



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

County of El Dorado
Planning Commission Hearing Room
2850 Fairlane, Bldg. C
Placerville, CA 95667
Thursday, November 3, 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

PLEDGE OF ALLENGIANCE 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 September 1, 2016 4
- B. Receive and File August and September 2016 Warrant Registers 8
- C. 1. Approve Purchase Order B22218 issued to Special Districts Risk Management Authority in the amount of \$43,775.88 for Fiscal Year 2015/16 coverage 14
2. Approve transfer of \$43,775.88 from the Contingency budget line item into the Workers' Compensation budget line item
- D. Receive and File Quarterly Investment Report for Quarter Ending 09/30/2016 16
- E. 1. Adopt and Approve Revised Office Assistant II Job Classification 18
2. Adopt Resolution 16-23 revising the Adopted El Dorado County Transit Authority Personnel Policies and Procedures Manual
- F. Receive and File El Dorado County Transit Authority Self Insurers Annual Report Fiscal Year 2015/16 25
- G. Approve Designation of Surplus Property as Per Itemized Property Inventory List 35

2. ACTION ITEMS

- A. Receive and File the El Dorado County Transit Authority Fiscal Year 2015/16 Administrative Operations Report for the period July 1, 2015 through June 30, 2016 38

3. INFORMATION ITEMS

- A. Bank Card Processing and Online Store 40

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

* Verbal Report

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

The El Dorado County Board of Supervisors Meeting 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.

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



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**

**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 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 ROLL CALL

The meeting was called to order by Chair Veerkamp at 1:01 P.M. and Roll Call was taken.

Directors Present: Patty Borelli, Shiva Frentzen, Trisha Wilkins, Brian Veerkamp

Directors Absent: Ron Mikulaco

RECESS TO CLOSED SESSION

The Board members recessed to closed session at 1:02 P.M.

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

Board members reconvened to open session at 1:14 P.M. with Directors Borelli, Frentzen, Wilkins and Veerkamp participating; nothing to report out

PLEDGE OF ALLEGIANCE TO THE FLAG

The meeting was called to order by Chair Veerkamp at 1:15 P.M. and the Pledge of Allegiance was recited.

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.

It was moved and seconded to adopt the agenda.

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

It was moved and seconded to approve the consent calendar.

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

PUBLIC COMMENT

Lyndell Price

1. CONSENT CALENDAR

- A. Approve Conformed Minutes of Regular Meeting August 4, 2016
- B. Receive and File July 2016 Warrant Register
- C. Adopt Resolution No. 16-21 approving the Job Description Allocation for an Extra-Help Transit Dispatcher
- D. Cancel the Regularly Scheduled October 6, 2016 El Dorado County Transit Authority Board of Directors Meeting

- E. Adopt Final 2016 El Dorado Transit Americans with Disabilities Act (ADA) Paratransit Compliance Plan
- F. Adopt Resolution No. 16-22 defining agency contributions for health premium benefits for regular unrepresented and management employees for Fiscal Year 2016/17
- 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
- H. Receive and File Quarterly Investment and Annual Investment Report for Restricted Capital Funds for Quarter Ending 06/30/2016

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

Action: Receive and File Final Amended Operating Budget Fiscal Year 2015/16

The Board agreed to receive and file the Amended Operating Budget Fiscal Year 2015/16 by unanimous vote.

Action: Authorize the transfer of \$229,810 from Contingency to offset a reduction of Revenue.

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

3. INFORMATION ITEMS

None

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

Chair Veerkamp adjourned the meeting at 1:27 P.M. The next regularly scheduled meeting is Thursday November 3, 2016.

* Verbal Report

Respectfully Submitted,

Maria Harris
Secretary to the Board

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: November 3, 2016
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Fiscal Administration Manager
SUBJECT: Receive and File August and September 2016 Warrant Registers

REQUESTED ACTION:
BY MOTION, Receive and File August and September 2016 Warrant Registers

BACKGROUND

The following warrant registers include routine transactions for the months of August and September 2016. These expenditures fall within budgets adopted by the El Dorado County Transit Authority Board of Directors.

DISCUSSION

Five (5) items merit further detail;

Check #214 - 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 #30060 – Apollo Video Technology.....\$13,300.40
This warrant pays an obligation for the installation of Wi-Fi capabilities on the commuter buses using State Transit Assistance (STA) funds; CIP Project #17-06.

Check #30061 – City of Placerville.....\$70,637.76
This warrant pays an obligation for development and buildout of the Bus Stop and Shelter located at 1360 Broadway using State Transit Assistance (STA) funds; CIP Project #16-05.

Check #30062 – Special District Risk Management Authority (SDRMA).....\$43,775.88
This warrant pays the obligation for the final payroll reconciliation for FY 2015/16 Workers' Compensation Insurance premium using Local Transportation Funds (LTF).

Check #30080 – Pacific Gas & Electric.....\$1,500.00
This warrant pays the obligation to providing power to the Ponderosa Park & Ride 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.

EL DORADO COUNTY TRANSIT AUTHORITY

Warrant Register

August through September 2016

Date	Num	Name	Memo	Amount
08/01/2016	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE JULY 29, 2016	4,028.71
08/01/2016	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #15	12,197.36
08/01/2016	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #15	4,646.35
08/03/2016	29894	A-Z BUS SALES	Parts and Supplies	61.30
08/03/2016	29895	ARNOLDS FOR AWARDS	Engraving for EOM Plate-August 2016	10.00
08/03/2016	29896	ASSURANT EMPLOYEE BENEFITS	LTD/Life Premium - August 2016	2,556.55
08/03/2016	29897	BUS & EQUIPMENT REPAIR OF CA	Parts and Supplies	943.51
08/03/2016	29898	C & H MOTOR PARTS	Parts and Supplies	768.10
08/03/2016	29899	CAPITOL CLUTCH & BRAKE	Parts and Supplies	1,735.25
08/03/2016	29900	CELL ENERGY	Batteries #1009	621.35
08/03/2016	29901	CUMMINS PACIFIC LLC	Parts and Supplies	2,064.91
08/03/2016	29902	D&K AUTO GLASS	Chip Repair #1006	45.00
08/03/2016	29903	DAWSON OIL	Fuel Purchases - July 2016	37,793.54
08/03/2016	29904	ECO SIGNS	Replace Bulbs/Lens-Bus Wash	288.49
08/03/2016	29905	EL DORADO DISPOSAL	Monthly Charges	289.08
08/03/2016	29906	EMP. MISC. REIMBURSEMENT	DMV License Renewal & VTT Cert-JE	53.00
08/03/2016	29907	FASTENAL	Bus Cleaning Supplies	240.86
08/03/2016	29908	HUNT & SONS INC	Fuel Purchases - July 2016	1,113.67
08/03/2016	29909	IMAGE FACTORY	Local Service Guide Edits	32.50
08/03/2016	29910	QUILL	Misc. Office Supplies	184.99
08/03/2016	29911	RESCO PRINTING	5000 Local Service Guides	3,214.25
08/03/2016	29912	ROMAINE ELECTRIC	Starter #0705	166.31
08/03/2016	29913	RON DUPRATT FORD	Parts and Supplies	416.57
08/03/2016	29914	RTS IT INC	IT Services/Back-Up August 2016	3,910.00
08/03/2016	29915	SIERRA NEVADA TIRE & WHEEL	Tires #1302	476.13
08/03/2016	29916	VALLEY POWER SYSTEMS	Filters #0904 #1007	241.70
08/03/2016	29917	VIPER PEST CONTROL INC	Bi-Monthly Pest Control-#6565	60.00
08/03/2016	29918	XEROX FINANCIAL SERVICES	Lease Payment - July 2016	776.16
08/04/2016	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Health Premium - August 2016	34,822.85
08/10/2016	29919	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Employee Paid Premium - August 2016	132.02
08/10/2016	29920	AT&T / CALNET 3	Monthly Charges	1,296.72
08/10/2016	29921	AUTOZONE	Parts and Supplies	1,128.77
08/10/2016	29922	EDC COMMUNITY DEVELOPMENT AGENCY	Hazardous Materials-Environ Mgmt Fees	281.00
08/10/2016	29923	EDC FAIR ASSOCIATION, INC.	Fair Grounds P & R Lease 2016	150.00
08/10/2016	29924	EMP. MISC. REIMBURSEMENT	DMV License Renewal & VTT Cert-EP	128.00
08/10/2016	29925	EMP. MISC. REIMBURSEMENT	Mileage Reimb-MS	37.04
08/10/2016	29926	EMP. MISC. REIMBURSEMENT	Mileage Reimb-MH	179.01
08/10/2016	29927	FACTORY MOTOR PARTS	Parts and Supplies	556.08
08/10/2016	29928	FASTENAL	Parts and Supplies	76.27
08/10/2016	29929	FLEMING DISTRIBUTING CO.	Additives PM Services	872.42
08/10/2016	29930	GOLD RUSH TAXI LLC	Taxi Voucher Program-July 2016	1,704.00
08/10/2016	29931	HANGTOWN BODY SHOP	Cut-A-Way Blue Painting #0902	5,231.20
08/10/2016	29932	HOLT OF CALIFORNIA	Parts and Supplies	261.82
08/10/2016	29933	HUNT & SONS INC	Bulk Engine Oil 15w40	1,430.19
08/10/2016	29934	J. C. NELSON SUPPLY CO.	Towels, Soap	133.98
08/10/2016	29935	KINETICO WATER SYSTEMS INC	Filtered Water Rental for August 2016	43.20
08/10/2016	29936	LANGUAGE LINE SERVICES INC	Interpreter Service-July 2016	60.34
08/10/2016	29937	MCI SERVICE PARTS INC	Parts and Supplies	1,332.05
08/10/2016	29938	MIGUEL GARCIA LANDSCAPING	July 2016 - Landscape Service	570.00
08/10/2016	29939	MISSION UNIFORM SERVICE	Maintenance Uniform Service	190.44
08/10/2016	29940	O'REILLY AUTO PARTS	Parts and Supplies	465.12
08/10/2016	29941	OPERATING ENGINEERS - MEDICAL	August 2016 Medical Premiums	46,095.00
08/10/2016	29942	PACIFIC GAS & ELECTRIC	Monthly Charges	3,463.30
08/10/2016	29943	PRO-LINE CLEANING SERVICES INC	Cleaning Services-July 2016	630.00
08/10/2016	29944	RESCO PRINTING	5000 Local Fixed Route Guides	3,351.85
08/10/2016	29945	RIEBES AUTO PARTS	Parts and Supplies	450.29
08/10/2016	29946	ROMAINE ELECTRIC	Parts and Supplies	963.87

EL DORADO COUNTY TRANSIT AUTHORITY

Warrant Register

August through September 2016

Date	Num	Name	Memo	Amount
08/10/2016	29947	ROUTEMATCH SOFTWARE INC	Annual Support/3yr-RouteShout	4,334.25
08/10/2016	29948	SIERRA NEVADA TIRE & WHEEL	Tires #0706 #0708	2,562.44
08/10/2016	29949	TERRIE Y. PRODHON	CPA Services - July 2016	384.00
08/10/2016	29950	THOMPSONS BUICK GMC	Parts and Supplies	992.73
08/10/2016	29951	THOMPSONS CHRYSLER DODGE	Parts and Supplies	88.13
08/10/2016	29952	TOWN CENTER EAST LP	Lease Pymt for August 2016 P&R	700.00
08/10/2016	29953	TRUE VALUE HARDWARE	Parts and Supplies	227.68
08/10/2016	29954	VISA	Monthly Charges	3,394.97
08/10/2016	29955	WOLFPACK INSURANCE SERVICES, INC.	Vision and Dental Premium Sept - 2016	4,355.00
08/15/2016	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE AUG. 12, 2016	4,035.09
08/15/2016	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #16	12,205.76
08/15/2016	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #16	4,550.34
08/17/2016	29956	ADM SCREENING	Random & Pre-Employ Screening July 2016	85.00
08/17/2016	29957	AFLAC	Employee Paid Premiums - August 2016	789.48
08/17/2016	29958	AT&T LONG DISTANCE	Monthly Charges	244.59
08/17/2016	29959	CAL.NET	August 2016 Camera Service	106.97
08/17/2016	29960	D&K AUTO GLASS	Parts and Supplies	300.00
08/17/2016	29961	EDC RISK MANAGEMENT	Health Insurance August 2016	4,127.06
08/17/2016	29962	EL DORADO IRRIGATION DISTRICT	Monthly Charges	103.48
08/17/2016	29963	EMPLOYMENT DEVELOPMENT DEPARTMENT	Reimbursable Account	2,514.03
08/17/2016	29964	G & O BODY SHOP INC	Towing #0908	150.00
08/17/2016	29965	GIRARD & EDWARDS	Legal Counsel - July 2016	312.00
08/17/2016	29966	HANGTOWN BODY SHOP	Cut-A-Way Blue Painting #0903	4,906.20
08/17/2016	29967	HUNT & SONS INC	Fuel Purchases - July 2016	915.31
08/17/2016	29968	MARSHALL MEDICAL CENTER	Hep B Vaccination Admin-3rd Dose	848.34
08/17/2016	29969	MED 7 URGENT CARE CENTER	Pre-Employ Phy, PPD, Drug Screen-1 Emp	35.00
08/17/2016	29970	OPERATING ENGINEERS LOCAL UNION #3	Union Dues-August 2016	1,596.00
08/17/2016	29971	QUILL	Misc. Office Supplies	81.44
08/17/2016	29972	SIERRA NEVADA TIRE & WHEEL	Tires #0704 #1010	1,829.20
08/17/2016	29973	TK SERVICES INC	Parts and Supplies	809.67
08/17/2016	29974	WESTERN SUPPLY INC	Valve Stems-Bluebirds	513.68
08/17/2016	29975	YORK INSURANCE SERVICES GROUP INC - CA	Monthly Worker's Comp/Annual Admin Fees-June 2016	388.00
08/17/2016	29976	ZEP MANUFACTURING CO.	Bus Wash Supplies-Shop	347.59
08/17/2016	29977	PETTY CASH	Petty Cash-KM	115.22
08/24/2016	214	DOKKEN ENGINEERING	P & R Surveillance Project-July 2016	2,475.00
08/24/2016	29978	ACCESS SERVICES, INC	Veh Maint Mgmt & Inspect-JF	100.00
08/24/2016	29979	ACCESS SYSTEMS INC	Door Release Button & Replaced Ext Cam	1,495.03
08/24/2016	29980	CDW GOVERNMENT	2 Monitors for 2 New Work Stations	299.20
08/24/2016	29981	COMCAST	High Speed Cable Internet-August 2016	240.97
08/24/2016	29982	DRIVE LINE SERVICE OF SAC	Center Bearing #0708	107.35
08/24/2016	29983	FASTENAL	Bus Cleaning Supplies	240.70
08/24/2016	29984	FEDERAL EXPRESS	Shipping Charges	43.60
08/24/2016	29985	QUILL	Misc. Office Supplies	319.47
08/24/2016	29986	RESCO PRINTING	5000 Commuter Guides-Effect 09/06/16	4,521.45
08/24/2016	29987	SPOT-ON SIGNS & GRAPHICS	Bus Shelter Logo Decals	596.52
08/24/2016	29988	ZEP MANUFACTURING CO.	Gloves/Filter Bag-Shop	168.47
08/24/2016	29989	ZONAR SYSTEMS INC	Recurring Annual Service 07/01/16 to 06/30/17	16,553.28
08/26/2016	29990	ARNOLDS FOR AWARDS	Engraving for EOM Plate-September 2016	10.00
08/26/2016	29991	AROUND HERE	Fall Quarter Advertising	575.00
08/26/2016	29992	HKR PROMOTIONS	Vinyl Graphics #1001 #1002 #1005	9,363.00
08/26/2016	29993	PACIFIC GAS & ELECTRIC	Monthly Charges	839.17
08/26/2016	29994	RESCO PRINTING	2000 + 500 Extra Dial-A-Ride Brochures	494.50
08/26/2016	29995	VERIZON WIRELESS	Cellular Service - August 2016	2,309.02
09/01/2016	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll # 17	4,568.88

EL DORADO COUNTY TRANSIT AUTHORITY

Warrant Register

August through September 2016

Date	Num	Name	Memo	Amount
09/01/2016	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll # 17	12,223.38
09/01/2016	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	FY 16/17 GASB 68 Report	1,300.00
09/01/2016	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	Payroll # 17	4,035.70
09/01/2016	29996	OPERATING ENGINEERS - MEDICAL	Medical Premium - August 2016	46,088.00
09/01/2016	29997	A-Z BUS SALES	Parts and Supplies	1,104.98
09/01/2016	29998	AIRGAS USA LLC	Welding Supplies-Shop	17.96
09/01/2016	29999	ASSURANT EMPLOYEE BENEFITS	LTD/Life Premium - September 2016	2,556.55
09/01/2016	30000	AT&T / CALNET 3	Monthly Charges	1,299.03
09/01/2016	30001	CELL ENERGY	Batteries #1003	621.35
09/01/2016	30002	D&K AUTO GLASS	Parts and Supplies	90.00
09/01/2016	30003	EL DORADO DISPOSAL	Monthly Charges	289.08
09/01/2016	30004	EMP. MISC. REIMBURSEMENT	Uniform Pants-BW	50.00
09/01/2016	30005	G & O BODY SHOP INC	Towing #0305	105.00
09/01/2016	30006	GCR TIRES & SERVICE	Parts and Supplies	1,921.83
09/01/2016	30007	HUNT & SONS INC	Fuel Purchases - August 2016	1,515.70
09/01/2016	30008	IMAGE SOURCE	All Copier Maintenance 08/14/16-09/13/16	491.49
09/01/2016	30009	MIGUEL GARCIA LANDSCAPING	August 2016 - Landscape Service	570.00
09/01/2016	30010	RAMOS ENVIRONMENTAL SERVICES	Used Filter Pick Up	115.74
09/01/2016	30011	ROMAINE ELECTRIC	Voltage Regulator #0305	41.98
09/01/2016	30012	RON DUPRATT FORD	Parts and Supplies	258.85
09/01/2016	30013	RTS IT INC	IT Services/Back-Up September 2016	3,910.00
09/01/2016	30014	SKI AIR INCORPORATED	Service Call Admin Bldg-Server Rm	241.80
09/01/2016	30015	SQUARERIGGER SOFTWARE	Annual Maint. Agree Sq.7 16-17	1,801.00
09/01/2016	30016	TOWN CENTER EAST LP	Lease Pymt for Sept. 2016 P&R	700.00
09/01/2016	30017	XEROX FINANCIAL SERVICES	Lease Payment - August 2016	776.16
09/01/2016	30018	YORK INSURANCE SERVICES GROUP INC - CA	Monthly Worker's Comp-July 2016	88.00
09/01/2016	30019	ZONAR SYSTEMS INC	2010 Handheld #0703 #0908	656.89
09/06/2016	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Health Premium - September 2016	34,822.85
09/09/2016	30020	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Employee Paid Premium - September 2016	132.02
09/09/2016	30021	AMERIGAS	Propane Tank Rental Annual-#6567	106.43
09/09/2016	30022	BUS & EQUIPMENT REPAIR OF CA	Parts and Supplies	3,557.21
09/09/2016	30023	C & H MOTOR PARTS	Parts and Supplies	649.55
09/09/2016	30024	CAPITOL CLUTCH & BRAKE	Parts and Supplies	1,249.49
09/09/2016	30025	D&K AUTO GLASS	Parts and Supplies	90.00
09/09/2016	30026	DAWSON OIL	Fuel Purchases - August 2016	39,890.24
09/09/2016	30027	DELUXE	Dep Tickets, Dep Bags	449.76
09/09/2016	30028	EDC FAIR ASSOCIATION, INC.	Fair Grounds P & R Lease 2016	102.30
09/09/2016	30029	EMP. MISC. REIMBURSEMENT	Mileage Reimb-JP	39.96
09/09/2016	30030	A-Z BUS SALES	VOID: EL244	0.00
09/09/2016	30031	EMP. MISC. REIMBURSEMENT	Mileage Reimb-MJ	44.44
09/09/2016	30032	FACTORY MOTOR PARTS	Parts and Supplies	376.58
09/09/2016	30033	FAST UNDERCAR	Brake Pads-Rotors #1010	267.08
09/09/2016	30034	FASTENAL	Drum Dollies-Shop Use	135.20
09/09/2016	30035	FLEMING DISTRIBUTING CO.	Additives PM Services	1,403.20
09/09/2016	30036	G & O BODY SHOP INC	Towing #1101	45.00
09/09/2016	30037	GCR TIRES & SERVICE	Tires #0606 #0610	1,886.35
09/09/2016	30038	GIRARD & EDWARDS	Legal Counsel - August 2016	3,875.50
09/09/2016	30039	KINETICO WATER SYSTEMS INC	Filtered Water Rental for September 2016	43.20
09/09/2016	30040	MCI SERVICE PARTS INC	VOID: 1099277	0.00
09/09/2016	30041	MISSION UNIFORM SERVICE	Maintenance Uniform Service	238.05
09/09/2016	30042	NORTH STATE TIRE CO INC	Tires #1008	1,660.00
09/09/2016	30043	O'REILLY AUTO PARTS	Parts and Supplies	902.64
09/09/2016	30044	PACIFIC GAS & ELECTRIC	Monthly Charges	3,537.93
09/09/2016	30045	PRO-LINE CLEANING SERVICES INC	Cleaning Services-August 2016	630.00

EL DORADO COUNTY TRANSIT AUTHORITY

Warrant Register

August through September 2016

Date	Num	Name	Memo	Amount
09/09/2016	30046	RAMOS OIL COMPANY	Waste Oil Pick Up	120.00
09/09/2016	30047	RIEBES AUTO PARTS	VOID: 2161	0.00
09/09/2016	30048	SAC REGIONAL TRANSIT	August 2016 Combo Passes	275.00
09/09/2016	30049	SIERRA NEVADA TIRE & WHEEL	Parts and Supplies	2,136.03
09/09/2016	30050	TERRIE Y. PRODHON	CPA Services - August 2016	1,270.12
09/09/2016	30051	THOMPSONS BUICK GMC	Parts and Supplies	889.45
09/09/2016	30052	THOMPSONS CHRYSLER DODGE	Parts and Supplies	185.20
09/09/2016	30053	TRUE VALUE HARDWARE	Parts and Supplies	51.46
09/09/2016	30054	UPS	Shipping Charges	47.79
09/09/2016	30055	VALLEY POWER SYSTEMS	Parts and Supplies	91.42
09/09/2016	30056	VISA	Monthly Charges	792.11
09/09/2016	30057	MCI SERVICE PARTS INC	Parts and Supplies	6,405.02
09/09/2016	30058	RIEBES AUTO PARTS	Parts and Supplies	1,696.25
09/09/2016	30059	A-Z BUS SALES	VOID: EL244	0.00
09/13/2016	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE SEPT. 9, 2016	5,572.54
09/13/2016	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #18	12,314.66
09/13/2016	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #18	4,498.83
09/14/2016	30060	APOLLO VIDEO TECHNOLOGY	Hardware Comp for WIFI on COMM Buses	13,300.40
09/14/2016	30061	CITY OF PLACERVILLE	Bus Shelter 1360 Broadway	70,637.76
09/14/2016	30062	SDRMA	FY 15/16 Workers' Comp Payroll Rec.	43,775.88
09/16/2016	30063	ADM SCREENING	Random & Pre-Employ Screening August 2016	635.00
09/16/2016	30064	AFLAC	Employee Paid Premiums - September 2016	789.48
09/16/2016	30065	AT&T LONG DISTANCE	Monthly Charges	323.44
09/16/2016	30066	AUTOZONE	Parts and Supplies	354.01
09/16/2016	30067	CITY OF PLACERVILLE	Live Scan/9 Emp-August 2016	180.00
09/16/2016	30068	EDC RISK MANAGEMENT	Health Insurance September 2016	4,127.06
09/16/2016	30069	EMP. MISC. REIMBURSEMENT	Mileage Reimb-MH	66.42
09/16/2016	30070	EMP. MISC. REIMBURSEMENT	Refund-3 Scrip Bks-PVdB	90.00
09/16/2016	30071	EMP. MISC. REIMBURSEMENT	Uniform Pants-AK	50.00
09/16/2016	30072	EMP. MISC. REIMBURSEMENT	License Renewal-EC	73.00
09/16/2016	30073	GOLD RUSH TAXI LLC	Taxi Voucher Program-August 2016	2,292.00
09/16/2016	30074	HANGTOWN BODY SHOP	Cut-A-Way Blue Painting #0606	4,906.20
09/16/2016	30075	HANGTOWN FIRE CONTROL INC	Fire Extinguisher Service #0705	46.44
09/16/2016	30076	HUNT & SONS INC	Fuel Purchases - August 2016	1,547.84
09/16/2016	30077	IMAGE FACTORY	Local Service Guide/EDT Taxi Voucher Broch	487.50
09/16/2016	30078	LANGUAGE LINE SERVICES INC	Interpreter Service-August 2016	7.54
09/16/2016	30079	OPERATING ENGINEERS LOCAL UNION #3	Union Dues-September 2016	1,596.00
09/16/2016	30080	PACIFIC GAS & ELECTRIC	Cost of Power to Ponderosa P & R - CIP 16-04	1,500.00
09/16/2016	30081	QUILL	Misc. Office Supplies	365.06
09/16/2016	30082	ROUTEMATCH SOFTWARE INC	Annual Support/3yr-NM Project	2,402.40
09/16/2016	30083	SPOT-ON SIGNS & GRAPHICS	Visitor Parking Signs-Qty 2	120.59
09/16/2016	30084	SQUARERIGGER SOFTWARE	User Registration Upgrade-Annual	1,785.00
09/16/2016	30085	STATE OF CA - DEPT OF JUSTICE	Fingerprints, Investigations-Apps & FBI	441.00
09/16/2016	30086	TRILLIUM SOLUTIONS INC	Website Editing & Additions	528.00
09/16/2016	30087	WOLFPACK INSURANCE SERVICES, INC.	Vision/Dental Premium - October 2016	4,355.00
09/16/2016	30088	FASTENAL	Parts and Supplies	312.39
09/16/2016	30089	G & O BODY SHOP INC	Towing #0705	300.00
09/16/2016	30090	J. C. NELSON SUPPLY CO.	Liners, Towels, Seat Covers, Tissue	161.97
				<u>662,150.44</u>
			Total	<u>662,150.44</u>

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

DATE: November 3, 2016
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Fiscal Administration Manager
SUBJECT: Approve Purchase Order B22218 issued to Special Districts Risk Management Authority

REQUESTED ACTION:
BY MOTION,

1. Approve Purchase Order B22218 issued to Special Districts Risk Management Authority in the amount of \$43,775.88 for fiscal year 2015/16 coverage.
2. Approve transfer of \$43,775.88 from the Contingency budget line item into the Workers' Compensation budget line item.

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) Purchasing Procedures and the Joint Powers Agreement establishing El Dorado Transit require Board approval for Purchase Orders over \$25,000 and Purchase Requisitions over \$5,000.

DISCUSSION

El Dorado Transit is a member of the Special Districts Risk Management Authority (SDRMA) insurance pool to provide Workers' Compensation insurance coverage for the agency.

Each year a final premium invoice is issued to members after the reconciliation of payroll to paid premium is completed. Fiscal Year (FY) 2015/16 payroll estimates were provided to SDRMA prior to the finalization of labor negotiations. This resulted in lower payroll expense estimates and a higher than usual balance due.

FISCAL IMPACT

Approval of this agenda item will result in the following adjustments to be made during the Mid-Year Budget Adjustment process.

		<u>Approved</u>	<u>Proposed</u>
5020.05	Workers' Compensation	\$291,031	\$334,807
6270.00	Contingency	\$360,462	\$316,686

EL DORADO COUNTY TRANSIT AUTHORITY
6565 COMMERCE WAY
DIAMOND SPRINGS, CA 95619-9454
(530) 642-5383

PURCHASE ORDER NO. 22218
 THIS NUMBER MUST APPEAR ON ALL INVOICES,
 PACKING LISTS, PACKAGES, AND BILLS OF LADING.

DATE: 09/08/16
 ACCOUNT: 5020.05 CLASS: 125

TO: SPECIAL DISTRICT RISK MANAGEMENT
 AUTHORITY
 1112 "I" STREET, SUITE 300
 SACRAMENTO, CA 95814-2865

SHIP & INVOICE TO:
EL DORADO COUNTY TRANSIT AUTHORITY
6565 COMMERCE WAY
DIAMOND SPRINGS, CA 95619-9454

Contact:
 Vendor Phone No: (916) 231-4141 Fax No: (916) 231-4111

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		WORKERS' COMPENSATION INSURANCE FISCAL YEAR 2015/2016 FINAL PAYROLL RECONCILIATION INVOICE		\$43,775.88
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$43,775.88
			SHIPPING	
			SALES TAX	
			TOTAL	\$43,775.88

PLEASE NOTE CONDITIONS ON REVERSE SIDE

"This Purchase Order expressly limits acceptance to the terms and conditions stated herein, set forth on the reverse side and any supplementary or additional terms and conditions annexed hereto or incorporated herein by reference. Any additional or different terms and conditions proposed by seller are objected to and hereby rejected."

AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: November 3, 2016
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Fiscal Administration Manager
SUBJECT: Quarterly Investment Fund Report

REQUESTED ACTION:

BY MOTION,

**Receive and file Quarterly Investment Report for Quarter Ending
09/30/2016**

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 third calendar quarter of 2016 equals \$6,430.95, to-date total interest earned for fiscal year (FY) 2016/17 equals \$6,430.95; this reflects an amount of \$188.08 over adopted budget. These funds are budgeted and used as operating income. Investment report for quarter ending 09/30/16 is submitted for review and file.

FISCAL IMPACT

Account 4970.00-Interest Income will be adjusted in the FY 2016/17 Mid-Year Budget Adjustment process.

EL DORADO COUNTY TRANSIT AUTHORITY

QUARTERLY INVESTMENT REPORT

PERIOD 07/01/2016 – 09/30/2016

LOCAL AGENCY INVESTMENT FUND (L A I F)

Account Summary

06/30/2016	Balance Forward	\$ 1,191,245.95
	Total Transfers to General Checking Account	\$ -000,000.00
	Total Transfers from General Checking Account	\$ 000,000.00
	Interest Earned @ 0.60%	\$ <u>1,810.03</u>
09/30/2016	Ending Balance 3rd Qtr., 2016	\$ 1,193,055.98

UMPQUA BANK (Money Market Account)

Account Summary

06/30/2016	Balance Forward	\$ 4,444,979.87
	Total Transfers to General Checking Account	\$ -500,000.00
	Total Transfer from General Checking Account	\$ 000,000.00
	Interest Earned @ 0.42%	\$ <u>4,620.92</u>
09/30/2016	Ending Balance 3rd Qtr., 2016	\$ 3,949,600.79

AGENDA ITEM 1 E
Consent Calendar

MEMORANDUM

DATE: November 3, 2016

TO: El Dorado County Transit Authority

FROM: Maria Harris, HR /Admin Services Manager

SUBJECT: Removal of “Confidential Employee” designation from Office Assistant II Job Classification and Proposed Revisions to the El Dorado County Transit Authority Personnel Policies and Procedures Manual

REQUESTED ACTION:
BY MOTION,

- 1. Adopt and Approve Revised Office Assistant II Job Classification**
- 2. Adopt Resolution 16-23 revising the Adopted El Dorado County Transit Authority Personnel Policies and Procedures Manual**

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) currently classifies the Office Assistant II Job Classification with the designation as a “ Confidential Employee” based on one (1) of the two (2) allocated positions working under the direct supervision of the Human Resources/ Administrative Services Manager.

After review of the legal definition of a “Confidential Employee” as it pertains within the public sector employment, it was determined the Office Assistant II classification for El Dorado Transit does not meet this definition requiring deletion of this designation

Several proposed administrative and policy revisions to the El Dorado County Transit Authority Personnel Policies and Procedures Manual are presented for consideration.

Revisions are included in the following excerpts as bold and underline text. There is a strikethrough on items to be deleted. *The full document of the El Dorado County Transit Authority Personnel Policies and Procedures Manual is available for review at the El Dorado County Transit Authority (El Dorado Transit) during normal business hours.*

DISCUSSION

The recommended revision to the Office Assistant job classification is based on the legal definition of a “Confidential Employee” is as follows: an employee whose duties normally

require access to confidential information that contributes significantly to the development of management positions and requires him/her to develop or present management positions on labor relations and/or collective bargaining.

El Dorado Transit staff determined that the current job classification of Office Assistant II does not fit within the definition as detailed in the legal definition of “Confidential Employee”. It is necessary to remove the designation of “Confidential Employee” from the current Office Assistant II job classification to support the current level of this job classification’s actual job duties.

SUMMARY OF RECOMMENDED POLICY CHANGES:

Page 32 Remove Transit Scheduler from listing of Safety Sensitive Employees
Add Safety Coordinator to the listing of Safety Sensitive Employees

Page 57 ARTICLE 5 – Paid and Unpaid Leave Policies

5.2 – Sick Leave, Payment for Unused Sick Leave

An employee **in an allocated position** must have five (5) or more years of El Dorado Transit service to receive payment for unused sick leave at the time of retirement, lay-off, or voluntary termination.

Page 58 ARTICLE 5- Paid and Unpaid Leave Policies

~~5.4 – Confidential Employee Personal Leave~~

~~Each unrepresented full-time regular employee (non-management) in a confidential classification is entitled to sixteen (16) hours of annual personal leave per calendar year. Unused leave does not accrue from year to year and must be used by the last pay date per calendar year.~~

Page 111 ARTICLE 9 – Disciplinary Policies

9.3

C. Suspension

An employee may be suspended for ~~an indefinite period of time~~ up to a period of ~~(not to exceed thirty (30) days)~~ in order to impress upon the employee that continued failure to improve his/her performance may result in dismissal. All suspensions require the recommendation of the Executive Director **or his/her designee**. Employees may not use any accrued leave to compensate for the loss of pay in the event of suspension. Employees will not earn vacation leave or sick leave while on suspension.

D. Termination

When warnings or suspensions fail to effect satisfactory performance, or when the employee infraction is serious, the employee shall be subject to termination. (It should be noted here that suspension is not prerequisite to termination.) If the

offense is flagrant, ongoing or in serious violation of rules and regulations, the Executive Director **or his/her designee** may issue a termination.

Page 114 ARTICLE 10 – Separation Policies

Dismissal – Any employee may be terminated for cause at any time by the Executive Director or his/her designee. “Cause is further defined in Disciplinary Actions, Section **16 9.**

FISCAL IMPACT

None



EL DORADO TRANSIT

OFFICE ASSISTANT II * *SPANISH BILINGUAL*

Confidential
NON-EXEMPT

Hourly Salary: \$14.91 – \$19.98
with Benefit Package
**Bilingual pay differential \$1.00*

DEFINITION

Under general supervision, provides information-related services to transit customers, performs secretarial duties and office support for the Administrative Staff.

ESSENTIAL FUNCTIONS

Duties may include but are not limited to the following: answer telephone and assist caller with information or referral. Provide customers with transit information such as services, routes, schedules, fares, and rules/regulations. Determine best possible route and schedule for customers upon request. Compute and quote rates for trips using rate table. Answer inquiries and provide information to walk-in customers. Furnish patrons with transit literature. Maintain cash box to sell fare merchandise. Collect money, make change and issue receipts. Perform a variety of routine administrative support. Prepare written materials and documents from rough draft. Input data to maintain and update records using computer. Obtain and organize data for various projects.

OTHER JOB FUNCTIONS

Operate standard office machines such as computer, printer, copier, fax, etc. Maintain files, logs, and records. Perform related duties as assigned.

ABILITY AND KNOWLEDGE OF:

- Customer service and public relations techniques.
- Basic computer operations and various software applications including Microsoft Word and Excel.
- General office practices.
- Handle all internal and external contacts with courtesy, diplomacy, and tact.
- Explain information to others.

- Use multi-line phone system and telephone etiquette.
- Work well with others.
- Word process at 40 wpm.
- Calculate basic math.
- Understand and follow oral and written instruction.
- Correct English, usage, spelling, grammar, and punctuation.
- Obtain and maintain a valid Class C California Driver's License issued by the Department of Motor Vehicles

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: High School diploma or equivalent.

Experience: Six months of public contact work experience. One year experience performing responsible clerical, administrative or office support work.

ADDITIONAL INFORMATION *

There is an optional bilingual pay differential of \$1.00 per hour.

If the candidate has the ability to speak, read, and write Spanish in addition to English they must take and pass a bilingual examination (written and oral components) prior to interview.

APPLICATION AND SELECTION PROCEDURES

It is the responsibility of the applicant to ensure delivery of the completed application to the El Dorado County Transit Authority office: 6565 Commerce Way, Diamond Springs, CA 95619, (530) 642-5383. El Dorado County Transit Authority applications must be used. Resumes may be attached but may not be substituted for any portion of the application. All completed applications will be reviewed and the most suitable, qualified applicants, based on the information provided on their application, will be invited to participate further in the examination process. Depending on the number of qualified candidates the examination process may include application screening and/or oral interview.

EL DORADO COUNTY TRANSIT AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER

WE ARE PROUD TO BE A DRUG FREE WORKPLACE

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 16-23**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EL DORADO COUNTY TRANSIT AUTHORITY
UPDATING THE PERSONNEL POLICIES AND PROCEDURES MANUAL**

WHEREAS, one of El Dorado County Transit Authority (“El Dorado Transit”) key governance policies is the Personnel Policies and Procedures Manual (“Policies”); and

WHEREAS, the last revision to the Policy was on May 5, 2016; and

WHEREAS, the proposed Policy includes clarifications and revisions needed to comply with updated laws and regulations and incorporate Board approved policy changes.

WHEREAS, the proposed Policy has been updated to include all federal and state laws; and

WHEREAS, the proposed Policy improves readability and ease of use; and

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY TRANSIT AUTHORITY: The Board adopts the revised Personnel Policies and Procedures Manual of the El Dorado County Transit Authority (Attachment A).

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of the Board held on the 3rd day of November 2016, by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Brian Veerkamp, Chair

ATTEST:

Maria Harris, Secretary to the Board

POLICY CHANGES PER RESOLUTION NO.16-23

Page 32 Remove Transit Scheduler from listing of Safety Sensitive Employees
Add Safety Coordinator to the listing of Safety Sensitive Employees

Page 57 ARTICLE 5 – Paid and Unpaid Leave Policies

5.2 – Sick Leave, Payment for Unused Sick Leave

An employee **in an allocated position** must have five (5) or more years of El Dorado Transit service to receive payment for unused sick leave at the time of retirement, lay-off, or voluntary termination.

Page 58 ARTICLE 5- Paid and Unpaid Leave Policies

~~5.4 – Confidential Employee Personal Leave~~

~~Each unrepresented full-time regular employee (non-management) in a confidential classification is entitled to sixteen (16) hours of annual personal leave per calendar year. Unused leave does not accrue from year to year and must be used by the last pay date per calendar year.~~

Page 111 ARTICLE 9 – Disciplinary Policies

9.3

C. Suspension

An employee may be suspended for ~~an indefinite period of time~~ up to a period of ~~(not to exceed thirty (30) days)~~ in order to impress upon the employee that continued failure to improve his/her performance may result in dismissal. All suspensions require the recommendation of the Executive Director **or his/her designee**. Employees may not use any accrued leave to compensate for the loss of pay in the event of suspension. Employees will not earn vacation leave or sick leave while on suspension.

D. Termination

When warnings or suspensions fail to effect satisfactory performance, or when the employee infraction is serious, the employee shall be subject to termination. (It should be noted here that suspension is not prerequisite to termination.) If the offense is flagrant, ongoing or in serious violation of rules and regulations, the Executive Director **or his/her designee** may issue a termination.

Page 114 ARTICLE 10 – Separation Policies

Dismissal – Any employee may be terminated for cause at any time by the Executive Director or his/her designee. “Cause is further defined in Disciplinary Actions, Section **16 9.**

AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: November 3, 2016
TO: El Dorado County Transit Authority
FROM: Maria Harris, Human Resources Manager/Admin Services
SUBJECT: Self Insurers Annual Report for Fiscal Year 2015/16

REQUESTED ACTION:

BY MOTION,

**Receive and File El Dorado County Transit Authority
Self Insurers Annual Report Fiscal Year 2015/16**

BACKGROUND

On July 1, 2002 the El Dorado County Transit Authority (El Dorado Transit) moved the agency's worker compensation insurance coverage from the Association of Bay Area Governments (ABAG) Workers Compensation Insurance Pool (A Group Insurance Pool) into the Special Districts Risk Management Authority (SDRMA) Workers Compensation Insurance Pool (Self Insurance Program). The change in coverage resulted in improved claims management and cost saving.

El Dorado Transit contracts with a third party administrator, York Risk Services Group, Inc. (York) formally known as Gregory B. Bragg & Associates, Inc., to efficiently and effectively administer these open claims. As of June 30, 2016 one (1) of the original claims remains open. Eleven (11) of the claims have been settled by the administrator.

DISCUSSION

Labor Code Section 3702.6(b) requires; *"Each public self insurer to advise its governing board within ninety (90) days after submission of the self insurer's annual report of the total liabilities reported and whether current funding of those liabilities is in compliance with the requirements of Government Accounting Standards Board Publication No. 10."* The action requested will meet these requirements.

York provides monthly statements with an estimated future liability using the probability of the future claims and estimated amount of the claims based on the injury. The estimated future liability reported by York at June 30, 2015 (medical) is \$8,550 as noted on the attached Self Insurers Annual Report for Fiscal Year (FY) 2015/16.

The self-insurance liability is adjusted annually and reported in El Dorado Transit financial statements. The liability was adjusted to \$8,550 (including expenses) on the financial statements for the period ending June 30, 2016. This represents a \$326,605 decrease over the estimated liability of \$335,155 at June 30, 2015.

Fiscal Year 2014/15 and 2015/16 posted actual expenses paid for the claims of \$8,414 and \$153,546 respectively.

El Dorado Transit holds a separate bank account for claims distribution with a balance of \$69,700 at June 30, 2016. Funds are transferred to this account if the balance is \$20,000 or less.

FISCAL IMPACT

Future Liability as reported on audited financial statements at June 30, 2015	\$383,012
Future Liability as reported on audited financial statements at June 30, 2016	\$9,833

Decrease of Future Liability reported for FY 2015/16; \$373,179

State Of California



Public Self Insurers ER Annual Report

For Year 2015/2016

August 24, 2016
El Dorado County Transit Authority
6565 Commerce Way
Diamond Springs CA 95619 9454

State of California

Employer

General Information :

Certification Number 7874 **Period Of Report** Full Year
(Period) From- 07/01/2015 **(Period) To** 06/30/2016

Master Certificate Holder :

FTIN 68-0316621

Name El Dorado County Transit Authority **Address1** 6565 Commerce Way
City- Diamond Springs **State** CA **Zip** 95619-9454
Type of Public Agency JPA

Subsidiaries :

No Subsidiaries Added

During the reporting period of this report, has there been any of the following with respect to the Master Certificate Holder or any subsidiary?

A merger or unification? (No)
Changes in name or identity? Identity (No)
Any addition to Self Insurance Program Insurance Program (No)

If Yes, Explain :

N/A

Employment and wages paid in current fiscal year (If your certificate has been revoked for more than 3 fiscal years then indicate zeroes for both.) :

Number Of Employees 0
Total Wages And Salaries Paid \$0

Addressed Correspondence For Security Deposit and Financial Matters :

Name - Maria Harris **Position/Title -** Human Resources Manager
Company Name - El Dorado County Transit Authority **Email Address -** mharris@eldoradotransit.com
Phone Number - 530-642-5383 ex 209 **Fax Number -** 530-622-2877
Address- 6565 Commerce Way
City - Diamond **State-** CA **Zip -** 95619
Corporate Web Address - www.eldoradotransit.com

State of California

Record Storage :

Are Claim records stored at any location other than with the current administrator? (No)

Insurance Coverage :

Are any of your workers' compensation liabilities in California during the reporting period covered by a standard workers' compensation Insurance policy? (No)

Are any of your workers' compensation liabilities in California during the reporting period covered by a specific excess workers' compensation Insurance policy? (No)

Do you carry an aggregate (stop loss) workers' compensation insurance policy? (No)

AGENDA ITEM 1 G
Consent Calendar

MEMORANDUM

DATE: November 3, 2016
TO: El Dorado County Transit Authority
FROM: Scott A. Ousley, Operations Manager
SUBJECT: Surplus Property Designation

REQUESTED ACTION:

BY MOTION, Approve Designation of Surplus Property as Per Itemized Property Inventory List

BACKGROUND

Property identified, as surplus requires approved designation by the El Dorado County Transit Authority (El Dorado Transit) Board of Directors per El Dorado Transit Purchasing Procedures Section 3.12.150. Upon approval of designation, the sale of surplus property will be published and posted as detailed in section 3.12.150.

The Executive Director has determined that El Dorado Transit owns personal property that is no longer required for public use. All other property on the itemized surplus list has a zero value on the fixed asset account and not entered into the Depreciation Schedule.

The list of proposed surplus property is included as an attachment.

EL DORADO COUNTY TRANSIT AUTHORITY
ITEMIZED SURPLUS PROPERTY INVENTORY
November 3, 2016

Quantity	Description	EDCTA Inventory Number
1	2007 VIN #: 1GBG5V1G37F419870 Miles: 245017 License #: 1257887	0703
1	2007 VIN #: 1GBG5V1G47F419750 Miles: 310865 License #: 1257876	0704
1	2007 VIN #: 1GBG5V1G77F419466 Miles: 323561 License #: 1257875	0705
1	2007 VIN #: 1GBG5V1G57F419885 Miles: 416208 License #: 1257902	0706
1	2007 VIN #: 1GBG5V1G17F419771 Miles: 381025 License #: 1257878	0707
1	2007 VIN #: 1GBG5V1G17F419771 Miles: 382737 License #: 1257968	0708
1	Pressure Washer 6.0HP/2100 PSI S/N # 10194929	
1	Metal File Cabinet 41" x 42" x 19"	
1	Metal File Cabinet 39" x 36" x 18"	
2	Metal File Cabinet 27.5" x 15" x 23"	
1	Metal Bookshelf 6' x 35" x 12.5"	
1	Wood Bookshelf 7' x 3' x 12"	

- 1 Pallet - Miscellaneous Office Furniture
- 1 Pallet – Miscellaneous Hubcaps, Wheels and Lug Covers
- 1 Sentry 6380 Combination Safe
- 1 Slotted Tablet Cabinet
- 1 Dyna Fold – Folding Machine

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: November 3, 2016

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Receive and File the Fiscal Year 2015/16 Administrative Operations Report

REQUESTED ACTION:

BY MOTION,

Receive and File the El Dorado County Transit Authority Fiscal Year 2015/16 Administrative Operations Report for the period July 1, 2015 through June 30, 2016

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) provides public transportation under authority of a Joint Powers Agreement (JPA) with the County of El Dorado and the City of Placerville. Public transit services include demand response, fixed route and commuter service.

The Fiscal Year 2015/2016 Administrative Operations Report (Admin Report) provides an overview of El Dorado Transit operations for the reporting period July 1, 2015 through June 30, 2016.

As a recipient of Transportation Development Act (TDA) funds, El Dorado Transit is required to report performance measure statistics as defined in the TDA Public Utilities Code Chapter 4, Transportation Development Article 1 – General Provisions and Definitions Section 99247. The Admin Report includes required statistical analysis and other Board approved performance measures on a route, mode and system wide basis.

El Dorado Transit management provides performance measure reporting by service and mode (type of service) which is above and beyond the mandated reporting format. This reporting format provides the public, policy makers and management a detailed comparison by individual service. For comparison purposes, the Admin Report also includes data from the same reporting period in the prior fiscal year.

DISCUSSION

As noted above and in the Admin Report, El Dorado Transit provides three (3) distinct types of public transportation: demand response, local fixed route and commuter service. The purpose of each service varies. Therefore, goals and objectives for efficiency are considered separately.

The report provides statistics, revenues, expenses and performance measures by route, mode and system. To effectively review performance, it is necessary to separate the three (3) modes and compare services within each mode. For example, demand response services are considered life-line social support services that historically report a lower farebox recovery ratio (FBR) than the system as a whole. Within each mode, analysis is presented between each service type. Comparisons and considerations might be discussed between the FBR and the cost per passenger by service.

The following sections discuss the general performance of the various service modes providing a snapshot of how the system has performed during the reporting period.

Overall, system wide ridership increased by 17,667 trips or 4.8%. The largest increase was in commuter services which includes the Sacramento Commuter (Sacramento downtown corridor), Reverse Commuter and 50 Express. Ridership increased by approximately fifteen percent (15%) on commuter services overall during the reporting period. This increase was due to a surge in ridership on the 50 Express after implementing the route last year. From July 1, 2015 to June 30, 2016 the 50 Express had 32,614 trips. The 50 Express took the place of the Iron Point Connector which had 7,111 trips between July 1, 2014 and June 30, 2015.

Demand response services had a minor decrease in ridership versus the prior year (56,571 FY15/16 vs. 59,774 FY14/15). Within this group, El Dorado Transit Dial-A-Ride services had a decline in ridership (20,571 FY15/16 vs. 24,466 FY14/15). M.O.R.E. and Senior Day Care services are contracted and ridership fluctuates according to client enrollment.

Local fixed route ridership declined over the same period versus the prior year (151,581 FY 15/16 vs. 154,553 FY14/15). The largest year to year change was in the Cameron Park route which showed a decrease of 5,719 trips or 28.4%. This decrease was the result of changes made to the Cameron Park route last year which altered the route to loop in Cameron Park and Shingle Springs hourly. Previously the Cameron Park route traveled to Placerville, but now connects with the 50 Express that takes riders to Placerville and to Folsom.

Additional performance measures discussed in the report include complaints and compliments, on-time performance and road calls.

FISCAL IMPACT

None.

AGENDA ITEM 3 A
Information Item

MEMORANDUM

DATE: November 3, 2016
TO: El Dorado County Transit Authority
FROM: Brian James, Planning and Marketing Manager
SUBJECT: Bank Card Processing and Online Store

REQUESTED ACTION:
BY MOTION,

None. Information Only.

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) began accepting debit and credit cards for payment in late July 2016 to give customers more options to purchase passes and for customers who use the federally issued TRANserve card.

DISCUSSION

Customers have two (2) options to use their bank card for payment. The first option is to go to the El Dorado Transit office at 6565 Commerce Way in Diamond Springs where the customers is handed their pass at that time and there are no transaction fees. The second option is an online store at eldoradotransit.com/shop. The online store can also be accessed from the eldoradotransit.com website by selecting the Buy Passes link on the menu bar. There is a flat \$2.50 fee for all transactions in the online store, and passes are mailed within seven (7) business days.

This new payment option has been promoted to the public by press release, posted on Facebook and Twitter, emailed to passengers, posted on the eldoradotransit.com website and by mailers to customers who currently purchase passes. Since late July 2016, El Dorado Transit has processed nineteen (19) transactions in the office for a total of \$2,128, and thirty-six (36) transactions in the online store for a total of \$3,891. The credit card processing option is new, and is expected to grow over time.

FISCAL IMPACT

The fee structure for bank card processing is based on usage. Data on the fiscal impact will be available within the first six (6) months. This was assumed in the adopted budget, so no budget adjustments are recommended.

El Dorado Transit now accepting Credit Cards!

All major credit cards and the
TRANServe card are now being
accepted at the Admin office and
online at
www.eldoradotransit.com/shop

\$2.50 fee for all **online** transactions

Avoid transaction fees by coming into the

Admin office located at 6565 Commerce Way, Diamond Springs

