <u>El Dorado Transit Americans with Disabilities Act (ADA) Paratransit Compliance Plan</u> | 20 |
| F. Adopt Resolution No. 16-22 defining agency contributions for health premium benefits for regular unrepresented and management employees for Fiscal Year 2016/17 | 22 |
| G. 1. Form an ad hoc Audit Review Committee to receive and review Fiscal Year (FY) 2015/16 independent fiscal and compliance audit reports
2. Appoint Chair and Vice-Chair as members to the Audit Review Committee | 25 |
| H. Receive and File Quarterly Investment and Annual Investment Report for Restricted Capital Funds for Quarter Ending 06/30/2016 | 27 |

2. ACTION ITEMS

- | | |
|---|----|
| A. 1. Receive and File Final Amended Operating Budget Fiscal Year 2015/16
2. Authorize the transfer of \$229,810 from Contingency to offset a reduction of Revenue | 30 |
|---|----|

3. INFORMATION ITEMS

None

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED
EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING
Thursday, October 6, 2016 1:00 P.M.
County of El Dorado
Planning Commission Hearing Room
2850 Fairlane Court, Bldg. C
Placerville, CA 95667

The El Dorado County Planning Commission Hearing Room is accessible for persons with disabilities. In compliance with the Americans with Disabilities Act, if you require modification or accommodation to participate in this meeting, please contact El Dorado County Transit Authority by telephone at (530) 642-5383 or by fax at (530) 622-2877. Requests must be made as early as possible and at least one full business day before the start of the meeting.

***The Agenda is also available on the website
www.eldoradotransit.com***



EL DORADO TRANSIT

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District III

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Mindy Jackson,
Executive Director

Shiva Frentzen
Board of Supervisors
District II

County of El Dorado
Planning Commission Hearing Room
2850 Fairlane Court, Bldg C
Placerville, CA 95667
Thursday, August 4, 2016 1:00 PM

EL DORADO COUNTY TRANSIT AUTHORITY **CONFORMED AGENDA MINUTES** Regular Meeting

Chair: Brian Veerkamp, County of El Dorado Supervisor, District III
Vice Chair: Patty Borelli, City of Placerville Councilmember
Directors: Ron Mikulaco, County of El Dorado Supervisor, District I
Shiva Frentzen, County of El Dorado Supervisor, District II
Trisha Wilkins, City of Placerville Councilmember

- Wendy Thomas, Alternate for City Councilmembers
- Michael Ranalli, Alternate for Board of Supervisors, District IV

Executive Director: Mindy Jackson

CALL TO ORDER AND RECESS TO CLOSED SESSION

Closed Session Pursuant to Government Code Section 54956.9 paragraph (2) or (3) of subdivision (d) - Conference with Legal Counsel concerning Significant Exposure to Litigation: 1 potential case.

The meeting was called to order by Chair Veerkamp at 1:03 P.M.

The closed session was cancelled.

The Pledge of Allegiance was recited.

ROLL CALL

Directors Present: Patty Borelli, Shiva Frentzen, Ron Mikulaco, Brian Veerkamp

Directors Absent: Trisha Wilkins

ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR

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It was moved and seconded to adopt the agenda.

M/S: Borelli/Mikulaco
Ayes: Borelli, Mikulaco, Frentzen, Veerkamp
Noes: None
Abstain: None
Absent: Wilkins

It was moved and seconded to approve the consent calendar.

M/S: Borelli/Mikulaco
Ayes: Borelli, Mikulaco, Frentzen, Veerkamp
Noes: None
Abstain: None
Absent: Wilkins

PUBLIC COMMENT

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There was no public comment.

1. CONSENT CALENDAR

- A. 1. Approve Conformed Minutes of Regular Meeting June 2, 2016
- 2. Approve Conformed Minutes of Special Meeting June 27, 2016
- B. Receive and File May and June 2016 Warrant Registers
- C. 1. Approve Purchase Order No. 22200 issued to Elk Grove Ford for the acquisition of four (4) Replacement Staff Vehicles

2. Approve Purchase Order No. 22201 issued to Winner Chevrolet for the acquisition of one (1) Support Vehicle
3. Authorize Executive Director to execute all documents related to these purchases within the Approved Capital Improvement Plan Project Budgets #16-08 and #11-06
- D. Approve the El Dorado County Transit Authority Equal Employment Opportunity Program (EEOP)
- E. Adopt Resolution No. 16-20 approving the El Dorado County Transit Authority Salary Structure
- F. Approve Draft 2016 El Dorado Transit Americans with Disabilities Act (ADA) Paratransit Compliance Plan Update
- G. Authorize the execution of a joint procurement Memorandum of Understanding with the City of Fairfield and Yuba-Sutter Transit for the purchase of replacement commuter buses
- H. Approve funding Operating Reserve utilizing Bike Locker, Advertising and Miscellaneous revenue accounts for Fiscal Year 2015/16
- I. Approve Five-Year Vehicle Replacement Plan for Fiscal Years 2016/17 through 2021/22

2. ACTION ITEMS

A. Receive and File:

1. The El Dorado County 2015-16 Grand Jury Report Dial-A-Ride Case 15-02, May 12, 2016
2. Response to the El Dorado County 2015-16 Grand Jury Report Dial-A-Ride Case 15-02, May 12, 2016

Action: The board universally agreed to receive and file

3. INFORMATION ITEMS

- A. Website Usage Statistics
- B. El Dorado Hills Taxi Voucher Program

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

Chair Veerkamp adjourned the meeting at 1:27 P.M. The next regularly scheduled meeting is Thursday, September 1, 2016 at 1:00 P.M.

* Verbal Report

NEXT REGULARLY SCHEDULED
EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING
Thursday, September 1, 2016 1:00 P.M.
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Planning Commission Hearing Room
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www.eldoradotransit.com***

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: September 1, 2016
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Fiscal Administration Manager
SUBJECT: Receive and File July 2016 Warrant Register

REQUESTED ACTION:
BY MOTION,
Receive and File July 2016 Warrant Register

BACKGROUND

The following warrant register includes routine transactions for the month of July 2016. These expenditures fall within budgets adopted by the El Dorado County Transit Authority Board of Directors.

DISCUSSION

Seven (7) items merit further detail;

Check # 29786 – Marshall Medical Center.....\$1,000.00
This warrant pays an obligation for one (1) advertising bus shelter using Local Transportation Funds (LTF) funds.

Check #29795 – EDC Department of Transportation.....\$1.00
This warrant pays an obligation for the annual lease payment on the Post Street Park & Ride location in Town Center using LTF funds.

Check # 29806 – Special District Risk Management Authority (SDRMA).....\$291,030.02
This warrant pays the obligation for the FY 2016/17 Workers’ Compensation Insurance premium using LTF funds.

Check #29815 – California Transit Indemnity Pool (CalTIP).....\$355,363.00
This warrant pays the obligation for Liability and Physical Damage Insurance premium for Fiscal Year (FY) 2016/17 using LTF.

EFT Transfer – Public Employees Retirement System.....\$131,017.31

This warrant pays the remaining obligation for the annual Unfunded Retirement Liability premium for Fiscal Year (FY) 2016/17 using LTF.

Check #213 - Dokken Engineering.....\$2,475.00

This warrant pays an obligation for the Park & Ride Surveillance project using California Transit Security Grant Program-California Transit Assistance Funds (CTSGP-CTAF) funds; CIP Project #12-04 & 16-01.

Check #213 - Dokken Engineering.....\$2,475.00

This warrant pays an obligation for the Cameron Park Bus Stop and the Bus Parking project using California Transit Security Grant Program-California Transit Assistance Funds (CTSGP-CTAF) funds; CIP Projects #17-04 & 17-01.

EL DORADO COUNTY TRANSIT AUTHORITY

Warrant Register

July 2016

Date	Num	Name	Memo	Amount
07/06/2016	29786	MARSHALL MEDICAL CENTER	Tolar Bus Shelter	1,000.00
07/06/2016	29787	TRILLIUM SOLUTIONS INC	Annual Dues for Website Services	3,700.00
07/07/2016	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	Unfunded CalPERS Retirement Liability FY 16/17	12,390.69
07/07/2016	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Medical Premiums - July 2016	36,011.63
07/07/2016	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE JULY 1, 2016	3,897.05
07/07/2016	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #13 SUPP.	4,561.22
07/08/2016	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #13	12,206.30
07/08/2016	29788	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Employee Paid Premium - July 2016	132.02
07/08/2016	29789	AT&T / CALNET 3	Monthly Charges	1,246.76
07/08/2016	29790	BUS & EQUIPMENT REPAIR OF CA	A/C Transducer #1401	258.51
07/08/2016	29791	C & H MOTOR PARTS	Parts and Supplies	445.72
07/08/2016	29792	C.B.A. PRODUCTIONS	1380 AM Radio Mktng & Outreach	199.00
07/08/2016	29793	CUMMINS PACIFIC LLC	Engine Parts & Tools to Repair #1009	17,136.25
07/08/2016	29794	DAWSON OIL	Fuel Purchases - June 2016	45,570.03
07/08/2016	29795	EDC DEPARTMENT OF TRANSPORTATION	Multi-Modal Facility Lease	1.00
07/08/2016	29796	EL DORADO DISPOSAL	Monthly Charges	284.33
07/08/2016	29797	EL DORADO FIREFIGHTERS ASSOCIATION	Hall Rental for VTT Mtg 2017	440.00
07/08/2016	29798	GOLDEN SIERRA JOB TRAINING AGENCY	Job Fair Particip & Gold Sponsorship	800.00
07/08/2016	29799	MIGUEL GARCIA LANDSCAPING	Landscaping Service - June 2016	570.00
07/08/2016	29800	MOUNTAIN DEMOCRAT INC	Reg Transit Driver Ad June 2016	1,138.22
07/08/2016	29801	OPERATING ENGINEERS - MEDICAL	Health Premium - July 2016	48,293.00
07/08/2016	29802	PACIFIC GAS & ELECTRIC	Monthly Charges	3,160.85
07/08/2016	29803	RON DUPRATT FORD	Cat Converter #0304	1,718.55
07/08/2016	29804	RTS IT INC	IT Services/Back-Up July 2016	3,910.00
07/08/2016	29805	SACRAMENTO BEE	Annual Subscription-52 weeks	99.99
07/08/2016	29806	SDRMA	FY 16/17 Worker's Comp Premium	291,030.02
07/08/2016	29807	TOWN CENTER EAST LP	Lease Pymt for July 2016 P&R	700.00
07/08/2016	29808	VISA	Monthly Charges	1,427.97
07/14/2016	29809	ADM SCREENING	Random & Pre-Employ Screening June 2016	245.00
07/14/2016	29810	AIRGAS USA LLC	Nitrogen Gas-Shop Use	36.66
07/14/2016	29811	ARNOLDS FOR AWARDS	Engraving for EOM Plate-July 2016	10.00
07/14/2016	29812	ASSURANT EMPLOYEE BENEFITS	LTD/Life Premium - July 2016	2,594.13
07/14/2016	29813	AUTOZONE	Parts and Supplies	933.11
07/14/2016	29814	CalTIP - CAL TRANSIT INDEMNITY POOL	Liability & Physical Damage Premium FY 2016/17	355,363.00
07/14/2016	29815	CAPITOL CLUTCH & BRAKE	Parts and Supplies	1,455.98
07/14/2016	29816	CDW GOVERNMENT	Lenovo TP Laptop for New Mechanic	2,355.01
07/14/2016	29817	CITY OF PLACERVILLE	Bus Shelter Maintenance	330.00
07/14/2016	29818	CREATIVE BUS SALES	Turbo #1201	4,218.55
07/14/2016	29819	ECO SIGNS	Replace Bulbs - CTC P&R	799.80
07/14/2016	29820	EDC RISK MANAGEMENT	Health Insurance July 2016	4,155.28
07/14/2016	29821	EMP. MISC. REIMBURSEMENT	Work Boots-EC	48.36
07/14/2016	29822	EMP. MISC. REIMBURSEMENT	Refund 5 Taxi Vouchers-LS	15.00
07/14/2016	29823	EMP. MISC. REIMBURSEMENT	DMV Fees-SVA	73.00
07/14/2016	29824	FACTORY MOTOR PARTS	Parts and Supplies	2,184.27
07/14/2016	29825	FASTENAL	Parts and Supplies	267.12
07/14/2016	29826	FLEMING DISTRIBUTING CO.	Additives PM Services	738.20
07/14/2016	29827	G & O BODY SHOP INC	Towing #0904	150.00
07/14/2016	29828	IMAGE FACTORY	Local Service Guide & Commuter Broch	828.75
07/14/2016	29829	LANGUAGE LINE SERVICES INC	Interpreter Service-June 2016	81.67
07/14/2016	29830	PRO-LINE CLEANING SERVICES INC	Cleaning Services-June 2016	582.00
07/14/2016	29831	QUILL	Misc. Office Supplies	368.70
07/14/2016	29832	RAMOS ENVIRONMENTAL SERVICES	Waste Oil Pickup	120.00
07/14/2016	29833	RESCO PRINTING	Commuter Guides-5000	3,575.45
07/14/2016	29834	ROUTEMATCH SOFTWARE INC	Annual Tech Support Prorated	16,637.50
07/14/2016	29835	TERRIE Y. PRODHON	CPA Services - June 2016	84.00
07/14/2016	29836	TRANSIT MARKETING LLC	Taxi Voucher & Passenger Guide Revisions	457.50
07/14/2016	29837	UPS	Return Services @ #6567	178.04
07/14/2016	29838	WOLFPACK INSURANCE SERVICES, INC.	Dental/Vision Premium - August 2016	4,355.00
07/15/2016	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE JULY 15, 2016	4,022.14
07/15/2016	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #14	12,221.77
07/15/2016	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #14	4,368.65
07/18/2016	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	Unfunded CalPERS Retirement Liability FY 16/17 (2)	131,017.31
07/18/2016	29839	THOMPSONS BUICK GMC	Parts and Supplies	6,335.03
07/19/2016	29840	ACCESS SYSTEMS INC	PVC ID Cards, HID Cards, Printer Ribbon	684.63
07/19/2016	29841	AFLAC	Employee Paid Premiums - July 2016	1,184.22
07/19/2016	29842	AT&T LONG DISTANCE	Monthly Charges	238.82

EL DORADO COUNTY TRANSIT AUTHORITY
Warrant Register
July 2016

Date	Num	Name	Memo	Amount
07/19/2016	29843	CAL.NET	July 2016 Camera Service	106.97
07/19/2016	29844	EMP. MISC. REIMBURSEMENT	DMV Physical-GB	75.00
07/19/2016	29845	FEILD AND ASSOCIATES	Planning & Consulting-April-June 2016	2,125.00
07/19/2016	29846	GIRARD & EDWARDS	Legal Counsel - June 2016	3,600.00
07/19/2016	29847	HUNT & SONS INC	Fuel Purchases - June 2016	1,446.99
07/19/2016	29848	JIM'S MOBILE WINDSHIELD REPAIR	Windshield Repairs	180.00
07/19/2016	29849	KINETICO WATER SYSTEMS INC	Filtered Water Rental for July 2016	43.20
07/19/2016	29850	MCI SERVICE PARTS INC	Parts and Supplies	1,351.52
07/19/2016	29851	MISSION UNIFORM SERVICE	Shop Uniforms, Mats, Towels	190.44
07/19/2016	29852	NORTH STATE TIRE CO INC	Tires #1006 #1202	2,490.00
07/19/2016	29853	OPERATING ENGINEERS LOCAL UNION #3	Union Dues - July 2016	1,638.00
07/19/2016	29854	QUILL	Misc. Office Supplies	10.74
07/19/2016	29855	RIEBES AUTO PARTS	Parts and Supplies	1,166.94
07/19/2016	29856	SIERRA NEVADA TIRE & WHEEL	Parts and Supplies	3,843.66
07/19/2016	29857	THOMPSONS CHRYSLER DODGE	Parts and Supplies	3,086.08
07/19/2016	29858	TRUE VALUE HARDWARE	Parts and Supplies	360.25
07/19/2016	29859	UNIVERSAL SECURITY & FIRE INC	Alarm Monitoring 07/01/16-09/30/16	135.00
07/19/2016	29860	O'REILLY AUTO PARTS	Parts and Supplies	611.95
07/27/2016	213	DOKKEN ENGINEERING	P & R Surveillance Project-June 2016	2,145.00
07/27/2016	29861	ACCESS SYSTEMS INC	Installed Door Release Button	329.00
07/27/2016	29862	CALIFORNIA CUSTOM TEE'S	Annual Uniform Order-Drivers & Admin	10,910.52
07/27/2016	29863	COMCAST	High Speed Cable Internet-July 2016	240.97
07/27/2016	29864	DOKKEN ENGINEERING	Bus Prking Lot/CP Bus Stop-Plan Develop-June 2016	22,842.93
07/27/2016	29865	EDC FAIR ASSOCIATION, INC.	Fair Grounds P & R Lease 2016	150.00
07/27/2016	29866	EL DORADO HILLS CHAMBER OF COMMERCE	Annual Membership Dues/2016-2017	225.00
07/27/2016	29867	EL DORADO IRRIGATION DISTRICT	Monthly Charges	1,622.63
07/27/2016	29868	EMP. MISC. REIMBURSEMENT	DMV Physical-RCOB	75.00
07/27/2016	29869	EMP. MISC. REIMBURSEMENT	Laminating Pouches	32.39
07/27/2016	29870	EMP. MISC. REIMBURSEMENT	Mileage Reimb-MJ	49.57
07/27/2016	29871	EMP. MISC. REIMBURSEMENT	DMV Physical-DS	75.00
07/27/2016	29872	EMP. MISC. REIMBURSEMENT	DMV Physical-JH	75.00
07/27/2016	29873	EMP. MISC. REIMBURSEMENT	DMV Physical-KL	75.00
07/27/2016	29874	EMP. MISC. REIMBURSEMENT	Mileage Reimb-AK	436.52
07/27/2016	29875	EMP. MISC. REIMBURSEMENT	DMV Physical-SJ	75.00
07/27/2016	29876	FEDERAL EXPRESS	Postage/Shipping	68.60
07/27/2016	29877	G & O BODY SHOP INC	Towing #1201	300.00
07/27/2016	29878	GCR TIRES & SERVICE	Tires #0604 #0610	1,370.70
07/27/2016	29879	GOLD RUSH TAXI LLC	Taxi Voucher Program-June 2016	1,704.00
07/27/2016	29880	HANGTOWN BODY SHOP	Cut-A-Way Blue Painting #0901	5,101.20
07/27/2016	29881	HKR PROMOTIONS	Vinyl Graphics #0905 #0906 #0908	5,670.00
07/27/2016	29882	IMAGE SOURCE	All Copier Maintenance 07/14/16-08/13/16	435.10
07/27/2016	29883	J. C. NELSON SUPPLY CO.	Liners, Toilet Paper	51.41
07/27/2016	29884	MOUNTAIN DEMOCRAT INC	Public Notice for RFP 17-01	83.00
07/27/2016	29885	NORTH MACHINE SHOP	Steel Plates for EDH's P&R	124.39
07/27/2016	29886	PACIFIC GAS & ELECTRIC	Monthly Charges	738.55
07/27/2016	29887	PETTY CASH	Petty Cash-NM	119.03
07/27/2016	29888	QUILL	Misc. Office Supplies	432.70
07/27/2016	29889	SAC REGIONAL TRANSIT	July 2016 Combo Passes	440.00
07/27/2016	29890	SPOT-ON SIGNS & GRAPHICS	Logo Print on Tradeshow Display	66.66
07/27/2016	29891	STATE BOARD OF EQUALIZATION	2nd QTR Exempt Bus Operator Diesel Fuel Tax 2016	388.23
07/27/2016	29892	VERIZON WIRELESS	Cellular Service - July 2016	2,304.90
07/27/2016	29893	WESTERN CONTRACT	Improv H.E. Big & Tall Fwd Tilt Chair	1,004.24
				<u>1,137,866.74</u>
				Total <u>1,137,866.74</u>

AGENDA ITEM 1 C
Consent Calendar

MEMORANDUM

DATE: September 1, 2016
TO: El Dorado County Transit Authority
FROM: Maria Harris, HR Manager/Admin Services
SUBJECT: Extra-Help Transit Dispatcher Allocation

REQUESTED ACTION:

BY MOTION, Adopt Resolution No. 16-21 approving the Job Description and Allocation for an Extra-Help Transit Dispatcher

BACKGROUND

On June 2, 2016 the Board of Directors adopted Resolution No. 16-19. This action adopted the final Salary Schedule for fiscal year 2016/17. An Extra-Help Transit Dispatcher job classification was omitted from the adopted Salary Schedule.

The dispatch center is comprised of four (4) full-time Transit Dispatchers responsible for the mandatory local, state and federal statistical data reporting, heavy customer phone and correspondence contact, cross-training to cover fare-count function as needed, maintaining ALTA, Senior Day Care passenger files, handles driver scheduling and all the functions necessary to provide the on-the-road services and manages the daily demand response scheduling.

The dispatch center operates 4:30 AM – 8:00 PM Monday through Friday and 7:30 AM – 5:30 PM on weekends. In order to staff these operating hours three (3) of the dispatchers work four (4) ten (10) hour shifts while the remaining one (1) works five (5) eight (8) hour shifts per each work week.

DISCUSSION

Currently dispatch coverage is provided for scheduled and unscheduled time off by driving staff in a “back-up” capacity. This method of coverage is sufficient for one (1) or two (2) day periods but is inadequate for long-term periods. Using driving staff for dispatch coverage requires the utilization of extra-help Transit Drivers to cover the driving operation shortfall.

Adding an allocated Extra-Help Transit Dispatcher position (job description attached) will enable El Dorado Transit more coverage flexibility without impacting existing driving operations and ensure personnel are adequately trained.

FISCAL IMPACT

El Dorado Transit currently utilizes regular driving staff for dispatch coverage and extra help driving staff are used to cover for the regular driving staff shortfall. The fiscal impact of hiring and training extra help Transit Dispatchers will be approximately \$2,000 per new hire.

Extra Help Transit Dispatcher - UR	14.91	15.65	16.43
	2,584.40	2,712.67	2,848.39



EXTRA HELP TRANSIT DISPATCHER

NON-EXEMPT

Hourly Salary: \$14.71 - \$16.43

DEFINITION

Under general supervision, provides direction to Transit Drivers regarding the timely routing of transit service. Dispatches and schedules transit vehicles and assists in policy and procedure implementation. Performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class position is responsible for directing the timely routing of transit service, scheduling and dispatching Transit Drivers and vehicles.

EXAMPLE OF DUTIES (Illustrative Only)

- Receives and screens visitors and telephone calls, providing factual information which requires the interpretation of policies and procedures.
- Operates a two way radio system and/or phone system to dispatch transit vehicles and drivers.
- Schedules and coordinates passenger trips, schedules Americans with Disability Act (ADA) complementary paratransit service, updates passenger locations/schedules and routes using computer aided software. Assigns vehicles to drivers.
- Directs Transit Drivers regarding the timely and efficient routing of transit services. Resolves immediate operating problems.
- Monitors and reports driver tardiness, attendance and situational occurrences.
- Maintains log of calls, radio transmissions and other data.
- Coordinates repair work and vehicle substitution to maintain service levels.
- Advises police, fire and other concerned agencies of emergency situations, weather conditions, road closures and other matters.
- Recommends immediate service reductions related to maintaining safe transit service.
- Analyzes ridership information, coordinates schedules and prepares recommended routes; prepares and types a variety of schedules, reports, driver trip sheets, memoranda and

Updated 08/19/16

correspondence.

- Operates a variety of office equipment including typewriters, radios, telephones and computers including word processing, spreadsheet and database programs.
- Maintains a variety of office files, logs and records.
- Assists in the implementation of marketing objectives.
- Assists in the driver route bid process through the preparation of route segments into runs and the description of these runs in a formalized regular process.
- Assists in policy and procedure implementation.
- Responds to customer inquiries or complaints regarding service; provides information and resolves problems.
- Other duties as assigned.

QUALIFICATIONS

Knowledge of:

- The operation of common office equipment including a computer utilizing word processing, spreadsheets, database programs and computer-aided dispatching software.
- Policies and procedures related to transit operation.
- Correct English usage including spelling, grammar and vocabulary.
- Record keeping principles and practices.
- Basic supervisory principles and practices.
- Transit related State and Federal mandates.
- Emergency response procedures.
- Safety regulations including Vehicle Code and CHP regulations.
- Seasonal weather and road conditions affecting transit service routing.
- Operation of radio and telephone equipment.
- El Dorado County, City of Placerville, and Sacramento area road systems and geography.
- Methods and techniques of day-to-day transit operations problem solving.
- Methods and techniques of transit dispatching and scheduling.

Skill in:

- Organizing work, setting priorities, meeting critical deadlines and following up assignments with a minimum of direction.
- Presenting a positive image of the transit system.
- Responding decisively and effectively in resolving problems and emergency situations.
- Supporting drivers and passengers regarding day-to-day operational situations.
- Operating telephone and radio equipment.
- Understanding and communicating effectively orally and in writing.
- Scheduling and routing passenger trips.
- Maintaining records and files.

Updated 08/19/16

- Establishing and maintaining effective working relationships.
- Using initiative and sound judgment within established guidelines.
- Coordinating multiple priorities with immediate timelines.
- Accurately documenting operational occurrences and logs.
- Compiling operational information and inputting data into a computer.

Other Requirements:

Must be willing to work early morning, evening, weekend, and holidays as required.

Education/Experience:

High School diploma or equivalent. Two years of experience dispatching with radio communication work which includes office support responsibilities.

NOTE: The above qualifications are typically accepted ways of obtaining the required knowledge and skills.

APPLICATION AND SELECTION PROCEDURES:

It is the responsibility of the applicant to ensure delivery of the completed application to El Dorado County Transit Authority office: at 6565 Commerce Way, Diamond Springs, CA 95619. El Dorado County Transit Authority applications must be used. Resumes may be attached but may not be substituted for any portion of the application. Completed applications will be reviewed and the most suitable, qualified applicants, based on the information provided on their applications, will be invited to participate further in the examination process. We are an EOE.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 16-21**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING THE JOB CLASSIFICATION AND SALARY RANGE
FOR EXTRA HELP TRANSIT DISPATCHER**

WHEREAS, Article 3.1 of the El Dorado County Transit Authority Personnel Policies and Procedures Manual provides that a salary schedule shall be established by Resolution of the Board of Directors of the El Dorado County Transit Authority; and

WHEREAS, the Manual further states “The monthly salary rates are also listed for the purpose of convenience in quotation of monthly salaries and computations for purposes of paying employees shall be on the basis of hourly rates;” and

WHEREAS, periodically, the demands of the El Dorado County Transit Authority and changing needs require adding allocated positions and salary ranges; and

WHEREAS, utilizing driving staff for long-term periods within the Dispatch Center is inadequate to maintain proper staffing levels and provide sufficient daily demand response scheduling; and

WHEREAS, it is beneficial for El Dorado County Transit Authority to add an allocated Extra-Help Transit Dispatcher to allow more coverage flexibility without impacting existing driving operations and ensure personnel are adequately trained.

NOW, THEREFORE, BE IT RESOLVED, that the El Dorado County Transit Authority recognizes, adopts and incorporates herein the findings in the reports; and approves and authorizes the personnel changes attached hereto as Attachment A.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 1st day of September 2016, by the following vote of said Board:

AYES: NOES: ABSTAIN: ABSENT:

Brian Veerkamp, Chair

ATTEST:

Maria Harris, Secretary to the Board

AGENDA ITEM 1 D
Consent Calendar

MEMORANDUM

DATE: September 1, 2016
TO: El Dorado County Transit Authority
FROM: Maria Harris, HR Manager/Admin Services
SUBJECT: Board of Directors Approved Meeting Schedule for
Calendar Year 2016

REQUESTED ACTION:

BY MOTION,

**Cancel the Regularly Scheduled October 6, 2016 El Dorado
County Transit Authority Board of Directors Meeting**

BACKGROUND

At the December 3, 2015 El Dorado County Transit (El Dorado Transit) Board meeting, the Board of Directors approved the calendar year 2016 meeting schedule.

DISCUSSION

After careful review of the upcoming October 6, 2016 board meeting, El Dorado Transit staff recommends cancellation of the meeting due to a lack of business items. The next regularly scheduled meeting will be held on Thursday, November 3, 2016 at 1:00 p.m.

FISCAL IMPACT

None.

**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED MEETING SCHEDULE REVISION FOR 2016**

Revised Meeting Schedule 2016	Comments
<i>No meeting January 2016</i>	
Thursday, February 4, 2016	
Thursday, March 3, 2016	
Thursday, April 7, 2016	
Thursday, May 5, 2016	
Thursday, June 2, 2016	
Thursday, July 7, 2016	<i>Cancelled</i>
Thursday, August 4, 2016	
Thursday, September 1, 2016	<i>Monday September 5th is Labor Day</i>
Thursday, October 6, 2016	<i>Recommended Cancellation</i>
Thursday, November 3, 2016	
Thursday, December 1, 2016	

The El Dorado County Transit Authority board meetings are regularly held at 1:00 P.M. at the County of El Dorado, Board of Supervisors Meeting Room located at 330 Fair Lane Building A; however, due to building renovations all meetings have been temporarily relocated to the Planning Commission Hearing Room, 2850 Fairlane, Building C in Placerville at 1:00 P.M. until December 2016.

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: September 1, 2016

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: El Dorado Transit Americans with Disabilities Act (ADA) Paratransit Compliance Plan

REQUESTED ACTION:

BY MOTION,

Adopt Final 2016 El Dorado Transit Americans with Disabilities Act (ADA) Paratransit Compliance Plan

BACKGROUND

As a public operator of transit services, the El Dorado County Transit Authority (El Dorado Transit) is required by the Americans with Disabilities Act (ADA) to provide complementary paratransit services for people who, due to a disability, are unable to use El Dorado Transit's regular fixed route bus services for some or all of their trips. Since 1994 El Dorado Transit has met its ADA paratransit obligation through a combination of ADA deviation on regular bus fixed routes and separate ADA Dial-A-Ride complementary paratransit services.

El Dorado Transit first submitted the El Dorado Transit ADA Paratransit Compliance Plan (Plan) to the Federal Transit Administration (FTA) in 1994, as required by ADA implementing regulations, showing how it would comply with the paratransit requirements of the ADA. The Plan has been updated several times since 1994, with the most recent revision occurring in 2015 with the addition of the 50 Express route and the inclusion of a Reasonable Modification section.

Per CFR 49 Part 37.137 (c) Ongoing Requirement, agencies are mandated to create an ongoing mechanism for the participation of individuals to assess El Dorado Transit ADA services. All ADA Compliance Plan updates are reviewed by the Board and the El Dorado Transit Advisory Committee and are available for public review upon request or at www.eldoradotransit.com. Public comment on draft Plan may be submitted either in a Public Hearing or during Public Comment at Board meetings.

DISCUSSION

On July 18, 2016, a number of changes to fixed route services were implemented including the following:

1. Addition of a Diamond Springs Saturday route.
2. Placerville Shuttle and Diamond Springs routes start one hour earlier Monday through Friday.
3. Saturday Express routes added service at lunchtime.

On August 4, 2016 the Board approved Agenda Item 1 F draft El Dorado Transit Americans with Disabilities Act (ADA) Paratransit Compliance Plan with no changes.

Staff is requesting that the Board adopt the final 2016 El Dorado Transit Americans with Disabilities Act (ADA) Paratransit Compliance Plan found at the link www.eldoradotransit.com/board-meeting/september-1-2016 and included as a separate document in this agenda.

AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: September 1, 2016
TO: El Dorado County Transit Authority
FROM: Maria Harris, Human Resources/Admin Services Manager
SUBJECT: Fiscal Year (FY) 2016/17 agency contributions for health premiums for unrepresented and management employee groups

REQUESTED ACTION:
BY MOTION,

Adopt Resolution No. 16-22 defining agency contributions for health premium benefits for regular unrepresented and management employees for FY 2016/17

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) agency's portion of health care insurance premium contribution is established annually by resolution. El Dorado Transit contracts with the California Public Employees' Retirement System ("CalPERS") to provide health care benefits for unrepresented regular employees and management employees.

DISCUSSION

Unrepresented Employees

Resolution No. 16-22 defines agency contributions towards health premium benefits for unrepresented and management employees for FY 2016/17

Rates reflect medical, dental and vision coverages. Dental and vision rates did not increase for the 2017 plan year. Health rates on average increased by 3.24 percent overall.

Open enrollment period begins September 12, 2016 and ends on October 7, 2016.

FISCAL IMPACT

There will be no fiscal impact to the adopted FY 2016/17 budget.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 16-22**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EL DORADO COUNTY TRANSIT AUTHORITY DEFINING 2017
CALENDAR YEAR CONTRIBUTIONS FOR HEALTH PREMIUM BENEFITS
FOR UNREPRESENTED REGULAR AND MANAGEMENT EMPLOYEES**

WHEREAS, the El Dorado County Transit Authority (El Dorado Transit) has unrepresented regular employees and management employees; and

WHEREAS, the El Dorado County Transit Authority Personnel Policies and Procedures Manual Article 6.2 – Employee Benefits/Insurance Plans allows El Dorado Transit to adjust contributions based upon budgetary constraints and fluctuating health care costs; and

WHEREAS, El Dorado Transit contracts with the California Public Employees’ Retirement system (“CalPERS”) to provide health care benefits for its employees; and

WHEREAS, El Dorado Transit provides dental and vision insurance through separate carriers; and

NOW, THEREFORE BE IT RESOLVED, that El Dorado Transit shall provide the following contribution levels over twenty-six (26) pay periods toward health plan premiums of unrepresented regular and management employees provided sufficient funds are available effective January 1, 2017

Employee Only	\$341.79
Employee + One	\$694.26
Employee + Two or More	\$921.23

BE IT FURTHER RESOLVED, that El Dorado Transit shall provide current contribution and 80% of any adjustment of the 2017 calendar year premium for health care benefits benchmarked at the 2016 PERS Choice Plan (or equivalent) for the unrepresented regular employees and management employees.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 1st day of September 2016 by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

Brian Veerkamp, Chair

ATTEST:

Maria Harris, Secretary to the Board

AGENDA 1 G
Consent Item

MEMORANDUM

DATE: September 1, 2016
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Fiscal Administration Manager
SUBJECT: Appointment Chair and Vice-Chair as members of an ad hoc Audit Review Committee

**REQUESTED ACTION:
BY MOTION,**

- 1. Form an ad hoc Audit Review Committee to receive and review fiscal year (FY) 2015/16 independent fiscal and compliance audit reports**
- 2. Appoint Chair and Vice-Chair as members to the Audit Review Committee**

BACKGROUND

The Mills-Alquist-Deddeh Act (SB 325) was enacted by the California Legislature to improve public transportation services and encourage regional transportation coordination. Known as the Transportation Development Act (TDA) of 1971, this law provides funding to be allocated for transit and non-transit related purposes.

The TDA provides two (2) funding sources:

1. Local Transportation Fund (LTF), which is derived from a ¼ cent of the general sales tax collected statewide.
2. State Transit Assistance (STA), which is derived from the statewide sales tax on diesel fuel.

The State Board of Equalization, based on sales tax collected in each county, returns the general sales tax revenues in each county's LTF. The STA funds are appropriated by the Legislature to the State Controller's Office (SCO). The SCO then allocates the tax revenues, by formula, to planning and other selected agencies.

To ensure program compliance, fiscal audits are conducted. TDA Section 6664 requires independent fiscal and TDA compliance audits to be completed within 180 days following the end of each fiscal year. The El Dorado County Transportation Commission (EDCTC) is

responsible for ensuring that each TDA claimant under its jurisdiction receiving an allocation submits to EDCTC and the State Controller an annual certified fiscal audit report.

DISCUSSION

Richardson and Co. auditors will perform the fiscal year 2015/16 on-site audit field work at the El Dorado County Transit Authority during the week of October 3, 2016. Final audit reports will be completed in late October 2016 or early November 2016.

The Audit Review Committee would convene to receive an oral and written presentation of audit reports by Richardson & Company. The audit reports would then be included in the December 1, 2016 Board agenda packet as a Consent Item for consideration by the full Board.

Annually, the El Dorado County Transit Authority appoints a two (2) person sub-committee of the Board to receive the auditors' presentation of the audit prior to submission to the full Board. Staff is recommending the establishment of an ad hoc Audit Review Committee with the Chair and Vice-Chair as permanent members

Audit Review Committee responsibilities include:

1. Review of fiscal and compliance audits
2. One (1) meeting to receive a presentation from independent auditors of agency fiscal and compliance reports

AGENDA ITEM 1 H
Consent Item

MEMORANDUM

DATE: September 1, 2016
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Fiscal Administration Manager
SUBJECT: Quarterly Investment and Annual Investment Report for Restricted Capital Funds

REQUESTED ACTION:
BY MOTION,

Receive and file Quarterly Investment and Annual Investment Report for Restricted Capital Funds for Quarter Ending 06/30/2016

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) adopted an investment policy on November 7, 1999 allowing investments in the State of California Local Agency Investment Fund (LAIF) and money market accounts.

El Dorado Transit investment policy requires quarterly investment reports to the Board of Directors.

DISCUSSION

Interest earnings for the Second calendar quarter of 2016 equal \$6,269.64, to-date total interest earned for fiscal year (FY) 2015/16 equals \$21,054.55; this reflects an amount of \$3,054.55 over adopted budget. These funds are budgeted and used as operating income. Investment report for quarter ending 06/30/16 is submitted for review and file.

Additional information is provided on interest earned on restricted capital funds. This interest is reported to the corresponding program and is used towards project specific expenses.

FISCAL IMPACT

Account 4970.00-Interest Income has been adjusted in the FY 2015/16 Final Budget Adjustment process presented in this agenda packet.

El Dorado County Transit Authority
September 1, 2016 Agenda

EL DORADO COUNTY TRANSIT AUTHORITY

QUARTERLY INVESTMENT REPORT

PERIOD 04/01/2016 – 06/30/2016

LOCAL AGENCY INVESTMENT FUND (L A I F)

Account Summary

03/31/2016	Balance Forward	\$ 1,189,627.49
	Total Transfers to General Checking Account	\$ -000,000.00
	Total Transfers from General Checking Account	\$ 000,000.00
	Interest Earned @ 0.55%	\$ <u>1,618.46</u>
06/30/2016	Ending Balance 2nd Qtr., 2016	\$ 1,191,245.95

UMPQUA BANK (Money Market Account)

Account Summary

03/31/2016	Balance Forward	\$ 4,440,328.69
	Total Transfers to General Checking Account	\$ -000,000.00
	Total Transfer from General Checking Account	\$ 000,000.00
	Interest Earned @ 0.42%	\$ <u>4,651.18</u>
06/30/2016	Ending Balance 2nd Qtr., 2016	\$ 4,444,979.87

EL DORADO COUNTY TRANSIT AUTHORITY

ANNUAL INVESTMENT REPORT

RESTRICTED CAPITAL FUNDS

PERIOD 07/01/2015 – 06/30/2016

Public Transportation Modernization Improvement and Service Enhancement Account
(PTMISEA)

\$14,882.03

California Transit Security Grant Program – California Transit Assistance Funds (CTSGP-
CTAF)

\$188.37

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: September 1, 2016
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Fiscal Administration Manager
SUBJECT: Final Amended Operating Budget Fiscal Year 2015/16

REQUESTED ACTION:
BY MOTION,

1. Receive and File Final Amended Operating Budget Fiscal Year 2015/16
2. Authorize the transfer of \$229,810 from Contingency to offset a reduction of Revenue

BACKGROUND

As of August 31 2016, all work related to posting was accomplished to close fiscal year (FY) 2015/16.

Section 8.9 of the Joint Exercise of Powers Agreement of the El Dorado County Transit Authority states that the Executive Director has the power “*to execute transfers within major budget units, as long as the total expenditures of each major budget unit remain unchanged*”.

Final Amended Operating Budget adjustments are based on actual revenue and expenses; generating decreases to revenue, salary and benefit and general expenses.

DISCUSSION

Outlined below are the recommended adjustments; attached is a narrative and accompanying copy of the final budget with the mid-year budget for comparison showing changes made.

The represented overall budget reflects decreases to revenue, salary and benefits and general expense units. The Final Amended Operating Budget decreases the annual budget by \$402,529.

El Dorado Transit Management and staff worked well within the mid-year budget adjustment projections. No major service changes were implemented that would reflect the need for more drastic final adjustments.

Decrease of \$229,810 in Contingency Funds to balance the Final Amended Budget will not require Board action.

REVENUE ACCOUNTS

El Dorado Transit saw an overall decrease of approximately \$19,260 to fare driven revenue accounts. All State Transit Assistance (STA) funds were transferred to the Capital Budget during the Mid-Year Budget process.

Total revenue decreased by \$402,529.

- 1 Interest Income increased to accurately reflect receipts.
- 2 Federal Transit Administration (FTA) Section 5311 Grant decreased to reflect actual allocation.
- 3 Farebox increased to accurately reflect receipts.
- 4 Contract Services decreased to accurately reflect receipts.
- 5 Farebox – Charter decreased to accurately reflect receipts.
- 6 Sacramento Commuter Route Passes decreased to accurately reflect receipts.
- 7 Bus passes increased to accurately reflect receipts.
- 8 Scrip increased to accurately reflect receipts.
- 9 Fair Shuttle AB2766 Grant increased to reflect actual billed amount to EDCAQMD and Fair Association.
- 10 FTA Section 5307 Grant decreased to reflect the transfer of funds from operating to capital budget
- 11 LCTOP Grant increased to recognize restricted interest earned

SALARY & BENEFITS ACCOUNTS

Overall, the Salary and Benefits accounts were managed below mid-year budget adjustment projections. There have been no significant service changes that would drive a major change in budget preparation methodology.

Total Salary and Benefits accounts decreased by \$70,880.

- 12 Regular Employees slightly reduced to reflect actuals; budgeting process appropriate.
- 13 Temporary Employees decreased to reflect actual usage of the extra help employee category.
- 14 Overtime decreased to accurately reflect costs.
- 15 On Call Pay decreased to accurately reflect usage.
- 16 Skill and Shift Pay decreased to accurately reflect costs.
- 17 Employee Retirement reduced to reflect actual costs. FY 2015/16 is the first full year agency employee's paying a portion of costs.
- 18 Social Security (FICA) Payroll Tax reduced to accurately reflect actual costs.
- 19 Medicare Payroll Tax reduced to accurately reflect actual costs.

- 20 Health Insurance increased to reflect staffing items as well as increases to premium costs.
- 21 Unemployment Insurance decreased to reflect actual costs. Past employees receiving this benefit are either transitioning to other employment or are no longer eligible.

SERVICE & SUPPLY ACCOUNTS

- 22 Insurance Premiums/Public Liability increased to reflect the on (1) month pre-paid allocation of current FY 2016/17 premiums into FY 2015/16.
- 23 Park & Ride Maintenance increased to more accurately reflect expenses.
- 24 Maintenance/Bus Stops increased to more accurately reflect expenses.
- 25 Vehicle Maintenance (In-House) decreased to more accurately reflect expenses.
- 26 Vehicle Maintenance/Tires & Tubes decreased to more accurately reflect expenses.
- 27 Vehicle Maintenance/Sales Tax/Fuel & Lubricants - decreased to more accurately reflect actual expenses.
- 28 Office Expense increases to more accurately reflect expenses.
- 29 Postage increased to more accurately reflect expenses.
- 30 Professional Services increased to reflect actual expenses and anticipated billing from the City of Placerville for the Broadway stop improvements.
- 31 Employee Exams increase to more accurately reflect expenses.
- 32 Background Checks increased to more accurately reflect expenses.
- 33 Publications/Legal Notices increased to more accurately reflect actual expenses.
- 34 Leases and Rents – Equipment increased to accurately reflect expenses.
- 35 Leases and Rents – Park & Rides decreased to accurately reflect expenses.
- 36 Equipment Purchase – Data Processing decreased to accurately reflect expenses.
- 37 Equipment Purchase – Office decreased to accurately reflect expenses.
- 38 Special Department Expenses - increased to accurately reflect actual expenses.
- 39 Marketing decreased to accurately reflect actual expenses.
- 40 Staff Development/Travel decreased to accurately reflect actual expenses.
- 41 Fuel Purchase decreased to accurately reflect actual expenses.
- 42 Bank Charges decreased to accurately reflect actual expenses.
- 43 Utilities decreased to accurately reflect actual expenses.
- 44 Utilities/Park & Ride decreased to accurately reflect actual expenses.
- 45 AB2766 Fair Shuttle posting actual expenses as calculated.
- 46 Contingency line adjusted to balance the FY 2015/16 operating budget removing FTA Section 5307 as a source of revenue.

FISCAL IMPACT

The Initial FY 2015/16 Budget was adopted with the contingency funds of approximately 10% (ten) or \$679,355 of the total Operating Budget.

To sustain the Capital Budget, El Dorado Transit typically transfers all available STA funds from the Operating Budget to the Capital Budget during the mid-year or year-end budget process. This

action was taken along with the transfer of FTA Section 5307 from Preventative Maintenance into a Five-Year funding plan for commuter buses.

At the Mid-Year Budget presentation, the account balance in the Contingency fund was \$612,031. With the decrease to revenue and proper fund management, this amount has decreased to \$382,221 at the final budget close.

EL DORADO COUNTY TRANSIT AUTHORITY

PROPOSED FINAL AMENDED BUDGET 2015/2016

OPERATING BUDGET

		FY 2015/2016 Mid-Year Adopted 02/04/16	FY 2015/2016 Final Amended Presented 09/01/16	Difference	
REVENUE ACCOUNTS					
4000.00	Transportation Development Act (TDA/LTF)	\$3,611,944	\$3,611,944	\$0	
4000.00	Transportation Development Act (TDA/LTF) Deferred 14/15	\$1,253,413	\$1,253,413	\$0	
4270.00	State Transit Assistance (STA) Deferred	\$0	\$0	\$0	
4970.00	Interest Income	\$18,000	\$21,054	\$3,054	1
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$532,044	\$474,917	-\$57,127	2
4300.00	Farebox	\$184,000	\$185,683	\$1,683	3
4310.00	Contract Services	\$514,000	\$494,354	-\$19,646	4
4320.00	Farebox - Charter	\$5,000	\$1,333	-\$3,667	5
4330.00	Sac Commute Route Passes	\$739,000	\$734,061	-\$4,939	6
4350.00	Bus Passes	\$87,000	\$91,560	\$4,560	7
4360.00	Scrip	\$80,000	\$83,187	\$3,187	8
4400.00	Advertising Revenue	\$0	\$0	\$0	
4990.00	Misc. Revenue	\$0	\$0	\$0	
4107.03	Fair Shuttle AB2766 Grant	Pending	\$32,811	\$31,811	9
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$362,647	\$0	-\$362,647	10
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant CP	\$57,524	\$57,726	\$202	11
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$8,295	\$8,295	\$0	
TOTAL REVENUES		\$7,452,867	\$7,050,338	-\$402,529	
SALARY & BENEFIT ACCOUNTS					
5010.00	Regular Employees	\$2,858,868	\$2,763,347	-\$95,521	12
5010.02	Temporary Employees	\$160,000	\$168,886	\$8,886	13
5010.07	Overtime	\$99,000	\$65,394	-\$33,606	14
5010.08	On Call Pay	\$13,000	\$10,842	-\$2,158	15
5010.09	Skill and Shift Pay	\$34,000	\$30,493	-\$3,507	16
5020.01	Employee Retirement	\$470,000	\$409,313	-\$60,687	17
5070.01	(OASDI - Payroll Tax) FICA	\$9,500	\$8,396	-\$1,104	18
5070.02	MEDICARE - Payroll Tax	\$45,000	\$42,142	-\$2,858	19
5020.02	Health Insurance	\$870,000	\$1,017,855	\$147,855	20
5020.03	Unemployment Insurance	\$35,000	\$6,820	-\$28,180	21
5020.04	LT Disability/Life Ins	\$32,000	\$32,000	\$0	
5020.05	Worker's Comp	\$217,961	\$217,961	\$0	
TOTAL SALARY & BENEFITS		\$4,844,329	\$4,773,449	-\$70,880	
SERVICE & SUPPLY ACCOUNTS					
5090.02	Clothing & Supplies	\$4,000	\$4,000	\$0	
5090.05	Uniforms - Other	\$16,000	\$16,000	\$0	
5050.01	Communications - Phone	\$52,000	\$52,000	\$0	
5090.20	Communications - Radio	\$1,000	\$1,000	\$0	
5090.01	Household Expenses	\$15,750	\$15,750	\$0	
5060.01	Insurance Premiums/Public Liability	\$264,636	\$276,979	\$12,343	22
5060.02	Insurance Premiums/Physical Damage	\$19,271	\$19,271	\$0	
5060.03	Insurance Premiums/Commercial Property	\$13,000	\$13,000	\$0	
5090.06	Service Contracts/Equipment	\$130,000	\$130,000	\$0	
5160.07	Park and Ride Maintenance	\$7,900	\$8,100	\$200	23
5160.01	Maintenance/Buildings	\$6,000	\$6,000	\$0	
5160.05	Maintenance/Grounds	\$4,000	\$4,000	\$0	
5160.09	Maintenance/Bus Stop	\$3,000	\$7,338	\$4,338	24
5160.00	Maintenance/Other	\$5,000	\$5,000	\$0	
5040.00	Vehicle Maintenance (In-House)	\$293,000	\$284,000	-\$9,000	25
5040.02	Vehicle Maintenance/Tires & Tubes	\$98,000	\$79,000	-\$19,000	26
5040.03	Vehicle Maintenance/Lubricants	\$31,000	\$31,000	\$0	
5040.04	Vehicle Maintenance/Small Tools - Shop	\$5,150	\$5,150	\$0	
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$44,000	\$32,000	-\$12,000	27
5090.40	Memberships	\$7,000	\$7,000	\$0	
5090.70	Office Expense	\$15,500	\$15,774	\$274	28
5090.80	Postage	\$4,000	\$7,035	\$3,035	29
5030.00	Professional Services	\$150,000	\$212,000	\$62,000	30
5030.10	Employee Medical Exams	\$9,400	\$11,170	\$1,770	31
5030.30	Background Checks	\$1,000	\$1,400	\$400	32
5090.08	Pubs/Legal Notices	\$4,000	\$5,500	\$1,500	33
5090.75	Printing	\$34,000	\$34,000	\$0	
5120.02	Rents/Leases - Equipment	\$19,000	\$20,320	\$1,320	34
5120.03	Rents/Leases Park and Rides	\$12,000	\$10,161	-\$1,839	35
5140.01	Equipment Purchase - Data Processing	\$3,000	\$75	-\$2,925	36
5140.05	Equipment Purchase - Office	\$3,800	\$1,738	-\$2,062	37
5150.00	Special Department Expense	\$5,000	\$6,298	\$1,298	38
5150.01	Marketing	\$25,000	\$17,728	-\$7,272	39
5090.30	Staff Development/Travel	\$17,500	\$11,495	-\$6,005	40
5040.01	Fuel Purchase	\$600,000	\$444,853	-\$155,147	41
5090.72	Bank Charges	\$600	\$155	-\$445	42
5050.02	Utilities	\$54,000	\$47,028	-\$6,972	43
5050.03	Utilities/ Park & Rides	\$19,000	\$16,238	-\$2,762	44
4108.03	Fair Shuttle AB2766 Grant	Pending	\$35,112	\$0	45
6270.00	Contingency	\$612,031	\$382,221	-\$229,810	46
TOTAL SERVICES AND SUPPLIES		\$2,608,538	\$2,276,889	(\$331,649)	
TOTAL OPERATING EXPENSES		\$7,452,867	\$7,050,338	(\$402,529)	