



EL DORADO TRANSIT

**County of El Dorado
Board of Supervisors Meeting Room
330 Fair Lane, Bldg. A
Thursday, March 7, 2019; 1:00 PM**

EL DORADO COUNTY TRANSIT AUTHORITY Regular Meeting

Chairperson: Mark Acuna, City of Placerville Councilmember
Vice Chairperson: John Hidahl, County of El Dorado Supervisor, District I
Shiva Frentzen, County of El Dorado Supervisor, District II
Kara Taylor, City of Placerville Councilmember
Brian Veerkamp, County of El Dorado Supervisor, District III

- Patty Borelli, Alternate for City Councilmembers
- Lori Parlin, Alternate for Board of Supervisors, District IV

Executive Director: Mindy Jackson

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

RECESS TO CLOSED SESSION

Closed Session Pursuant to Government Code Section 54957.6 – Conference with Labor Negotiators concerning discussions with Unrepresented Regular Employees and Unrepresented Regular Management Employees of the El Dorado County Transit Authority. The designated representatives for the El Dorado County Transit Authority are Executive Director Mindy Jackson and Legal Counsel Michael Tucker

Closed Personnel Session Pursuant to Government Code Section 54957.6 Concerning Labor Negotiations with the Transit Operator's Bargaining Unit. The designated representatives for the El Dorado County Transit Authority are Executive Director Mindy Jackson and Legal Counsel Michael Tucker

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

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.

OPEN FORUM

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.	<u>CONSENT CALENDAR</u>	<u>PAGE</u>
	A. Approve Conformed Minutes of Regular Meeting February 7, 2019	4
	B. Receive and File January 2019 Check Registers	9
	C. Receive and File January 2019 Ridership Reports	12
	D. Adopt Resolution No. 19-09 Authorizing Financial Transactions by Newly Elected Officers and the Executive Director	16
	E. Adopt Resolution No. 19-05 Authorizing the Executive Director to file a revised Transportation Development Act (TDA) Claim for Fiscal Year (FY) 2018/19	19
	F. Adopt Resolution No. 19-06 Authorizing the Executive Director to Claim Transportation Development Act (TDA) Funds for Fiscal Year 2019/20	23
	G. 1. Approve Prefunding of Other Post-Employee Benefit Program for fiscal year ending June 30, 2019 in the amount of \$57,407	28
	2. Approve Purchase Order No. 24264 issued to CalPERS, Fiscal Services Division	
	3. Authorize Executive Director to execute all documents necessary for continued participation	
	H. Adopt Resolution No. 19-03 Approving the Salary Schedules for years 2012-2017 as required under the California Code of Regulations Section 570.5 and Government Codes Sections 20636, 20636.1 and 7522.34(a)	31
	I. Adopt Resolution No. 19-04 Approving the Revised Salary Schedule for Fiscal Year 2017/2018 to include the salary band for the Executive Director Job Classification	43
2.	<u>ACTION ITEMS</u>	
	A. 1. Adopt Resolution No. 19-07 to Adopt Preliminary Operating Budget for Fiscal Year 2019/20	48
	2. Approve Proposed Allocation Plan and Draft Organizational Chart Fiscal Year 2019/20	

2.	<u>ACTION ITEMS CONTINUED</u>	<u>PAGE</u>
	B. Adopt Resolution No. 19-08 Adopting the Preliminary Capital Improvement Plan and Budget for Fiscal Year 2018/19	57
	C. Receive and File the El Dorado County Transit Authority Fiscal Year 2018/19 Six-Month Administrative Operations Report for the period July 1, 2018 through December 31, 2018	81
3.	<u>INFORMATION ITEMS</u>	
	A. 2018 Safe Driving Award Recipients	101

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED
EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING
Thursday, April 4, 2019 1:00 P.M.
County of El Dorado
Board of Supervisors Meeting Room
330 Fair Lane, Bldg A
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.

To listen to open session portions of the meeting in real time, dial (530) 621-7603. This specialized dial in number is programmed for listening only and is operable when the audio system inside the meeting room is activated. Please be advised that callers will experience silence anytime the Board is not actively meeting, such as during Closed Session or break periods.

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



EL DORADO TRANSIT

**County of El Dorado
Board of Supervisors Meeting Room
330 Fair Lane, Bldg. A
Thursday, February 7, 2019; 1:00PM**

EL DORADO COUNTY TRANSIT AUTHORITY CONFORMED MINUTES

Chairperson: Shiva Frentzen, County of El Dorado Supervisor, District II
Vice Chairperson: Mark Acuna, City of Placerville Councilmember
Directors: John Hidahl, County of El Dorado Supervisor, District I
Brian Veerkamp, County of El Dorado Supervisor, District III
Kara Taylor, City of Placerville Councilmember

- Patty Borelli, Alternate for City Councilmembers
- Lori Parlin, Alternate for Board of Supervisors, District IV

Executive Director: Mindy Jackson

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairperson Frentzen at 1:00 PM and the pledge was recited.

RECESS TO CLOSED SESSION

Closed Personnel Session Pursuant to Government Code Section 54954.5 PUBLIC EMPLOYMENT Title: Executive Director

Closed Personnel Session Pursuant to Government Code Section 54957.6 Concerning Labor Negotiations with the Transit Operator's Bargaining Unit. The designated representatives for the El Dorado County Transit Authority are Executive Director Mindy Jackson and Michael Tucker Legal Counsel.

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

Nothing to report out

ELECTION OF OFFICERS

A motion was made by Chairperson Frentzen for the Election of Chairperson and Vice-Chairperson for Calendar Year 2019

A. Election of Chairperson and Vice-Chairperson for Calendar Year 2019

It was moved and seconded to elect Director Acuna as Chairperson

M/S: Frentzen/Veerkamp
Ayes: Acuna, Frentzen, Hidahl, Taylor, Veerkamp

It was moved and seconded to elect Director Hidahl as Vice-Chairperson

M/S: Frentzen/Veerkamp
Ayes: Acuna, Frentzen, Hidahl, Taylor, Veerkamp

B. Oath of Office

The Oath of Office was completed and signed by each of the following Board Members:

Mark Acuna, Shiva Frentzen, John Hidahl, Kara Taylor, Brian Veerkamp

CEREMONIAL ITEMS

- A. Newly elected Chairperson plaque presentation to outgoing Chairperson Shiva Frentzen

Director Acuna presented outgoing Chairperson Frentzen with a plaque

- B. Adopt Proclamation in recognition of appreciation of Placerville City Councilmember Patty Borelli's 12 years as a member of the El Dorado County Transit Authority Board of Directors

It was moved and seconded to adopt a Proclamation for Patty Borelli

M/S: Frentzen/Veerkamp
Ayes: Acuna, Frentzen, Hidahl, Taylor, Veerkamp

- C. Adopt Proclamation in recognition of appreciation of Greg Brookshire's 8 years and 4 months of public service as a Transit Operator

It was moved and seconded to adopt a Proclamation for Greg Brookshire

M/S: Frentzen/Veerkamp
Ayes: Acuna, Frentzen, Hidahl, Taylor, Veerkamp

- D. Adopt Proclamation in recognition of appreciation of Bob O'Brien's 25 years of public service as a Transit Operations Supervisor

It was moved and seconded to adopt a Proclamation for Bob O'Brien

M/S: Frentzen/Hidahl
Ayes: Acuna, Frentzen, Hidahl, Taylor, Veerkamp

ROLL CALL

Directors Present: Mark Acuna, Shiva Frentzen, John Hidahl, Kara Taylor, Brian Veerkamp

A quorum was present.

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 and approve the consent calendar with the following changes:

Pull item 1I for discussion

M/S: Frenzen/Veerkamp

Ayes: Acuna, Frentzen, Hidahl, Taylor, Veerkamp

OPEN FORUM

None

1. CONSENT CALENDAR

- A. 1. Approve Conformed Minutes of Regular Meeting December 6, 2018
- B. Receive and File November and December 2018 Check Registers
- C. Receive and File November and December 2018 Ridership Reports
- D. Receive and File Quarterly Investment Reports for the periods ending 09/30/2018 and 12/31/2018
- E. Approve funding Operating Reserve utilizing Advertising and Miscellaneous revenue accounts for fiscal year 2018/19
- F. 1. Approve Revised Purchase Order No. 24205 issued to Creative Bus Sales for the acquisition of five (5) Replacement Demand Response Buses

2. Authorize Executive Director to execute all documents related to these purchases within the Revised Capital Improvement Plan Project #19-04
- G. 1. Approve Revised Purchase Order No. 23271 issued to Creative Bus Sales for acquisition of one (1) replacement Class E Cut-A-Way Bus

- 2. Authorize Executive Director to execute all documents related to this purchase of one (1) replacement Class E Cut-A-Way Bus
- H. 1. Adopt Resolution No. 19-01 Authorizing the Executive Director to File Applications for Federal Transit Administration Funding Programs
- 2. Adopt Resolution No. 19-02 Authorizing the Executive Director to File Applications specific to the Federal Transit Administration Section 5311 Grant Program
- I. 1. Adopt Fiscal Year 2018/19 Revised Mid-Year Operating Budget Adjustments
- 2. Approve the use of Contingency funds to offset increased expenses

Item moved to 2. Action Items for discussion

- J. Approve Revised Blanket Purchase Orders above \$25,000 for Fiscal Year 2018/19
- K. Approve allocation of \$2,180.78 from the Fiscal Year 2018/19 Contingency Budget Line Item for shortfall in 2018 Apple Farms Shuttle service

2. ACTION ITEMS

- II. 1. Adopt Fiscal Year 2018/19 Revised Mid-Year Operating Budget Adjustments**
- 2. Approve the use of Contingency funds to offset increased expenses**

Action:

- 1. Adopt Fiscal Year 2018/19 Revised Mid-Year Operating Budget Adjustments**
- 2. Approve the use of Contingency funds to offset increased expenses**

M/S: Hidahl/Veerkamp
Ayes: Acuna, Frentzen, Hidahl, Taylor, Veerkamp

3. INFORMATION ITEMS

- A. California Air Resources Board Innovative Clean Transit Regulation
- B. New Connect Card Sales Outlet at Bel Air Grocery Store
- C. New Route 70 in El Dorado Hills and Route 40 in Cameron Park/Shingle Springs

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

Chairperson Acuna adjourned the meeting at 2:01 PM. The next regularly scheduled meeting is Thursday, March 7, 2019.

* Verbal Report

Respectfully Submitted,

Megan Wilcher
Secretary to the Board

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: March 7, 2019
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Receive and File January 2019 Check Register

REQUESTED ACTION:
BY MOTION,

Receive and File January 2019 Check Register

BACKGROUND

The following check register includes routine transactions for the month of January 2019. These expenditures fall within budgets adopted by the El Dorado County Transit Authority Board of Directors.

DISCUSSION

Three (3) items merit further detail;

Check #32786 – City National Bank.....\$65,415.53
This check pays an obligation for Payment #2 of the Capital Purchase of five (5) MCI Commuter Coaches using Local Transportation Funds (LTF).

Check #32823 – Feild and Associates.....\$4,292.50
This warrant pays an obligation for Management of Multiple Transit Projects using both local and grant funding as directed under individual capital plan budgets.

Check #32871 – INIT Inc.....\$11,645.55
This check pays an obligation for Connect Card Hardware for the Capital Purchase of five (5) MCI Commuter Coaches using Local Transportation Funds (LTF).

EL DORADO COUNTY TRANSIT AUTHORITY

Check Register

January 2019

Date	Num	Name	Memo	Amount
01/01/2019	EFT TRANS	CaPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE DEC. 28, 2018	4,684.53
01/01/2019	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #26	11,562.72
01/01/2019	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #26 SUPP.	8,154.85
01/04/2019	EFT TRANS	CaPERS - HEALTH BENEFIT SERVICE DIVISION	Medical Premium - January 2019	37,942.37
01/04/2019	32778	3D DATACOM	Camera Repairs @ Pondo P&R/Swap Server	689.50
01/04/2019	32779	ADM SCREENING	Random & Pre-Employ Screening Nov 2018	515.00
01/04/2019	32780	ADVANCED GASES AND EQUIPMENT INC	Nitrogen Gas & Regulator-Shop Use	586.07
01/04/2019	32781	ALL CLEAN COMMERCIAL JANITORIAL SERVICE	Janitorial Services - December 2018	675.00
01/04/2019	32782	ALPHA ANALYTICAL LABORATORIES INC	Storm Water Testing 2018	212.00
01/04/2019	32783	ARNOLDS FOR AWARDS	Engraving for EOM Plate-Jan.2019-Blank EOM Plates	42.50
01/04/2019	32784	CAMPORA PROPANE	Fill Propane Tank-Shop	371.75
01/04/2019	32785	CELL ENERGY	Batteries #0607, #1007	771.96
01/04/2019	32786	CITY NATIONAL BANK	MCI Purchase Agreement #18-005 #2	65,415.53
01/04/2019	32787	COMCAST	High Speed Cable Internet-December 2018	243.08
01/04/2019	32788	D&K AUTO GLASS	Install Destination Glass #1202	120.00
01/04/2019	32789	DAWSON OIL	Fuel Purchases - December 2018	43,188.26
01/04/2019	32790	G & O BODY SHOP INC	Towing Fee #0609	300.00
01/04/2019	32791	GLOBAL DATA VAULT LLC	Disaster Recovery Cloud Back Up Service-Monthly	300.00
01/04/2019	32792	HUNT & SONS INC	Bulk Engine Oil 15w40	1,497.10
01/04/2019	32793	IMAGE SOURCE	All Copier Maintenance 12/14/18-01/13/19	509.83
01/04/2019	32794	OPERATING ENGINEERS - MEDICAL	Health Premium - January 2019	58,765.00
01/04/2019	32795	PACIFIC GAS & ELECTRIC	Monthly Utilities	1,055.39
01/04/2019	32796	PETTY CASH	Petty Cash-NM	85.29
01/04/2019	32797	PLATT ELECTRIC SUPPLY INC	Ballast-Janitorial Supply Room	29.52
01/04/2019	32798	QUILL	Misc. Office Supplies	467.51
01/04/2019	32799	RTS IT INC	ITCare Cloud & Local Back-Up Service	6,892.50
01/04/2019	32800	SIERRA NEVADA TIRE & WHEEL	Tires #0902 #1302	1,204.71
01/04/2019	32801	STATE OF CA - DEPT OF JUSTICE	Fingerprints, Investigations-Apps & FBI-11/18	49.00
01/04/2019	32802	STEVE STYMEIST COLLISION CNTRS	Repair Body / Paint #1704	10,786.23
01/04/2019	32803	TOWN CENTER EAST LP	Lease Pymt for January 2019 P&R	700.00
01/09/2019	32804	VERIZON WIRELESS	Cellular & Wifi Service - November, December 2018	6,681.18
01/09/2019	32805	EMP. MISC. REIMBURSEMENT	Travel Meal Reimb - JF	41.62
01/09/2019	32806	EMP. MISC. REIMBURSEMENT	DMV Physical - SK	75.00
01/09/2019	32807	EMP. MISC. REIMBURSEMENT	Mileage Reimb - MW	21.36
01/09/2019	32808	EMP. MISC. REIMBURSEMENT	Mileage Reimb - BJ	31.50
01/15/2019	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #1	11,791.43
01/15/2019	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #1 SUPP.	8,235.50
01/16/2019	EFT TRANS	CaPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE JAN. 11, 2019	8,563.40
01/17/2019	32809	A-Z BUS SALES	Alarm Seat Sensor #1007	888.10
01/17/2019	32810	ABSOLUTE GLASS INC	Windshield Repair #1702	45.00
01/17/2019	32811	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Employee Paid Premium - January 2019	110.46
01/17/2019	32812	AT&T / CALNET 3	Monthly Utilities	1,271.30
01/17/2019	32813	AT&T MOBILITY	Monthly Utilities	185.92
01/17/2019	32814	AUTOZONE	Engine Oil #1302 #1304	58.94
01/17/2019	32815	BROWER MECHANICAL INC	Quarterly Maint Heating & A/C Units	192.00
01/17/2019	32816	BUS & EQUIPMENT REPAIR OF CA	Sportworks Latch Pin Assy #0902	626.99
01/17/2019	32817	C & H MOTOR PARTS	Parts and Supplies	205.72
01/17/2019	32818	CAPITOL CLUTCH & BRAKE	Parts and Supplies	666.57
01/17/2019	32819	CITY OF PLACERVILLE	Bus Shelter Maintenance - Jan, Feb, March 2019	330.00
01/17/2019	32820	EDC RISK MANAGEMENT	Health Insurance December 2018	3,872.88
01/17/2019	32821	EL DORADO DISPOSAL	Monthly Utilities	307.54
01/17/2019	32822	EMP. MISC. REIMBURSEMENT	Mileage Reimb - MJ	24.14
01/17/2019	32823	FEILD AND ASSOCIATES	Transit Project Mgmt for 07-12/2018	4,292.50
01/17/2019	32824	FLEMING DISTRIBUTING CO.	Additives PM Services	257.78
01/17/2019	32825	GCR TIRES & SERVICE	Parts and Supplies	3,074.56
01/17/2019	32826	GILLIG LLC	Parts and Supplies	2,101.61
01/17/2019	32827	HOLT OF CALIFORNIA	Parts and Supplies	336.81
01/17/2019	32828	HUNT & SONS INC	Fuel Purchases - December 2018	550.39
01/17/2019	32829	MAG LANDSCAPING INC	December 2018 - Landscaping Service	690.00
01/17/2019	32830	MISSION UNIFORM SERVICE	Monthly Utilities	180.02
01/17/2019	32831	MOUNTAIN DEMOCRAT INC	Recruit Ads for Transit Ops Super-Dec 2018	522.17
01/17/2019	32832	O'REILLY AUTO PARTS	Parts and Supplies	595.80
01/17/2019	32833	OPERATING ENGINEERS LOCAL UNION #3	Union Dues - January 2019	2,150.00
01/17/2019	32834	PACIFIC GAS & ELECTRIC	Monthly Utilities	2,906.63
01/17/2019	32835	QUILL	Misc. Office Supplies	392.45
01/17/2019	32836	RESCO PRINTING	Local Service Guides-Qty 5,000	3,784.85
01/17/2019	32837	RIEBES AUTO PARTS	Structural Rivet #1704	224.37
01/17/2019	32838	SUN LIFE FINANCIAL	LTD/Life December 2018 Coverage	3,107.59
01/17/2019	32839	TERRIE Y. PROD'HON	CPA Services - December 2018	1,056.72
01/17/2019	32840	THOMPSONS OF PLACERVILLE	Parts and Supplies	1,360.68

EL DORADO COUNTY TRANSIT AUTHORITY

Check Register

January 2019

Date	Num	Name	Memo	Amount
01/17/2019	32841	TRUE VALUE HARDWARE	Parts and Supplies	285.42
01/17/2019	32842	VALLEY POWER SYSTEMS	Filters #1005	419.50
01/17/2019	32843	VISA	Reconciled Charges	950.56
01/18/2019	32844	ADM SCREENING	Random & Pre-Employ Screening Dec 2018	480.00
01/18/2019	32845	CA DEPT OF TAX & FEE ADMIN	4th QTR Exempt Bus Operator Diesel Fuel Tax 2018	405.10
01/18/2019	32846	EDC FAIR ASSOCIATION, INC.	Fair Grounds P & R Lease 2019	150.00
01/18/2019	32847	EDC RISK MANAGEMENT	Health Insurance January 2019	2,329.10
01/18/2019	32848	EMP. MISC. REIMBURSEMENT	DMV Fees - AL	76.00
01/18/2019	32849	FACTORY MOTOR PARTS	Parts and Supplies	540.39
01/18/2019	32850	GIRARD & EDWARDS	Legal Counsel - December 2018	1,198.50
01/18/2019	32851	J. C. NELSON SUPPLY CO.	Janitorial Supplies	219.33
01/18/2019	32852	KINETICO WATER OF PLACERVILLE	Filtered Water Rental for January 2019	42.90
01/18/2019	32853	RON DUPRATT FORD	Parts and Supplies	266.76
01/18/2019	32854	UNIVERSAL SECURITY & FIRE INC	Alarm Monitoring 01/01/19-03/31/19	135.00
01/18/2019	32855	UPS	Return Services @ #6567	13.76
01/18/2019	32856	VIPER PEST CONTROL INC	Bi-Monthly Pest Control-#6565	60.00
01/18/2019	32857	WESTERN TRUCK PARTS LLC	Filter Restock	448.91
01/18/2019	32858	WOLFPACK INSURANCE SERVICES, INC.	Dental/Vision - February 2019 Premium	4,351.60
01/29/2019	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE JAN. 25, 2019	7,362.90
01/30/2019	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #2	11,835.21
01/30/2019	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #2 SUPP.	7,529.12
01/30/2019	32859	3D DATACOM	Camera Repairs @ Pondo P&R/Swap Repaired Server	217.65
01/30/2019	32860	AFLAC	Employee Paid Premiums - January 2019	1,406.84
01/30/2019	32861	AFTERMARKET PARTS CO LLC	Parts and Supplies	2,226.29
01/30/2019	32862	ARNOLDS FOR AWARDS	Plaques	122.50
01/30/2019	32863	AT&T / CALNET 3	Monthly Utilities	865.40
01/30/2019	32864	CAL.NET	Camera Service-January 2019	176.92
01/30/2019	32865	COMCAST	High Speed Cable Internet-January 2019	243.08
01/30/2019	32866	DELL MARKETING L.P.	External DVD Optical Drive QTY 2	86.21
01/30/2019	32867	EL DORADO IRRIGATION DISTRICT	Monthly Utilities	730.76
01/30/2019	32868	GLOBAL DATA VAULT LLC	Disaster Recovery Cloud Back Up Service-Monthly	300.00
01/30/2019	32869	HUNT & SONS INC	Fuel Purchases - January 2019	798.38
01/30/2019	32870	IMAGE SOURCE	All Copier Maintenance 01/14/19-02/13/19	399.54
01/30/2019	32871	INIT INC	Connect Card Prewire Hardware for 5 MCI's	11,645.55
01/30/2019	32872	MOUNTAIN DEMOCRAT INC	Annual Subscription Renewal 2019	111.54
01/30/2019	32873	PACIFIC GAS & ELECTRIC	Monthly Utilities	1,050.41
01/30/2019	32874	PLACER TITLE COMPANY	Title Reports - County Line Project	1,600.00
01/30/2019	32875	QUILL	Misc.Office Supplies	244.43
01/30/2019	32876	RESCO PRINTING	Dial-A-Ride Brochures-Qty 1,000	331.40
01/30/2019	32877	RTS IT INC	SquareRigger Migration-Planning & Install-5 Yr Proj	1,500.00
01/30/2019	32878	SUN LIFE FINANCIAL	LTD/Life January 2019 Coverage	3,022.45
01/30/2019	32879	TRANSIT MARKETING LLC	System Map Rev. for Local Guide Changes 01/02/19	395.00
01/30/2019	32880	TRILLIUM SOLUTIONS INC	Website Services for New DAR Srvc & Rte Changes	500.00
01/30/2019	32881	XEROX FINANCIAL SERVICES	Lease Payment S&U & Property Tax-January 2019	977.24
				397,680.33

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

DATE: March 7, 2019

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: January 2019 Ridership Report

REQUESTED ACTION:
BY MOTION,

Receive and File the January 2019 Ridership Report

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) staff reports monthly and fiscal year-to-date ridership trend reports at each Board meeting.

DISCUSSION

Following is the January 2019 monthly ridership table comparing the current fiscal year to the previous fiscal year.

January Ridership

January 2019	January 2018	Increase	% Increase
29,245	28,578	667	2.3%

In January, Demand Response ridership decreased by 11.7%, Local Fixed Route ridership increased by 8.1%, and Commuter ridership decreased by 1.8%.

Following is the fiscal year-to-date ridership report comparing the current fiscal year to the previous fiscal year and the January 2019 ridership report.

Connect Card ridership is recorded each time a Connect Card is tapped onto the equipment in one of the vehicles. The number of riders is tracked to evaluate system usage. El Dorado Transit recorded 13,300 taps or 42.4% of all ridership in January 2019. Following is the Connect Card ridership report with a graph showing the percent of total ridership using Connect Card per month.

Ridership Report Fiscal Year-to-Date

July 2018 to January 2019

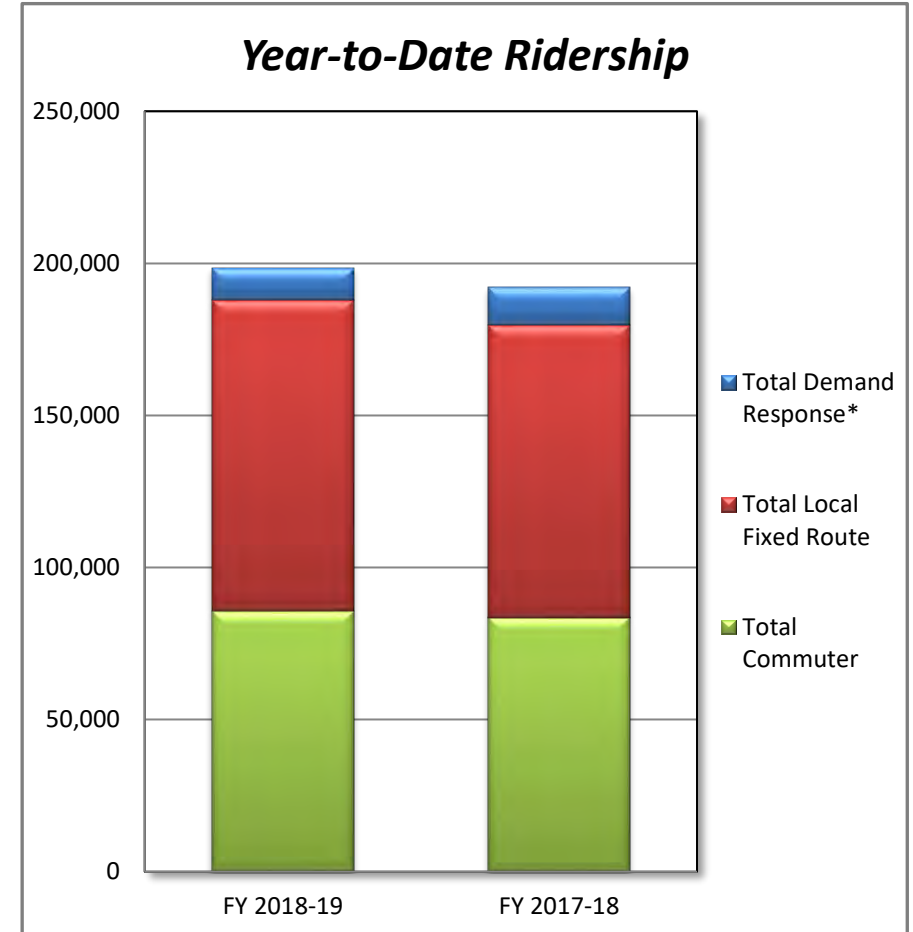


Demand Response	FY 2018-19	FY 2017-18	% Change
Dial-a-Ride	9,928	11,387	-12.8%
Sac-Med	203	352	-42.3%
ADA Paratransit	455	516	-11.8%
Total Demand Response*	10,586	12,255	-13.6%

Local Fixed Route	FY 2018-19	FY 2017-18	% Change
20 - Placerville	25,871	26,687	-3.1%
25 - Saturday Express	2,655	3,019	-12.1%
30 - Diamond Springs	16,597	14,065	18.0%
35 - Diamond Springs Saturday	819	620	32.1%
40 - Cameron Park	7,502	7,111	5.5%
50x - 50 Express	24,517	20,345	20.5%
60 - Pollock Pines	21,822	22,493	-3.0%
70 - El Dorado Hills	2,431	1,817	33.8%
Total Local Fixed Route	102,214	96,157	6.3%

Commuter	FY 2018-19	FY 2017-18	% Change
Sacramento Commuter	85,268	83,197	2.5%
Reverse Commuter	404	367	10.1%
Total Commuter	85,672	83,564	2.5%

Other Services	FY 2018-19	FY 2017-18	% Change
M.O.R.E.	11,000	13,368	-17.7%
Senior Day Care	3,475	3,881	-10.5%
Total Other Services	14,475	17,249	-16.1%



Systemwide*

	FY 2018-19	FY 2017-18	% Change
	198,472	191,976	3.4%

*Does not include Other Services

January 2019 Ridership Report

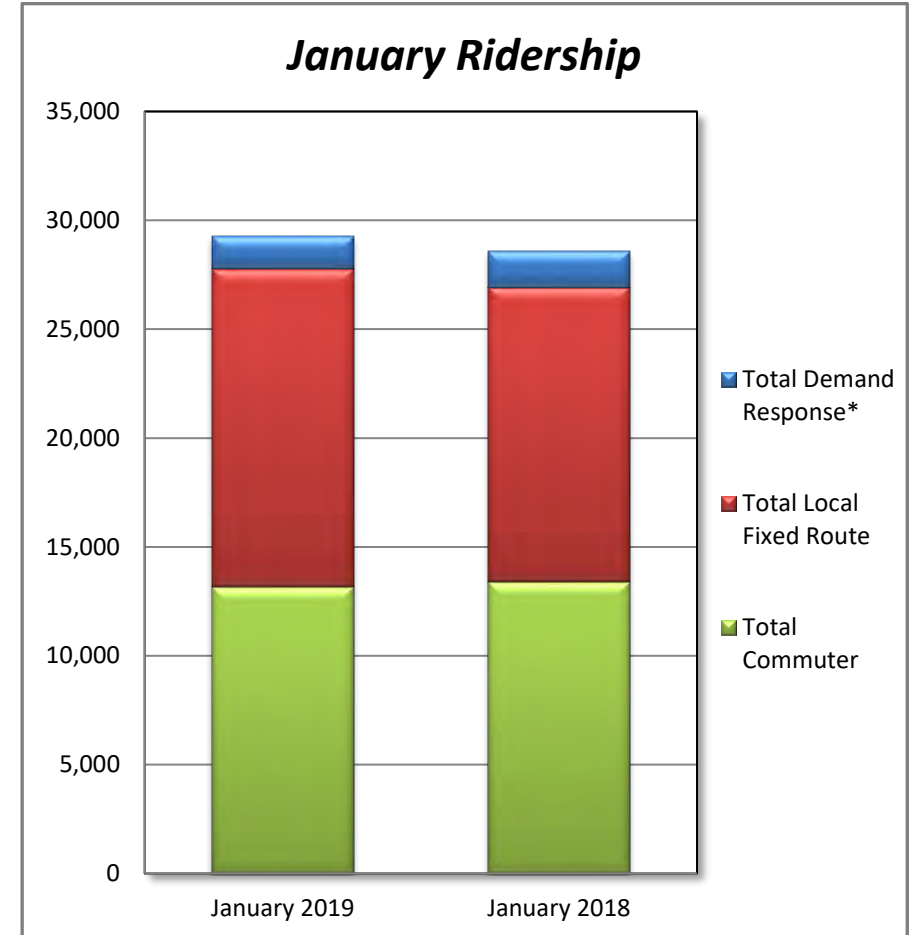


Demand Response	January 2019	January 2018	% Change
Dial-a-Ride	1,378	1,563	-11.8%
Sac-Med	31	43	-27.9%
ADA Paratransit	71	70	1.4%
Total Demand Response*	1,480	1,676	-11.7%

Local Fixed Route	January 2019	January 2018	% Change
20 - Placerville	3,774	3,571	5.7%
25 - Saturday Express	338	352	-4.0%
30 - Diamond Springs	2,559	2,148	19.1%
35 - Diamond Springs Saturday	80	95	-15.8%
40 - Cameron Park	1,043	1,041	0.2%
50x - 50 Express	3,529	2,986	18.2%
60 - Pollock Pines	3,211	2,946	9.0%
70 - El Dorado Hills	80	375	-78.7%
Total Local Fixed Route	14,614	13,514	8.1%

Commuter	January 2019	January 2018	% Change
Sacramento Commuter	13,043	13,330	-2.2%
Reverse Commuter	108	58	86.2%
Total Commuter	13,151	13,388	-1.8%

Other Services	January 2019	January 2018	% Change
M.O.R.E.	1,640	1,796	-8.7%
Senior Day Care	455	631	-27.9%
Total Other Services	2,095	2,427	-13.7%



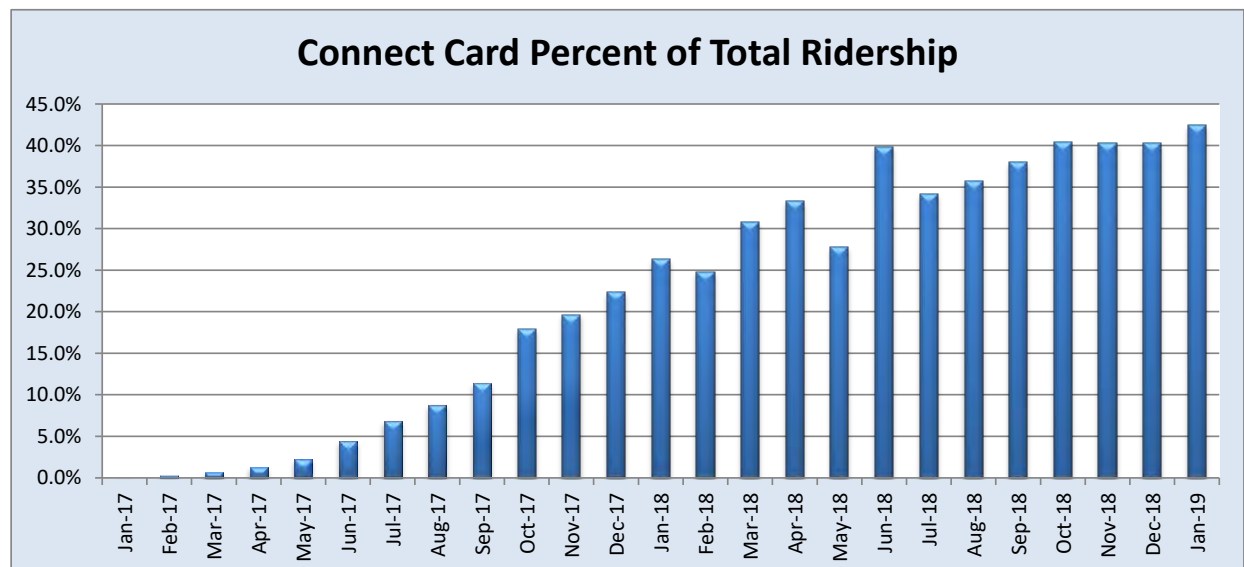
Systemwide*	January 2019	January 2018	% Change
	29,245	28,578	2.3%

*Does not include Other Services

Connect Card Ridership Report



Month	Number of Taps	Total Ridership	% of Total Ridership
Jan-17	11	30,023	0.0%
Feb-17	87	29,139	0.3%
Mar-17	257	35,487	0.7%
Apr-17	394	29,448	1.3%
May-17	715	32,170	2.2%
Jun-17	1,313	29,790	4.4%
Jul-17	1,815	26,713	6.8%
Aug-17	2,947	33,442	8.8%
Sep-17	3,397	29,882	11.4%
Oct-17	5,905	33,007	17.9%
Nov-17	5,519	28,104	19.6%
Dec-17	6,065	27,148	22.3%
Jan-18	8,171	31,005	26.4%
Feb-18	7,175	28,913	24.8%
Mar-18	9,492	30,835	30.8%
Apr-18	10,361	31,137	33.3%
May-18	9,009	32,406	27.8%
Jun-18	11,353	28,485	39.9%
Jul-18	9,381	27,519	34.1%
Aug-18	12,048	33,760	35.7%
Sep-18	11,171	29,408	38.0%
Oct-18	14,614	36,127	40.5%
Nov-18	11,378	28,213	40.3%
Dec-18	10,699	26,580	40.3%
Jan-19	13,300	31,340	42.4%



AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: March 7, 2019

TO: El Dorado County Transit Authority

FROM: Megan Wilcher, Secretary to the Board/Administrative Coordinator

SUBJECT: Authorizing Financial Transactions by Newly Elected Officers and the Executive Director

REQUESTED ACTION:

BY MOTION,

Adopt Resolution No. 19-09 Authorizing Financial Transactions by Newly Elected Officers and the Executive Director

BACKGROUND

Resolution No. 19-09 authorizes the El Dorado County Transit Authority (El Dorado Transit) Chairperson Mark Acuna; Vice-Chairperson John Hidahl and Mindy Jackson, Executive Director to perform financial transactions required to complete normal banking business practices.

DISCUSSION

El Dorado Transit banks with Umpqua Bank and Bank of America. The recent appointment of new Board members and election of officers requires a new authorization for signature approval on accounts at financial institutions.

FISCAL IMPACT

None

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 19-09**

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE EL DORADO COUNTY TRANSIT AUTHORITY
REGARDING FINANCIAL TRANSACTIONS**

A. I, Megan Wilcher, certify that I am the Secretary to the Board for the above named organization (referred to as the “association”) organized under the laws of the State of California, Federal Employer I.D. Number 68-0316621, and that the following is a correct copy of resolution adopted at a meeting of the association duly and properly called and held on this 7th day of March 2019. This resolution appears in the minutes of this meeting and has not been rescinded or modified.

B. BE IT HEREBY RESOLVED AND ORDERED THAT,

- 1.** The Financial Institution Umpqua Bank is designated as a depository for the funds of this association.
- 2.** This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by this Financial Institution.
- 3.** All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowing by or on behalf of this association with this Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- 4.** Any of the persons named below, so long as they act in a representative capacity as agents of this association, are authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated below, from time to time with this Financial Institution, concerning funds deposited in this Financial Institution, moneys borrowed from this Financial Institution or any other business transacted by and between this association and this Financial Institution subject to any restrictions stated below.
- 5.** Any and all prior resolutions adopted by this association and certified to this Financial Institution as governing the operation of this association’s account(s), are in full force and effect, unless supplemented or modified by this authorization.
- 6.** This association agrees to the terms and conditions of any account agreement, properly opened by an authorized representative(s) of this association, and authorizes the Financial Institution named above, at any time, to charge this association for all checks, drafts, or other orders, for the payment of money, that are drawn on this Financial Institution, regardless of by whom or by what means the facsimile signature(s) may have been affixed so long as they resemble the facsimile signature specimens in Section C. (or the facsimile signature specimens that this association files with this Financial Institution from time to time) and contain the required number of signatures for this purpose.
- 7.** Any checks or drafts shall have two (2) signatures for amounts over \$5,000.00.

C. If indicated, any person listed below (subject to any expressed restrictions) is authorized to:

- (A) Mark Acuna - Chairperson
- (B) John Hidahl - Vice-Chairperson
- (C) Melinda Jackson - Executive Director

Please see signature approval below.

- | | | |
|-----------------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A,B,C | (1) | Exercise all of the powers listed in (2) through (6). |
| C | (2) | Open any deposit or checking account(s) in the name of this association. |
| A,B,C | (3) | Endorse checks and orders for the payment of money and withdraw funds on deposit with this Financial Institution. |
| A,B,C | (4) | Borrow money on behalf and in the name of this association, sign, execute and deliver promissory notes or other evidence of indebtedness. |
| A,B,C | (5) | Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts or bills of lading. |
| Requires Board Action | (6) | Endorse, assign, transfer stocks, bonds, real estate or other property now owned or hereafter owned or acquired by this association as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment. |
| A,B,C | (7) | Enter into written lease for the purpose of renting and maintaining a Safe Deposit Box in this Financial Institution. |
| A,B,C | (8) | Deposit and withdrawal of monies in the Local Agency Investment Fund (LAIF) in the State Treasury in accordance with Section 16429.1 of Government Code. |

D. I further certify that this association has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the foregoing resolutions and to confer the powers granted to the persons named who have full power and lawful authority to exercise the same.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board, held on the 7th Day of March 2019, by the following vote of said Board:

AYES: **NOES:** **ABSTAIN:** **ABSENT:**

Mark Acuna, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: March 7, 2019

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Revised Transportation Development Act Claim for Fiscal Year (FY) 2018/19

REQUESTED ACTION:
BY MOTION,

Adopt Resolution No. 19-05 Authorizing the Executive Director to file a revised Transportation Development Act (TDA) Claim for Fiscal Year (FY) 2018/19

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) operates with funding from the Transportation Development Act (TDA), Federal Transit Administration (FTA) grant funds, passenger fares, and various other grant programs.

The TDA statute establishes the Local Transportation Fund (LTF) by designating that ¼ cent of the state sales tax revenue collected within each region be used for transportation purposes, primarily for public transit. TDA statute establishes State Transit Assistance (STA) from a statewide excise tax on gasoline and diesel fuel.

El Dorado Transit files annual claims for LTF and STA with the El Dorado County Transportation Commission (EDCTC).

DISCUSSION

As a recipient of TDA, El Dorado Transit files annual claims for those funds with the El Dorado County Transportation Commission (EDCTC). Annual fiscal and compliance audits of TDA recipients include a compliance report to verify that allocations are made according to the California Code of Regulations.

In August 2018 The State Controllers' Office provided revised allocation schedule for State Transit Assistance Funds (STA).

In February 2019 the EDCTC advised El Dorado Transit of additional STA funds from FY 2017/18 in the amount of \$70,138 and interest earned in the approximate amount of \$1,331 to claim. El Dorado Transit increased the interest estimate to capture potential additional earnings.

El Dorado Transit Resolution No. 19-05 presented for adoption authorizes the Executive Director to file a revised FY 2018/19 claim per California Code of Regulations Section 6649 reflecting the revised STA revenue.

FISCAL IMPACT

Resolution No. 19-05, if adopted, will result in adjustments to the Final Amended Operating Budget.

	<u>Revised Mid-Year 2018/19</u>	<u>Final Amended 2018/19</u>
TDA (LTF) Revenue	\$ 4,159,002.59	\$ 4,159,022.59
STA	\$ 1,243,570.00	\$ 1,569,441.00
Total Claim FY 2018/19	\$ 6,081,304.59	\$ 6,407,175.59

TDA-1

**TRANSPORTATION DEVELOPMENT ACT
REVISED CLAIM FORM**

TO: El Dorado County Transportation Commission
2828 Easy Street, Suite 1
Placerville, CA 95667
(530) 642-5260

FROM:

Claimant: El Dorado County Transit Authority
Address: 6565 Commerce Way
City, State, Zip Code: Diamond Springs, CA 95619
Contact: Mindy Jackson, Executive Director
Phone: (530) 642-5383 ext. 210

The above claimant hereby requests, in accordance with authority granted under the Transportation Development Act and applicable rules and regulations adopted by the El Dorado County Transportation Commission (EDCTC), that its request for funding be approved as follows:

LTF	\$4,837,734.59	FY 2018 / 2019
STA	\$1,496,803.00	FY 2018 / 2019
	\$ 70,138.00	FY 2017 / 2018 (over estimate)
	\$ 2,500.00	Interest
Total Claim	\$6,407,175.59	FY 2018 / 2019

Submitted By: Mindy Jackson

Title: Executive Director

Date: 03/07/2019

EDCTC

Date of Approval: _____

Resolution No.: _____

Administrative Amendment No.: _____

EDCTC Executive Director

El Dorado County Transit Authority
March 7, 2019 Agenda

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 19-05**

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE EL DORADO COUNTY TRANSIT AUTHORITY
AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT A REVISED
CLAIM FOR TRANSPORTATION DEVELOPMENT ACT (TDA) FUNDS**

WHEREAS, the El Dorado County Transit Authority intends to use its TDA Article 4 funding to finance transit services for the Western Slope of El Dorado County;

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director or the designated representative shall be authorized to file a revised claim for TDA Article 4 funding for transit services for fiscal year 2018/19 as follows:

Article 4	Operating Expenses	<u>\$ 4,837,734.59</u>
Total Article 4 Allocation Available		\$ 4,837,734.59

BE IT FURTHER RESOLVED, that the Executive Director or the designated representative shall be authorized to file a claim for STA Article 4 Sub-Chapter 2.5, Section 6730 (b) projects as follows:

2018/19 Claim	\$ 1,496,803.00
2017/18 Additional	\$ 70,138.00
Interest (estimate)	<u>\$ 2,500.00</u>
Total 2017/18 Claim	\$ 1,569,441.00

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board, held on the 7th day of March, 2019 by the following vote of said Board:

AYES: NOES: ABSTAIN: ABSENT:

Mark Acuna, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: March 7, 2019
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Transportation Development Act Claim for Fiscal Year
2019/2020

REQUESTED ACTION:
BY MOTION,

**Adopt Resolution No. 19-06 Authorizing the Executive Director to
Claim Transportation Development Act (TDA) Funds for Fiscal Year
2019/20**

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) operates with funding from the Transportation Development Act (TDA) which includes the Local Transportation Fund (LTF) and State Transit Assistance (STA), Federal Transit Administration (FTA) funds, passenger fares and grant monies.

The TDA statute establishes the Local Transportation Fund (LTF) by designating that ¼ cent of the state sales tax revenue collected within each region be used for transportation purposes, primarily for public transit. TDA statute establishes STA from a statewide excise tax on gasoline and diesel fuel.

DISCUSSION

El Dorado Transit prepared a \$6,983,121.03 claim for Fiscal Year (FY) 2019/20 Transportation Development Act funds based on the following:

Local Transportation Funds claim amount is based on the February 1, 2019 Memorandum from the El Dorado County Transportation Commission (EDCTC) listing the preliminary apportionment available for Public Transportation – Transit – Article 4 as \$5,240,291.03 (see attachment).

State Transit Assistance claim amount is based on the January 1, 2019 State Controller's Office State Transit Assistance Fund Allocation Estimate Fiscal Year 2019/20 Summary.

On today's agenda (March 7, 2019) staff is requesting the Board adopted the Preliminary Operating Budget for FY 2019/20.

The requested \$5,240,291.03 in LTF funds and \$1,742,830 in STA funds represents approximately sixty-three percent (67%) of projected operating FY 2019/20 budget revenue.

The FY 2019/20 claim will fund the current level of service, and the Demonstration Program in El Dorado Hills/Cameron Park route 70.

The complete TDA claim packet is available for review during regular business hours at the El Dorado Transit office – 6565 Commerce Way, Diamond Springs, CA.

FISCAL IMPACT

		Proposed <u>Budget</u>
4000.00	Transportation Development Act (TDA/LFT)	\$5,240,291.03
4270.00	State Transit Assistance (STA)	\$1,742,830.00

TDA-1

**TRANSPORTATION DEVELOPMENT ACT
CLAIM FORM**

TO: El Dorado County Transportation Commission
2828 Easy Street, Suite 1
Placerville, CA 95667
(530) 642-5260

FROM:

Claimant: El Dorado County Transit Authority
Address: 6565 Commerce Way
City, State, Zip Code: Diamond Springs, CA 95619
Contact: Mindy Jackson, Executive Director
Phone: (530) 642-5383 ext. 210

The above claimant hereby requests, in accordance with authority granted under the Transportation Development Act and applicable rules and regulations adopted by the El Dorado County Transportation Commission (EDCTC), that its request for funding be approved as follows:

LTF	\$5,240,291.03	FY 2019 / 2020
STA	\$1,742,830.00	FY 2019 / 2020
Total Claim	\$6,983,121.03	FY 2019 / 2020

Submitted By: Mindy Jackson

Title: Executive Director

Date: 03/07/2019

EDCTC

Date of Approval: _____

Resolution No.: _____

Administrative Amendment No.: _____

EDCTC Executive Director

**TRANSPORTATION DEVELOPMENT ACT (TDA)
LOCAL TRANSPORTATION FUND (LTF)
FINDINGS OF APPORTIONMENT**

FY 2019/20 APPORTIONMENT AND ALLOCATION

FY 2019/20 LTF AVAILABLE FOR ALLOCATION

Estimated 2019/20 LTF Receipts per El Dorado County Auditor	\$ 5,296,363.00
Estimated LTF June 30, 2019 fund balance available to program	\$ 500,000.00
Less: County Auditor Fees (PUC Section 99233.1)	\$ (10,000.00)
 Total EDCTC Area Share	 \$ 5,786,363.00

Total FY 2019/20 balance for apportionment \$ 5,786,363.00

FY 2019/20 CLAIMANT ALLOCATIONS

TDA Administration (PUC Section 99233.1)

EDCTC TDA Administration	<u>\$ 156,409.11</u>	
TDA Administration subtotal		\$ 156,409.11

Planning / Programming (PUC Section 99233.2)

EDCTC Planning and Programming (up to 3% of Revenue)	\$ 173,590.89	
EDCTC Contribution to SACOG Federal Planning and Programming	<u>\$ 106,944.71</u>	
(Note: per 12/15/16 MOU between EDCTC and SACOG, equal to 2% of LTF Apportionment after Administration, Planning & Programming, Pedestrian & Bicycle Facilities, and Community Transit Services apportionment, if any)		
Planning / Programming subtotal		\$ 280,535.60

Pedestrian and Bicycle Facilities-Discretionary (PUC Sections 99233.3 and 99234)

Bicycle and Pedestrian Facilities	<u>\$ 109,127.26</u>	
(Note: up to 2% of remaining funds after Administration and Planning/Programming)		
Pedestrian / Bicycle Facilities subtotal		\$ 109,127.26

Public Transportation - Transit (Article 4) (PUC Sections 99233.8, 99260(a) and 99262)

EDCTA - Continuation of Existing Service	\$ 5,240,291.03	
EDCTA - Contingency	\$ -	
EDCTA - Excess Carryover	<u>\$ -</u>	
Transit subtotal		<u>\$ 5,240,291.03</u>

Other Transportation (Article 8) (PUC 99233.9, 99400(a), 99402 and 99407)

City of Placerville: 10,673 = 6.95% of total County population	\$ -	
El Dorado County Unincorporated: 142,818 = 93.05% of total County population	<u>\$ -</u>	
Other Transportation subtotal		<u>\$ -</u>

Total FY 2019/20 claimant allocations \$ 5,786,363.00

Total EDCTA Contingency \$ -

Total Apportionment \$ 5,786,363.00

2014/15 Transit Contingency	\$ 111,767.28
2015/16 Transit Contingency	\$ 111,709.60
2016/17 Transit Contingency	\$ 116,944.34
2017/18 Transit Contingency	\$ 128,628.96
2018/19 Transit Contingency	\$ 30,949.82
Total	\$ 500,000.00

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 19-06**

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE EL DORADO COUNTY TRANSIT AUTHORITY
AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT A
CLAIM FOR TRANSPORTATION DEVELOPMENT ACT (TDA) FUNDS**

WHEREAS, the El Dorado County Transit Authority intends to use its TDA Article 4 funding to finance transit services for the Western Slope of El Dorado County;

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director or the designated representative shall be authorized to file a claim for the TDA Article 4 funding for transit services for fiscal year 2019/20 as follows:

Article 4	Operating Expenses	\$5,240,291.03
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BE IT FURTHER RESOLVED, that the Executive Director or the designated representative shall be authorized to file a revised claim for the STA Article 6.5, Section 99314.6 (c) projects as follows:

Total 2019/2020 Claim	\$1,742,830.00
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PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board, held on the 7th day of March, 2019 by the following vote of said Board:

AYES:	NOES:	ABSTAIN:	ABSENT:
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Mark Acuna, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 1 G
Consent Item

MEMORANDUM

DATE: March 7, 2019

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: California Employer's Retiree Benefit Trust Program (CERBT) funding for Other Post-Employment Benefits Funding (OPEB)

REQUESTED ACTION:
BY MOTION,

1. **Approve Prefunding of Other Post-Employee Benefit Program for fiscal year ending June 30, 2019 in the amount of \$57,407**
2. **Approve Purchase Order No. 24264 issued to CalPERS, Fiscal Services Division**
3. **Authorize Executive Director to execute all documents necessary for continued participation**

BACKGROUND

In July 2004, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pension*. GASB 45 mandates disclosure of Other Post-Employment Benefits (OPEB) liabilities for public employees. OPEB may include benefits such as medical, dental, prescription drug, vision and life insurance plans. GASB 45 establishes a standard for measuring and reporting the liability of retirement benefits other than pensions however; it does not require funding the liability.

During Fiscal Year (FY) 2007/08 El Dorado Transit contracted with California Public Employers' Retirement System (CalPERS) to provide cost effective medical insurance for the unrepresented employee group (28 employees). CalPERS contractually requires El Dorado Transit to contribute an amount towards the cost of retiree medical coverage as a condition of participating in the CalPERS medical plans. There are two (2) eligible retirees who have elected coverage. Monthly cost to the agency is currently at the lowest level possible of \$81.60 per eligible retiree. This contribution is based on a formula and increases a modest amount each year.

On August 5, 2010 the Board adopted resolution No. 10-10 to pre-fund the OPEB future liability by placing assets in the CERBT program to allow for a manageable dollar amount to be budgeted each year for contributions to build reserves and earn interest to

offset the cost of the program. A thirty (30) year amortization period is consistent with the anticipated retirement trend of current employees.

- March 1, 2018 Board Accepted the current Actuarial Valuation of OPEB for fiscal years 2017/18 and 2018/19 and adopted resolution No. 18-10 approving the prefund amounts.

DISCUSSION

The El Dorado Transit continuing retiree health plan allows eligible retirees to enroll in the agency group medical plan through CalPERS at time of separation or at any subsequent open enrollment period. The plan includes only medical insurance coverage excluding other possible retiree benefits e.g. dental, vision, etc. Since plan inception in 2007, two (2) eligible participants have elected coverage however; four (4) eligible retirees may enroll during any open enrollment period. There are twenty-eight (28) current employees who are qualified, and nine (9) who may retire within the next five (5) years. These employees have the option to continue their medical coverage under this plan.

Actuarial valuations are used as a method of verifying the changing conditions of an agency's employee statistics that impact the annual cost of OPEB and outstanding obligations or future potential liabilities. CalPERS requires an actuarial valuation every two (2) years under the CERBT pooling program.

El Dorado Transit contracted Bickmore to complete an actuarial valuation of other post-employment benefits to capture and report the current and future potential liabilities of this benefit. This report provides statistics as of July 1, 2017 for the years ending June 30, 2018 and June 30, 2019.

Staff is requesting the approval to prefund OPEB in the amount of \$57,407 for FY 2018/19.

FISCAL IMPACT

Fiscal Year 2018/19 Mid-Year Budget adopted on February 7, 2019 includes this amount.

		<u>Budgeted</u>
5020.02	OPEB Prefund	\$57,407

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

PURCHASE ORDER NO. 24264

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

DATE: 03/07/19

ACCOUNT: 5020.02

CLASS: 125

TO: CalPERS
CERBT (OPEB)
PO BOX 942703
SACRAMENTO, CA 94229-2703

SHIP & INVOICE TO:

EL DORADO COUNTY TRANSIT AUTHORITY
6565 COMMERCE WAY
DIAMOND SPRINGS, CA 95619-9454

Contact:

Vendor Phone No: (916) 795-2474

Fax No:

PROMISED DELIVERY DATE		TERMS: Net Due		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		FUNDING OF OTHER POST EMPLOYMENT BENEFITS (OPEB) FISCAL YEAR 2018/2019		\$57,407.00
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.			SUBTOTAL	\$57,407.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$57,407.00
PURCHASING AGENT				

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 H
Consent Item

MEMORANDUM

DATE: March 7, 2019

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Revised Salary Schedules 2012-2017 Pursuant to California Public Employee's Retirement System (CalPERS) Audit Review Findings Recommendation

REQUESTED ACTION:
BY MOTION,

Adopt Resolution No. 19-03 Approving the Salary Schedules for years 2012-2017 as required under the California Code of Regulations Section 570.5 and Government Codes Sections 20636, 20636.1 and 7522.34(a)

BACKGROUND

El Dorado Transit was selected for review as part of the CalPERS Board of Administration approved audit plan. The Office of Audit Services (OFAS) performed a cycle of review on member payrates reported to CalPERS. The objective of the review was to ensure that increases to member payrates were granted and reported to CalPERS in compliance with the Public Employee's Retirement Law (PERL). The review period was from July 1, 2012 through June 30, 2017.

The salary schedules for Fiscal Years (FY's) 2012/2013, 2013/2014, 2014/2015, 2015/2016, and 2016/2017 are included for adoption. Adoption by Resolution is the requested action.

DISCUSSION

Pursuant to the findings of the CalPERS Audit Review El Dorado Transit is required to revise salary schedules for FY's 2012/2013, 2013/2014, 2014/2015, 2015/2016 and 2016/2017 to be in compliance with the California Code of Regulations and PERL Government Codes. A copy of the final report is attached for reference. The revised salary schedules include the time base of Hourly and Monthly Payrates; changes identified in red bold lettering.

Salary Schedule Resolution No. 19-03 (Attached)

The Salary Schedule for FY's 2012-2017 incorporate required changes pursuant to the findings and must be board approved.

FISCAL IMPACT

N/A

EL DORADO COUNTY TRANSIT AUTHORITY

Objective and Scope

CalPERS ID	Job Number	Contract Date	Classification
1035606509	3P17-063	August 6, 1994	Miscellaneous

The objective of our review was to determine whether increases to member payrates were granted to members and reported to CalPERS in compliance with the Public Employees' Retirement Law (PERL). Reporting active member payrates correctly is a necessary precursor to correctly calculating member benefits at retirement. Specifically, incorrect reporting could cause the following: miscalculation of a member's service credit, miscalculation of a member's retirement allowance, delays in processing a member's retirement benefits, inaccurate retirement estimates, incorrect payment of benefits, or hardship to retired members due to a reduction in benefits.

Payrates must be reported to CalPERS in accordance with Government Code sections 20636, 20636.1, 7522.34(a), and corresponding sections of the California Code of Regulations (CCR) section 570.5. Specifically, payrate is deemed as the normal monthly rate of pay or base pay of the member paid pursuant to a publicly available pay schedule for services rendered on a full-time basis during normal working hours. The publicly available pay schedules must meet criteria listed in CCR section 570.5. Payrates cannot include additional compensation such as special compensation, must be correctly calculated, must be accurately reported for the period earned, and cannot be granted or awarded to a member in connection with or anticipation of separation from employment.

The review was limited to the examination of a sample of active and/or retired employee records for the period July 1, 2012, to June 30, 2017. Unless otherwise specified, the Office of Audit Services (OFAS) did not review the Agency's compliance with the PERL with regard to any areas outside the scope described herein, including, but not limited to, reported earnings, special compensation, payroll information, member contributions, membership enrollment, or employment after retirement.

Results in Brief

	Area	Exception	Observation
1	Pay Schedule	Effective Date / Time Base	The Agency did not maintain pay schedules in compliance with the Government Code and CCR. Specifically, the pay schedule for Unrepresented and Management Personnel did not include an effective date and a time base for monthly and hourly payrates as required by CCR section 570.5.
2	Payrates	Additional Compensation	The Agency reported payrates that included additional compensation. Specifically, one sampled part-time employee who retired in December 2016 had longevity pay included with hourly base payrate in amounts of .53 and .56 cents. This incorrect reporting resulted in an increase to the employee's payrate that was not in compliance with Government Code section 20636.

EL DORADO COUNTY TRANSIT AUTHORITY

Criteria

Under Government Code sections 20636, 20636.1 and 7522.34(a), payrate is deemed as the normal monthly rate of pay or base pay of the member paid in cash to similarly situated members of the same group or class of employment for services rendered on a full-time basis during normal work hours, pursuant to a publicly available pay schedule.

Per CCR Section 570.5, a pay schedule, among other things, must:

- Be duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
- Identify the position title for every employee position;
- Show the payrate as a single amount or multiple amounts within a range for each identified position;
- Indicate the time base such as hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
- Be posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
- Indicate an effective date and date of any revisions;
- Be retained by the employer and available for public inspection for not less than five years; and
- Not reference another document in lieu of disclosing the payrate.

Recommendation

The Agency should ensure reported payrates are granted and reported to CalPERS in compliance with the PERL. The Agency should work with the CalPERS Employer Account Management Division to identify and make adjustments, if necessary, to any impacted active and retired member accounts pursuant to Government Code Section 20160.

Government Codes: § 20120, § 20121, § 20122, § 20160

Conclusion

OFAS limited this review to the areas specified in the objective and scope section of this report. Sample testing procedures provide reasonable, but not absolute, assurance that the Agency complied with the specific provisions of the PERL and CalPERS contract that were subject to this review. The results outlined in this report are based on information made available or otherwise obtained at the time this report was prepared. This report does not constitute a final determination with regard to the results noted within the report. The appropriate CalPERS divisions will notify the Agency of the final determinations and provide appeal rights, if applicable, at that time.

Summarized Response

The Agency agreed with the Observations noted in the report.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 19-03**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING THE FISCAL YEARS 2012/2013, 2013/2014,
2014/2015, 2015/2016, and 2016/2017 SALARY SCHEDULE FOR REGULAR AND EXTRA
HELP EMPLOYEES**

WHEREAS, Payrates must be reported to the California Public Employee's Retirement System in accordance with California Code of Regulations 570.5 in addition to Government Code Sections 20636, 20636.1 and 7522.34(a); and

WHEREAS, pursuant to the California Code of Regulation section 570.5, Requirement for Publicly Available Pay Schedule; (1) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws; (2) Identifies the position title for every employee position; (3) Shows the payrate for each identified position; (4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually; (5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website; (6) Indicate an effective date and date of any revisions; (7) Be retained by the employer and available for public inspection for not less than five years; and (8) Does not reference another document in lieu of disclosing the payrate; and

WHEREAS, the attached salary schedules for fiscal years 2012/2013, 2013/2014, 2014/2015, 2015/2016, and 2016/2017 have been revised to include the time base of Hourly and Monthly Payrates; and

WHEREAS, the revised salary schedules are compliant with the California Code of Regulation Section 570.5 and Government Code Sections 20636, 20636.1 and 7522.34(a).

NOW, THEREFORE, BE IT RESOLVED, that the following attached revised salary schedules have been approved and authorized by the Board of Directors of the El Dorado County Transit Authority.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 7th day of March 2019, by the following vote of said Board:

AYES: NOES: ABSTAIN: ABSENT:

Mark Acuna, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

El Dorado County Transit Authority
ADOPTED SALARY SCHEDULE FOR FISCAL YEAR 2012/13

REVISED

JOB CLASSIFICATION	STEPS	SALARY STEPS						
		1	2	3	4	5	6	7
ACCOUNTING TECHNICIAN - UR	Hourly Monthly	13.81 2,393.73	14.50 2,513.51	15.23 2,639.35	15.99 2,771.43	16.79 2,910.09	17.63 3,055.69	18.51 3,208.57
CUSTODIAN - UR	Hourly Monthly	10.99 1,904.93	11.54 2,000.27	12.12 2,100.28	12.72 2,205.32	13.36 2,315.73	14.03 2,431.52	14.73 2,553.20
EQUIPMENT MECHANIC I - UR	Hourly Monthly	16.79 2,910.27	17.63 3,055.87	18.51 3,208.75	19.44 3,369.25	20.41 3,537.73	21.43 3,714.71	22.50 3,900.52
EQUIPMENT MECHANIC II - UR	Hourly Monthly	20.06 3,476.30	21.06 3,650.23	22.11 3,832.75	23.22 4,024.45	24.38 4,225.69	25.60 4,436.99	26.88 4,658.85
EXECUTIVE DIRECTOR - UR / C / M	Hourly Monthly							50.99 8,838.27
FISCAL ADMINISTRATION MANAGER - UR / C / M	Hourly Monthly	20.18 3,497.87	21.19 3,672.76	22.25 3,856.49	23.36 4,049.41	24.53 4,252.04	25.76 4,464.72	27.05 4,687.97
HUMAN RESOURCES / ADMINISTRATIVE SERVICES MANAGER - UR / C / M	Hourly Monthly	21.40 3,709.33	22.47 3,894.80	23.59 4,089.63	24.77 4,294.16	26.01 4,508.92	27.31 4,734.43	28.68 4,971.20
INFORMATION TECHNOLOGY ANALYST - UR	Hourly Monthly	18.00 3,120.40	18.90 3,276.52	19.85 3,440.49	20.84 3,612.61	21.89 3,793.40	22.98 3,983.20	24.13 4,182.36
MAINTENANCE TECHNICIAN - UR	Hourly Monthly	11.86 2,055.73	12.45 2,158.52	13.08 2,266.51	13.73 2,379.87	14.42 2,498.95	15.14 2,623.92	15.90 2,755.13
OFFICE ASSISTANT II - UR / C	Hourly Monthly	11.93 2,067.09	12.52 2,170.48	13.15 2,279.16	13.81 2,393.21	14.50 2,512.99	15.22 2,638.65	15.99 2,770.73
OFFICE ASSISTANT II BILINGUAL - UR / C	Hourly Monthly	12.93 2,240.42	13.52 2,343.81	14.15 2,452.49	14.81 2,566.55	15.50 2,686.32	16.22 2,811.99	16.99 2,944.07
OPERATIONS MANAGER - UR / C / M	Hourly Monthly	27.18 4,711.20	28.54 4,946.76	29.97 5,194.11	31.47 5,453.93	33.04 5,726.76	34.69 6,013.11	36.43 6,313.84
PLANNING & MARKETING MANAGER - UR / C / M	Hourly Monthly	18.11 3,139.07	19.02 3,296.11	19.97 3,460.95	20.97 3,634.11	22.02 3,815.93	23.12 4,006.77	24.27 4,207.15
SR EQUIPMENT MECHANIC - UR	Hourly Monthly	23.00 3,986.78	24.15 4,186.17	25.36 4,395.56	26.63 4,615.35	27.96 4,846.23	29.36 5,088.55	30.83 5,343.00
TRANSIT DISPATCHER - UR	Hourly Monthly	14.03 2,431.87	14.73 2,553.55	15.47 2,681.29	16.24 2,815.45	17.06 2,956.37	17.91 3,104.23	18.81 3,259.53
TRANSIT SCHEDULER - UR	Hourly Monthly	14.74 2,554.20	15.47 2,681.99	16.25 2,816.15	17.06 2,957.07	17.91 3,104.92	18.81 3,260.23	19.75 3,423.33
TRANSPORTATION SUPERVISOR - UR	Hourly Monthly	17.55 3,041.31	18.42 3,193.49	19.35 3,353.31	20.31 3,521.09	21.33 3,697.20	22.40 3,882.15	23.52 4,076.28
TRANSIT DRIVER - FULL TIME - R	Hourly Monthly	13.46 2,333.07	14.13 2,449.72	14.84 2,572.27	15.58 2,700.88	16.36 2,836.08	17.18 2,978.04	18.04 3,127.11
TRANSIT DRIVER - PART TIME - R	Hourly Monthly	13.46 2,333.07	14.13 2,449.72	14.84 2,572.27	15.58 2,700.88	16.36 2,836.08	17.18 2,978.04	18.04 3,127.11
EXTRA HELP TRANSIT DISPATCHER	Hourly Monthly	14.03 2,431.87	14.73 2,553.55	15.47 2,681.29	16.24 2,815.45	17.06 2,956.37	17.91 3,104.23	18.81 3,259.53
EXTRA HELP TRANSIT DRIVER	Hourly Monthly	13.46 2,333.07	14.13 2,449.72	14.84 2,572.27				
EXTRA HELP TRANSIT DRIVER with CalPERS BENEFITS	Hourly Monthly	12.52 2,170.13	13.15 2,278.64	13.80 2,392.69				

UR = Unrepresented
R = Represented
C = Confidential
M = Management

Adopted May 31, 2012 Resolution 12-15

El Dorado County Transit Authority
ADOPTED SALARY SCHEDULE FOR FISCAL YEAR 2013/14

REVISED

JOB CLASSIFICATION	STEPS	1	2	3	4	5	6	7
ACCOUNTING TECHNICIAN - UR	Hourly	15.16	15.92	16.71	17.55	18.43	19.35	20.32
	Monthly	2,627.73	2,759.12	2,897.09	3,042.00	3,194.19	3,354.00	3,521.79
CUSTODIAN - UR	Hourly	12.07	12.67	13.31	13.97	14.67	15.41	16.18
	Monthly	2,092.13	2,196.83	2,306.72	2,422.16	2,543.32	2,670.55	2,804.19
EQUIPMENT MECHANIC I - UR	Hourly	18.44	19.36	20.33	21.35	22.42	23.54	24.71
	Monthly	3,196.27	3,356.08	3,524.04	3,700.32	3,885.44	4,079.75	4,283.76
EQUIPMENT MECHANIC II - UR	Hourly	22.02	23.12	24.28	25.49	26.77	28.11	29.51
	Monthly	3,816.80	4,007.64	4,208.19	4,418.61	4,639.61	4,871.71	5,115.41
EXECUTIVE DIRECTOR - CONTRACT	Hourly							56.85
	Monthly							9,854.00
FISCAL ADMINISTRATION MANAGER - UR / C / M	Hourly	21.59	22.67	23.80	25.00	26.25	27.56	28.94
	Monthly	3,742.27	3,929.47	4,126.03	4,332.47	4,549.13	4,776.72	5,015.57
HUMAN RESOURCES / ADMINISTRATIVE SERVICES MANAGER - UR / C / M	Hourly	22.90	24.05	25.25	26.51	27.84	29.23	30.69
	Monthly	3,969.33	4,167.80	4,376.32	4,595.24	4,825.08	5,066.36	5,319.77
INFORMATION TECHNOLOGY ANALYST - UR	Hourly	19.76	20.75	21.79	22.88	24.02	25.22	26.48
	Monthly	3,425.07	3,596.32	3,776.24	3,965.17	4,163.47	4,371.64	4,590.39
MAINTENANCE TECHNICIAN - UR	Hourly	13.02	13.67	14.36	15.07	15.83	16.62	17.45
	Monthly	2,256.80	2,369.64	2,488.20	2,612.65	2,743.35	2,880.63	3,024.67
OFFICE ASSISTANT II - UR / C	Hourly	13.10	13.76	14.44	15.17	15.93	16.72	17.56
	Monthly	2,270.67	2,384.20	2,503.45	2,628.77	2,760.33	2,898.48	3,043.56
OFFICE ASSISTANT II BILINGUAL - UR / C	Hourly	14.10	14.76	15.44	16.17	16.93	17.72	18.56
	Monthly	2,444.00	2,557.53	2,676.79	2,802.11	2,933.67	3,071.81	3,216.89
OPERATIONS MANAGER - UR / C / M	Hourly	29.08	30.53	32.06	33.67	35.35	37.12	38.97
	Monthly	5,040.53	5,292.56	5,557.24	5,835.27	6,127.16	6,433.61	6,755.32
PLANNING & MARKETING MANAGER - UR / C / M	Hourly	19.38	20.35	21.37	22.44	23.56	24.74	25.97
	Monthly	3,359.20	3,527.16	3,703.61	3,888.91	4,083.39	4,287.57	4,501.99
SR EQUIPMENT MECHANIC - UR	Hourly	25.25	26.51	27.84	29.23	30.69	32.23	33.84
	Monthly	4,376.67	4,595.59	4,825.43	5,066.71	5,320.12	5,586.19	5,865.60
TRANSIT DISPATCHER - UR	Hourly	15.40	16.17	16.98	17.83	18.72	19.66	20.64
	Monthly	2,669.33	2,802.80	2,943.03	3,090.19	3,244.80	3,407.04	3,577.43
TRANSIT SCHEDULER - UR	Hourly	16.18	16.99	17.84	18.73	19.67	20.65	21.69
	Monthly	2,804.53	2,944.76	3,092.09	3,246.71	3,409.12	3,579.68	3,758.73
TRANSPORTATION SUPERVISOR - UR	Hourly	19.27	20.23	21.25	22.31	23.43	24.60	25.83
	Monthly	3,340.13	3,507.23	3,682.64	3,866.89	4,060.33	4,263.48	4,476.68
TRANSIT DRIVER - FULL TIME - R	Hourly	13.46	14.13	14.84	15.58	16.36	17.18	18.04
	Monthly	2,333.07	2,449.72	2,572.27	2,700.88	2,836.08	2,978.04	3,127.11
TRANSIT DRIVER - PART TIME - R	Hourly	13.46	14.13	14.84	15.58	16.36	17.18	18.04
	Monthly	2,333.07	2,449.72	2,572.27	2,700.88	2,836.08	2,978.04	3,127.11
EXTRA HELP TRANSIT DISPATCHER	Hourly	14.03	14.73	15.47	16.24	17.06	17.91	18.81
	Monthly	2,431.87	2,553.55	2,681.29	2,815.45	2,956.37	3,104.23	3,259.53
EXTRA HELP TRANSIT DRIVER	Hourly	13.46	14.13	14.84				
	Monthly	2,333.07	2,449.72	2,572.27				
EXTRA HELP TRANSIT DRIVER with CalPERS BENEFITS	Hourly	12.52	13.15	13.80				
	Monthly	2,170.13	2,278.64	2,392.69				

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R = Represented
C = Confidential
M = Management

El Dorado County Transit Authority
ADOPTED SALARY SCHEDULE FOR FISCAL YEAR 2014/2015

REVISED

JOB CLASSIFICATION	STEPS	1	2	3	4	5	6	7
ACCOUNTING TECHNICIAN - UR	Hourly	16.64	17.47	18.35	19.26	20.23	21.24	22.30
	Monthly	2,884.27	3,028.48	3,179.97	3,339.09	3,506.19	3,681.60	3,865.68
CUSTODIAN - UR	Hourly	12.08	12.68	13.32	13.99	14.69	15.42	16.19
	Monthly	2,093.87	2,198.56	2,308.63	2,424.07	2,545.40	2,672.80	2,806.44
EQUIPMENT MECHANIC I - UR	Hourly	17.49	18.37	19.28	20.25	21.26	22.33	23.44
	Monthly	3,031.60	3,183.27	3,342.56	3,509.83	3,685.41	3,869.84	4,063.45
EQUIPMENT MECHANIC I - UR - Grandfathered	Hourly	18.44	19.36	20.33	21.35	22.42	23.54	24.71
	Monthly	3,196.27	3,356.08	3,524.04	3,700.32	3,885.44	4,079.75	4,283.76
EQUIPMENT MECHANIC II - UR	Hourly	20.28	21.29	22.36	23.48	24.65	25.88	27.18
	Monthly	3,515.20	3,690.96	3,875.56	4,069.35	4,272.84	4,486.56	4,711.03
EQUIPMENT MECHANIC II - UR - Y Rated	Hourly							29.51
	Monthly							5,115.07
EXECUTIVE DIRECTOR - CONTRACT	Hourly							56.85
	Monthly							9,854.00
FISCAL ADMINISTRATION MANAGER - UR / C / M	Hourly	30.85	32.39	34.01	35.71	37.50	39.38	41.34
	Monthly	5,347.33	5,614.79	5,895.59	6,190.43	6,500.00	6,825.00	7,166.29
HUMAN RESOURCES / ADMINISTRATIVE	Hourly	31.63	33.21	34.87	36.62	38.45	40.37	42.39
	Monthly	5,482.53	5,756.75	6,044.65	6,346.95	6,664.32	6,997.64	7,347.60
INFORMATION TECHNOLOGY ANALYST - UR	Hourly	27.27	28.63	30.07	31.57	33.15	34.81	36.55
	Monthly	4,726.80	4,963.23	5,211.44	5,472.13	5,745.83	6,033.21	6,334.99
MAINTENANCE TECHNICIAN - UR	Hourly	15.08	15.83	16.63	17.46	18.33	19.25	20.21
	Monthly	2,613.87	2,744.56	2,881.84	3,026.05	3,177.37	3,336.32	3,503.24
OFFICE ASSISTANT II - UR / C	Hourly	14.71	15.45	16.22	17.03	17.88	18.78	19.72
	Monthly	2,549.73	2,677.31	2,811.29	2,951.87	3,099.55	3,254.68	3,417.44
OFFICE ASSISTANT II BILINGUAL - UR / C	Hourly	15.71	16.45	17.22	18.03	18.88	19.78	20.72
	Monthly	2,723.07	2,850.64	2,984.63	3,125.20	3,272.88	3,428.01	3,590.77
OPERATIONS MANAGER - UR / C / M	Hourly	34.91	36.66	38.49	40.41	42.44	44.56	46.79
	Monthly	6,051.07	6,353.71	6,671.43	7,005.09	7,355.40	7,723.21	8,109.40
PLANNING & MARKETING MANAGER - UR / C / M	Hourly	25.96	27.26	28.62	30.05	31.56	33.13	34.79
	Monthly	4,499.73	4,724.72	4,960.97	5,209.19	5,469.71	5,743.23	6,030.44
SR EQUIPMENT MECHANIC - UR	Hourly	23.52	24.70	25.93	27.23	28.59	30.02	31.52
	Monthly	4,076.80	4,280.64	4,494.71	4,719.52	4,955.60	5,203.47	5,463.64
SR EQUIPMENT MECHANIC - UR - Grandfathered	Hourly	25.25	26.51	27.84	29.23	30.69	32.23	33.84
	Monthly	4,376.67	4,595.59	4,825.43	5,066.71	5,320.12	5,586.19	5,865.60
TRANSIT DISPATCHER - UR	Hourly	14.71	15.45	16.22	17.03	17.88	18.78	19.72
	Monthly	2,549.73	2,677.31	2,811.29	2,951.87	3,099.55	3,254.68	3,417.44
TRANSIT DISPATCHER - UR - Grandfathered	Hourly	15.40	16.17	16.98	17.83	18.72	19.66	20.64
	Monthly	2,669.33	2,802.80	2,943.03	3,090.19	3,244.80	3,407.04	3,577.43
TRANSIT DISPATCHER - UR - Y Rated	Hourly							20.64
	Monthly							3,577.60
TRANSIT SCHEDULER - UR	Hourly	17.06	17.91	18.81	19.75	20.74	21.78	22.86
	Monthly	2,957.07	3,104.92	3,260.23	3,423.33	3,594.59	3,774.33	3,963.09
TRANSPORTATION SUPERVISOR - UR	Hourly	23.52	24.70	25.93	27.23	28.59	30.02	31.52
	Monthly	4,076.80	4,280.64	4,494.71	4,719.52	4,955.60	5,203.47	5,463.64

UR = Unrepresented
R = Represented
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M = Management

El Dorado County Transit Authority
ADOPTED SALARY SCHEDULE FOR FISCAL YEAR 2015/16

REVISED

JOB CLASSIFICATION		SALARY STEPS						
		1	2	3	4	5	6	7
ACCOUNTING TECHNICIAN - UR	Hourly Monthly	16.64 2,884.27	17.47 3,028.48	18.35 3,179.97	19.26 3,339.09	20.23 3,506.19	21.24 3,681.60	22.30 3,865.68
ACCOUNTING TECHNICIAN - UR	Hourly Monthly	16.64 2,884.27	17.47 3,028.48	18.35 3,179.97	19.26 3,339.09	20.23 3,506.19	21.24 3,681.60	22.30 3,865.68
EQUIPMENT MECHANIC I - UR	Hourly Monthly	17.49 3,031.60	18.37 3,183.27	19.28 3,342.56	20.25 3,509.83	21.26 3,685.41	22.33 3,869.84	23.44 4,063.45
EQUIPMENT MECHANIC I - UR - Grandfathered	Hourly Monthly	18.44 3,196.27	19.36 3,356.08	20.33 3,524.04	21.35 3,700.32	22.42 3,885.44	23.54 4,079.75	24.71 4,283.76
EQUIPMENT MECHANIC II - UR	Hourly Monthly	20.28 3,515.20	21.29 3,690.96	22.36 3,875.56	23.48 4,069.35	24.65 4,272.84	25.88 4,486.56	27.18 4,711.03
EQUIPMENT MECHANIC II - UR - Y Rated	Hourly Monthly							29.51 5,115.07
EXECUTIVE DIRECTOR - CONTRACT	Hourly Monthly							59.70 10,348.00
FISCAL ADMINISTRATION MANAGER - UR / C / M	Hourly Monthly	30.85 5,347.33	32.39 5,614.79	34.01 5,895.59	35.71 6,190.43	37.50 6,500.00	39.38 6,825.00	41.34 7,166.29
HUMAN RESOURCES / ADMINISTRATIVE SERVICES MANAGER - UR / C / M	Hourly Monthly	31.63 5,482.53	33.21 5,756.75	34.87 6,044.65	36.62 6,346.95	38.45 6,664.32	40.37 6,997.64	42.39 7,347.60
INFORMATION TECHNOLOGY ANALYST - UR	Hourly Monthly	27.27 4,726.80	28.63 4,963.23	30.07 5,211.44	31.57 5,472.13	33.15 5,745.83	34.81 6,033.21	36.55 6,334.99
MAINTENANCE CUSTODIAN - UR	Hourly Monthly	12.08 2,093.87	12.68 2,198.56	13.32 2,308.63	13.99 2,424.07	14.69 2,545.40	15.42 2,672.80	16.19 2,806.44
MAINTENANCE TECHNICIAN - UR	Hourly Monthly	15.08 2,613.87	15.83 2,744.56	16.63 2,881.84	17.46 3,026.05	18.33 3,177.37	19.25 3,336.32	20.21 3,503.24
OFFICE ASSISTANT II - UR / C	Hourly Monthly	14.71 2,549.73	15.45 2,677.31	16.22 2,811.29	17.03 2,951.87	17.88 3,099.55	18.78 3,254.68	19.72 3,417.44
OFFICE ASSISTANT II BILINGUAL - UR / C	Hourly Monthly	15.71 2,723.07	16.45 2,850.64	17.22 2,984.63	18.03 3,125.20	18.88 3,272.88	19.78 3,428.01	20.72 3,590.77
OPERATIONS MANAGER - UR / C / M	Hourly Monthly	34.91 6,051.07	36.66 6,353.71	38.49 6,671.43	40.41 7,005.09	42.44 7,355.40	44.56 7,723.21	46.79 8,109.40
OPERATIONS SUPERVISOR - UR	Hourly Monthly	23.52 4,076.80	24.70 4,280.64	25.93 4,494.71	27.23 4,719.52	28.59 4,955.60	30.02 5,203.47	31.52 5,463.64
PLANNING & MARKETING MANAGER - UR / C / M	Hourly Monthly	25.96 4,499.73	27.26 4,724.72	28.62 4,960.97	30.05 5,209.19	31.56 5,469.71	33.13 5,743.23	34.79 6,030.44
SR EQUIPMENT MECHANIC - UR	Hourly Monthly	23.52 4,076.80	24.70 4,280.64	25.93 4,494.71	27.23 4,719.52	28.59 4,955.60	30.02 5,203.47	31.52 5,463.64
SR EQUIPMENT MECHANIC - UR - Grandfathered	Hourly Monthly	25.25 4,376.67	26.51 4,595.59	27.84 4,825.43	29.23 5,066.71	30.69 5,320.12	32.23 5,586.19	33.84 5,865.60
TRANSIT DISPATCHER - UR	Hourly Monthly	14.71 2,549.73	15.45 2,677.31	16.22 2,811.29	17.03 2,951.87	17.88 3,099.55	18.78 3,254.68	19.72 3,417.44
TRANSIT DISPATCHER - UR - Grandfathered	Hourly Monthly	15.40 2,669.33	16.17 2,802.80	16.98 2,943.03	17.83 3,090.19	18.72 3,244.80	19.66 3,407.04	20.64 3,577.43
TRANSIT DISPATCHER - UR - Y Rated	Hourly Monthly							20.64 3,577.60
* TRANSIT DRIVER - FULL TIME - R	Hourly Monthly	15.83 2,743.87	16.63 2,882.53	17.46 3,026.75	18.33 3,177.20	19.25 3,336.15	20.21 3,503.07	21.22 3,678.31
* TRANSIT DRIVER - PART TIME - R	Hourly Monthly	15.83 2,743.87	16.63 2,882.53	17.46 3,026.75	18.33 3,177.20	19.25 3,336.15	20.21 3,503.07	21.22 3,678.31
EXTRA HELP TRANSIT DISPATCHER	Hourly Monthly	14.03 2,431.87	14.73 2,553.55	15.47 2,681.29	16.24 2,815.45	17.06 2,956.37	17.91 3,104.23	18.81 3,259.53

El Dorado County Transit Authority
ADOPTED SALARY SCHEDULE FOR FISCAL YEAR 2015/16

REVISED

JOB CLASSIFICATION

SALARY STEPS

		1	2	3	4	5	6	7
EXTRA HELP TRANSIT DRIVER	Hourly	15.83	16.63	17.46				
	Monthly	2,743.87	2,882.53	3,026.75				
EXTRA HELP TRANSIT DRIVER with CalPERS BENEFITS	Hourly	14.72	15.46	16.23				
	Monthly	2,551.47	2,679.04	2,813.03				

UR = Unrepresented
R = Represented
C = Confidential
M = Management

Unrepresented and Management; Adopted June 4, 2015: Resolution 15-13
* Represented; Board Ratified June 4, 2015

El Dorado County Transit Authority
ADOPTED SALARY SCHEDULE FOR FISCAL YEAR 2016/17

REVISED

El Dorado County Transit Authority
JOB CLASSIFICATION

SALARY STEPS

		1	2	3	4	5	6	7
ACCOUNTING TECHNICIAN - UR	Hourly	16.87	17.71	18.60	19.53	20.51	21.53	22.61
	Monthly	2,924.13	3,070.43	3,224.00	3,385.20	3,554.55	3,732.39	3,919.07
ADMINISTRATIVE ANALYST - UR	Hourly	21.06	22.12	23.23	24.39	25.61	26.89	28.23
	Monthly	3,650.40	3,834.13	4,025.84	4,227.25	4,438.72	4,660.76	4,893.89
EQUIPMENT MECHANIC I - UR	Hourly	17.72	18.61	19.54	20.51	21.54	22.62	23.75
	Monthly	3,071.47	3,225.04	3,386.41	3,555.76	3,733.60	3,920.28	4,116.32
EQUIPMENT MECHANIC I - UR - Grandfathered	Hourly	18.44	19.36	20.33	21.35	22.42	23.54	24.71
	Monthly	3,196.27	3,356.08	3,524.04	3,700.32	3,885.44	4,079.75	4,283.76
EQUIPMENT MECHANIC II - UR	Hourly	20.55	21.58	22.66	23.79	24.98	26.23	27.54
	Monthly	3,562.00	3,740.19	3,927.21	4,123.60	4,329.87	4,546.36	4,773.77
EQUIPMENT MECHANIC II - UR - Y Rated	Hourly							29.51
	Monthly							5,115.07
EXECUTIVE DIRECTOR - CONTRACT	Hourly							59.70
	Monthly							10,348.00
FISCAL ADMINISTRATION MANAGER - UR / C / M	Hourly	31.27	32.83	34.48	36.20	38.01	39.91	41.91
	Monthly	5,420.13	5,691.23	5,975.84	6,274.67	6,588.40	6,917.91	7,264.40
HUMAN RESOURCES / ADMINISTRATIVE SERVICES MANAGER - UR / C / M	Hourly	32.05	33.65	35.34	37.10	38.96	40.91	42.95
	Monthly	5,555.33	5,833.19	6,124.91	6,431.19	6,752.89	7,090.55	7,445.19
INFORMATION TECHNOLOGY ANALYST - UR	Hourly	27.64	29.02	30.47	31.99	33.59	35.27	37.03
	Monthly	4,790.93	5,030.48	5,282.16	5,544.93	5,822.27	6,113.47	6,419.23
MAINTENANCE CUSTODIAN - UR	Hourly	12.23	12.85	13.49	14.17	14.88	15.62	16.40
	Monthly	2,119.87	2,227.33	2,338.79	2,455.79	2,578.68	2,707.64	2,843.19
MAINTENANCE TECHNICIAN - UR	Hourly	15.28	16.04	16.85	17.69	18.58	19.50	20.48
	Monthly	2,648.53	2,780.96	2,920.15	3,066.27	3,219.67	3,380.69	3,549.87
OFFICE ASSISTANT II - UR / C	Hourly	14.91	15.66	16.44	17.26	18.13	19.03	19.98
	Monthly	2,584.40	2,713.71	2,849.43	2,991.91	3,141.67	3,298.88	3,463.89
OFFICE ASSISTANT II BILINGUAL - UR / C	Hourly	15.91	16.66	17.44	18.26	19.13	20.03	20.98
	Monthly	2,757.73	2,887.04	3,022.76	3,165.24	3,315.00	3,472.21	3,637.23
OPERATIONS MANAGER - UR / C / M	Hourly	35.38	37.15	39.00	40.95	43.00	45.15	47.41
	Monthly	6,132.53	6,439.16	6,760.00	7,098.00	7,452.99	7,825.65	8,217.04
OPERATIONS SUPERVISOR - UR	Hourly	23.83	25.02	26.27	27.59	28.97	30.42	31.94
	Monthly	4,130.53	4,337.15	4,554.16	4,781.92	5,021.12	5,272.28	5,535.92
PLANNING & MARKETING MANAGER - UR / C / M	Hourly	26.30	27.62	29.00	30.45	31.98	33.58	35.26
	Monthly	4,558.67	4,786.60	5,025.97	5,277.31	5,543.20	5,820.36	6,111.39
SAFETY COORDINATOR - UR	Hourly	22.68	23.82	25.01	26.26	27.57	28.95	30.40
	Monthly	3,931.20	4,128.80	4,335.24	4,552.08	4,778.80	5,017.83	5,268.81
SR EQUIPMENT MECHANIC - UR	Hourly	23.83	25.02	26.27	27.59	28.97	30.42	31.94
	Monthly	4,130.53	4,337.15	4,554.16	4,781.92	5,021.12	5,272.28	5,535.92
SR EQUIPMENT MECHANIC - UR - Grandfathered	Hourly	25.25	26.51	27.84	29.23	30.69	32.23	33.84
	Monthly	4,376.67	4,595.59	4,825.43	5,066.71	5,320.12	5,586.19	5,865.60
TRANSIT DISPATCHER - UR	Hourly	14.91	15.65	16.43	17.26	18.12	19.02	19.98
	Monthly	2,584.40	2,712.67	2,848.39	2,990.87	3,140.45	3,297.49	3,462.51
TRANSIT DISPATCHER - UR - Grandfathered	Hourly	15.40	16.17	16.98	17.83	18.72	19.66	20.64
	Monthly	2,669.33	2,802.80	2,943.03	3,090.19	3,244.80	3,407.04	3,577.43
TRANSIT DISPATCHER - UR - Y Rated	Hourly							20.64
	Monthly							3,577.60
* TRANSIT DRIVER - FULL TIME - R	Hourly	16.63	17.46	18.33	19.25	20.21	21.22	22.28
	Monthly	2,882.53	3,026.75	3,177.20	3,336.15	3,503.07	3,678.31	3,862.39

El Dorado County Transit Authority
ADOPTED SALARY SCHEDULE FOR FISCAL YEAR 2016/17

REVISED

El Dorado County Transit Authority
JOB CLASSIFICATION

SALARY STEPS

		1	2	3	4	5	6	7
* TRANSIT DRIVER - PART TIME - R	Hourly	16.63	17.46	18.33	19.25	20.21	21.22	22.28
	Monthly	2,882.53	3,026.75	3,177.20	3,336.15	3,503.07	3,678.31	3,862.39
EXTRA HELP TRANSIT DRIVER	Hourly	16.63	17.46	18.33				
	Monthly	2,882.53	3,026.75	3,177.20				

UR = Unrepresented

R = Represented

C = Confidential

M = Management

Unrepresented and Management; Adopted: Resolution 16-19

* Represented; Board Ratified June 4, 2015

AGENDA ITEM 1 I
Consent Item

MEMORANDUM

DATE: March 7, 2019

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Revised Salary Schedule Fiscal Year 2017/2018 to include Board approved salary band for the Executive Director Job Classification

REQUESTED ACTION:
BY MOTION,

Adopt Resolution No. 19-04 Approving the Revised Salary Schedule for Fiscal Year 2017/2018 to include the salary band for the Executive Director Job Classification

BACKGROUND

October 4, 2018 The El Dorado County Transit Board (Board) ratified the employment contract for the Executive Director including the Salary Structure Band 67 based on the recommendation of the Final Report of the Total Compensation Study, El Dorado County Transit Authority, October 24, 2017 (Final Report) prepared by Koff & Associates.

September 6, 2018 The El Dorado County Transit Authority Board (Board) negotiated a new contract with Executive Director, Mindy Jackson. The employment contract extends the term to December 31, 2021.

February 1, 2018 The Board adopted the Compensation Study Final Report prepared by Koff & Associates. Salary changes were implemented agency wide for all job classifications with the exception of the Executive Director.

November 2, 2017 The El Dorado County Transit Authority (El Dorado Transit) presented to the Board the Compensation Study Final Report to receive and file.

DISCUSSION

El Dorado County Transit Authority contracted Koff & Associates to develop a compensation study to develop a comprehensive compensation and benefit study that analyzed market based wages and benefits. Pursuant to the market study findings defined within the Final Report, the Executive Director's salary was 23.3% below the market median based on Total Compensation

El Dorado County Transit Authority
March 7, 2019 Agenda

Data. The recommendation from the Final Report was to place the Executive Director job classification in Salary Band 67 of the approved Salary Structure. The Board Adopted the Salary Schedule for FY 2017/2018 incorporates Salary Band 67, Steps one (1) through seven (7). Changes identified in red bold lettering.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 19-04**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING THE FISCAL YEAR 2017/18 SALARY SCHEDULE
FOR REGULAR AND EXTRA HELP EMPLOYEES**

WHEREAS, Article 3.10 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, pursuant to the Board ratified the employment contract for the Executive Director to include Salary Band 67 on October 4, 2018 as noted in the Final Report of the Total Compensation Study , El Dorado County Transit Authority, October 24, 2017 prepared by Koff & Associates; and

WHEREAS, the attached revised salary schedules for fiscal year 2017/2018 are compliant with the California Code of Regulation Section 570.5 and Government Codes Sections 20636, 20636.1 and 7522.34 (a)

NOW, THEREFORE, BE IT RESOLVED, that the following attached salary schedule is authorized by the Board of Directors of the El Dorado County Transit Authority has been revised to incorporate the ratified salary band for the Executive Director Job Classification.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 7th day of March 2019, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Mark Acuna, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

El Dorado County Transit Authority
ADOPTED SALARY SCHEDULE FOR FISCAL YEAR 2018/19

REVISED

JOB CLASSIFICATION	STEP	1	2	3	4	5	6	7
ADMINISTRATIVE COORDINATOR - UR	Hourly	21.71	22.80	23.94	25.13	26.39	27.71	29.10
	Monthly	3,763.07	3,951.31	4,148.91	4,356.39	4,574.27	4,803.07	5,043.31
CUSTODIAN - UR	Hourly	12.93	13.58	14.26	14.97	15.72	16.50	17.33
	Monthly	2,241.20	2,353.35	2,471.04	2,594.63	2,724.45	2,860.69	3,003.87
EQUIPMENT TECHNICIAN I - UR	Hourly	18.72	19.66	20.64	21.67	22.76	23.89	25.09
	Monthly	3,244.80	3,407.04	3,577.43	3,756.31	3,944.20	4,141.45	4,348.59
EQUIPMENT TECHNICIAN II - UR	Hourly	20.66	21.69	22.78	23.92	25.11	26.37	27.69
	Monthly	3,581.07	3,760.12	3,948.19	4,145.61	4,352.92	4,570.63	4,799.25
EQUIPMENT TECHNICIAN II - UR - Y Rated	Hourly							29.51
	Monthly							5,115.07
EXECUTIVE DIRECTOR - CONTRACT	Hourly	55.48	58.25	61.17	64.23	67.44	70.81	74.35
	Monthly	9,616.53	10,097.36	10,602.28	11,132.51	11,689.25	12,273.73	12,887.51
FINANCE MANAGER - UR / C / M	Hourly	37.38	39.25	41.21	43.27	45.43	47.71	50.09
	Monthly	6,479.20	6,803.16	7,143.41	7,500.65	7,874.53	8,269.73	8,682.27
FISCAL TECHNICIAN I - UR	Hourly	17.38	18.25	19.16	20.12	21.13	22.19	23.30
	Monthly	3,012.53	3,163.16	3,321.41	3,487.64	3,662.19	3,845.40	4,037.80
FISCAL TECHNICIAN II - UR	Hourly	19.19	20.15	21.16	22.22	23.33	24.49	25.72
	Monthly	3,326.27	3,492.67	3,667.39	3,850.77	4,043.35	4,245.63	4,457.96
HUMAN RESOURCES MANAGER - UR / C / M	Hourly	35.57	37.35	39.22	41.18	43.24	45.40	47.67
	Monthly	6,165.47	6,473.83	6,797.61	7,137.52	7,494.41	7,869.16	8,262.63
MAINTENANCE AND FACILITIES SUPERVISOR - UR	Hourly	26.45	27.77	29.16	30.62	32.15	33.76	35.45
	Monthly	4,584.67	4,813.99	5,054.75	5,307.64	5,573.19	5,851.91	6,144.67
MAINTENANCE TECHNICIAN - UR	Hourly	18.26	19.17	20.13	21.14	22.20	23.31	24.47
	Monthly	3,165.07	3,323.32	3,489.55	3,664.09	3,847.31	4,039.71	4,241.81
OFFICE ASSISTANT I - UR	Hourly	13.92	14.62	15.35	16.12	16.92	17.77	18.66
	Monthly	2,412.80	2,533.44	2,660.15	2,793.27	2,932.97	3,079.79	3,233.88
OFFICE ASSISTANT II - UR	Hourly	15.36	16.13	16.94	17.78	18.67	19.61	20.59
	Monthly	2,662.40	2,795.52	2,935.40	3,082.21	3,236.48	3,398.37	3,568.41
OPERATIONS MANAGER - UR / C / M	Hourly	39.27	41.23	43.30	45.46	47.74	50.12	52.63
	Monthly	6,806.80	7,147.23	7,504.64	7,879.91	8,274.07	8,687.81	9,122.36
PLANNING & MARKETING MANAGER - UR / C / M	Hourly	29.93	31.43	33.00	34.65	36.38	38.20	40.11
	Monthly	5,187.87	5,447.35	5,719.83	6,005.83	6,306.21	6,621.68	6,952.92
SAFETY COORDINATOR - UR	Hourly	27.11	28.47	29.89	31.39	32.96	34.60	36.33
	Monthly	4,699.07	4,934.11	5,180.93	5,440.07	5,712.20	5,997.85	6,297.89
TRANSIT DISPATCHER - UR	Hourly	15.75	16.54	17.37	18.23	19.15	20.10	21.11
	Monthly	2,730.00	2,866.59	3,009.93	3,160.56	3,318.64	3,484.69	3,659.07
EXTRA HELP TRANSIT DISPATCHER - UR	Hourly	15.75	16.54	17.37				
	Monthly	2,730.00	2,866.59	3,009.93				
TRANSIT OPERATOR - FULL TIME - R	Hourly	17.12	17.98	18.88	19.82	20.81	21.86	22.95
	Monthly	2,967.47	3,115.84	3,271.67	3,435.29	3,607.07	3,789.24	3,977.13

El Dorado County Transit Authority
ADOPTED SALARY SCHEDULE FOR FISCAL YEAR 2018/19

REVISED

JOB CLASSIFICATION		STEP	1	2	3	4	5	6	7
TRANSIT OPERATOR - PART TIME - R	Hourly		17.12	17.98	18.88	19.82	20.81	21.86	22.95
	Monthly		2,967.47	3,115.84	3,271.67	3,435.29	3,607.07	3,789.24	3,977.13
EXTRA HELP TRANSIT OPERATOR	Hourly		17.12	17.98	18.88				
	Monthly		2,967.47	3,115.84	3,271.67				
TRANSIT OPERATIONS SUPERVISOR - UR	Hourly		24.56	25.79	27.08	28.43	29.85	31.35	32.92
	Monthly		4,257.07	4,469.92	4,693.52	4,928.21	5,174.69	5,433.48	5,705.27

UR = Unrepresented
R = Represented
C = Confidential
M = Management

Unrepresented and Management; Adopted: Resolution 18-20, April 5, 2018

* Represented; Board Ratified June 4, 2015

**Executive Director Contract Approved by Board December 4, 2014

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: March 7, 2019

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Fiscal Year 2019/20 Preliminary Operating Budget, Proposed Allocation Plan and Draft Organizational Chart

REQUESTED ACTION:
BY MOTION,

- 1. Adopt Resolution No. 19-07 to Adopt Preliminary Operating Budget for Fiscal Year 2019/20**
- 2. Approve Proposed Allocation Plan and Draft Organizational Chart Fiscal Year 2019/20**

BACKGROUND

The Bylaws of the El Dorado County Transit Authority (El Dorado Transit) require submission of a preliminary capital budget on or before the March meeting of each year. The Board shall adopt a preliminary operating budget by April 15 of each year. Final budgets are to be submitted to the Board on or before June 15 of each year. Final capital budget shall be adopted by the Board on or before July 15 of each year.

DISCUSSION

The fiscal year (FY) 2019/20 preliminary budget submitted for adoption is based on the current service level including the demonstration El Dorado Hills route #70. Revenue projections identified are designated for transit operations.

El Dorado Transit is required to operate within a balanced budget. The budget assumes continued employment for the seventy-three (73) regular full-time and part-time employees including the Executive Director; Operations Manager; Finance Manager; Human Resources Manager; Planning and Marketing Manager; Administrative Coordinator; Safety Coordinator; Office Assistant II (2); Finance Technician I/II (2); Transit Dispatcher (5); Transit Operations Supervisor (3); Maintenance & Facilities Supervisor (1); Equipment Technician I/II (4); Maintenance Technician (2); Custodian (1); Full-time Transit Operators (21) and Part-time Transit Operators (25). In addition to regular staff El Dorado Transit employs temporary employees and “Extra-Help” Transit Operators, Transit Dispatchers and support staff.

The FY 2019/20 final budget presented in June 2019 may include additional adjustments in the Salary and Benefits categories.

The El Dorado Transit management team reports that Transportation Development Act (TDA) funding is stable as projected by the State Controllers' Office (SCO) and the El Dorado County Auditors' office. This funding is based on sales tax revenue received throughout the County of El Dorado.

PRELIMINARY FISCAL YEAR 2019/20 OPERATING BUDGET

The preliminary budget report includes a comparison of prior year adopted mid-year budget utilizing the following criteria:

- Projected expenses using an analysis of the first six (6) months of current fiscal year actual expenses and funding liabilities.
- Preliminary budget assumes current level of service with the continuation demonstration project in El Dorado Hills route 70.
- Renewals for insurance are not available in March. Renewals go into effect on May 1, July 1, and January 1.
- Contingency is typically set at ten percent (10%) of preliminary budget per board policy.

Revenue Accounts

Transportation Development Act (TDA)

- Following the apportionment and allocation of TDA funds by the El Dorado County Transportation Commission (EDCTC), the projected amount available to transit for transit operations is \$5,240,291. This amount is an increase from the prior years' allocation in the amount of \$402,556 due to increased sales tax earned in El Dorado County and the full funding of the transit operating contingency held by EDCTC.

State Transit Assistance (STA)

- STA funds for FY 2019/20 are allocated by the SCO. This number is subject to change because the program does not rely on a budget-line item at the State but rather on sales tax receipts associated with the consumption of diesel fuel. The budget strategy at El Dorado Transit is to not use these funds for operations due to the volatility of the funding. Typically, El Dorado Transit includes STA in the preliminary operating budget then with Board approval, transfers these funds to the Capital Budget at mid-year. This allows the greatest flexibility for use of STA funds.
- Deferred STA are funds claimed but not used in the prior fiscal year and are typically part of the unused monies from the operating budget Contingency line item. To balance the FY 2019/20 Preliminary Budget, deferred funds from prior years' allocations are used to balance the Preliminary Operating Budget.
- STA/State of Good Repair (SGR) is funding under Senate Bill 1 (SB 1).

Federal Transit Administration (FTA) Section 5311 Grant

- FTA Section 5311 provides Federal grants, made through states, for public transportation projects in non-urbanized areas. There are two (2) types of programming in Section 5311; 1) County/Regional apportionment by formula and 2) Competitive Discretionary for Intercity connection projects. Historically, El Dorado Transit receives funds under the formula program for operating assistance or capital projects. This years' allocation has not been received so a placeholder of last years' amount has been provided.

Contract Services

Contract Services revenue is based on an agreement with ALTA Regional California (ALTA) to transport ALTA clients to Motherlode Rehabilitation Enterprises, Inc. (M.O.R.E.). El Dorado Transit receives approximately 69% of the cost of this service from ALTA. This agreement is scheduled for negotiation and renewal by June 30, 2019. The Regional Connect Card form of fare media has directly affected this line item. Historically passes, scrip and M.O.R.E. client trips were included. As of last fiscal year budget, only M.O.R.E. transportation will be posted to this account.

Passenger Fares

This includes the following line items; Farebox, Sacramento Commuter Route Passes, Bus Passes and Scrip. Estimates based on first six (6) month actual receipts. Management is predicting a slight increase to revenue.

Advertising Revenue

El Dorado Transit has a third-party contract for bus shelter advertising.

Fair Shuttle AB2766 Grant

El Dorado Transit plans to submit a grant application to the El Dorado County Air Quality Management District (EDCAQMD) for this service.

Low Carbon Transit Operations Program (LCTOP) Grant

These funds are allocated through Caltrans to provide operating and capital assistance for transit agencies to reduce greenhouse emissions. These grant funds are for the Cameron Park route.

Offset Reserve Fund – CalTIP (restricted)

These funds are dollars held by El Dorado Transit's liability and vehicle physical damage insurance pool. Each year revised amounts are provided to pool members in April or May. These funds can be used to offset the current year's premiums or held for future premiums.

Salary and Benefits Accounts

Regular Employees and Overtime

The regular employee and overtime line items include funding for eligible merit step increases and longevity. Represented employees Memorandum of Understanding (MOU) expired on June 30, 2018, between Operating Engineers Local #3 and El Dorado Transit.

Temporary Employees

The preliminary budget includes \$100,000 for Extra-Help employees to provide relief driving and fill-in Transit Dispatch assignments on an intermittent basis. These employees fill in when regular operators and Transit Dispatchers are off work. Included in the FY 2019/20 line item are requirements from the passage of AB1522 allowing for this employee group to be eligible for three (3) days of sick leave per year.

Employee Retirement

Employee Retirement is based on a CalPERS formula. The employer contribution is approximately \$401,215 or 10.868 % of base wages (based on actuarial reports); the employee contribution is \$258,420. CalPERS revised the required payment methodology to breakout the “Employer Payment of Unfunded Liability” as a separate item. This amount of \$249,037 will be paid as a lump sum in July 2019.

Health Insurance

- The Health Insurance line item includes the El Dorado Transit contribution towards health, vision and dental coverage for enrolled employees. Plan coverage is calendar year therefore; premium increases will occur in January 2020.
- The Human Resources Department administers agreements and/or insurance policies for services and insurance coverage’s that renew automatically each year. The following are perpetual contracts and agreements for employee insurance coverage and benefits;
- Health Insurances
 - **Regular Full/Part-Time Unrepresented Employees**
 - ❖ CalPERS Health Plan with OptumRX Pharmaceutical
 - ❖ Delta Dental
 - ❖ Vision Service Plan (VSP)
 - **Regular Full/Part-Time Represented Transit Drivers**
 - ❖ Operating Engineers Plan – Health, Pharmaceutical, Dental, Vision
or
 - ❖ El Dorado County Plan – Health, Pharmaceutical, Dental, Vision
- Sun Life Financial - Long Term Disability
Coverage provides wage loss protection for regular full/part-time employees in the event of prolonged disability
- Sun Life Financial – Life Insurance
\$10,000 policy coverage for regular full-time represented transit operators
\$20,000 policy coverage for regular full-time unrepresented employees
- Paychex
Flexible Benefits Plan (Cafeteria Plan) allows regular full/part-time employees to pay the employee portion of premiums and certain benefits offered under the plan with pre-tax dollars.

Workers Compensation

Workers Compensation premiums are a percentage of payroll (regular hours). Management and staff are completing the necessary steps to take advantage of credit incentives that could reduce premiums by up to 15%.

Service and Supply Accounts

Service and supply account budgets are based on the first six (6) months actual expenses plus a projection for the upcoming fiscal year needs. Minor adjustments have been made to several accounts with the largest changes addresses below.

Insurance Premiums/Public Liability

For the preliminary budget assumptions are made based on a combination experience levels and prior year performance. As a volatile market exist, a budget increase has been made.

Insurance Premiums/Physical Damage

For the preliminary budget assumptions are made based on a combination experience levels and prior year performance.

Employment Practices Liability Insurance

This line item has been broken out and increased as this is the third year of coverage.

Service Contracts/Equipment

This account includes support and service contracts for telephone, computer support, and maintenance software and facility alarm contractor. Staff anticipates a reduction of these costs for FY 2019/20.

Fuel Purchase

For the past several fiscal years the cost of fuel was less volatile. Costs are now rising with the market not looking positive; addition to this line item projected.

Contingency

Contingency is typically set at ten percent (10%) of preliminary budget per board policy.

BUDGET DISCUSSION SUMMARY

Management opinion is that the financial position of El Dorado Transit is stable. Most tax based funding sources are showing growth.

Staff is requesting adoption of the Preliminary Fiscal Year 2019/20 Preliminary Operating Budget as submitted.

Final budget will be submitted for approval in June 2018 (or close thereafter).

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 19-07**

**RESOLUTION OF THE EL DORADO COUNTY TRANSIT AUTHORITY ADOPTING THE
PRELIMINARY OPERATING
BUDGET FOR FISCAL YEAR 2019/20**

WHEREAS, Section 11.1 of the Joint Powers Agreement (JPA) establishing the El Dorado County Transit Authority states, “*For each fiscal year, the Board shall adopt capital and operating budgets which are consistent with the requirements of the Regional Transportation Planning Agency, the California Transportation Development Act, the Federal Highway Act of 1973, and the Federal Transit Administration Act as amended from time to time, and all other funding and regulatory agencies involved in the execution of the purpose of EDCTA.*”; and

WHEREAS, Section 7.1 Preliminary Budgets of the Bylaws states, “*The Executive Director shall propose a preliminary operating budget and a preliminary capital budget to the Board on or before the March meeting of each year.*”; and

WHEREAS, the El Dorado County Transit Authority prepared the preliminary operating budget for Fiscal Year (FY) 2019/20 incorporated as an attachment to this resolution; and

WHEREAS, the preliminary operating budget for FY 2019/20 ending June 30, 2020 is based upon continuation of current public transportation services provided by the El Dorado County Transit Authority; and

WHEREAS, the preliminary FY 2019/20 operating budget projected revenue is based on known levels of anticipated funding;

NOW THEREFORE, BE IT RESOLVED, the El Dorado County Transit Authority hereby adopts the preliminary operating budget for FY 2019/20 ending June 30, 2020.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 7th day of March 2019 by the following vote:

AYES: NOES: ABSTAIN: ABSENT:

Mark Acuna, Chairperson

ATTEST:

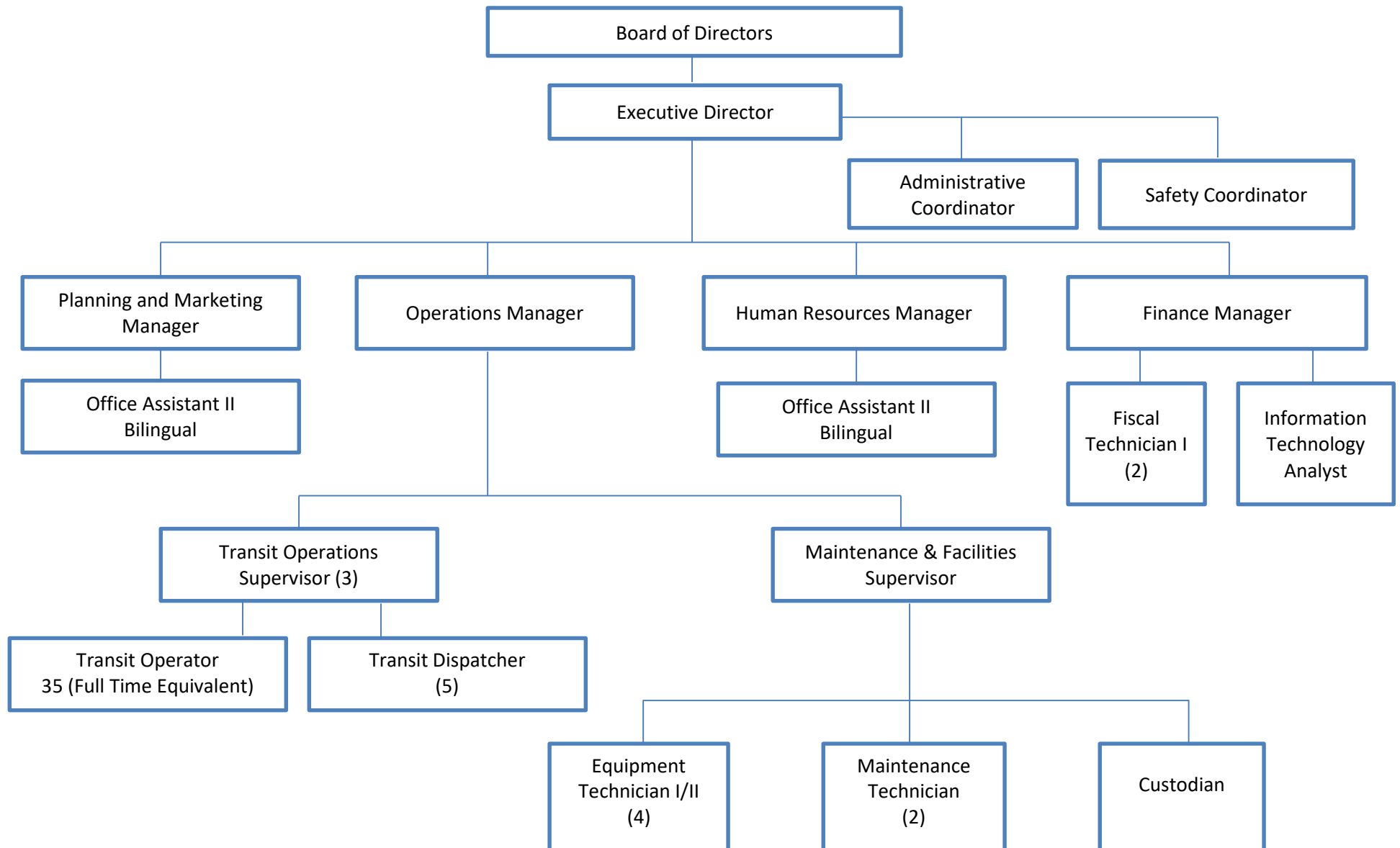
Megan Wilcher, Secretary to the Board

EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED
PERSONNEL ALLOCATION TABLE
Fiscal Year (FY) 2019/20

Classification	Adopted FY 2018/19 (fte*)	Proposed FY 2019/20 (fte*)
Administrative Coordinator	1	1
Custodian	1	1
Equipment Technician I/II	4	4
Executive Director	1	1
Finance Manager	1	1
Fiscal Technician I	2	2
Human Resources Manager	1	1
Information Technology Analyst	1	1
Maintenance and Facilities Supervisor	1	1
Maintenance Technician	2	2
Office Assistant II	2	2
Operations Manager	1	1
Planning and Marketing Manager	1	1
Transit Operations Supervisor	3	3
Safety Coordinator	1	1
Transit Dispatcher	5	5
Transit Operator	35	35
<i>TOTAL ALLOCATED POSITIONS</i>	<i>63</i>	<i>63</i>

* fte = Full Time Equivalent

**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED ORGANIZATIONAL CHART
FISCAL YEAR 2019/2020**



EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED PRELIMINARY OPERATING BUDGET 2019/2020

OPERATING BUDGET		FY 2018/2019 Mid Year Adopted 02/07/2019	FY 2018/2019 Preliminary Proposed 03/07/2019	Difference
REVENUE ACCOUNTS				
4000.00	Transportation Development Act (TDA/LTF)	\$4,837,735	\$5,240,291	\$402,556
4270.00	State Transit Assistance (STA)	\$1,496,803	\$1,742,830	\$246,027
4270.00	State Transit Assistance (STA) Deferred	\$0	\$641,504	\$641,504
4270.01	State Transit Assistance (STA)/State of Good Repair (SGR)	\$236,877	\$242,799	\$5,922
4970.00	Interest Income	\$45,000	\$50,000	\$5,000
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$509,322	\$509,322	\$0
4300.00	Farebox	\$245,000	\$262,000	\$17,000
4310.00	Contract Services	\$360,000	\$394,000	\$34,000
4320.00	Farebox - Charter	\$5,000	\$5,000	\$0
4330.00	Sac Commute Route Passes	\$778,000	\$786,000	\$8,000
4350.00	Bus Passes	\$72,000	\$76,000	\$4,000
4360.00	Scrip	\$25,000	\$28,000	\$3,000
4400.00	Advertising Revenue	\$0	\$14,000	\$14,000
4990.00	Misc. Revenue	\$0	\$400	\$400
4107.03	Fair Shuttle AB2766 Grant	\$41,899	Pending	\$0
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant CP	\$217,678	\$331,722	\$114,044
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$250,000	Pending	\$0
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$8,374	\$8,374	\$0
TOTAL REVENUES		\$9,128,688	\$10,332,242	\$1,203,554
SALARY & BENEFIT ACCOUNTS				
5010.00	Regular Employees	\$3,617,065	\$3,786,614	\$169,549
5010.02	Temporary Employees	\$100,000	\$100,000	\$0
5010.07	Overtime	\$70,000	\$100,000	\$30,000
5010.08	On Call Pay	\$9,000	\$7,000	-\$2,000
5010.09	Skill and Shift Pay	\$23,000	\$7,000	-\$16,000
5020.01	Employee Retirement	\$606,000	\$650,000	\$44,000
5070.01	(OASDI - Payroll Tax) FICA	\$10,000	\$7,000	-\$3,000
5070.02	MEDICARE - Payroll Tax	\$54,000	\$56,000	\$2,000
5020.02	Health Insurance	\$1,538,000	\$1,574,483	\$36,483
5020.03	Unemployment Insurance	\$20,000	\$10,000	-\$10,000
5020.04	LT Disability/Life Ins	\$39,000	\$39,000	\$0
5020.05	Worker's Comp	\$190,000	\$320,000	\$130,000
TOTAL SALARY & BENEFITS		\$6,276,065	\$6,657,097	\$381,032
SERVICE & SUPPLY ACCOUNTS				
5090.02	Clothing & Supplies	\$3,600	\$3,600	\$0
5090.05	Uniforms - Other	\$14,000	\$16,000	\$2,000
5050.01	Communications - Phone	\$57,000	\$57,000	\$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	\$535,000	\$708,000	\$173,000
5060.02	Insurance Premiums/Physical Damage	\$25,000	\$34,000	\$9,000
5060.03	Insurance Premiums/Commercial	\$12,000	\$14,000	\$2,000
5060.04	Insurance Premium EPLI Package	\$22,000	\$20,000	-\$2,000
5090.06	Service Contracts/Equipment	\$192,000	\$150,000	-\$42,000
5160.07	Park and Ride Maintenance	\$12,000	\$17,000	\$5,000
5160.01	Maintenance/Buildings	\$4,500	\$5,500	\$1,000
5160.03	Maintenance/Equipment	\$8,000	\$6,000	-\$2,000
5160.05	Maintenance/Grounds	\$5,500	\$5,500	\$0
5160.09	Maintenance/Bus Stop	\$3,000	\$3,000	\$0
5160.00	Maintenance/Other	\$2,500	\$2,500	\$0
5040.00	Vehicle Maintenance (In-House)	\$380,000	\$380,000	\$0
5040.02	Vehicle Maintenance/Tires & Tubes	\$85,000	\$85,000	\$0
5040.03	Vehicle Maintenance/Lubricants	\$28,000	\$28,000	\$0
5040.04	Vehicle Maintenance/Small Tools - Shop	\$4,300	\$4,300	\$0
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$45,000	\$45,000	\$0
5090.40	Memberships	\$7,400	\$8,400	\$1,000
5090.70	Office Expense	\$15,000	\$15,000	\$0
5090.80	Postage	\$4,000	\$4,500	\$500
5090.00	Operating Expense - Other	\$600	\$1,000	\$400
5030.00	Professional Services	\$170,000	\$170,000	\$0
5030.10	Employee Medical Exams	\$9,000	\$9,000	\$0
5030.30	Background Checks	\$2,000	\$2,000	\$0
5090.08	Pubs/Legal Notices	\$4,000	\$4,000	\$0
5090.75	Printing	\$20,000	\$15,000	-\$5,000
5120.02	Rents/Leases - Equipment	\$21,000	\$21,000	\$0
5120.03	Rents/Leases Park and Rides	\$11,000	\$9,000	-\$2,000
5140.01	Equipment Purchase - Data Processing	\$1,000	\$1,000	\$0
5140.05	Equipment Purchase - Office	\$4,000	\$4,000	\$0
5150.00	Special Department Expense	\$5,000	\$5,000	\$0
5150.01	Marketing	\$25,000	\$15,000	-\$10,000
5090.30	Staff Development/Travel	\$31,000	\$41,000	\$10,000
5040.01	Fuel Purchase	\$671,000	\$684,000	\$13,000
5090.72	Bank Charges	\$800	\$800	\$0
5090.73	Credit Card Charge Fees	\$5,000	\$5,000	\$0
5090.74	Connect Card Administration Expenses	\$40,000	\$40,000	\$0
5050.02	Utilities	\$54,000	\$54,000	\$0
5050.03	Utilities/ Park & Rides	\$24,000	\$26,000	\$2,000
4108.03	Fair Shuttle AB2766 Grant	Pending	Pending	\$0
6270.00	Contingency	\$272,673	\$939,295	\$666,622
TOTAL SERVICES AND SUPPLIES		\$2,852,623	\$3,675,145	\$822,522
TOTAL OPERATING EXPENSES		\$9,128,688	\$10,332,242	\$1,203,554

AGENDA ITEM 2 B
Action Item

MEMORANDUM

DATE: March 7, 2019

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Fiscal Year 2019/20 Preliminary Capital Improvement Plan
and 2019/20 Preliminary Capital Budget

REQUESTED ACTION:
BY MOTION,

**Adopt Resolution No. 19-08 Adopting the Preliminary Capital
Improvement Plan and Budget for Fiscal Year 2019/20**

BACKGROUND

The Bylaws of the El Dorado County Transit Authority (El Dorado Transit) require submission of a preliminary capital budget on or before the March meeting of each year. The Board shall adopt a preliminary capital budget by April 15 of each year. Final budgets are to be submitted to the Board on or before June 15 of each year. Final capital budget shall be adopted by the Board on or before July 15 of each year.

DISCUSSION

The Preliminary El Dorado County Transit Authority Capital Improvement Plan Fiscal Year 2019/20 (CIP) recommends capital projects and identifies funding. Projects include, but are not limited to: facility improvements; equipment purchase and replacement, vehicle purchase and replacement, software and hardware upgrades and replacement, safety and security systems and bus stop/park and ride improvements.

New fiscal year projects proposed in the CIP are numbered as 20-xx (e.g. 20-01; 20-02 etc.)

Recommended changes to prior year projects are designated with strikethrough and bold fonts.

Staff is recommending for inclusion in the FY 2019/20 CIP;

- 20-01 Facility Surveillance Upgrade
- 20-02 Automatic Bus Washer Retrofit
- 20-03 Administration / Maintenance Facility Equipment

Projects completed during the first six months of FY 2018/19 include;

- 13-05 Maintenance Facility Equipment
- 17-02 Vehicle Replacement - Commuter
- 18-05 Collision Avoidance System
- 18-07 Fare Boxes

Projects projected to be completed at end of FY 2018/19 include;

- 18-06 Radio System
- 19-05 Administration / Maintenance Facility Equipment

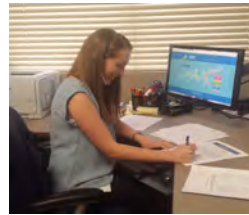
FISCAL IMPACT

For an overall view of the CIP, a summary with budget figures is included as the final page of the document.

Adoption of the preliminary CIP and budget allow transit staff to proceed with projects to ensure timely completion. Individual projects are submitted for final Board approval/adoption.



EL DORADO TRANSIT



Fiscal Year 2019/20

Capital Improvement Plan

March 7, 2018

**Prepared by: El Dorado County Transit Authority
6565 Commerce Way
Diamond Springs, CA 95619
(530) 642-5383
www.eldoradotransit.com**

EL DORADO COUNTY TRANSIT AUTHORITY
CAPITAL IMPROVEMENT PLAN
FISCAL YEAR 2019/2020

EL DORADO COUNTY TRANSIT AUTHORITY

CAPITAL IMPROVEMENT PLAN

The El Dorado County Transit Authority (El Dorado Transit) maintains a fleet of large, medium and small buses, minivans and sedans. Fleet vehicles are utilized in the delivery of public transportation; for administrative support travel; staff development training; on-going public outreach travel and maintenance of transit facilities such as bus stops and park-and-ride lots. The Capital Improvement Plan is designed to address the financial investment required to maintain the fleet and facilities owned or leased by El Dorado Transit. Continuing the current level of service and managing the potential expansion of service will succeed only if adequate consideration is given to capital needs.

The Capital Improvement Plan is a planning document setting goals with realistic revenue projections. Vehicle replacement is a component of the Capital Improvement Plan. This annual planning process maximizes available funding for capital investments necessary to provide public transportation at the current level of service and efficient management of the expansion of public services.

As a financial management tool, the Capital Improvement Plan is prepared to take full advantage of capital funding programs, avoid large annual claims against local transportation funds for capital expenditures and to assure capital reserves are available in case annual capital revenue sources diminish or are not consistent. Capital Improvement Plan funding is available for full replacement cost and provides local match funding required for capital grant programs.

California public transit operators have several sources of capital funding available. Each funding source has differing criteria for eligible projects. Bus replacement funding is the most challenging capital funding for public transit operators.

The Capital Improvement Plan and Capital Budget for 2019/20 identify funding transit capital projects with; Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) funds, California Transit Security Grant Program - California Transit Assistance Funds (CTSGP-CTAF), deferred State Transit Assistance (STA) funds, Federal Transit Administration (FTA) Section 5310 funds, Federal Transit Administration (FTA) Section 5339 funds, Congestion Mitigation and Air Quality (CMAQ) funds and through public financing.

The Capital Improvement Plan includes a summary of projects and funding sources; the budget and project descriptions.

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Western Placerville Interchange (WPI) – Park and Ride Project

Project No. 12-06 (6)

All work related to the full build out of a Park and Ride lot within the Western Placerville Interchange (WPI).

The El Dorado County Transit Authority Park-and-Ride Facilities Master Plan, August 2009 contemplates the rough grading for two (2) Future Park and ride facilities within the Western Placerville Interchanges project.

Environmental review will be incorporated in the City of Placerville scope of a supplemental Environmental Impact Report (EIR).

Potential 150 +/- will be located between the off ramp and Forni Road

Total Project Cost Engineers Estimate for full park and ride build out is \$2,230,000.

COST SUMMARY (ESTIMATE)

	<u>Adopted Budget</u>
Western Placerville Interchange Park & Ride	<u>\$2,865,620</u>
<i>Total Project Cost</i>	<u>\$2,865,620</u>

FUNDING SOURCES

FY 2010/11 Public Transportation Modernization, Improvement, and Service Enhancement Program (PTMISEA)	\$1,270,620
2013/14 Congestion Mitigation and Air Quality (CMAQ) Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) FY (10/11)	\$ 160,000
State Transit Assistance (STA)	<u>\$ 335,000</u>
<i>Total Revenue</i>	<u>\$2,865,620</u>

Metal Fabrication Tools

Maintenance Facility

Project No. 14-03

The El Dorado County Transit Authority (El Dorado Transit) operates a maintenance facility to repair and maintain all fleet vehicles excluding major body repairs, paint and windshield installation. The facility includes three (3) large bays and repair stations.

When a bus receives body damage maintenance staff contacts vendors to perform work. The acquisition of a vertical band saw, foot shear, sheet metal brake, plasma cutter, heavy duty work benches and combination belt and disc sander allows staff to perform the fabrication of metal panels significantly reducing body damage repair costs.

COST SUMMARY (ESTIMATE)

Adopted Budget

Vertical Band Saw	\$ 3,604
Foot Shear	\$ 1,723
Sheet Metal Brake	\$ 1,095
Plasma Cutter	\$ 1,590
Heavy Duty Work Benches	\$ 1,464
Combination Disc Sander	\$ 1,380
10% Contingency	<u>\$ 1,087</u>
<i>Total Project Cost</i>	<i>\$11,942</i>

FUNDING SOURCE

State Transit Assistance (STA)	<u>\$11,942</u>
<i>Total Revenue</i>	<i>\$11,942</i>

Park-and-Ride Parking Lot Maintenance

Project No. 15-08

The El Dorado County Transit Authority (El Dorado Transit) utilizes and maintains several Park-and-Ride locations throughout El Dorado County. General maintenance is done on a regular basis including landscaping services.

Normal wear and tear on these locations requires larger projects such as re-striping, asphalt repairs, curb repairs and other items on an as needed basis.

Included within this project element will be the needs of the El Dorado Hills Theater temporary parking lot.

COST SUMMARY (ESTIMATE)

Adopted Budget

Park-and-Ride Parking Lot Maintenance	<u>\$250,000</u>
<i>Total Project Cost</i>	<i>\$250,000</i>

FUNDING SOURCE

State Transit Assistance (STA)	<u>\$250,000</u>
<i>Total Revenue</i>	<i>\$250,000</i>

Bus Stop Improvements with new Shelter and Amenities on Upper Broadway, Placerville

Project No. 17-03 (2)

The El Dorado County Transit Authority (El Dorado Transit) operates a local fixed route service in the City of Placerville that includes stops on Broadway. Currently one (1) stop meets design standards on the south side.

El Dorado Transit recommends an advertising shelter with a schedule holder. This would meet El Dorado Transit design standards. The advertising program managed by El Dorado Transit provides shelter and bus stop maintenance and miscellaneous revenue. The shelter maintenance is performed by the third party advertising contractor saving the El Dorado Transit resources (staff time and funding).

Project will include the build-out of a bus turnout and the acquisition and installation of bus shelter, waste receptacle, wall schedule, tax, delivery and solar power if required.

COST SUMMARY (ESTIMATE)

	<u>Adopted Budget</u>
Bus Stop Improvements	\$356,864
Contingency 10%	<u>\$ 35,686</u>
<i>Total Project Cost</i>	<i>\$392,550</i>

FUNDING SOURCE

State Transit Assistance (STA)	<u>\$392,550</u>
<i>Total Revenue</i>	<i>\$392,550</i>

Maintenance Facility – Safety and Equipment

Project No. 17-05

The El Dorado County Transit Authority (El Dorado Transit) operates a maintenance facility to repair and maintain all fleet vehicles excluding major body repairs, paint and windshield installation. The facility includes three (3) large bays and repair stations to allow for multiple repairs to occur simultaneously.

It has been identified that several projects can be made to increase productivity as well as the addition of safety equipment.

<i>COST SUMMARY (ESTIMATE)</i>	<u>Adopted Budget</u>
Cable Harness System	\$10,000
Oil Tank Relocation	\$ 3,000
Opacity Testing Machine	\$10,000
Pallet Racking System	\$25,000
Contingency (10%)	<u>\$ 4,800</u>
<i>Total Project Cost</i>	<i>\$52,800</i>

FUNDING SOURCES

State Transit Assistance (STA)	<u>\$52,000</u>
<i>Total Revenue</i>	<i>\$52,000</i>

Moderate Improvements to Administration Building

Project No. 18-01 (2)

Currently the gutter system on the administration building has the water from the roof drain directly onto the back cement pad area at the rear of the building. This needs to be redirected to prevent possible hazards.

There are numerous exterior incandescent lights around the administration building and the Central park and ride needing to be replaced with efficient LED lighting.

The vehicle entry gate into the bus parking lot malfunctions periodically due to a poor design and needs to be replaced.

There is a small cement pad on the west end of the administration building that needs to be expanded to allow for a small shed to house a vault wagon when not in use. The wagon currently is placed in the break room.

Additional maintenance projects as needed for FY 2018/19.

COST SUMMARY (ESTIMATE)

	Adopted <u>Budget</u>
Admin Building Improvements	\$150,000
10% Contingency	<u>\$ 15,000</u>
<i>Total Project Cost</i>	<i>\$165,000</i>

FUNDING SOURCE

State Transit Assistance (STA)	<u>\$165,000</u>
<i>Total Revenue</i>	<i>\$165,000</i>

Bus Shelters Amenities

Project No. 18-02

El Dorado Transit staff is looking towards improving the amenities for current and future bus stop locations. In order to meet the needs in a timely manner, this project would allow for the purchase and planning of amenities such as shelters, benches, waste receptacles and solar energy panels etc.

COST SUMMARY (ESTIMATE)

Adopted Budget

Admin Building Improvements	\$150,000
10% Contingency	<u>\$ 15,000</u>
<i>Total Project Cost</i>	<i>\$165,000</i>

FUNDING SOURCE

State Transit Assistance (STA)	<u>\$165,000</u>
<i>Total Revenue</i>	<i>\$165,000</i>

Vehicle Replacement

Services: Local Fixed Route Bus Replacement

Project No. 18-04 (2) (3)

~~El Dorado Transit is applying for a Federal Transit Administration (FTA) Section 5339 grant for the purchase of six (6) low-floor clean diesel transit buses for fiscal year 2017/18. El Dorado Transit was awarded three (3) Federal Transit Administration (FTA) Section 5339 grants for the purchase of four (4) low-floor clean diesel transit buses for fiscal years 2018 and 2019. These buses will replace the current fleet three (3) of 35' BlueBird brand buses that are no longer supported by the manufacturer, and one (1) 2012 International 32' cutaway previously designated for early disposal.~~

~~FIVE (5)~~ **Four (4) 35' BLUEBIRD AND ONE (1) 32' INTERNATIONAL BUSES**

EDCTA #	Vehicle Type	Mileage As of 02/15/19
0608	2006 BlueBird Bus	268,519
0609	2006 BlueBird Bus	401,895
0610	2006 BlueBird Bus	326,018
1201	2012 International	139,853

COST SUMMARY (ESTIMATE)

	Adopted Budget	Proposed Budget
Six (6) Four (4) Low-Floor Clean Diesel Transit Buses	\$ 2,800,000	\$1,941,276
Contingency @ 10%		\$ 194,128
<i>Total Project Cost</i>	\$ 2,800,000	\$2,135,404

FUNDING SOURCES

Pending Funding	\$ 2,380,000	
Federal Transit Administration 5339		\$ 196,253
Federal Transit Administration 5339		\$1,355,747
State Transit Assistance (STA)	\$ 420,000	\$ 583,404
<i>Total Revenue</i>	\$ 2,800,000	\$2,135,404

Radio System

Project No. 18-06 (2)

The El Dorado County Transit Authority (El Dorado Transit) utilizes a radio system to communicate between dispatch personnel and bus drivers. This project will upgrade the radio system to improve range and performance to cover all areas of bus service.

COST SUMMARY (ESTIMATE)

Adopted Budget

Radio System	\$100,210
Contingency 10%	<u>\$ 10,021</u>
<i>Total Project Cost</i>	<i>\$110,231</i>

FUNDING SOURCES

Proposition 1B	
California Transit Security Grant Program -	
California Transit Assistance Fund	
(CTSGP-CTAF) (Proposition 1B) FY 16/17	\$ 99,883
State Transit Assistance (STA)	<u>\$ 10,348</u>
<i>Total Revenue</i>	<i>\$110,231</i>

IT Upgrade and Replacement 5-year plan

Project No. 19-01

The most recent assessment of the El Dorado County Transit Authority's (El Dorado Transit) network in November 2017 yielded a 5-year IT plan to proactively replace IT network hardware and software according to its estimated life span. Included in this plan is desktops, laptops, servers, network equipment and software upgrades during Fiscal Year 2018/19 through Fiscal Year 2022/2023.

COST SUMMARY (ESTIMATE)

	Adopted <u>Budget</u>
IT Upgrade and Replacement Plan	\$127,850
10% Contingency	<u>\$ 12,785</u>
<i>Total Project Cost</i>	<i>\$140,635</i>

FUNDING SOURCES

State Transit Assistance (STA)	<u>\$140,635</u>
<i>Total Revenue</i>	<i>\$140,635</i>

Pollock Pines Safeway Bus Stop Improvements

Project No. 19-02 (2)

The El Dorado County Transit Authority (El Dorado Transit) uses a designated bus stop located on the south side to Pony Express Trail directly in front of Safeway in Pollock Pines. This bus stop consists of an asphalt pullout and a standalone concrete pad with a shelter.

This project will include the replacement of the asphalt pullout with concrete, increasing the size of the concrete pad for the shelter, adding sidewalk and curbing to meet Americans with Disabilities Act (ADA) minimum standards, solar lighting and security cameras.

COST SUMMARY (ESTIMATE)

	Adopted <u>Budget</u>
Pollock Pines Safeway Bus Stop Improvements	\$ 168,418
Contingency 10%	<u>\$ 16,842</u>
<i>Total Project Cost</i>	<i>\$ 184,900</i>

FUNDING SOURCES

State Transit Assistance	<u>\$ 184,900</u>
<i>Total Revenue</i>	<i>\$ 184,900</i>

Administration Building Safety Improvements

Project No. 19-03

The El Dorado County Transit Authority (El Dorado Transit) understands the most important asset is its employees. Being proactive will reduce potential threats. Following recent trends of violence in the workplace, a walk through assessment was completed by two (2) deputies from the El Dorado County Sheriff's Department and Office of Emergency Services. As a result, the Administration Building Safety Improvement will enhance the overall employee safety and security and address opportunities within the facility.

El Dorado Transit will install one (1) cashiers window in the reception area; install three (3) panic alarms (1 in dispatch and 2 in the reception area); install two (2) exterior windows in two (2) offices and one (1) sliding window connecting two (2) offices. Installing the improvements will allow for safer and more secure interactions from external and internal customers. The enclosed windows with addition of panic alarms will limit exposure to physical threat and allow a quicker response from emergency services. The added windows will allow for an added security measure and an extra escape route if other egress routes are not accessible.

COST SUMMARY (ESTIMATE)

	<u>Adopted Budget</u>
Equipment and Installation of two (2) exterior windows- one (1) connector window	\$ 11,000
Equipment and Installation of three (3) panic switches	\$ 2,000
Purchase and Installation of one (1) cashier window	\$ 6,000
Contingency 15%	<u>\$ 3,150</u>
<i>Total Project Estimate</i>	<i>\$ 24,150</i>

FUNDING SOURCES

State Transit Assistance (STA)	<u>\$ 24,150</u>
<i>Total Revenue</i>	<i>\$ 24,150</i>

Vehicle Replacement – Demand Response

Services: Local Bus Route
Dial-A-Ride

Project No. 19-04 (2)

The El Dorado County Transit Authority (El Dorado Transit) was awarded a Federal Transit Administration (FTA) grant to replace five (5) local fixed route cutaway buses and five (5) Dial-A-Ride minivans that are beyond useful life. All vehicles will be moved into back-up status.

This project replaces:

EDCTA #	Vehicle Type	Mileage 08/24/2018
1013	2010 Chevy Minivan	126,252
1101	2011 Chevy Minivan	167,643
1301	2013 Chevy Minivan	160,459
1302	2013 Chevy Minivan	169,588
1303	2013 Chevy Minivan	159,582
0703	2007 Chevy 26- passenger bus	298,944
0704	2007 Chevy 26- passenger bus	359,070
0901	2009 Chevy 26- passenger bus	259,692
0902	2009 Chevy 26- passenger bus	249,079
0903	2009 Chevy 26- passenger bus	227,264

COST SUMMARY (ESTIMATE)

Adopted Budget

Five (5) Minivans	\$335,000
Five (5) Cut-A-Way Buses	\$548,000
Contingency 5%	<u>\$ 44,150</u>
<i>Total Project Cost</i>	<i>\$927,150</i>

FUNDING SOURCES

Federal Transit Administration (FTA) 5310 Enhanced Mobility of Seniors and Individuals with Disabilities	\$610,000
State Transit Assistance	<u>\$317,150</u>
<i>Total Revenue</i>	<i>\$927,150</i>

Administration / Maintenance Facility Equipment

Project No. 19-05

El Dorado Transit may have the need during the Fiscal Year 2018/19 to procure items considered incidental in nature, but are above the \$1,000 threshold that designates an asset posted to the depreciation schedule. Examples of this would include the replacement of small office equipment/furniture and/or replacement of Maintenance equipment.

Adoption of the project and budget allows transit staff to procure small items in a timely manner with the least amount of inconvenience to the public and staff. Individual purchase orders for this project will be presented to the Board for approval if they exceed the \$25,000 per purchase limit or if a budget increase is requested.

COST SUMMARY (ESTIMATE)

	Adopted <u>Budget</u>
Admin./Maintenance Facility Equipment	<u>\$40,000</u>
<i>Total Project Cost</i>	<i>\$40,000</i>

FUNDING SOURCES

State Transit Assistance (STA)	<u>\$40,000</u>
<i>Total Revenue</i>	<i>\$40,000</i>

Facility Surveillance System Upgrade

Project No. 20-01

In 2011, El Dorado County Transit Authority (El Dorado Transit) installed a surveillance and personnel/vehicle access control systems. The project included installing interior and exterior, day/night video surveillance cameras with supporting recording hardware and software, and key card access control doors and vehicle gates.

The software has reached its end of life and the software developer will no longer provide support. This project will include updating the software and any hardware components necessary.

COST SUMMARY (ESTIMATE)

	<u>Proposed Budget</u>
Facility Surveillance System Upgrade	\$15,000
10% Contingency	<u>\$ 1,500</u>
<i>Total Project Cost</i>	<i>\$16,500</i>

FUNDING SOURCES

State Transit Assistance	<u>\$16,500</u>
<i>Total Revenue</i>	<i>\$16,500</i>

Automatic Bus Washer Retrofit

Project No. 20-02

El Dorado County Transit Authority (El Dorado Transit) purchased the current administration building and property in 1997. During the original build-out the bus washer and fleet parking lot were constructed at that time.

This bus washing system has been properly maintained and has reached beyond the estimated useful life. Due to its advanced age replacement parts are difficult to source and have forced the in-house fabrication of parts.

This project will include the removal and retrofit of the bus wash system.

COST SUMMARY (ESTIMATE)

	Proposed <u>Budget</u>
Automatic Bus Washer Retrofit	\$100,000
10% Contingency	<u>\$ 10,000</u>
<i>Total Project Cost</i>	<i>\$110,000</i>

FUNDING SOURCE

State Transit Assistance (STA)	<u>\$110,000</u>
<i>Total Revenue</i>	<i>\$110,000</i>

Administration / Maintenance Facility Equipment

Project No. 20-03

El Dorado Transit may have the need during the Fiscal Year 2019/20 to procure items considered incidental in nature, but are above the \$1,000 threshold that designates an asset posted to the depreciation schedule. Examples of this would include the replacement of small office equipment/furniture and/or replacement of Maintenance equipment.

Adoption of the project and budget allows transit staff to procure small items in a timely manner with the least amount of inconvenience to the public and staff. Individual purchase orders for this project will be presented to the Board for approval if they exceed the \$25,000 per purchase limit or if a budget increase is requested.

COST SUMMARY (ESTIMATE)

	Proposed <u>Budget</u>
Admin./Maintenance Facility Equipment	<u>\$40,000</u>
<i>Total Project Cost</i>	<i>\$40,000</i>

FUNDING SOURCES

State Transit Assistance (STA)	<u>\$40,000</u>
<i>Total Revenue</i>	<i>\$40,000</i>

El Dorado County Transit Authority

Proposed Capital Improvement Plan Budget FY 2019/20

Approved Capital Projects										
Status	Priority	CIP Project Number	Project Description	Budget	Deferred STA* \$1,705,916	FTA Section 5310 \$610,000	FTA Section 5339 \$1,552,000	PTMISEA 10/11 \$1,430,620	CTSGP-CTAF \$100,535	CMAQ \$1,100,000
ACTIVE	1B	12-06	Western Placerville Interchange (WPI) Park and Ride	\$2,865,620	\$335,000			\$1,430,620		\$1,100,000
PLANNED	5A	14-03	Metal Fabrication Tools	\$11,942	\$11,942					
ACTIVE	1A	15-08	Park-and-Ride Parking Lot Maintenance	\$250,000	\$250,000					
PLANNED	4A	17-03	Bus Stop Improvements - Upper Broadway	\$166,014	\$166,014					
ACTIVE	2A	17-05	Maintenance Facility - Safety and Equipment	\$52,000	\$52,000					
PLANNED	5B	18-01	Moderate Improvements to Administration Building	\$165,000	\$165,000					
ACTIVE	3A	18-02	Bus Shelter Amenities	\$165,000	\$165,000					
ACTIVE	1C	18-04	Vehicle Replacement - Local Fixed Route - Gillig	\$2,135,404	\$583,040		\$1,552,000			
ACTIVE	2B	18-06	Radio System	\$110,231	\$11,231				\$99,000	
ACTIVE	4A	19-01	IT Upgrade and Replacement 5 Year Plan	\$140,635	\$140,635					
PLANNED	4B	19-02	Pollock Pines Safeway Bus Stop Improvements	\$184,900	\$184,900					
PLANNED	5C	19-03	Administration Building Safety Improvements	\$24,150	\$24,150					
ACTIVE	2C	19-04	Vehicle Replacement - Demand Response	\$920,000	\$310,700	\$610,000				
ACTIVE	3B	19-05	Administration / Maintenance Facility Equipment	\$40,000	\$40,000					
PLANNED	4C	20-01	Facility Surveillance Upgrade	\$16,500	\$16,500					
PLANNED	4D	20-02	Automatic Bus Washer Retrofit	\$110,000	\$110,000					
PLANNED	4E	20-03	Administration / Maintenance Facility Equipment	\$40,000	\$40,000					
Project Totals				\$7,397,396	\$2,606,112	\$610,000	\$1,552,000	\$1,430,620	\$99,000	\$1,100,000
Remaining Funds Available					-\$900,196	\$0	\$0	\$0	\$1,535	\$0

Priority - Key Code

- 1 =

Active project, Work In Progress, projected completion undetermined
- 2 =

Active project, Work In Progress, projected completion in FY 2018/19
- 3 =

Active project, Work In Progress, projected completion during Fiscal Year 2019/20
- 4 =

Funding in place, pending Specifications and Purchase Order
- 5 =

Funding in place, pending staff management availability
- 6 =

Funding received, Project ongoing
- 7 =

Pending completion of Phase I
- 8 =

Pending Funding

***Per FY 2017/18 Audited Financials minus first six month expenses FY 2018/19**

AGENDA ITEM 2 C
Action Item

MEMORANDUM

DATE: March 7, 2019

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Receive and File the Six-Month 2018/19 Administrative Operations Report

REQUESTED ACTION:
BY MOTION,

Receive and File the El Dorado County Transit Authority Six-Month 2018/19 Administrative Operations Report for the period July 1, 2018 through December 31, 2018

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.

The Six-Month 2018/19 Administrative Operations Report (Administrative Operations Report) provides an overview of El Dorado Transit operations for the reporting period July 1, 2018 through December 31, 2018.

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 Administrative Operations 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 Administrative Operations Report also includes data from the same reporting period in the prior fiscal year.

DISCUSSION

As noted in the Administrative Operations Report, El Dorado Transit provides three (3) distinct types of public transportation: Demand Response, Motor Bus (Local Fixed Routes) and Commuter Bus (Commuter Services). 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 July 2018 to December 2018 reporting period.

Demand Response services ridership decreased by 3,902 one-way passenger trips or 15.4% during the period. The largest year to year change was in the M.O.R.E. client transportation service which showed a decrease of 19.1% or 2,210 passenger trips. M.O.R.E services are contracted and ridership fluctuates according to client enrollment. On-time performance for Demand Response services was 95.4%.

Motor Bus (Local Fixed Route) ridership increased by 2,510 one-way passenger trips or 3.6% during the period. The largest year to year change was in the 50 Express route which showed an increase of 3,664 one-way passenger trips or 21.1%. On-time performance for Motor Bus routes was 87.1%.

Commuter Bus (Commuter Services) ridership increased by 2,510 one-way passenger trips or 3.6% during the period. On-time performance for Commuter Bus routes was 91.3%.

System wide ridership increased by 4,279 one-way passenger trips or 2.4%. System wide farebox recovery was 19.44%.

Additional performance measures discussed in the report include monthly ridership trends, complaints and compliments and road calls.

FISCAL IMPACT

None



EL DORADO TRANSIT



Fiscal Year 2018/19

Six-Month Administrative Operations Report

March 7, 2019

Prepared by:

El Dorado County Transit Authority
6565 Commerce Way
Diamond Springs, CA 95619
(530) 842-5383
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Fiscal Year 2018/19 Administrative Operations Report

El Dorado County Transit Authority

2019 Board of Directors

Chair:	Mark Acuna, Placerville City Council
Vice Chair:	John Hidahl, El Dorado County Board of Supervisors, District 1
Directors:	Kara Taylor, Placerville City Council
	Shiva Frentzen, El Dorado County Board of Supervisors, District 2
	Brian Veerkamp, El Dorado County Board of Supervisors, District 3
Executive Director:	Mindy Jackson, El Dorado County Transit Authority

Mission Statement *To provide safe, reliable, courteous, attractive, effective and comfortable public transit, coordinate transit services, reduce vehicle miles traveled on the Western Slope of El Dorado County and actively support reducing emissions to improve air quality.*

Introduction

The El Dorado County Transit Authority (El Dorado Transit) provides public transportation on the western slope of El Dorado County under authority of a Joint Powers Agreement (JPA) with the County of El Dorado and the City of Placerville.

The El Dorado Transit Fiscal Year 2018/19 Six-Month Administrative Operations Report is prepared to apprise the board and general public on transit operations during the first six (6) months of the current fiscal year (FY) 2018/19 (July 1, 2018 to December 31, 2018). In addition, this report presents a comparison of performance measures for the same period of the prior fiscal year.

Service Description

Public transportation services provided by El Dorado Transit include Demand Response, Motor Bus (Local Fixed Routes), Commuter Bus (Commuter Services) and Special Event Services which include annual services funded through local air quality management grants for vehicle emission reduction.

Demand Response

Demand Response is comprised of Dial-A-Ride and subscription Dial-A-Ride, Americans with Disabilities Act (ADA) Complementary Paratransit, SAC-MED, Mother Lode Rehabilitation Enterprises (M.O.R.E.) and the Senior Day Care Program.

Dial-A-Ride is a reservation service that operates seven (7) days a week providing curb-to-curb transportation to the general public. Seniors and persons with disabilities are given priority when scheduling these trips. El Dorado Transit Dial-A-Ride provided 8,558 one-way passenger trips during the reporting period. Subscription Dial-A-Ride is provided to a limited number of passengers traveling to standing appointments for such things as dialysis or cancer treatments. The Americans with Disabilities Act (ADA) limits the percentage of trips a transit operator can provide on a subscription basis. For the reporting period, El Dorado Transit scheduled an average of three (3) subscription trips per day.

ADA Complementary Paratransit service is a reservation based, shared ride service providing origin to destination transportation to eligible physically or mentally disabled persons. ADA Complementary Paratransit service is provided the same days and hours as the local fixed route bus services, within $\frac{3}{4}$ mile of the route service area. El Dorado Transit ADA Complementary

Paratransit provided 384 one-way passenger trips during the reporting period. It should be noted that separate ADA Complementary Paratransit service was instituted beginning August 5, 2014. Prior to this date ADA service was provided via local fixed route deviation.

SAC-MED is non-emergency medical transportation for seniors, persons with disabilities and the general public traveling to medical appointments in Sacramento and Placer Counties. The service operates on Tuesday and Thursday each week using wheelchair lift-equipped buses or vans. El Dorado Transit SAC-MED provided 172 one-way passenger trips during the reporting period.

M.O.R.E. client transportation is a contracted service. ALTA California Regional Center (ALTA) provides funding for the M.O.R.E client transportation through an agreement with El Dorado Transit. Clients are transported from home or an agreed pickup location to the M.O.R.E. program facility in Placerville and back. El Dorado Transit provided 9,362 one-way passenger trips during the reporting period.

Adult Day Services (Senior Day Care) clients are transported from home to the facilities in Placerville and El Dorado Hills and back on an individual Subscription Dial-A-Ride basis, Monday through Friday. El Dorado Transit provided 3,023 one-way passenger trips during the reporting period.

The following table provides a year-to-year comparison of demand response services, noting a decrease of 15.4% in one-way passenger trips during the period. The largest year-to-year change was in the M.O.R.E. client transportation service which showed a decrease of 19.1% or 2,210 one-way passenger trips. M.O.R.E. services ridership fluctuates according to client enrollment.

DEMAND RESPONSE COMPARISON				
Reporting Period: July 1, 2018 – December 31, 2018				
	FY 2018/19 (current)	FY 2017/18 (prior)	Difference	Percentage +/-
TRIPS	21,499	25,401	-3,902	-15.4%
HOURS	7,986	8,539	-553	-6.5%
MILES	154,975	169,646	-14,671	-8.6%

Motor Bus (Local Fixed Routes)

El Dorado Transit provides weekday connecting bus service within the communities of El Dorado Hills, Cameron Park, Shingle Springs, El Dorado, Diamond Springs, Placerville, Camino and Pollock Pines. Saturday service is provided by the Saturday Express between Placerville and Pollock Pines and the Diamond Springs Saturday route. The following table provides a year-to-year comparison of Motor Bus services, and indicates an increase of 6.6% in one-way passenger trips during the period. The largest year-to-year change was in the 50 Express which showed an increase of 21.1% or 3,664 one-way passenger trips.

MOTOR BUS COMPARISON				
Reporting Period: July 1, 2018 – December 31, 2018				
	FY 2018/19 (current)	FY 2017/18 (prior)	Difference	Percentage +/-
TRIPS	88,344	82,673	+5,671	+6.6%
HOURS	14,593	14,354	+239	+1.7%
MILES	274,040	268,795	+5,245	+2.0%

Commuter Bus

Commuter Bus services provide transportation between El Dorado County and downtown Sacramento during peak commute times, Monday through Friday. Eleven (11) one-way routes operate both in the morning and afternoon between park-and-ride facilities in El Dorado County and several downtown stops. In addition, two (2) Reverse Commute routes are available for passengers traveling from Sacramento to El Dorado County in the morning and from El Dorado County to Sacramento in the afternoon. The Reverse Commute services are offered on buses that are returning from or traveling to Sacramento to perform regular commuter routes.

The following table provides a year-to-year comparison of commuter services, noting an increase of 3.6% in one-way passenger trips during the period.

COMMUTER BUS COMPARISON				
Reporting Period: July 1, 2018 – December 31, 2018				
	FY 2018/19 (current)	FY 2017/18 (prior)	Difference	Percentage +/-
TRIPS	72,762	70,252	+2,510	+3.6%
HOURS	4,490	4,416	+74	+1.7%
MILES	137,097	137,056	+41	+0.1%

Special Event Services

El Dorado Transit operates Special Event Services which include grant funded annual public services. There were no special event services provided during the reporting period.

El Dorado Transit provides limited charter services as allowed per State and Federal guidelines. By policy, El Dorado Transit performs exclusively for public service agencies and private non-profit human service organizations. There were no charter services provided during the reporting period.

Performance Measures

Mandated Performance Reporting

The Transportation Development Act (TDA) guidelines require that public transit agencies report on certain annual performance measures to their governing bodies, regional transportation planning agency and to the office of the California State Controller.

The following table summarizes and compares the system wide performance measures required under the TDA for the reporting period:

SYSTEM WIDE COMPARISON				
Reporting Period: July 1, 2018 – December 31, 2018				
	FY 2018/19 (current)	FY 2017/18 (prior)	Difference	Percentage +/-
TRIPS	182,605	178,326	+4,279	+2.4%
HOURS	27,069	27,310	-241	-0.8%
MILES	566,112	575,497	-9,385	-1.6%

El Dorado Transit sets an annual goal for increasing ridership by at least 3%. During the reporting period, statistics indicated a 2.4% increase in passenger trips coupled with lower hours and lower miles.

The Fare-Box Recovery (FBR) percentage represents the ratio of fare collected to operating expenses. The TDA requires that the overall FBR for the agency be at least 12.2%. El Dorado Transit recovered 19.44% in fare box revenue during the reporting period, well above the minimum requirement. The best FBR among regular public services was realized on the Sacramento Commuter routes at 58.49%.

The table below (Figure 1) summarizes system wide performance measures required under the TDA for the reporting periods, FY 2018/19 and FY 2017/18:

Figure 1 Comparative Report for All Services as per TDA guidelines

MID-YEAR KEY PERFORMANCE MEASURES FOR ALL SERVICES	2018/19	2017/18	Difference	Percentage Change +/-
Passenger Fares	\$766,788	\$777,854	-11,066	-1.4%
Operating Expenses	\$3,943,810	\$3,820,208	+\$123,602	+3.2%
Farebox Recovery Ratio (FBR)	19.44%	20.36%	-0.92	-4.5%
Operating Cost/Passenger	\$21.60	\$21.42	+\$0.18	+0.8%
Operating Cost/Revenue Hour	\$145.69	\$139.88	+\$5.81	+4.2%
Operating Cost/Revenue Mile	\$6.97	\$6.64	+\$0.33	+5.0%
Passenger Trips/Revenue Hour	6.7	6.5	+0.2	+3.1%
Average Fare Per Passenger	\$4.20	\$4.36	-\$0.16	-3.7%
Road Calls	69	85	-16	-18.8%
Employees/Full-Time Equivalent (FTE)	72	73	-1	-1.4%

Additional Performance Measures

Although not required by the TDA, El Dorado Transit prepares mid-year and annual reports of performance measures by mode and route. Annual statistical data summarized by service and mode are included for review as Attachment A (FY 2018/19) and Attachment B (FY 2017/18).

The Western El Dorado County 2014 Short- and Long-Range Transit Plan (SLRTP) includes a suggestion that the agency compare actual performance indicators with recommended goals noted in the SLRTP for FBR and operating subsidy per passenger. The complete SLRTP document is available on the El Dorado Transit website – www.eldoradotransit.com. The SLRTP includes goals for Service Efficiency, goals for Farebox Return Ratio and Operating Subsidy per Passenger.

The table below (Figure 2) shows the recommended goals from the SLRTP and the actual numbers for comparison.

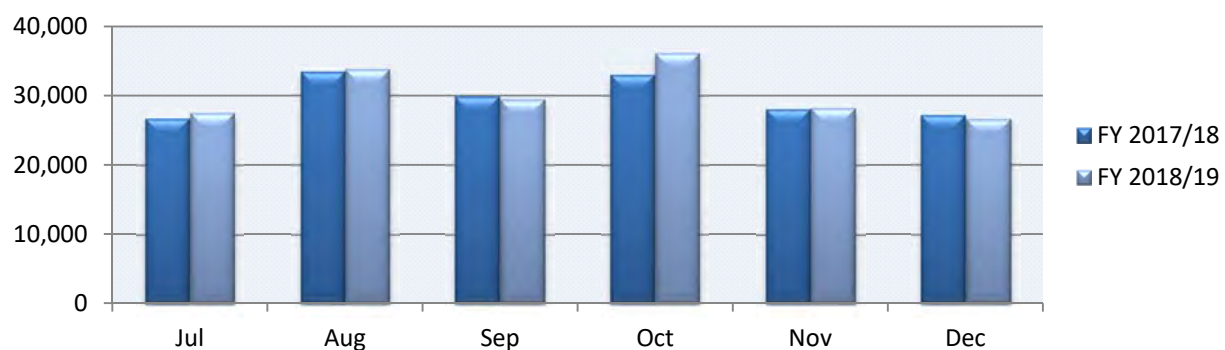
Figure 2 Comparative Report between Actual 2018/19 and 2014 Short Range Transit Plan

ACTUAL FY 2017/18 PERFORMANCE STANDARDS VS 2014 SHORT RANGE TRANSIT PLAN GOALS	Farebox Recovery Ratio	Operating Subsidy per Passenger	Trips per Vehicle Revenue Hour
Motor Bus Routes Standard/Goal	>10.0%	<\$15.00	>5.0
Route 40 - Cameron Park	3.92%	\$31.80	4.2
Route 30 - Diamond Springs	6.46%	\$14.22	8.7
Route 25 - Saturday Express	5.78%	\$23.62	5.7
Route 60 - Pollock Pines	6.77%	\$20.49	6.6
Route 20 - Placerville	6.21%	\$16.96	6.9
Route 35 - Diamond Springs Saturday	3.43%	\$33.44	3.7
Route 70 - El Dorado Hills	1.34%	\$89.08	1.5
Route 50X - 50 Express	4.84%	\$22.88	6.7
Total Motor Bus Routes – Average	5.21%	\$22.09	6.1
Demand Response Standard/Goal	N/A	<\$35.00	>2.0
Demand Response - Average	21.79%	\$41.36	2.7
Commuter Bus Standard/Goal	>50.0%	<\$5.00	>10.0
Sacramento Commuter Service	58.49%	\$4.02	17.2
Reverse Commuter Service	3.36%	\$143.97	1.2
Total Commuter Bus – Average	55.08%	\$4.62	16.2

Monthly Ridership Trends

The following graph (Figure 3) compares monthly passenger trips for FY 2017/18 and FY 2018/19 for all services:

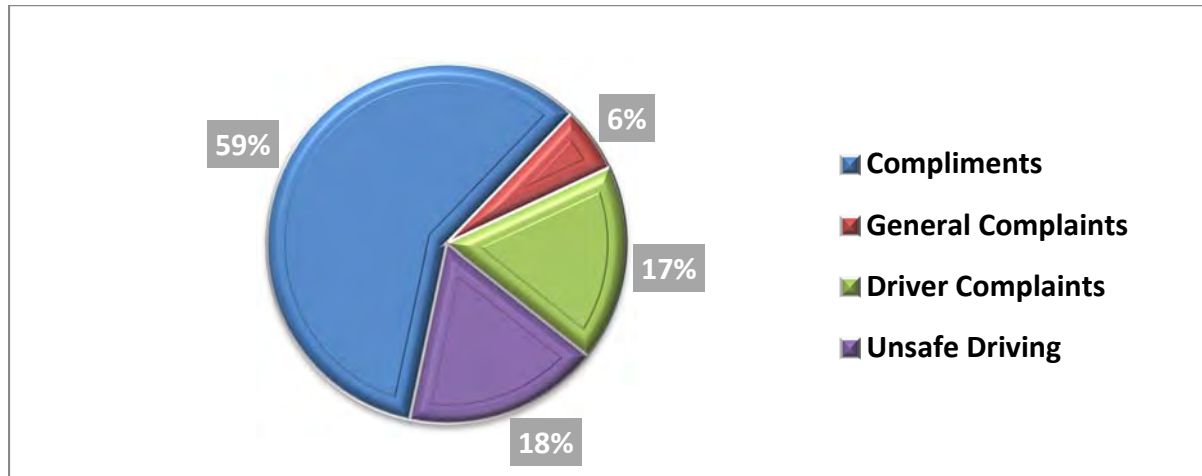
Figure 3 Mid-Year Monthly Trips FY 2017/18 and FY 2018/19



Complaints and Compliments

El Dorado Transit manages substantiated driver complaints and compliments promptly with discretion and professional action. The following chart (Figure 4) illustrates the ratio of compliments to complaints for the reporting period:

Figure 4 Complaints/Compliments Comparison Chart



Transit Operations Supervisors research and take the appropriate action to resolve all substantiated complaints. Compliments are discussed with individual drivers to acknowledge those comments and commendations. The following table (Figure 5) summarizes complaints and compliments received in FY 2018/19 by service type, issue title, category of comment and date:

Figure 5 Customer Service Summary Report

Service	Title	Category	Date
Commuter Bus	Complaint	Unsafe Driving	07/03/2018
Commuter Bus	Complaint	Unsafe Driving	07/18/2018
Demand Response	Compliment	Compliment	07/23/2018
Demand Response	Complaint	General Complaint	08/19/2018
Motor Bus	Compliment	Compliment	08/10/2018
Motor Bus	Compliment	Compliment	08/24/2018
Commuter Bus	Compliment	Compliment	08/27/2018
Commuter Bus	Complaint	Driver Complaint	08/27/2018
Demand Response	Compliment	Compliment	10/11/2018
Demand Response	Complaint	Driver Complaint	10/16/2018
Demand Response	Compliment	Compliment	10/16/2018
Demand Response	Compliment	Compliment	10/11/2018
Commuter Bus	Compliment	Compliment	11/06/2018
Commuter Bus	Complaint	Unsafe Driving	11/08/2018
Motor Bus	Compliment	Compliment	11/16/2018
Motor Bus	Complaint	Driver Complaint	11/27/2018
Demand Response	Compliment	Compliment	12/05/2018

On-Time Performance Standards

El Dorado Transit service on-time performance is regularly measured to evaluate actual performance compared to adopted targets. Figure 6 shows the percentage of on-time arrivals by mode.

Figure 6 Mid-Year On-Time Performance FY 2018/19

Service Type	Adopted Target	Actual Performance
Demand Response	90%	95.4%
Motor Bus	85%	87.1%
Commuter Bus	90%	91.3%

Road Calls by Service Type

Service effectiveness may be measured in several ways, one of which is the miles between road calls. Road calls are recorded when a mechanic responds to a mechanical problem on a disabled transit vehicle in the field. The overall number of road calls decreased during the reporting period from 85 in FY 2017/18 to 69 in FY 2018/19. The following table shows the miles between road calls by service type:

Figure 7 Mid-Year Average Miles between Road Calls FY 2018/19

Service Type	Average Miles Between Road Calls
Demand Response	19,372
Motor Bus	5,373
Commuter Bus	13,710
System Wide	8,205

Marketing and Outreach

The following were developed and/or conducted by El Dorado Transit staff, as appropriate, to heighten public awareness and promote transit services:

Passenger Materials

El Dorado Transit provides complete route and schedule information in printed brochures, and on the agency website which is available in more than 100 languages. Schedules and route maps are updated regularly and made available on transit vehicles, bus stops and distributed through a network of outlets within the service area.

The agency website is maintained in-house and provides easy access to the most popular types of information including:

- Trip Planner
- Transit fares, passes and scrip ticket information
- Schedule and route information
- Americans with Disabilities Act (ADA) services
- Press Releases
- Legal Notices
- Service Alerts
- Employment information

Print Advertising and Local Media

El Dorado Transit staff develops and distributes timely Press Releases to local news outlets to identify noteworthy activities and events. These commonly include:

- New, expanded or modified services
- Opening of new facilities
- Delivery of new vehicles
- Special services
- Ridership growth
- Introduction of targeted promotional activities

In addition to news releases, the staff works with local news reporters to develop feature articles about the benefits of using transit.

Direct Outreach

Ongoing public speaking program and mobility training to build a positive image within the community, build awareness of the services El Dorado Transit offers, and instruct both potential riders and gatekeepers on how to use the transit system. El Dorado Transit staff makes personal on-site presentations to business and community leaders, gatekeepers, potential rider groups, partner organizations, and human services providers. When necessary, presentations are targeted and timed to coincide with implementation of new, expanded or modified services.

One-on-one transit training (mobility training) is an important tool that is available to potential riders to assist them in maintaining their independence and to access life-line services or employment opportunities. Passengers may schedule special training sessions, in-home appointments or escorted transit rides with staff, depending on individual needs. Mobility training is particularly effective in helping potential or first-time passengers become familiar with the available services and overcome any anxiety about using transit.

Glossary of Terms/Definitions

Demand Response -	Shared ride service or services, generally origin-to-destination (curb-to-curb), performed upon request or by advance reservation; as in Dial-A-Ride or SAC-MED
Americans with Disabilities Act (ADA) -	a wide-ranging civil rights law enacted by the U.S. Congress in 1990 that prohibits, under certain circumstances, discrimination based on disability
Charter -	Transportation provided at the request of a third party for the exclusive use of a bus or van for a negotiated price (excludes public, demand response services)
Transportation Development Act (TDA) -	provides two major sources of funding for public transportation: the Local Transportation Fund (LTF) and the State Transit Assistance fund (STA). These funds are for the development and support of public transportation needs that exist in California and are allocated to areas of each county based on population, taxable sales and transit performance
Farebox Recovery Ratio (FBR) -	the ratio of fares collected to operating expenses on a given service or services, represented as a percentage
Trip -	represents the boarding of a single transit passenger for the purposes of travel in one direction (one-way)
Ridership -	cumulative total of trips recorded on a service or services during a given timeframe
Hours (revenue) -	represents the time during which a vehicle was either transporting passengers or available for public boarding (excludes vehicle travel time to and from base before or after passenger service)
Miles (revenue) -	represents the miles recorded on a vehicle while either transporting passengers or available for public boarding (excludes distance travelled to and from base before or after passenger service)
Operating Cost -	All costs in the operating expense object classes exclusive of depreciation and costs associated with providing charter service
Operating Cost per Passenger -	calculation of operating cost divided by the trips recorded

Operating Cost per Hour -	calculation of operating cost divided by the revenue hours
Operating Cost per Mile -	calculation of operating cost divided by the revenue miles
Passenger Trips per Revenue Hour -	calculation of total passenger trips divided by the revenue hours
Average Fare per Passenger -	calculation of actual fare revenue divided by the passenger trips
Road Calls -	cumulative total of mobile responses to a disabled transit vehicle, while in passenger service
Employee Full-Time Equivalent (FTE) -	number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law

El Dorado County Transit Authority
Administrative Operations Report
Fiscal Year 2018 / 2019
Reporting Period July 1, 2018 through December 31, 2018

Demand Response						Motor Bus										Commuter Bus			Special Services		SYSTEMWIDE
DIAL A RIDE	SAC-MED	M.O.R.E.	ADULT DAY SERVICES	COMP PARA- TRANSIT	Subtotal	#40 CP/ SHINGLE SPRINGS	#30 DIAMOND SPRINGS	#25 SATURDAY EXPRESS	#60 POLLOCK PINES	#20 PLACERVILLE SHUTTLE	# 35 DIAMOND SPRINGS SATURDAY	#70 CP/ EL DORADO HILLS	50 EXPRESS	Subtotal	COMMUTER	REVERSE COMMUTE	Subtotal	ED COUNTY FAIR	Subtotal	TOTALS	
8,558	172	9,362	3,023	384	21,499	6,626	14,034	2,384	18,847	22,254	760	2,416	21,023	88,344	72,451	311	72,762	0	0	182,605	
5,224	210	1,840	533	179	7,986	1,575	1,605	416	2,849	3,209	208	1,573	3,159	14,593	4,222	268	4,490	0	0	27,069	
92,346	5,051	43,216	11,168	3,194	154,975	28,262	24,093	8,388	59,091	36,975	2,530	27,760	86,941	274,040	128,088	9,009	137,097	0	0	566,112	
\$ 566,546.84	\$ 25,855.29	\$ 46,472.88	\$ 57,429.64	\$ 19,760.59	\$ 716,065.24	\$ 66,267.98	\$ 164,575.77	\$ 47,378.30	\$ 323,940.20	\$ 307,478.25	\$ 20,945.64	\$ 180,953.60	\$ 412,303.55	\$ 1,523,843.29	\$ 149,351.67	\$ 35,691.59	\$ 185,043.26	\$ -	\$ -	\$ 2,424,951.79	
\$ 31,064.22	\$ 1,098.71	\$ 11,225.71	\$ 3,688.46	\$ 1,226.67	\$ 48,303.77	\$ 9,633.91	\$ 9,964.85	\$ 2,353.32	\$ 17,640.72	\$ 19,828.57	\$ 1,176.66	\$ 9,661.49	\$ 19,378.13	\$ 89,637.65	\$ 25,647.53	\$ 1,516.79	\$ 27,164.32	\$ -	\$ -	\$ 165,105.75	
\$ 58,925.24	\$ 2,361.97	\$ 20,730.79	\$ 6,000.52	\$ 2,016.27	\$ 90,034.79	\$ 17,752.05	\$ 18,092.78	\$ 4,748.06	\$ 32,131.27	\$ 36,174.05	\$ 2,371.93	\$ 17,742.56	\$ 35,613.50	\$ 164,626.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 254,660.98	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 97,782.42	\$ 6,384.25	\$ 104,166.67	\$ -	\$ -	\$ 104,166.67	
\$ 22,764.50	\$ 912.31	\$ 8,008.90	\$ 2,318.18	\$ 779.05	\$ 34,782.94	\$ 6,858.03	\$ 6,989.55	\$ 1,835.02	\$ 12,413.07	\$ 13,974.74	\$ 916.70	\$ 6,854.43	\$ 13,758.10	\$ 63,599.64	\$ 18,377.25	\$ 1,181.59	\$ 19,558.84	\$ -	\$ -	\$ 117,941.42	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,195.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,195.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,195.28	
\$ 44,786.00	\$ 1,890.00	\$ 191,581.50	\$ 8,356.00	\$ 1,119.00	\$ 247,732.50	\$ 8,589.35	\$ 13,795.14	\$ 3,453.79	\$ 28,018.30	\$ 25,011.64	\$ 902.97	\$ 2,926.02	\$ 24,482.09	\$ 107,179.30	\$ 410,321.52	\$ 1,555.00	\$ 411,876.52	\$ -	\$ -	\$ 766,788.32	
\$ 724,086.80	\$ 32,118.28	\$ 278,019.78	\$ 77,792.80	\$ 24,901.58	\$ 1,136,919.24	\$ 219,296.60	\$ 213,418.09	\$ 59,768.49	\$ 414,143.56	\$ 402,467.25	\$ 26,313.90	\$ 218,138.10	\$ 505,535.37	\$ 2,059,081.36	\$ 701,480.39	\$ 46,329.22	\$ 747,809.61	\$ -	\$ -	\$ 3,943,810.21	
609	10	697	49	85	1450	162	45	7	314	213	7	11	97	856	126	0	126	0	0	2,432	
\$ 350,569.69	\$ 14,088.98	\$ 123,347.89	\$ 35,731.76	\$ 11,950.97	\$ 535,689.29	\$ 105,679.30	\$ 107,703.23	\$ 27,987.61	\$ 191,251.71	\$ 215,343.64	\$ 13,983.99	\$ 105,594.06	\$ 211,994.42	\$ 979,537.96	\$ 283,252.60	\$ 18,060.52	\$ 301,313.12	\$ -	\$ -	\$ 1,816,540.32	
\$ 174,476.13	\$ 7,215.85	\$ 61,189.35	\$ 17,744.31	\$ 5,963.65	\$ 266,589.29	\$ 52,573.24	\$ 53,642.80	\$ 13,794.32	\$ 95,191.77	\$ 107,222.03	\$ 6,900.21	\$ 52,545.65	\$ 105,668.67	\$ 487,538.69	\$ 141,199.72	\$ 8,928.76	\$ 150,128.48	\$ -	\$ -	\$ 904,256.50	
\$ 95,050.50	\$ 5,220.64	\$ 44,585.27	\$ 11,525.15	\$ 3,283.93	\$ 159,665.49	\$ 29,119.91	\$ 24,831.26	\$ 8,550.21	\$ 60,911.54	\$ 38,098.92	\$ 2,575.51	\$ 28,600.37	\$ 89,606.56	\$ 282,294.28	\$ 132,043.33	\$ 9,156.11	\$ 141,199.44	\$ -	\$ -	\$ 583,159.20	
\$ 103,990.48	\$ 5,592.81	\$ 48,897.27	\$ 12,791.58	\$ 3,703.03	\$ 174,975.17	\$ 31,924.15	\$ 27,240.80	\$ 9,436.35	\$ 66,788.54	\$ 41,802.66	\$ 2,854.19	\$ 31,398.02	\$ 98,265.72	\$ 309,710.43	\$ 144,984.74	\$ 10,183.83	\$ 155,168.57	\$ -	\$ -	\$ 639,854.18	
\$ 724,086.80	\$ 32,118.28	\$ 278,019.78	\$ 77,792.80	\$ 24,901.58	\$ 1,136,919.24	\$ 219,296.60	\$ 213,418.09	\$ 59,768.49	\$ 414,143.56	\$ 402,467.25	\$ 26,313.90	\$ 218,138.10	\$ 505,535.37	\$ 2,059,081.36	\$ 701,480.39	\$ 46,329.22	\$ 747,809.61	\$ -	\$ -	\$ 3,943,810.20	
6.19%	5.88%	68.91%	10.74%	4.49%	21.79%	3.92%	6.46%	5.78%	6.77%	6.21%	3.43%	1.34%	4.84%	5.21%	58.49%	3.36%	55.08%	#DIV/0!	#DIV/0!	19.44%	
\$84.61	\$186.73	\$29.70	\$25.73	\$64.85	\$52.88	\$33.10	\$15.21	\$25.07	\$21.97	\$18.09	\$34.62	\$90.29	\$24.05	\$23.31	\$9.68	\$148.97	\$10.28	#DIV/0!	#DIV/0!	\$21.60	
\$138.60	\$153.01	\$151.07	\$145.90	\$139.27	\$142.36	\$139.28	\$132.97	\$143.59	\$145.36	\$125.44	\$126.51	\$138.70	\$160.06	\$141.11	\$166.15	\$172.86	\$166.55	#DIV/0!	#DIV/0!	\$145.69	
\$7.84	\$6.36	\$6.43	\$6.97	\$7.80	\$7.34	\$7.76	\$8.86	\$7.13	\$7.01	\$10.88	\$10.40	\$7.86	\$5.81	\$7.51	\$5.48	\$5.14	\$5.45	#DIV/0!	#DIV/0!	\$6.97	
1.6	0.8	5.1	5.7	2.1	2.7	4.2	8.7	5.7	6.6	6.9	3.7	1.5	6.7	6.1	17.2	1.2	16.2	#DIV/0!	#DIV/0!	6.7	
\$5.23	\$10.99	\$20.46	\$2.76	\$2.91	\$11.52	\$1.30	\$0.98	\$1.45	\$1.49	\$1.12	\$1.19	\$1.21	\$1.16	\$1.21	\$5.66	\$5.00	\$5.66	#DIV/0!	#DIV/0!	\$4.20	
\$79.38	\$175.75	\$9.23	\$22.97	\$61.93	\$41.36	\$31.80	\$14.22	\$23.62	\$20.49	\$16.96	\$33.44	\$89.08	\$22.88	\$22.09	\$4.02	\$143.97	\$4.62	#DIV/0!	#DIV/0!	\$17.40	
2	0	6	0	0	8	6	7	0	4	27	0	0	7	51	6	0	10	0	0	69	
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El Dorado County Transit Authority

Administrative Operations Report

Fiscal Year 2017 / 2018

Reporting Period July 1, 2017 through December 31, 2017

Demand Response						Motor Bus										Commuter Bus			Special Services		SYSTEMWIDE * FBR Excludes Special Services
DIAL A RIDE	SAC-MED	M.O.R.E.	ADULT DAY SERVICES	COMP PARA- TRANSIT	Subtotal	#40 CP/ SHINGLE SPRINGS	#30 DIAMOND SPRINGS	#25 SATURDAY EXPRESS	#60 POLLOCK PINES	#20 PLACERVILLE SHUTTLE	# 35 DIAMOND SPRINGS SATURDAY	#70 CP/ EL DORADO HILLS	50 EXPRESS	Subtotal	COMMUTER	REVERSE COMMUTE	Subtotal	ED COUNTY FAIR	Subtotal	TOTALS	
9,824	309	11,572	3,250	446	25,401	6,070	11,917	2,667	19,547	23,116	525	1,472	17,359	82,673	69,943	309	70,252	0	0	178,326	
5,457	331	2,135	483	134	8,539	1,569	1,605	417	2,862	3,193	207	1,329	3,172	14,354	4,144	272	4,416	0	0	27,310	
99,738	8,526	49,352	10,052	1,978	169,646	25,978	24,292	8,131	58,733	38,618	2,595	24,172	86,276	268,795	127,768	9,288	137,056	0	0	575,497	
\$ 452,376.36	\$ 31,443.13	\$ (13,819.01)	\$ 36,905.83	\$ 10,204.87	\$ 517,111.18	\$ 88,811.71	\$ 122,821.95	\$ 35,129.67	\$ 241,750.92	\$ 223,881.53	\$ 15,881.61	\$ 112,167.90	\$ 307,111.55	\$ 1,147,556.84	\$ 59,461.24	\$ 30,574.52	\$ 90,035.76	\$ -	\$ -	\$ 1,754,703.78	
\$ 151,181.00	\$ 9,241.70	\$ 58,831.13	\$ 13,275.32	\$ 3,750.16	\$ 236,279.31	\$ 43,610.04	\$ 44,572.24	\$ 11,612.73	\$ 79,521.69	\$ 88,606.83	\$ 5,770.86	\$ 38,726.06	\$ 88,198.56	\$ 400,619.01	\$ 115,036.23	\$ 7,490.46	\$ 122,526.69	\$ -	\$ -	\$ 759,425.01	
\$ 68,020.39	\$ 4,117.19	\$ 26,530.64	\$ 6,013.48	\$ 1,653.93	\$ 106,335.63	\$ 19,512.65	\$ 19,988.03	\$ 5,223.39	\$ 35,628.83	\$ 39,756.63	\$ 2,597.86	\$ 16,272.43	\$ -	\$ 138,979.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 245,315.43	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,248.51	\$ 52,248.51	\$ 68,251.40	\$ 4,500.13	\$ 72,751.53	\$ -	\$ -	\$ 125,000.03	
\$ 23,689.38	\$ 1,434.10	\$ 9,241.66	\$ 2,094.32	\$ 576.64	\$ 37,036.10	\$ 6,797.78	\$ 6,961.90	\$ 1,819.06	\$ 12,409.99	\$ 13,847.39	\$ 904.75	\$ 5,684.61	\$ 13,756.19	\$ 62,181.67	\$ 17,972.61	\$ 1,188.09	\$ 19,160.70	\$ -	\$ -	\$ 118,378.48	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,530.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,530.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,530.97	
\$ 39,810.50	\$ 2,920.00	\$ 225,944.00	\$ 9,097.00	\$ 834.00	\$ 278,605.50	\$ 8,075.30	\$ 12,163.66	\$ 3,555.05	\$ 28,185.77	\$ 25,653.29	\$ 590.19	\$ 1,996.33	\$ 20,006.28	\$ 80,219.59	\$ 397,482.58	\$ 1,540.00	\$ 419,028.86	\$ -	\$ -	\$ 777,853.95	
\$ 735,077.63	\$ 49,156.12	\$ 306,728.42	\$ 67,385.95	\$ 17,019.60	\$ 1,175,367.72	\$ 206,338.45	\$ 206,507.78	\$ 57,339.90	\$ 397,497.20	\$ 391,745.67	\$ 25,745.27	\$ 174,847.33	\$ 481,321.09	\$ 1,941,342.69	\$ 658,204.06	\$ 45,293.20	\$ 703,497.26	\$ -	\$ -	\$ 3,820,207.67	
1008	41	676	527	167	2419	170	57	118	458	451	11	1	233	1499	150	2	152	0	0	4,070	
\$ 352,302.72	\$ 21,432.93	\$ 137,543.30	\$ 31,098.84	\$ 8,617.47	\$ 550,995.26	\$ 101,191.80	\$ 103,631.90	\$ 26,819.90	\$ 184,724.66	\$ 206,075.37	\$ 13,331.69	\$ 85,045.78	\$ 204,744.55	\$ 925,565.65	\$ 267,572.94	\$ 17,661.81	\$ 285,234.75	\$ -	\$ -	\$ 1,761,795.64	
\$ 190,152.05	\$ 11,541.84	\$ 74,078.29	\$ 16,778.54	\$ 4,609.15	\$ 297,159.87	\$ 54,650.38	\$ 55,943.37	\$ 14,595.92	\$ 99,737.07	\$ 111,259.62	\$ 7,257.47	\$ 46,379.80	\$ 110,561.35	\$ 500,384.98	\$ 144,410.36	\$ 9,529.36	\$ 153,939.72	\$ -	\$ -	\$ 951,484.58	
\$ 88,628.40	\$ 7,550.11	\$ 43,852.52	\$ 8,915.66	\$ 1,762.50	\$ 150,709.19	\$ 23,091.53	\$ 21,597.64	\$ 7,264.11	\$ 52,206.12	\$ 34,325.97	\$ 2,315.64	\$ 21,416.44	\$ 76,664.77	\$ 238,882.22	\$ 113,603.77	\$ 8,264.55	\$ 121,868.32	\$ -	\$ -	\$ 511,459.74	
\$ 103,994.46	\$ 8,631.24	\$ 51,254.31	\$ 10,592.91	\$ 2,030.48	\$ 176,503.40	\$ 27,404.74	\$ 25,334.87	\$ 8,659.97	\$ 60,829.35	\$ 40,084.71	\$ 2,840.47	\$ 22,005.31	\$ 89,350.42	\$ 276,509.84	\$ 132,616.99	\$ 9,837.48	\$ 142,454.47	\$ -	\$ -	\$ 595,467.70	
\$ 735,077.63	\$ 49,156.12	\$ 306,728.42	\$ 67,385.95	\$ 17,019.60	\$ 1,175,367.72	\$ 206,338.45	\$ 206,507.78	\$ 57,339.90	\$ 397,497.20	\$ 391,745.67	\$ 25,745.27	\$ 174,847.33	\$ 481,321.09	\$ 1,941,342.69	\$ 658,204.06	\$ 45,293.20	\$ 703,497.26	\$ -	\$ -	\$ 3,820,207.66	
5.42%	5.94%	73.66%	13.50%	4.90%	23.70%	3.91%	5.89%	6.20%	7.09%	6.55%	2.29%	1.14%	4.16%	4.13%	60.39%	3.40%	59.56%	#DIV/0!	#DIV/0!	20.36%	
\$74.82	\$159.08	\$26.51	\$20.73	\$38.16	\$46.27	\$33.99	\$17.33	\$21.50	\$20.34	\$16.95	\$49.04	\$118.78	\$27.73	\$23.48	\$9.41	\$146.58	\$10.01	#DIV/0!	#DIV/0!	\$21.42	
\$134.70	\$148.65	\$143.65	\$139.65	\$127.15	\$137.64	\$131.49	\$128.65	\$137.59	\$138.90	\$122.70	\$124.22	\$131.59	\$151.73	\$135.25	\$158.83	\$166.37	\$159.29	#DIV/0!	#DIV/0!	\$139.88	
\$7.37	\$5.77	\$6.22	\$6.70	\$8.60	\$6.93	\$7.94	\$8.50	\$7.05	\$6.77	\$10.14	\$9.92	\$7.23	\$5.58	\$7.22	\$5.15	\$4.88	\$5.13	#DIV/0!	#DIV/0!	\$6.64	
1.8	0.9	5.4	6.7	3.3	3.0	3.9	7.4	6.4	6.8	7.2	2.5	1.1	5.5	5.8	16.9	1.1	15.9	#DIV/0!	#DIV/0!	6.5	
\$4.05	\$9.45	\$19.53	\$2.80	\$1.87	\$10.97	\$1.33	\$1.02	\$1.33	\$1.44	\$1.11	\$1.12	\$1.36	\$1.15	\$0.97	\$5.68	\$4.98	\$5.96	#DIV/0!	#DIV/0!	\$4.36	
\$70.77	\$149.63	\$6.98	\$17.94	\$36.29	\$35.30	\$32.66	\$16.31	\$20.17	\$18.89	\$15.84	\$47.91	\$117.43	\$26.57	\$22.51	\$3.73	\$141.60	\$4.05	#DIV/0!	#DIV/0!	\$17.06	
4	0	2	0	0	6	4	10	0	8	25	0	0	24	71	8	0	8	0	0	85	
																				73	

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AGENDA ITEM 3 A
Information Item

MEMORANDUM

DATE: March 7, 2019

TO: El Dorado County Transit Authority

FROM: Christine Parker, Safety Coordinator

SUBJECT: 2018 Safe Driving Awards Recipients

REQUESTED ACTION:

BY MOTION,

No Action Required Information Item Only

BACKGROUND

On an annual basis and meeting a criteria of a minimum of 1,800 hours, safe driving awards are presented to eligible El Dorado County Transit Authority (El Dorado Transit) Transit Operators who were not involved in on-the-job moving violations or chargeable accidents.

These Transit Operators have demonstrated exceptional driving skill and have consistently provided safe transport for members of the general public, seniors, persons with disabilities and students. El Dorado Transit services include public and contracted routes within and between the County of El Dorado; City of Placerville; Sacramento County; City of Folsom and City of Sacramento. El Dorado Transit Operators drive daily on paved, unpaved and gravel roads, state highways and the urban downtown Sacramento corridor. The Safe Driving Award program provides an opportunity to acknowledge those who consistently provide safe passenger transport.

El Dorado Transit operators are certified and licensed to operate all fleet vehicles including mini-vans, 16-27 passenger buses, and 37-57 passenger diesel-powered commuter coaches with air brakes. These professional operators are trained on all routes and can successfully transition from commuter routes to local routes as needed. In calendar year of 2018, El Dorado Transit Operators provided 316,319 passenger trips, traveled 1,437,344 miles in revenue service and clocked 75,955 in-service driving hours.

DISCUSSION

El Dorado Transit is pleased to present twenty-three (23) safe driving awards to Transit Operators who met the criteria for the 2018 Safe Driving Award program. Of special note, El Dorado Transit recognizes Transit Operators who earn consecutive annual safe driving awards.

El Dorado Transit Management is proud of the caliber of all Transit Operators and will formally recognize each 2018 Safe Driving Award recipient at the annual all staff training session on Saturday, April 27, 2019.

2018 Safe Driving Award Recipients:

<u>1 Year of Safe Driving</u>	Ernesto Garcia Steven Gularte Michael Murphy Cheryl Netherda Ryan Robinson Susie Saulter Matt Scheiner Ken Kroon David Meyer
<u>2 Year of Safe Driving</u>	Thomas Bluhm Bob Maxwell
<u>3 Years of Safe Driving</u>	Michael Koenig Stephen Powell Denyse Provost Jayson Ravens Gabe Schranz
<u>4 Years of Safe Driving</u>	Arthur Laarveld Jean Staples Ken Umphred
<u>5 Years of Safe Driving</u>	Dave Dewolf
<u>7 Years of Safe Driving</u>	Jim Hunt
<u>9 Years of Safe Driving</u>	Jeff Means Bob Nobriga