



# EL DORADO TRANSIT

County of El Dorado  
Board of Supervisors Meeting Room  
330 Fair Lane, Bldg. A  
Thursday, June 6, 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: Matthew Mauk

### CALL TO ORDER AND PLEDGE OF ALLEGIANCE

### 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.

<b>1.</b>	<b><u>CONSENT CALENDAR</u></b>	<b><u>PAGE</u></b>
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B.	Receive and File April 2019 Check Register	9
C.	Receive and File April 2019 Ridership Report	14

<b>1.</b>	<b><u>CONSENT CALENDAR CONTINUED</u></b>	<b><u>PAGE</u></b>
	<b>D.</b> Adopt Resolution No. 19-17 Authorizing Financial Transactions by Elected Officers and Newly Appointed Executive Director	18
	<b>E. 1.</b> Adopt Resolution No. 19-19 Identifying Fuel as Exempt from Competitive Bidding and Authorizing the Executive Director to Procure Fuel from Outside Vendors	21
	<b>2.</b> Approve Blanket Purchase Order No. B25008 issued to Dawson Oil Company in the amount of \$820,000 for Fiscal Year 2019/20	
	<b>3.</b> Approve Blanket Purchase Order No. B25013 issued to Hunt & Sons, Inc. in the amount of \$90,000 for fiscal year 2019/20	
	<b>F. 1.</b> Approve Purchase Order 25004 issued to the California Transit Indemnity Pool in the amount of \$575,000 for Liability	26
	<b>2.</b> Approve Purchase Order 25005 issued to the California Transit Indemnity Pool in the amount of \$25,000 for Physical Damage	
	<b>3.</b> Approve Purchase Order 25006 issued to the California Transit Indemnity Pool in the amount of \$18,000 for Employment Practices Liability	
	<b>4.</b> Approve Purchase Order 25024 issued to the Special District Risk Management Authority in the amount of \$225,000	
	<b>G.</b> Approve Charter Rate of \$170.00 per Hour for Fiscal Year (FY) 2019/20	32
	<b>H.</b> Adopt Resolution No. 19-18 Authorizing the El Dorado County Transit Authority and the Executive Director to execute all documents for the Caltrans Division of Rail and Mass Transportation Low Carbon Transit Operations Program (LCTOP), Fiscal Year 2018/19	34
	<b>I.</b> Receive and file the final Triennial Performance Audit of the El Dorado County Transit Authority for Fiscal Years 2015/16 through 2017/18	38
	<b>J.</b> Final ratification of the Executive Director Employment Contract approved May 2, 2019	41
	<b>K. 1.</b> Approve Purchase Order No. 24277 in the amount of \$485,509.00 issued to Gillig LLC. For the acquisition of One (1) 35 Foot Low Floor Clean Diesel Transit Bus	50
	<b>2.</b> Authorize Executive Director to execute all documents related to this purchase within the approved Capital Improvement Plan Project 18-04 Budget	

<b>2.     <u>ACTION ITEMS</u></b>	<b><u>PAGE</u></b>
<b>A.</b> 1. Open Public Hearing 2. Accept Public Comment 3. Close Public Hearing 4. Adopt Resolution No. 19-20 for the Final Operating Budget for Fiscal Year 2019/20	53
<b>B.</b> 1. Open Public Hearing 2. Accept Public Comment 3. Close Public Hearing 4. Adopt Final Capital Improvement Plan and Resolution No. 19-21 for the Final Capital Budget for Fiscal Year 2019/20	57
<b>C.</b> 1. Adopt Resolution No. 19-16 approving the appointment of Mindy Jackson as extra-help and waiving the 180 day waiting period  2. Authorize the Chair to sign the draft, limited duration employment agreement with Mindy Jackson to provide guidance on special issues for the incoming Executive Director	83
<b>3.     <u>INFORMATION ITEMS</u></b>	
<b>A.</b> El Dorado County Fair Free Shuttle flyer	92

**EXECUTIVE DIRECTOR REPORT** \*

**BOARD MEMBER COMMENTS** \*

**RECESS TO CLOSED SESSION**

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 Matthew Mauk and Legal Counsel Michael Tucker

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

**RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS**

**ADJOURNMENT**

\* Verbal Report

NEXT REGULARLY SCHEDULED  
EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING  
Thursday, August 1, 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](http://www.eldoradotransit.com)***



# EL DORADO TRANSIT

County of El Dorado  
Board of Supervisors Meeting Room  
330 Fair Lane, Bldg. A  
Thursday, May 2, 2019; 1:00 PM

## EL DORADO COUNTY TRANSIT AUTHORITY Conformed Minutes

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

**Chair Acuna called the meeting to order at 1:00 PM and the pledge of allegiance was recited following Closed Session.**

### 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 Legal Counsel Michael Tucker

**Recessed to Closed Session at 1:01 PM.**

### RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

**Reconvene to Open Session at 1:16 PM.**

**Report out: The board approved an agreement with Mr. Matthew Mauk as Executive Director effective May 20, 2019. Mr. Matthew Mauk will be placed at step 1 of the Executive Director Salary Schedule**

**CEREMONIAL ITEMS**

- A. Adopt Proclamation in recognition and appreciation of Mindy Jackson’s 25 years of public service as an Executive Director

**It was moved and seconded to adopt a Proclamation for Mindy Jackson**

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

**ROLL CALL**

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

**Directors Absent: 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 no changes.**

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

**OPEN FORUM**

None

**1. CONSENT CALENDAR**

- A. 1. Approve Conformed Minutes of Special Meeting April 1, 2019  
2. Approve Conformed Minutes of Regular Meeting April 4, 2019
- B. Receive and File March 2019 Check Registers
- C. Receive and File March 2019 Ridership Reports

- D. Adopt Resolution No. 19-13 approving the El Dorado County Transit Authority Salary Schedule
- E. Adopt Resolution No. 19-14 Approving the Revised Salary Schedule for Fiscal Year 2019/20 as required under the California Code of Regulations Section 570.5 and Government Codes Sections 20636, 20636.1 and 7522.34(a)
- F. Adopt Resolution No. 19-15 Adopting the revised Allocation Plan for Fiscal Year 2018/19
- G. Receive and File Quarterly Investment Report for the period ending 03/31/2019

2. **ACTION ITEMS**

- A. Approve the Discontinuance of the El Dorado Hills Demonstration Project Local Fixed Route (Route 70) Effective June 3, 2019

**Action: Approve the Discontinuance of the El Dorado Hills Demonstration Project Local Fixed Route (Route 70) Effective June 3, 2019**

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

- B. 1. Approve Agreement between El Dorado County Transit Authority and ALTA California Regional Center (ACRC) increasing the compensation rate for transporting ACRC clients
- 2. Authorize the Executive Director to execute all documents necessary to implement ACRC Agreement

**Action:**  
**1. Approve Agreement between El Dorado County Transit Authority and ALTA California Regional Center (ACRC) increasing the compensation rate for transporting ACRC clients**

**2. Authorize the Executive Director to execute all documents necessary to implement ACRC Agreement**

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

**3. INFORMATION ITEMS**

- A. Draft Triennial Performance Audit of the El Dorado County Transit Authority for Fiscal Years 2015/16 through 2017/18

**EXECUTIVE DIRECTOR REPORT \***

**BOARD MEMBER COMMENTS \***

**ADJOURNMENT**

Chairperson Acuna adjourned the meeting at 2:23 PM. The next regularly scheduled meeting is Thursday, June 6, 2019.

\* Verbal Report

Respectfully Submitted,

Megan Wilcher  
Secretary to the Board

AGENDA ITEM 1 B  
Consent Item

**MEMORANDUM**

**DATE:** June 6, 2019  
**TO:** El Dorado County Transit Authority  
**FROM:** Julie Petersen, Finance Manager  
**SUBJECT:** Receive and File April 2019 Check Register

**REQUESTED ACTION:**  
**BY MOTION,**  
Receive and File April 2019 Check Register

**BACKGROUND**

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

**DISCUSSION**

Seven (7) items merit further detail;

Check # 1005 – City of Placerville.....\$694,948.54  
This warrant pays the obligation for Progress Payment #7-9 for costs associated with the Western Placerville Interchange (WPI) project using Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) funds; CIP Project #12-06.

Check #33047 – City National Bank.....\$65,415.53  
This check pays an obligation for Payment #3 of the Capital Purchase of five (5) MCI Commuter Coaches using Local Transportation Funds (LTF).

Check #105 – CSI Telecommunications Inc.....\$3,225.00  
This check pays the obligation for Radio System cabling items for a dedicated frequency using California Transit Security Grant Program-California Transit Assistance Funds (CTS-GP-CTAF) funds; CIP Project #18-06.

Check #33103 – Dell Marketing L.P.....\$5,295.50  
This check pays an obligation for items associated with the five (5) year IT Replacement Plan using State Transit Assistance (STA) funds; CIP Project #19-01.

Check #33106 – Feild and Associates.....\$6,630.00  
This warrant pays an obligation for management of multiple transit projects from January through March 2019, using both local and grant funding as directed under individual capital plan budgets.

Check # 33141 – El Dorado County Transportation Commission (EDCTC).....\$982.95  
This warrant pays the obligation for the County Line Transit Center Study using Local Transportation Funds (LTF).

Check #33155 – Tolar MFG. CO. Inc.....\$38,481.77  
This warrant pays an obligation for multiple transit projects using both local and grant funding as directed under individual capital plan budgets.

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**Check Register**  
**April 2019**

Date	Num	Name	Memo	Amount
04/03/2019	1005	CITY OF PLACERVILLE	WPI - progress Payment # 9	694,948.54
04/03/2019	33047	CITY NATIONAL BANK	MCI Purchase Agreement #18-005 #3	65,415.53
04/03/2019	33048	DAWSON OIL	Fuel Purchases - March 2019	52,961.82
04/03/2019	33049	OPERATING ENGINEERS - MEDICAL	Health Insurance Premium - April 2019	56,749.00
04/03/2019	33050	RON DUPRATT FORD	Parts and Supplies	5,993.54
04/03/2019	33051	WESTERN TRUCK PARTS LLC	Parts and Supplies	6,503.48
04/04/2019	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Medical Premium - April 2019	34,855.10
04/04/2019	105	CSI TELECOMMUNICATIONS INC	Radio Sys Engineering & Licensing-Final Pymt	3,225.00
04/04/2019	33052	EMP. MISC. REIMBURSEMENT	Mileage Reimb - BJ	20.07
04/04/2019	33053	EMP. MISC. REIMBURSEMENT	Travel Expense Reimb - AK	221.57
04/10/2019	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE APRIL 5, 2019	4,938.28
04/10/2019	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #7	11,365.81
04/10/2019	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #7 SUPP.	8,469.98
04/12/2019	33054	A-Z BUS SALES	Parts and Supplies	327.95
04/12/2019	33055	AFTERMARKET PARTS CO LLC	Parts and Supplies	848.28
04/12/2019	33056	ALPHA ANALYTICAL LABORATORIES INC	Storm Water Testing 2019	244.00
04/12/2019	33057	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Employee Paid Premium - April 2019	110.46
04/12/2019	33058	ARNOLDS FOR AWARDS	Engraving for EOM Plate-April 2019	12.50
04/12/2019	33059	AT&T / CALNET 3	Monthly Utility Cost	810.40
04/12/2019	33060	AT&T MOBILITY	Monthly Utility Cost	186.12
04/12/2019	33061	AUTOZONE	Parts and Supplies	516.95
04/12/2019	33062	BROWER MECHANICAL INC	Comm. Maint Visit-Replace All Filters	192.00
04/12/2019	33063	BUS & EQUIPMENT REPAIR OF CA	Parts and Supplies	1,878.36
04/12/2019	33064	C & H MOTOR PARTS	Parts and Supplies	328.28
04/12/2019	33065	CAMPORA PROPANE	Fill Shop Propane Tank	418.84
04/12/2019	33066	CAPITOL CLUTCH & BRAKE	Parts and Supplies	3,033.00
04/12/2019	33067	DENTONTS	Air Spring #0602	358.40
04/12/2019	33068	EL DORADO DISPOSAL	Monthly Utility Cost	307.54
04/12/2019	33069	EMP. MISC. REIMBURSEMENT	Mileage Reimb - SO	52.20
04/12/2019	33070	EMP. MISC. REIMBURSEMENT	Uniform Pants - TG	50.00
04/12/2019	33071	FACTORY MOTOR PARTS	Parts and Supplies	186.59
04/12/2019	33072	FASTENAL	Parts and Supplies	537.68
04/12/2019	33073	FLEMING DISTRIBUTING CO.	Parts and Supplies	155.19
04/12/2019	33074	GCR TIRES & SERVICE	Parts and Supplies	2,072.16
04/12/2019	33075	GILLIG LLC	Parts and Supplies	1,287.46
04/12/2019	33076	HUNT & SONS INC	Fuel Purchases - March 2019	3,973.90
04/12/2019	33077	KINETICO WATER OF PLACERVILLE	Filtered Water Rental for April 2019	42.90
04/12/2019	33078	MISSION UNIFORM SERVICE	Towels, Mats and Cleaning	221.77
04/12/2019	33079	O'REILLY AUTO PARTS	Parts and Supplies	819.89
04/12/2019	33080	PACIFIC GAS & ELECTRIC	Monthly Utility Cost	860.80
04/12/2019	33081	PACIFIC MATERIAL HANDLING SOL INC	PM Service-Yale Forklift	480.28
04/12/2019	33082	PAINT SPOT INC	Touch-up Paint & Applicator #6565	51.38
04/12/2019	33083	RAMOS ENVIRONMENTAL SERVICES	Used Oil Pick Up	75.00
04/12/2019	33084	RIEBES AUTO PARTS	Parts and Supplies	162.93
04/12/2019	33085	RTS IT INC	ITCare Gold Service Plan	4,592.50
04/12/2019	33086	SIERRA STITCH FACTORY	New Driver Uniforms - 4 Emp	721.90
04/12/2019	33087	SUN LIFE FINANCIAL	LTD/Life Premium - April 2019	2,942.86
04/12/2019	33088	TOWN CENTER EAST LP	Lease Pymt for April 2019 P&R	700.00
04/12/2019	33089	UNITED TEXTILE	Parts and Supplies	316.39
04/12/2019	33090	UNIVERSAL SECURITY & FIRE INC	Alarm Monitoring 04/01/19-06/30/19	135.00
04/12/2019	33091	UPS	Shipping Charges	28.32
04/12/2019	33092	VIPER PEST CONTROL INC	Bi-Monthly Pest Control-#6565	60.00
04/12/2019	33093	VISA	Reconciled Expenses	799.23
04/12/2019	33094	WAYNE'S LOCKSMITH SERVICE	Double Sided Key Copied #1805	4.87
04/12/2019	33095	ZEP MANUFACTURING CO.	Parts and Supplies	16.08

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**Check Register**  
**April 2019**

Date	Num	Name	Memo	Amount
04/16/2019	33096	EMP. MISC. REIMBURSEMENT	Mileage Reimb - MW	42.28
04/16/2019	33097	3D DATACOM	Service Call Park & Ride Cameras	868.50
04/16/2019	33098	ADM SCREENING	Random & Pre-Employ Screening March 2019	1,050.00
04/16/2019	33099	AFLAC	Employee Paid Premiums - April 2019	1,358.36
04/16/2019	33100	CALIFORNIA TRANSIT ASSOCIATION	2019 Spring Legislative Conference - MJ	175.00
04/16/2019	33101	CDW GOVERNMENT	IT Items	457.35
04/16/2019	33102	CITY OF PLACERVILLE	Livescan Fee for Feb-March 2019 - 6 Emp	120.00
04/16/2019	33103	DELL MARKETING L.P.	IT Items	5,295.50
04/16/2019	33104	EDC HNSA-PUBLIC HEALTH DIVISION	Pre-Employment PPD Testing & Eval-1 Emp	36.00
04/16/2019	33105	EDC RISK MANAGEMENT	Health Insurance April 2019	2,329.10
04/16/2019	33106	FEILD AND ASSOCIATES	Transit Project Mgmt for 01-03/2019	6,630.00
04/16/2019	33107	GIRARD & EDWARDS	Legal Counsel - March 2019	4,394.50
04/16/2019	33108	LANGUAGE LINE SERVICES INC	Interpreter Service-March 2019	12.55
04/16/2019	33109	MOUNTAIN DEMOCRAT INC	Public Notice-Discontinuance of Route 70	17.50
04/16/2019	33110	OPERATING ENGINEERS LOCAL UNION #3	Employee Pais Union Dues - April 2019	1,950.00
04/16/2019	33111	PRO-LINE CLEANING SERVICES INC	Janitorial Services - March 2019	900.00
04/16/2019	33112	QUILL	Misc. Office Supplies	713.60
04/16/2019	33113	RESCO PRINTING	Dial-A-Ride Brochures-Qty 3,000	575.93
04/16/2019	33114	STATE OF CA - DEPT OF JUSTICE	Fingerprints, Investigations-Apps & FBI-03/19	49.00
04/16/2019	33115	TRUE VALUE HARDWARE	Parts and Supplies	189.26
04/16/2019	33116	WAYNE'S LOCKSMITH SERVICE	Standard Re-Key in Field/Trip Charge	79.00
04/16/2019	33117	WOLFPACK INSURANCE SERVICES, INC.	Dental/Vision Premium - May 2019	4,846.60
04/16/2019	33118	XEROX FINANCIAL SERVICES	Lease Payment-April 2019	774.35
04/16/2019	33119	PACIFIC GAS & ELECTRIC	Monthly Utility Cost	2,989.87
04/17/2019	33120	AT&T / CALNET 3	Monthly Utility Cost	420.21
04/17/2019	33121	CITY OF PLACERVILLE	Bus Shelter Maintenance-April, May and June 2019	330.00
04/17/2019	33122	EDC CHAMBER OF COMMERCE	Annual Membership 2019/2020	153.00
04/17/2019	33123	EDC FAIR ASSOCIATION, INC.	Fair Grounds P & R Lease 2019	150.00
04/17/2019	33124	EL DORADO IRRIGATION DISTRICT	Monthly Utility Cost	111.18
04/17/2019	33125	LUMINATOR	Front J1708, All-LED Replace Parts #1007	200.00
04/17/2019	33126	MAG LANDSCAPING INC	March 2019 - Landscaping Service	690.00
04/17/2019	33127	TERRIE Y. PRODHON	CPA Services - March 2019	17.88
04/17/2019	33128	VERIZON WIRELESS	Cellular & Wifi Service - March 2019	3,243.79
04/17/2019	33129	ZEP MANUFACTURING CO.	Bus Cleaning Supplies	611.41
04/24/2019	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE APRIL 19, 2019	4,938.28
04/25/2019	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #8	11,624.64
04/25/2019	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #8 SUPP.	8,383.88
04/30/2019	33130	3D DATACOM	Camera ExacqVision-1 Yr Subscription	1,860.67
04/30/2019	33131	ABSOLUTE GLASS INC	Windshield Repairs	265.00
04/30/2019	33132	ARNOLDS FOR AWARDS	Engraving for EOM Plate-May 2019	12.50
04/30/2019	33133	AT&T / CALNET 3	Monthly Utility Cost	376.37
04/30/2019	33134	AT&T MOBILITY	Monthly Utility Cost	186.32
04/30/2019	33135	CA DEPT OF TAX & FEE ADMIN	1st QTR Exempt Bus Operator Diesel Fuel Tax 2019	370.90
04/30/2019	33136	CAL.NET	Camera Service-April 2019	176.92
04/30/2019	33137	CALIFORNIA TRANSIT ASSOCIATION	2019 Spring Legislative Conference - MJ	25.00
04/30/2019	33138	COMCAST	High Speed Cable Internet-April 2019	243.08
04/30/2019	33139	CTAA-COMMUNITY TRANS ASSOC OF AMERICA	Confirmation - Brian James	3,500.00
04/30/2019	33140	D&K AUTO GLASS	Install Rear Pass Qrt Glass #1503	100.00
04/30/2019	33141	EDCTC	County Line Transit Center Study Contract	982.95
04/30/2019	33142	EMP. MISC. REIMBURSEMENT	Mileage Reimb - MJ	123.02
04/30/2019	33143	FASTENAL	First Aid Kit Supplies	59.46
04/30/2019	33144	FEDERAL EXPRESS	Shipping	30.47

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**Check Register**  
**April 2019**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
04/30/2019	33145	GCR TIRES & SERVICE	Tires #1008	1,573.16
04/30/2019	33146	GLOBAL DATA VAULT LLC	Disaster Recovery Cloud Back Up Service	300.00
04/30/2019	33147	HOLT OF CALIFORNIA	Parts and Supplies	3,050.03
04/30/2019	33148	HUNT & SONS INC	Fuel Purchases - April 2019	2,836.34
04/30/2019	33149	IMAGE FACTORY	Dial-A-Ride & Local Guide Edits	468.75
04/30/2019	33150	J. C. NELSON SUPPLY CO.	Janitorial Supplies	231.95
04/30/2019	33151	PACIFIC GAS & ELECTRIC	Monthly Utility Cost	904.07
04/30/2019	33152	QUILL	Misc. Office Supplies	206.00
04/30/2019	33153	RTS IT INC	HyperV22 Server Hardware Replacement-5yr	2,050.00
04/30/2019	33154	TESSCO INC	Med Diamond Claw #1007	210.22
04/30/2019	33155	TOLAR MFG CO INC	3 AD Shelter & 1 Non-AD Shelter	38,481.77
04/30/2019	33156	WESTERN CONTRACT	Parts and Supplies	709.35
04/30/2019	33157	WESTERN SUPPLY INC	Wheel Weights/Balance Beads	615.21
04/30/2019	33158	WESTERN TRUCK PARTS LLC	Parts and Supplies	1,486.05
04/30/2019	33159	YORK RISK SERVICES GROUP INC	Annual Claims Admin Fees FY 2017/2018	388.00
				1,105,140.16
			<b>Total</b>	<b>1,105,140.16</b>

AGENDA ITEM 1 C  
Consent Item

**MEMORANDUM**

**DATE:** June 6, 2019  
**TO:** El Dorado County Transit Authority  
**FROM:** Brian James, Planning and Marketing Manager  
**SUBJECT:** April 2019 Ridership Report

**REQUESTED ACTION:**

**BY MOTION,**

**Receive and File the April 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 April 2019 monthly ridership table comparing the current fiscal year to the previous fiscal year.

**April Ridership**

<b>April 2019</b>	<b>April 2018</b>	<b>Increase</b>	<b>% Increase</b>
29,911	28,870	1,041	3.6%

In April, Demand Response ridership decreased by 7.2%, Local Fixed Route ridership increased by 5.9%, and Commuter ridership increased by 2.3%.

Following is the fiscal year-to-date ridership report comparing the current fiscal year to the previous fiscal year and the April 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 13,885 taps or 43.2% of all ridership in April 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 April 2019

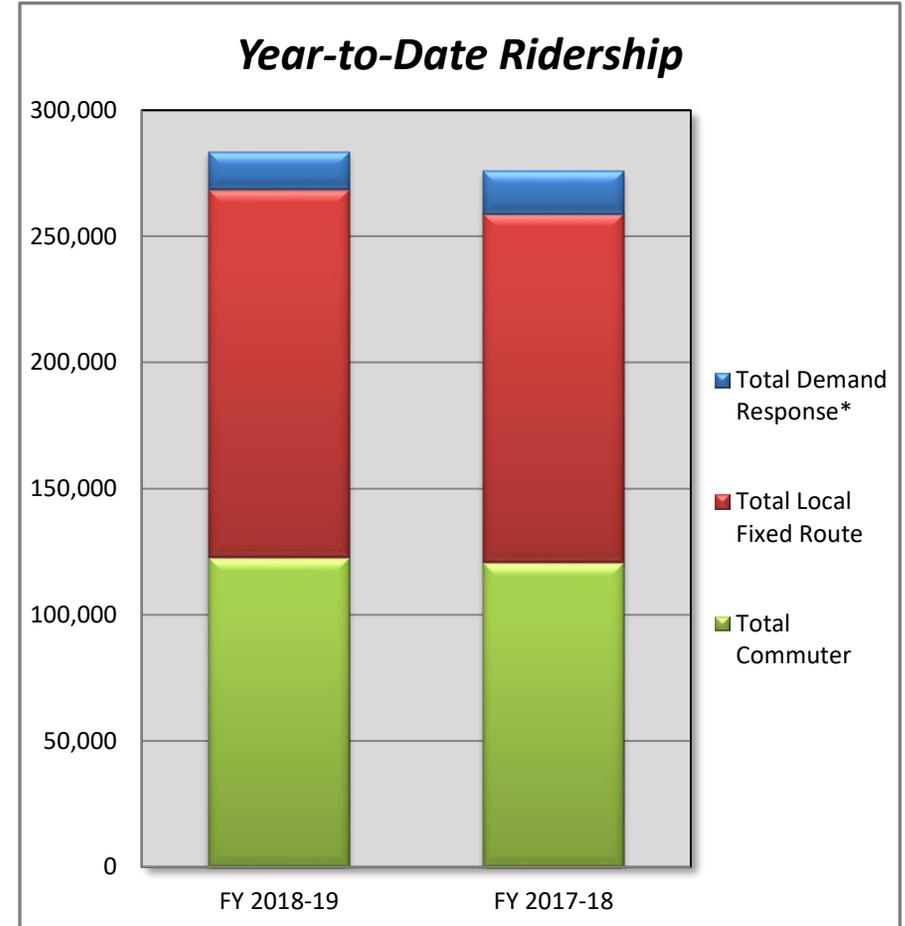


Demand Response	FY 2018-19	FY 2017-18	% Change
Dial-a-Ride	13,882	15,953	-13.0%
Sac-Med	294	465	-36.8%
ADA Paratransit	623	641	-2.8%
<b>Total Demand Response*</b>	<b>14,799</b>	<b>17,059</b>	<b>-13.2%</b>

Local Fixed Route	FY 2018-19	FY 2017-18	% Change
20 - Placerville	36,554	37,313	-2.0%
25 - Saturday Express	3,773	4,164	-9.4%
30 - Diamond Springs	24,502	21,228	15.4%
35 - Diamond Springs Saturday	1,090	895	21.8%
40 - Cameron Park	11,008	10,229	7.6%
50x - 50 Express	35,380	30,437	16.2%
60 - Pollock Pines	30,754	31,119	-1.2%
70 - El Dorado Hills	2,835	2,866	-1.1%
<b>Total Local Fixed Route</b>	<b>145,896</b>	<b>138,251</b>	<b>5.5%</b>

Commuter	FY 2018-19	FY 2017-18	% Change
Sacramento Commuter	121,973	120,148	1.5%
Reverse Commuter	626	478	31.0%
<b>Total Commuter</b>	<b>122,599</b>	<b>120,626</b>	<b>1.6%</b>

Other Services	FY 2018-19	FY 2017-18	% Change
M.O.R.E.	15,617	18,636	-16.2%
Senior Day Care	4,950	5,538	-10.6%
<b>Total Other Services</b>	<b>20,567</b>	<b>24,174</b>	<b>-14.9%</b>



Systemwide*	FY 2018-19	FY 2017-18	% Change
	283,294	275,936	2.7%

\*Does not include Other Services

# April 2019 Ridership Report

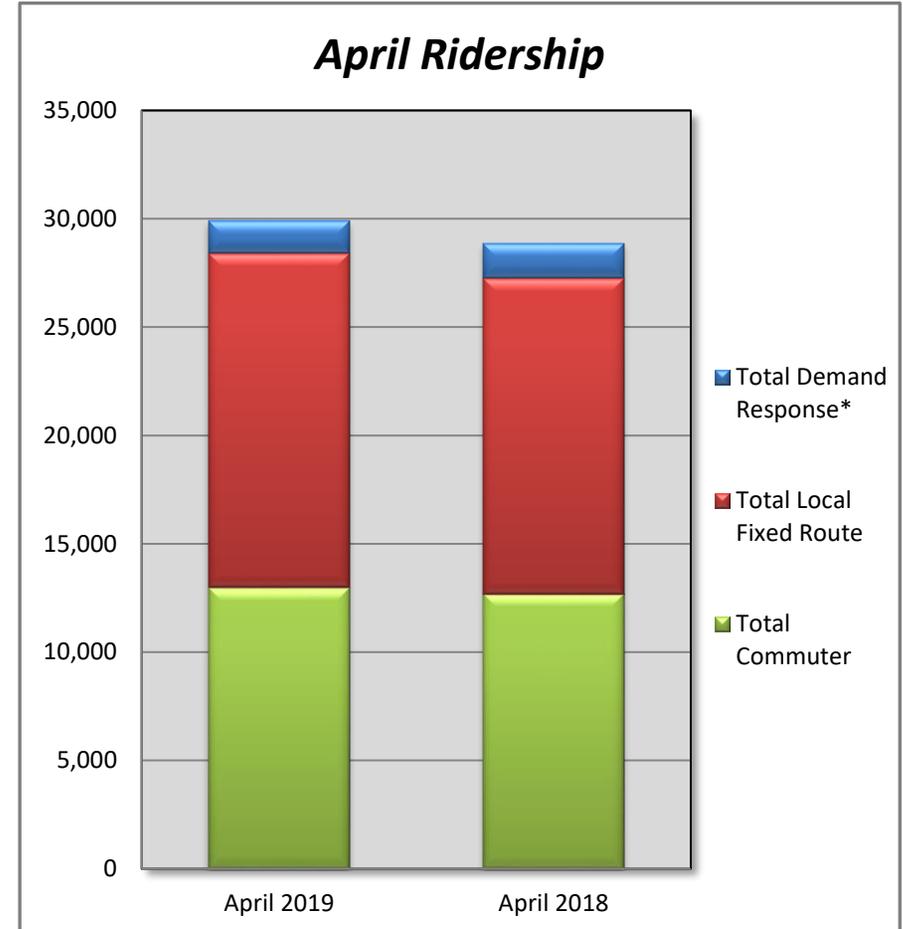


Demand Response	April 2019	April 2018	% Change
Dial-a-Ride	1,402	1,530	-8.4%
Sac-Med	42	37	13.5%
ADA Paratransit	54	48	12.5%
<b>Total Demand Response*</b>	<b>1,498</b>	<b>1,615</b>	<b>-7.2%</b>

Local Fixed Route	April 2019	April 2018	% Change
20 - Placerville	3,721	3,596	3.5%
25 - Saturday Express	394	321	22.7%
30 - Diamond Springs	2,714	2,542	6.8%
35 - Diamond Springs Saturday	71	99	-28.3%
40 - Cameron Park	1,238	1,092	13.4%
50x - 50 Express	3,769	3,645	3.4%
60 - Pollock Pines	3,374	2,880	17.2%
70 - El Dorado Hills	155	396	-60.9%
<b>Total Local Fixed Route</b>	<b>15,436</b>	<b>14,571</b>	<b>5.9%</b>

Commuter	April 2019	April 2018	% Change
Sacramento Commuter	12,899	12,655	1.9%
Reverse Commuter	78	29	169.0%
<b>Total Commuter</b>	<b>12,977</b>	<b>12,684</b>	<b>2.3%</b>

Other Services	April 2019	April 2018	% Change
M.O.R.E.	1,655	1,731	-4.4%
Senior Day Care	545	536	1.7%
<b>Total Other Services</b>	<b>2,200</b>	<b>2,267</b>	<b>-3.0%</b>



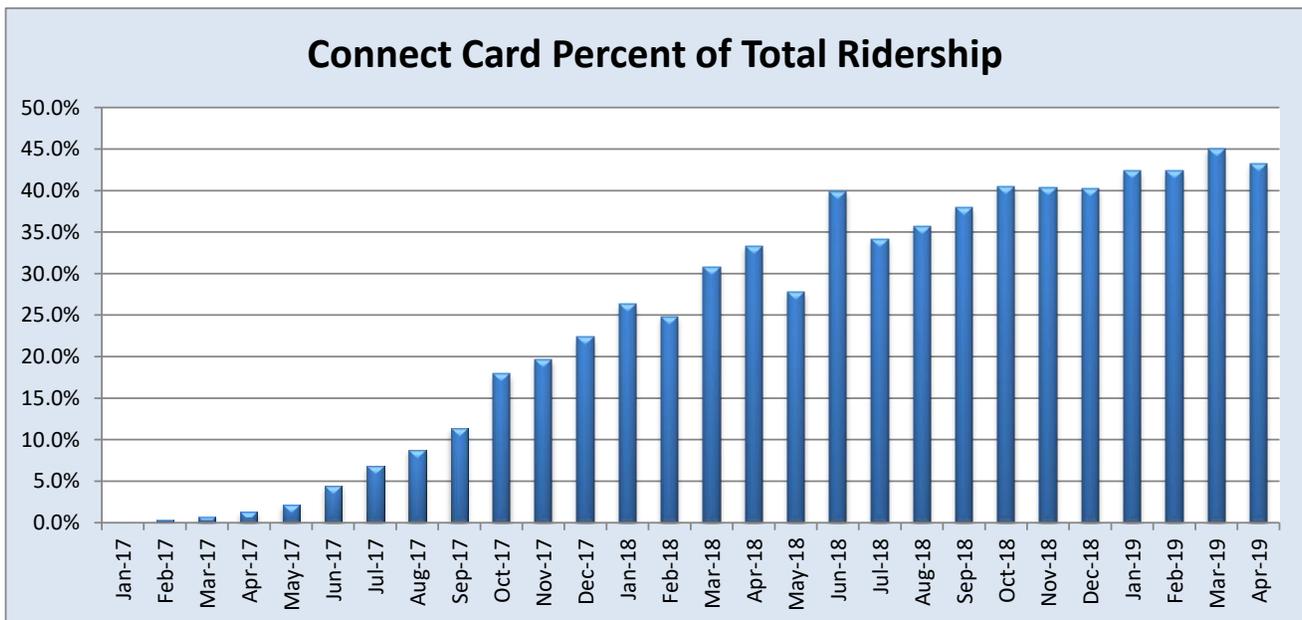
Systemwide*	April 2019	April 2018	% Change
	29,911	28,870	3.6%

\*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%
Feb-19	11,299	26,645	42.4%
Mar-19	14,468	32,158	45.0%
Apr-19	13,885	32,111	43.2%



AGENDA ITEM 1 D  
Consent Item

**MEMORANDUM**

**DATE:** June 6, 2019  
**TO:** El Dorado County Transit Authority  
**FROM:** Megan Wilcher, Secretary to the Board/Administrative Coordinator  
**SUBJECT:** Authorizing Financial Transactions by Newly Appointed Executive Director

**REQUESTED ACTION:**  
**BY MOTION,**

**Adopt Resolution No. 19-17 Authorizing Financial Transactions by Elected Officers and Newly Appointed Executive Director**

**BACKGROUND**

El Dorado Transit banks with Umpqua Bank and Bank of America. The recent appointment of newly appointed Executive Director requires a new authorization for signature approval on accounts at financial institutions.

**DISCUSSION**

Resolution No. 19-17 authorizes the El Dorado County Transit Authority (El Dorado Transit) Chairperson Mark Acuna; Vice-Chairperson John Hidahl and newly appointed Executive Director Matthew Mauk to perform financial transactions required to complete normal banking business practices.

**FISCAL IMPACT**

None

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 19-17**

**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 6<sup>th</sup> day of June 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:



AGENDA ITEM 1 E  
Consent Item

**MEMORANDUM**

**DATE:** June 6, 2019

**TO:** El Dorado County Transit Authority

**FROM:** Julie Petersen, Finance Manager

**SUBJECT:** Resolution No. 19-19 to establish fuel as exempt from competitive bidding and approve Blanket Purchase Orders for said fuel, for fiscal year 2019/20

**REQUESTED ACTION:**  
**BY MOTION,**

1. **Adopt Resolution No. 19-19 Identifying Fuel as Exempt from Competitive Bidding and Authorizing the Executive Director to Procure Fuel from Outside Vendors.**
2. **Approve Blanket Purchase Order No. B25008 issued to Dawson Oil Company in the amount of \$820,000 for fiscal year 2019/20.**
3. **Approve Blanket Purchase Order No. B25013 issued to Hunt & Sons, Inc. in the amount of \$90,000 for fiscal year 2019/20.**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) purchasing procedures allow an exemption to competitive bidding per the following approved El Dorado Transit Procurement Policies and Procedures Manual:

“Chapter 3; Section 14 Sole Sources Procurements:

*b) Sole source procurement may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances applies:*

5. *The unique nature of the property or service required precludes competitive bidding.”*

El Dorado Transit Purchasing Procedures and the Joint Exercise of Powers Agreement establishing El Dorado Transit require Board approval for Purchase Orders over \$25,000 and Purchase Requisitions over \$5,000.

El Dorado Transit operates a fleet of sixty-one (61) vehicles and the fleet currently consumes an average of 6,123 gallons of unleaded gasoline and 11,972 gallons of green low sulfur diesel per month.

## **DISCUSSION**

El Dorado Transit purchases green low sulfur diesel and unleaded gasoline from two (2) local commercial cardlock fuel vendors on a daily basis due to the proximity of the facilities and the availability of differing types of fuel. Transit Operators and maintenance personnel fuel vehicles during the hours of 5:00 AM to 8:00 PM Monday through Friday and from 8:00 AM and 5:00 PM each weekend. Additional fueling is necessary during special shuttle services such as the Fair Shuttle.

Fuel prices at commercial/retail fuel vendors typically fluctuate daily based on the market. As a result, vendors are precluded from providing El Dorado Transit a set contract price for fuel at the pump the way they might if they were delivering fuel to a facility on a less frequent basis. This daily price fluctuation does not lend itself to competitive bidding procedures therefore; the El Dorado Transit Board has allowed an exemption from competitive bidding on fuel since 2000.

Due to the operational need for daily fuel purchasing at outside vendors and the unique nature of daily fuel price fluctuations, it is recommended that fuel procurement be identified as exempt from competitive bidding. With approval, purchase orders will be issued to the two (2) local cardlock vendors that have provided price quotes using a set amount per gallon above their cost. The Executive Director certifies that these purchases are included within the preliminary approved operating budget for Fiscal Year 2019/20.

## **FISCAL IMPACT**

Purchase Order amounts are within budget line item amounts as presented on the Preliminary Operating Budget FY 2019/20 approved on March 7, 2019.

A budget adjustment to this line item has been made in the Final Operating Budget for FY 2019/20 as presented in this agenda packet.

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

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY  
TRANSIT AUTHORITY IDENTIFYING FUEL AS EXEMPT FROM COMPETITIVE  
BIDDING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO PROCURE FUEL

**WHEREAS**, the El Dorado County Transit Authority (El Dorado Transit) purchases ultra-low sulfur diesel and unleaded gasoline for fleet vehicles daily; and

**WHEREAS**, El Dorado Transit currently purchases fuel from two (2) commercial cardlock vendors; and

**WHEREAS**, the purchase of fuel from two (2) local vendors is practical due to the proximity of fuel facilities and the availability of differing types of fuel; and

**WHEREAS**, cardlock type, retail fuel vendor pricing fluctuates daily which does not lend itself to competitive bidding procedures; and

**WHEREAS**, El Dorado Transit has received structured price quotes from all vendors; and

**WHEREAS**, approved El Dorado Transit Procurement Policies and Procedures Manual: Chapter 3; Section 14(b)(5) allows for exemption from competitive bidding by resolution when the unique nature of the property does not lend itself to bidding; and

**NOW THEREFORE, BE IT RESOLVED**; that:

1. The purchase of fuel is considered unique in nature due to the daily fluctuation in price and is hereby declared exempt from competitive bidding.
2. The Executive Director is authorized to purchase fuel from outside vendors.

**PASSED AND ADOPTED**, this 6th day of June 2019.

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Mark Acuna, Chairperson

ATTEST:

\_\_\_\_\_  
Megan Wilcher, Secretary to the Board

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

**PURCHASE ORDER NO. B25008**

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

**DATE: 07/01/19**

ACCOUNT: 5040.01      CLASS: 110  
 ACCOUNT: 5040.80      CLASS: 100  
 ACCOUNT: VARIOUS      CLASS: VARIOUS

TO: DAWSON OIL COMPANY  
 PO BOX 360  
 ROCKLIN, CA 95677

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

Contact: Ashley

Vendor Phone No: (530) 642-2681

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 10th OF THE MONTH		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		FUEL PURCHASES AND DIESEL EXHAUST FLUID AND ADDITIVES FOR TRANSIT FLEET VEHICLES FOR FISCAL YEAR 07/01/19 THROUGH 06/30/20		NOT TO EXCEED: \$820,000.00
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	\$820,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$820,000.00
<b>PURCHASING AGENT</b>				

**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."

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

**PURCHASE ORDER NO. B25013**

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

**DATE: 07/01/19**

ACCOUNT: 5040.01      CLASS: 110  
 ACCOUNT: 5040.80      CLASS: 100  
 ACCOUNT: VARIOUS      CLASS: VARIOUS

SHIP & INVOICE TO:

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

TO: HUNT & SONS INC  
 P.O. BOX 277670  
 SACRAMENTO, CA 95827-7670

Contact:

Vendor Phone No: (530) 642-2681

Fax No:

PROMISED DELIVERY DATE	TERMS: NET 10
	F.O.B. DESTINATION

QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		FUEL PURCHASES AND BULK OIL AND ADDITIVES FOR TRANSIT FLEET VEHICLES FOR FISCAL YEAR 07/01/19 THROUGH 06/30/20		NOT TO EXCEED: \$90,000.00

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.	<b>SUBTOTAL</b>	\$90,000.00
	<b>SHIPPING</b>	
	<b>SALES TAX</b>	
	<b>TOTAL</b>	NTE: \$90,000.00

**PURCHASING AGENT**

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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AGENDA ITEM 1 F  
Consent Item

**MEMORANDUM**

**DATE:** June 6, 2019  
**TO:** El Dorado County Transit Authority  
**FROM:** Julie Petersen, Finance Manager  
**SUBJECT:** Purchase Orders for Insurance Coverage for Fiscal Year 2019/20

**REQUESTED ACTION:**  
**BY MOTION,**

1. Approve Purchase Order 25004 issued to the California Transit Indemnity Pool in the amount of \$575,000 for Liability
2. Approve Purchase Order 25005 issued to the California Transit Indemnity Pool in the amount of \$25,000 for Physical Damage
3. Approve Purchase Order 25006 issued to the California Transit Indemnity Pool in the amount of \$18,000 for Employment Practices Liability
4. Approve Purchase Order 25024 issued to the Special District Risk Management Authority in the amount of \$225,000

**BACKGROUND**

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

March 7, 2019 Board adopted the Preliminary Operating Budget for FY 2019/20

**DISCUSSION**

The presented purchase orders address El Dorado Transit's liability, physical damage, employment practices and worker's compensation insurance premiums. The Preliminary Operating Budget was based on estimates; final premium rates have now been received.

- California Transit Indemnity Pool – Liability Purchase Order No. 25004  
Not To Exceed \$575,000
- California Transit Indemnity Pool – Physical Damage Purchase Order No. 25005  
Not To Exceed \$25,000

- California Transit Indemnity Pool – Employment Practices Purchase Order No. 25006 Not To Exceed \$18,000
- Special District Risk Management Authority Purchase Order No. 25024 Not To Exceed \$225,000

The Executive Director certifies that these purchases are processed within approved Purchasing Procedures per the El Dorado Transit Procurement Policies and Procedures Manual:

“Chapter 3; Section 14 Sole Sources Procurements:

- b) *Sole source procurement may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances applies:*
  - 5. *The unique nature of the property or service required precludes competitive bidding.*
- c) *The exemption provided by subsection (b) herein shall apply only to the purchase of such items as listed or that have been identified by resolution of the El Dorado Transit Board of Directors:*
  - c. *Insurance”*

Premiums for Employment Practices Liability are below the threshold requiring Board approval however this is typically presented at this time.

**FISCAL IMPACT**

Purchase Order amounts are within the overall budget in the proposed Final Fiscal Year 2019/20 Operating Budget presented as a part of this agenda packet.

	FY 2019/20 Adopted Preliminary <u>Budget</u>	FY 2019/20 Proposed Final <u>Budget</u>
5060.01 – Public Liability	\$708,000	<b>\$575,000</b>
5060.02 – Physical Damage	\$34,000	<b>\$25,000</b>
5060.04 – EPLI Coverage	\$20,000	<b>\$18,000</b>
5020.05 – Workers’ Compensation	\$320,000	<b>\$225,000</b>

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

**PURCHASE ORDER NO. 25004**

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

**DATE: 07/01/19**

ACCOUNT: 1300                      CLASS: 125

TO: CalTIP  
 c/o BICKMORE  
 1750 CREEKSIDE OAKS DRIVE STE 200  
 SACRAMENTO, CA 95833

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

Contact: Vicky Quintrall  
 Vendor Phone No: (916) 244-1104

Fax No: (916) 244-1199

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		LIABILITY PROGRAM ANNUAL RENEWAL FOR FISCAL YEAR 07/01/19 THROUGH 06/30/20  COVERAGE PERIOD 05/01/19 THROUGH 04/30/20  COVERAGE LIMITS ARE AS FOLLOWS: CalTIP \$2M SELF-INSURED RETENTION GEM @ \$1M EXCESS OF \$2M MUNICH Re @ \$2M x \$3M EVEREST Re @ \$5M x \$5M HALLMARK @ \$5M EXCESS OF \$10M AWAC @ \$10M EXCESS \$15M  TOTAL LIABILITY LIMIT OF \$25M		\$575,000.00
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.			<b>SUBTOTAL</b>	\$575,000.00
			<b>SHIPPING</b>	
			<b>SALES TAX</b>	
			<b>TOTAL</b>	\$575,000.00
<b>PURCHASING AGENT</b>				

**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."

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

**PURCHASE ORDER NO. 25005**

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

**DATE: 07/01/19**

ACCOUNT: 1300

CLASS: 125

TO: CalTIP  
 c/o BICKMORE  
 1750 CREEKSIDE OAKS DRIVE STE 200  
 SACRAMENTO, CA 95833

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

Contact: Vicky Quintrall  
 Vendor Phone No: (916) 244-1104

Fax No: (916) 244-1199

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		VEHICLE PHYSICAL DAMAGE PROGRAM ANNUAL RENEWAL FOR FISCAL YEAR 07/01/19 THROUGH 06/30/20  COVERAGE PERIOD 05/01/19 THROUGH 04/30/20  COVERAGE LIMITS ARE AS FOLLOWS: CalTIP \$100K SELF-INSURED RETENTION EVANSTON \$19.9M x \$100K MAXUM INDEMNITY/LLOYD'S/HISCOX \$10M x \$20M  TOTAL LIABILITY LIMIT OF \$30M		\$25,000.00
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	\$25,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	<b>\$25,000.00</b>
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

**PURCHASE ORDER NO. 25006**

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

**DATE: 07/01/19**

ACCOUNT: 1300

CLASS: 125

TO: CalTIP  
 c/o BICKMORE  
 1750 CREEKSIDE OAKS DRIVE STE 200  
 SACRAMENTO, CA 95833

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

Contact: Vicky Quintrall

Vendor Phone No: (916) 244-1104

Fax No: (916) 244-1199

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		EMPLOYMENT PRACTICES LIABILITY INSURANCE ANNUAL RENEWAL FOR FISCAL YEAR 07/01/19 THROUGH 06/30/20  COVERAGE PERIOD 05/01/19 THROUGH 04/30/20		\$18,000.00
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	\$18,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	<b>\$18,000.00</b>
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

**PURCHASE ORDER NO. 25024**  
 THIS NUMBER MUST APPEAR ON ALL INVOICES,  
 PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/19**  
 ACCOUNT: 1300 CLASS: 125

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

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

Contact: Sherrill Hanley  
 Vendor Phone No: (800) 537-7790 ext 20 Fax No: (916) 231-4111

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		WORKERS' COMPENSATION INSURANCE PREMIUMS FOR FISCAL YEAR 07/01/19 THROUGH 06/30/20		\$225,000.00
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.  <b>PURCHASING AGENT</b>			<b>SUBTOTAL</b>	\$225,000.00
			<b>SHIPPING</b>	
			<b>SALES TAX</b>	
			<b>TOTAL</b>	\$225,000.00

**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 G  
Consent Item

**MEMORANDUM**

**DATE:** June 6, 2019  
**TO:** El Dorado County Transit Authority  
**FROM:** Brian James, Planning and Marketing Manager  
**SUBJECT:** Charter Rate for Fiscal Year (FY) 2019/20

**REQUESTED ACTION:**

**BY MOTION,**

**Approve Charter Rate of \$170.00 per Hour for Fiscal Year (FY)  
2019/20**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) currently provides limited charter services as allowed per State and Federal guidelines. El Dorado Transit establishes an hourly charter rate as per the guidelines set forth in the *Transportation Development Act (TDA), Statutes and California Codes of Regulations, January 2005*. The current, adopted charter rate for FY 2018/19 is \$160.00 per service hour.

**DISCUSSION**

The State of California TDA regulations Section 99250 include the following guidance regarding charter services performed by a public transit agency:

1. "...charter bus service rates and minimums shall be established which are...at least equal to the average of the three lowest current rates charged by private charter bus carriers actually operating charters originating in the same service area of the public transportation system during the prior year."
2. "All charter bus service rates shall be reviewed and adjusted not less than semiannually to reflect variations in actual and assumed costs, as well as private charter bus carrier rates."

Staff solicited quotes from private charter providers operating in the service area. The participating operators were asked to base their quotes on at least a seven (7) hour charter to include dead-head and fuel surcharges where applicable. Average hourly rates were calculated and ranked. The average of the three (3) lowest quotes was \$150.95 per hour. This rate is lower than the current commuter operations cost per hour of \$166.15 as reported in the El Dorado Transit Six-Month 2018/19 Administrative Operations Report, March 7, 2019.

Staff recommends El Dorado Transit's rate for charter service be set at no less than \$170.00 per service hour for FY 2019/20. Consistent with the TDA regulations, this rate will be non-competitive with private operator's average rates for similar service and will adequately cover El Dorado Transit's operating costs.

**FISCAL IMPACT**

<u>Item</u>	<u>Period</u>	<u>Rate</u>
Charter Service Rate	Effective July 1, 2019	\$170.00/hour

AGENDA ITEM 1 H  
Consent Item

**MEMORANDUM**

**DATE:** June 6, 2019  
**TO:** El Dorado County Transit Authority  
**FROM:** Brian James, Planning and Marketing Manager  
**SUBJECT:** Caltrans Division of Rail and Mass Transportation Low Carbon Transit Operations Program (LCTOP)

**REQUESTED ACTION:**  
**BY MOTION,**

**Adopt Resolution No. 19-18 Authorizing the El Dorado County Transit Authority and the Executive Director to execute all documents for the Caltrans Division of Rail and Mass Transportation Low Carbon Transit Operations Program (LCTOP), Fiscal Year 2018/19**

**BACKGROUND**

The Low Carbon Transit Operations Program (LCTOP) is a component of the Transit, Affordable Housing and Sustainable Communities Program established by the California Legislature in 2014 under Senate Bill 862. The purpose of this program is to provide operating and capital assistance to transit agencies to reduce greenhouse gas emissions and improve mobility, with a focus on environmentally disadvantaged communities. Funding is available to current Public Utilities Commission (PUC) 99313, and 99314 fund recipients.

**DISCUSSION**

The El Dorado County Transit Authority (El Dorado Transit) is applying for \$331,722 in LCTOP funds to continue to partially fund the service enhancements that were implemented in Cameron Park effective July 6, 2015. As per the Administrative Operations Report, the total expenses for the Cameron Park route in Fiscal Year (FY) 2017/18 were \$421,673.

The project is based on the recommendations of the adopted 2014 Western El Dorado County Short- and Long- Range Transit Plan, June 2014. The project increased the service levels in Cameron Park from 180 minute headways (service every three (3) hours), to 60 minute headways (service every hour) localized to Cameron Park.

This funding request complements currently programmed and approved Local Transportation Funds (LTF) as indicated in the Board approved budget.

Resolution No. 19-10 was adopted by the Board on April 4, 2019 delegating authorization to execute the documents and any amendments to Mindy Jackson, Executive Director. Resolution No. 19-18 will delegate authorization to execute the documents and any amendments to Matthew Mauk, Executive Director.

**FISCAL IMPACT**

The Fiscal Year (FY) 2018/19 Caltrans Division of Rail and Mass Transportation LCTOP grant application represents a total of \$331,722 in revenue for FY 2019/20 transit operations in Cameron Park. This grant amount was included in the Board approved operating budget.

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 19-18**

AUTHORIZATION FOR THE EXECUTION OF THE  
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS  
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)  
FOR THE FOLLOWING PROJECT:  
CONTINUATION OF THE CAMERON PARK SERVICE ENHANCEMENT PROJECT  
\$331,722 IN LOW CARBON TRANSIT OPERATIONS PROGRAM FUNDS

**WHEREAS**, the El Dorado County Transit Authority (El Dorado Transit) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the California Department of Transportation (Department) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, El Dorado Transit wishes to delegate authorization to execute these documents and any amendments thereto to Matthew Mauk, Executive Director.

**WHEREAS**, El Dorado Transit wishes to implement the following LCTOP project listed above,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of El Dorado Transit that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that Matthew Mauk, Executive Director be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of El Dorado Transit that it hereby authorizes the submittal of the following project nomination and allocation request to the Department in FY 2018-19 LCTOP funds:

**Project Name:** Continuation of the Cameron Park Service Enhancement Project  
**Amount of LCTOP Funds Requested:** \$331,722  
**Description of Project:** Fixed route bus service in Cameron Park with 60 minute headways  
**Contributing Sponsors:** No contributing sponsors

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of said Board, held on this 6<sup>th</sup> day of June 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 I  
Consent Item

**MEMORANDUM**

**DATE:** June 6, 2019

**TO:** El Dorado County Transit Authority

**FROM:** Brian James, Planning and Marketing Manager

**SUBJECT:** **Final Triennial Performance Audit of the El Dorado County Transit Authority for Fiscal Years 2015/16 through 2017/18**

**REQUESTED ACTION:**  
**BY MOTION,**

**Receive and file the final Triennial Performance Audit of the El Dorado County Transit Authority for Fiscal Years 2015/16 through 2017/18**

**BACKGROUND**

The El Dorado County Transportation Commission (EDCTC) is statutorily required by California Public Utilities Code §99246 to designate entities other than itself to conduct a Triennial Performance Audit of the activities of the Regional Transportation Planning Agency (RTPA) and the Transit Operator to whom it allocates Transportation Development Act (TDA) funds. The performance audit generally follows the guidelines established in the Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities, published by the California Department of Transportation (Caltrans) Division of Mass Transportation.

The findings from the draft Triennial Performance Audit of the El Dorado County Transit Authority for Fiscal Years 2015/16 through 2017/18 were submitted to the El Dorado County Transit Authority Board of Directors on May 2, 2019, and the findings were presented by Genevieve Evans of LSC Transportation Consultants, Inc.

**DISCUSSION**

The El Dorado County Transportation Commission (EDCTC) retained LSC Transportation Consultants, Inc. to prepare the Triennial Performance Audit of El Dorado County Transit Authority (El Dorado Transit). The management response follows, and the final Triennial Performance Audit of El Dorado Transit is provided as Attachment A under separate cover.



# EL DORADO TRANSIT

May 3, 2019

Board of Directors  
El Dorado County Transit Authority  
6565 Commerce Way  
Diamond Springs, CA 95619

Re: Triennial Performance Audit of the El Dorado County Transit Authority for Fiscal Years 2015/16 through 2017/18

Honorable Board Members:

The El Dorado County Transit Authority (El Dorado Transit) is pleased to provide responses to the draft Triennial Performance Audit of the El Dorado County Transit Authority for Fiscal Years 2015/16 through 2017/18 dated May 2, 2019.

Responses to the five (5) findings and three (3) recommendations reported in the draft Triennial Performance Audit of the El Dorado County Transit Authority for Fiscal Years 2015/16 through 2017/18 follow:

## FINDINGS

- El Dorado Transit was found to be in compliance with all performance related sections of the TDA public utilities code as identified in Table 4.

*Management response: We concur.*

- El Dorado Transit submits State Controller Reports and Fiscal and Compliance Audits in a timely fashion.

*Management response: We concur.*

- El Dorado Transit has a good data collection and reporting process in place. The Administrative Operations reports are effective and informative.

*Management response: We concur.*

- Operating data found in internal reports generally match that reported to the State Controller with the exception of FTE's and Vehicle Service Miles for FY 2017-18.

*Management response: After staff review of internal reports and the State Controller reports, it has been determined that the FTE's reported to the State Controller's Office (SCO) at 69 was understated by three (3) FTE's. This has been found to represent the Extra Help positions. The correct number of 72 was reported in the Administrative Operations Report. In addition, it has been determined that the Total Actual Vehicle Revenue Miles reported to*

*the SCO at 1,129,508 was understated by 21,496 miles. The correct number of 1,151,004 was reported in the Administrative Operations Report. There will be a thorough review of both the Administrative Operations Report and the State Controllers Report for accuracy prior to submission to the SCO.*

- Overall performance declined for El Dorado Transit, due mostly to a nationwide downtrend in ridership combined with new state pension requirements which significantly impacted operating costs. However, El Dorado Transit farebox ratio still remains well above the blended farebox ratio.

*Management response: We concur.*

## RECOMMENDATIONS

- Monitor operating costs closely and look for cost saving opportunities as part of the ongoing Short Range Transit Plan effort and going forward.

*Management response: We agree with the recommendation and will continue to look for cost saving opportunities.*

- As Information Technology (IT) demands for public transit related applications such as security cameras, Routematch software and automated vehicle announcement systems put a strain on maintenance staff time, El Dorado Transit should consider hiring additional staff to fill this role.

*Management response: We will consider hiring additional staff or contracting IT service in the next budget preparation cycle if necessary.*

- Ensure that offering Special Services transportation does not negatively impact the provision of regularly scheduled public transit service.

*Management Response: We concur.*

El Dorado Transit is proud to receive another outstanding triennial performance audit. The three-year performance audit is a clear and concise presentation of information for the public, policymakers and outside agencies on the effectiveness of El Dorado Transit operations.

Feel free to contact me with any comments or questions at (530) 642-5383 Ext. 210 or [mjackson@eldoradotransit.com](mailto:mjackson@eldoradotransit.com).

Warm regards,



Mindy Jackson  
Executive Director

AGENDA ITEM 1 J  
Consent Item

**MEMORANDUM**

**DATE:** June 6, 2019  
**TO:** El Dorado County Transit Authority  
**FROM:** Maria Harris, Human Resources Manager  
**SUBJECT:** Ratification of the Executive Director Employment Contract

**REQUESTED ACTION:**

**BY MOTION,**

**Final ratification of the Executive Director Employment Contract approved May 2, 2019.**

**BACKGROUND**

May 2, 2019 The El Dorado County Transit Authority Board (Board) negotiated the initial contract with incoming Executive Director, Matthew Mauk. The term of the employment contract shall end on June 30, 2020.

**DISCUSSION**

The matter before the Board today is final ratification of the employment contract and public comment. The employment contract is attached as Exhibit A.

**EMPLOYMENT AGREEMENT BETWEEN THE  
EL DORADO COUNTY TRANSIT AUTHORITY AND  
THE EXECUTIVE DIRECTOR**

This Agreement (hereinafter referred to as the "Agreement"), effective May 20, 2019, is entered into by and between the El Dorado County Transit Authority located at 6565 Commerce Way, Diamond Springs, California (hereinafter referred to as "EDCTA"), and Matthew Mauk (hereinafter referred to as the "Executive Director," collectively referred to as the "Parties"). In consideration of the mutual promises made herein, the parties agree to the following:

WHEREAS, the County of El Dorado and the City of Placerville have entered into a Joint Powers Agreement establishing the EDCTA;

WHEREAS, paragraph eight (8) of the Joint Powers Agreement provides that the Executive Director serves at the pleasure of the EDCTA Board of Directors (the "Board") and further establishes the powers and duties of the Executive Director.

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

**I. Description of Executive Director Duties.**

The Executive Director shall do and perform all services, acts, or deeds necessary or advisable to fulfill the duties of the Executive Director including duties specified by the Board. The powers and duties of the Executive Director shall be as set forth in paragraph eight (8) of the Joint Powers Agreement. However, the Executive Director shall at all times comply with and be subject to the direction of the Board and the policies established by the Board.

**II. Employment Status.**

The Executive Director shall serve at the pleasure of the Board as a management and supervisory employee who is not entitled to any overtime or compensatory time off. The Executive Director shall work those hours that are necessary to perform the duties and responsibilities of the position.

**III. Termination of Employment.**

A. Executive Director is an "at will" employee and Board may terminate this Agreement at any time after the effective date, for any reason or no reason, immediately upon written notice to the Executive Director as further specified herein. In the event of termination without cause by Board, the Executive Director shall be entitled to severance pay equal to three (3) months salary from the effective date of termination and continuation of health, dental, and vision insurance coverage for three (3) months from the effective date of termination. In the event the termination is for cause, the payment of severance pay and continuation of health, dental, and vision insurance coverage as described in this paragraph shall not be provided.

However, in either case the Executive Director shall be entitled to compensation for all accrued vacation leave and salary earned as of the effective date of termination.

B. Prior to terminating the Executive Director for cause, Board shall give the Executive Director thirty (30) days written notice of its intention to terminate him for cause. Any decision to terminate the Executive Director for cause shall be effective upon the date determined by Board, except that such date shall not be sooner than thirty (30) calendar days after the notice of termination is given to the Executive Director, unless otherwise agreed to by the Board and the Executive Director. In the event that the Executive Director is terminated for cause, all rights and obligations of the Parties under the Agreement shall be deemed fully satisfied on the effective date of the termination and the Executive Director shall not be entitled to any further benefit under the Agreement, unless otherwise agreed to by the Board and the Executive Director.

C. Executive Director may terminate employment upon providing the Board with thirty (30) days written notice of termination. If the Executive Director terminates employment at any time, he shall forfeit any severance pay and shall only be entitled to compensation for all accrued vacation leave and salary earned as of the effective date of termination.

D. Notwithstanding any other provision of the Agreement, Board and Executive Director may, by mutual consent, terminate this Agreement before its expiration.

E. The Board, in its sole discretion, may void this Agreement with no compensation due to the Executive Director in the event the Executive Director's criminal background check discloses a criminal conviction.

#### **IV. Compensation.**

Board may review Executive Director's salary and adjust at its sole discretion. The Executive Director's base pay as of the date of this agreement shall be Step 1 of the Executive Director - Contract Salary Schedule, which is attached hereto as Attachment A. The Board may grant merit increases to the Executive Director during the term of this Agreement. The award of a merit increase shall be reflected in the minutes of the Board.

#### **V. Benefits.**

A. Retirement. The Executive Director shall pay the Executive Director's contribution to the Public Employee's Retirement System.

B. Health, Dental, and Other Insurance Premiums. EDCTA shall provide the option for health, dental, and vision insurance for the Executive Director and family at levels that are at least equal to that provided to other EDCTA employees at the same contribution rate for full-time regular employees.

C. Flexible Spending Account. EDCTA shall provide a matching contribution to the Executive Director's Flexible Spending Account of \$6,000 per calendar year subject to the terms set forth in Board Resolution No. 13-17.

D. Vacation Leave, Sick Leave, Management Leave, and Holidays. The Executive Director shall accrue vacation at the rate of 4.7 hours per pay period with a 320-hour vacation accrual cap. Sick leave shall accrue at the rate of 3.7 hours per pay period with a maximum sick leave accrual of 504 hours. The Executive Director shall be granted 80 hours of management leave per fiscal year as per adopted *El Dorado County Transit Authority Policies and Procedures*. Holidays shall be granted as provided for other employees and approved policies.

E. Life Insurance. EDCTA shall furnish a life insurance policy in Executive Director's name with a face value of \$50,000.00 payable to beneficiaries as designated by Executive Director during Executive Director's employment with the EDCTA.

**VI. Evaluations.**

The Board shall evaluate the Executive Director's performance at least annually and shall coordinate with the Executive Director to set performance goals and objectives for the ensuing fiscal year.

**VII. Indemnity.**

A. EDCTA shall include the Executive Director as a named insured in its liability and errors and omissions insurance policies.

B. EDCTA shall, to the full extent permitted by law, defend, hold harmless, and indemnify the Executive Director from any and all demands, claims, suits, actions, and legal proceedings brought against him in his personal or official capacity as an agent and/or employee of EDCTA, provided that the incident arose while the Executive Director was acting on matters related to his employment with EDCTA.

C. In no event will any individual Board member be personally liable for indemnifying the Executive Director.

**VIII. Term of Agreement.**

This Agreement shall be for the period beginning on May 20, 2019, and ending June 30, 2020.

**IX. Entire Agreement.**

This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the employment of the Executive Director by EDCTA and contains all of the covenants and agreements between the parties with respect to that employment in any manner whatsoever. Each party to this Agreement acknowledges that no representations have been made by any party or anyone acting on behalf of any party that are not embodied herein, and that no other agreement, statement or promise not contained in this Agreement shall be valid

or binding. Each party has been advised to seek the advice of legal counsel regarding any of the agreements, terms, and covenants contained in this Agreement.

**X. Modification.**

No changes, amendments, or alterations shall be effective unless in writing and signed by both parties.

**XI. Law Governing Agreement.**

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

**XII. Delivery of Notices.**

All notices permitted or required under the Agreement shall be given to respective parties at the following address:

Executive Director:



EDCTA:

6565 Commerce Way  
Diamond Springs, California

Such notices shall be deemed received when personally delivered or when deposited in the U.S. Mail. However, actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

**XIII. Headings.**

The headings of sections of the Agreement have been inserted for convenience of reference only and shall not affect the interpretation of any of the provisions of the Agreement.

**XIV. Attorney's Fees.**

In the event of any action or proceeding to enforce or construe any of the provisions of the Agreement, Executive Director and EDCTA shall each bear the cost of their own attorney's fees and costs regardless of the outcome of the action or proceeding.

**XV. Severability.**

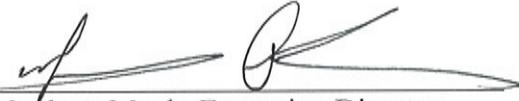
If any portion of the Agreement is declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforceability of the remaining provisions of the Agreement.

**XVI. No Assignment.**

The Executive Director may not assign or transfer any rights granted or obligations assumed in the Agreement.

**El Dorado County Transit Authority**

DATED: 5/2/19

By:   
Matthew Mauk, Executive Director

DATED: 5/2/19

By:   
Mark Acuna  
Chairperson, EDCTA

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

Attachment A

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

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

Attachment A

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 March 7, 2019; Resolution 19-04

\* Represented; Board Ratified June 4, 2015

\*\*Executive Director Contract Approved by Board October 4, 2018

AGENDA ITEM 1 K  
Consent Item

**MEMORANDUM**

**DATE:** June 6, 2019

**TO:** El Dorado County Transit Authority

**FROM:** Julie Petersen, Finance Manager

**SUBJECT:** Approve Purchase Order for Acquisition of One (1)  
Gillig 35 foot 32-passenger/2 wheelchair Low-Floor Clean Diesel  
Transit Bus

**REQUESTED ACTION:**  
**BY MOTION,**

- 1. Approve Purchase Order No. 24277 in the amount of \$485,509.00 issued to Gillig LLC. for the acquisition of One (1) 35 Foot Low Floor Clean Diesel Transit Bus**
- 2. Authorize Executive Director to execute all documents related to this purchase within the approved Capital Improvement Plan Project 18-04 Budget**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) received funding for capital projects through the Federal Transit Administration (FTA) Section 5307/5339 for partial funding of one (1) replacement local route bus. The proposed purchase order utilizes FTA section 5307 and State Transit Assistance (STA) funds.

**DISCUSSION**

On August 9, 2017 the El Dorado Transit Board approved the Revised Capital Improvement Plan (CIP) for fiscal year 2017/18. This plan included project 18-04 for the acquisition of four (4) 35 foot low floor clean diesel transit buses to replace three (3) 35' Bluebird buses and one (1) cut-away bus.

On January 15, 2019 the funding contract for the FTA 5307/5339 was fully executed for one (1) of the four (4) buses included in the capital project.

At this time, El Dorado Transit has been awarded the remaining FTA 5307/5339 grant funding but the contract has not been executed. Therefore, the purchase of the remaining three (3) buses will be brought before the Board for approval on a later date.

Per procedure, El Dorado Transit submits each CIP project purchase order for Board approval prior to submission.

**FISCAL IMPACT**

	Proposed <u>Budget</u>
Federal Transit Administration 5307	\$ 196,253
Federal Transit Administration 5307/5339 (Awarded, Contract Pending)	\$ 192,234
State Transit Assistance (STA)	<u>\$ 97,122</u>
<i>Total Revenue</i>	<i>\$ 485,609</i>

**EL DORADO COUNTY TRANSIT AUTHORITY**

**6565 COMMERCE WAY  
DIAMOND SPRINGS, CA 95619-9454  
(530) 642-5383**

**PURCHASE ORDER NO. 24277**  
THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 06/06/19**  
ACCOUNT: 9600 CLASS: 125

TO: Gillig, LLC.  
P.O. Box 3008  
Hayward, CA 94540-3008

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

Contact: Lee Petersen  
Vendor Phone No: (510) 785-1500 Fax No: (510) 785-6819

PROMISED DELIVERY DATE		TERMS: Net 30 Days		
20 Months		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
1	EA	35' Diesel Low Floor Bus; 13 Cummins ISL 280 HP Engine; Standard Fleetguard Coolant Filter; Standard Fleetguard Fuel Filter; Delco 24MT Starter; Nihoff C803 Alternator; Donaldson Informer Air Restriction Indicator; EMP Electric Cooling Radiator; Allison B400R Transmission; Disc Brakes; C/R Oil Axle Hub Seals; Hub Piloted Wheel Mounting;	\$415,097.00	\$415,097.00
1	EA	(7) Full Polished w/Durabright Wheels; (7) Goodyear G661 Tires; Fast Fill - Fuel Fill; Fuel Gauge; (2) Mechanical Rear Run Box Guages; Rear Hand Throttle; SKF Dual Turbo 2000 Air Dryer; (1) Anderson 350 Battery Jump Start Conn;		
1	EA	Automatic Chains; EBM Brushless HVAC Motors (TK); X426 HVAC Compresspr (TK); R134A Refrigerant; Fresh Air Intake; HVAC Pressure Display; Brushless Drivers Heater Motors; (2) AUX Drivers fan; 34" Swing Rear Door; Air Open/Spring Close (Full Driver Control) Rear Door Cont.;		
1	EA	Ricaro Drivers Seat; Schedule Holder Amseco 6468 Passenger Seats; Pull Cord Passenger Signals; SSTL Verticle Stanchions/Handles; (14) Nylon Grab Straps; Bonded/Transom (non Serviceable) Passenger Windows; Halegon Headlights; (4) 4" LED Tail Lights; Prewire & w/o Antenna 2-way Radio & Antenna; Hand Mic; Drivers Speakers; Prewire Farebox; RCA Rubber Flooring Material; (2) Manual Roof Hatches; B&R 8x11 2 Piece Heated/Remote Exterior Mirrors; (3) Required Drivers Dash Gauges;		
1	EA	(4) Color Exterior Paint / Graphics; Amerex V-25 Safety Net Fire Suppression System; Sportworks DL@ (Black Powder Coated) Bike Racks; Bike Rack Deployed Lamp;		
1	EA	Automatic Traction Control, Automatic Stability Controls		
1	EA	Prewire (8) Cameras Video Serveillance System;	\$3,827.00	\$3,827.00
1	EA	INIT Connect Card Pre-Wire Only LUFT-U, LU-18 (6:1) Wheelchair Ramp;	\$2,000.00	\$2,000.00
1	EA	(2) Qpods; Front Only Kneeling System; Hanover Front Color/CS & Rear Amber Destination Signs;		
1	EA	5 YR/300,000 Miles Ext. Engine Warranty;	Included	Included
1	EA	5 YR/300,000 Miles Ext. Transmission Warranty;	Included	Included
1	EA	4 YR/Unlimited Miles Ext. Axle Warranty;	Included	Included
1	EA	3 YR/Unlimited Miles Ext. HVAC Warranty;	Included	Included
1	EA	3 YR/Unlimited Miles Ext. A/C Compressor Warranty;	Included	Included
1	EA	3 YR/Unlimited Miles Ext. Ramp Warranty;	Included	Included
1	EA	12 YR/500,000 Miles Ext. Structural Integrity/Corrosion Warranty;	Included	Included
1	EA	Required Allision Fuel Sense Software	\$600.00	\$600.00
1	EA	PPI 1413 Adjustment 250.3 (Dec'18)/232.1(Nov'14)=7.84%	\$33,048.00	\$33,048.00
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.			<b>SUBTOTAL</b>	<b>\$454,572.00</b>
			<b>SHIPPING</b>	<b>\$290.00</b>
			<b>SALES TAX</b>	<b>\$30,747.00</b>
<b>PURCHASING AGENT</b>			<b>TOTAL</b>	<b>\$485,609.00</b>

**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 2 A  
Action Item

**TIMED ITEM**

**1:05 PM**

**PUBLIC HEARING**

**MEMORANDUM**

**DATE:** June 6, 2019  
**TO:** El Dorado County Transit Authority  
**FROM:** Julie Petersen, Finance Manager  
**SUBJECT:** Fiscal Year 2019/20 Final Operating Budget

**REQUESTED ACTION:**  
**BY MOTION,**

- 1. Open Public Hearing**
- 2. Accept Public Comment**
- 3. Close Public Comment**
- 4. Adopt Resolution No. 19-20 for the Final Operating Budget for Fiscal Year 2019/20**

**BACKGROUND**

The Bylaws of the El Dorado County Transit Authority (El Dorado Transit) state;

*“The Executive Director shall propose a preliminary operating budget...to the Board on or before the March meeting of each year. After considering the proposals from the Executive Director, the Board shall adopt a preliminary operating budget by April 15 of each year.*

*“The Executive Director shall propose a final operating budget...to the Board on or before June 15 of each year. Final operating...budget shall be adopted by the Board on or before July 15 of each year.”*

Board Action related to fiscal year (FY) 2019/20 Budget:

March 7, 2019 Adoption of Resolution No. 19-07 preliminary Operating Budget for FY 2019/20

March 7, 2019 Adoption of Resolution No. 19-05 authorizing the Executive Director to claim Transportation Development Act (TDA) funds for FY 2019/20 Operating Budget

May 2, 2019

Board approved the discontinuation of Route #70 providing fixed route service to the community of El Dorado Hills.

**DISCUSSION**

The proposed final operating budget for FY 2019/20 presented for consideration is a balanced budget based on the current service level including Route #70. Route #70 savings will be recognized during the Mid-Year budget process. Revenue projections identified are designated for transit operations.

As noted in the attached budget report there are seven (7) changes, highlighted in bold, between the preliminary operating budget adopted on March 7, 2019 and the final proposed budget for FY 2019/20. These changes include;

- Reduction of the State Transit Assistance (STA) Deferred amount to balance the budget.
- Inclusion of Federal Transit Administration (FTA) Section 5307 funds in the amount of \$250,000 revenue included for Urban Preventative Maintenance (PM)
- Reduction of the Workers' Compensation Insurance line item by \$95,000.
- Reduction of the Liability Insurance line item by \$133,000.
- Reduction of the Physical Damage Insurance line item by \$9,000.
- Reduction of the Employment Practices Liability Insurance line item by \$2,000.
- Increase to the Fuel Purchase line item by \$144,000; total budget saving from line items above.

Any additional adjustments will be brought before the Board as an agenda item through the Mid-Year Budget adjustment process.

The Executive Director and Finance Manager will closely monitor all budgetary matters and submit timely reports to the Board on significant changes to revenues or expenses.

The recommendation is to adopt Resolution No. 19-20 adopting the proposed final operating budget for FY 2019/20.

**FISCAL IMPACT**

Final balanced operating budget for fiscal year 2019/20 - \$10,237,242.

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 19-20**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY  
TRANSIT AUTHORITY ADOPTING THE FINAL OPERATING  
BUDGET FOR FISCAL YEAR 2019/20

**WHEREAS**, Section 7.2 of the Bylaws of the El Dorado County Transit Authority require the submission of a final operating budget on or before June 15<sup>th</sup> of each year; and

**WHEREAS**, Section 7.2 further requires the adoption of a final operating budget on or before July 15 of each year; and

**WHEREAS**, the preliminary Fiscal Year 2019/20 operating budget was presented at public meeting on March 7, 2019; and

**WHEREAS**, the El Dorado County Transit Authority Board of Directors heard comments received from the public; and

**WHEREAS**, the El Dorado County Transit Authority adopted the preliminary operating budget for Fiscal Year 2019/20 on March 7, 2019; and

**WHEREAS**, the proposed operating budget for Fiscal Year 2019/20 ending June 30, 2020 is based upon the current level of service; and

**WHEREAS**, the proposed Fiscal Year 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 proposed final operating budget for Fiscal Year 2019/20 ending June 30, 2020 considered at the June 6, 2019 Board meeting.

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of said Board held on the 6th day of June 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Mark Acuna, Chairperson

ATTEST:

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Megan Wilcher, Secretary to the Board

**EL DORADO COUNTY TRANSIT AUTHORITY  
PROPOSED FINAL OPERATING BUDGET 2019/2020**

OPERATING BUDGET		FY 2019/2020 Preliminary Adopted 03/07/2019	FY 2019/2020 Final Proposed 06/06/2019	Difference
<b>REVENUE ACCOUNTS</b>				
4000.00	Transportation Development Act (TDA/LTF)	\$5,240,291	\$5,240,291	\$0
4270.00	State Transit Assistance (STA)	\$1,742,830	\$1,742,830	\$0
4270.00	State Transit Assistance (STA) Deferred	\$641,504	<b>\$296,504</b>	-\$345,000
4270.01	State Transit Assistance (STA)/State of Good Repair (SGR)	\$242,799	\$242,799	\$0
4970.00	Interest Income	\$50,000	\$50,000	\$0
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$509,322	\$509,322	\$0
4300.00	Farebox	\$262,000	\$262,000	\$0
4310.00	Contract Services	\$394,000	\$394,000	\$0
4320.00	Farebox - Charter	\$5,000	\$5,000	\$0
4330.00	Sac Commute Route Passes	\$786,000	\$786,000	\$0
4350.00	Bus Passes	\$76,000	\$76,000	\$0
4360.00	Scrip	\$28,000	\$28,000	\$0
4400.00	Advertising Revenue	\$14,000	\$14,000	\$0
4990.00	Misc. Revenue	\$400	\$400	\$0
4107.03	Fair Shuttle AB2766 Grant	Pending	Pending	\$0
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant CP	\$331,722	\$331,722	\$0
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	Pending	<b>\$250,000</b>	\$250,000
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$8,374	\$8,374	\$0
<b>TOTAL REVENUES</b>		<b>\$10,332,242</b>	<b>\$10,237,242</b>	-\$95,000
<b>SALARY &amp; BENEFIT ACCOUNTS</b>				
5010.00	Regular Employees	\$3,786,614	\$3,786,614	\$0
5010.02	Temporary Employees	\$100,000	\$100,000	\$0
5010.07	Overtime	\$100,000	\$100,000	\$0
5010.08	On Call Pay	\$7,000	\$7,000	\$0
5010.09	Skill and Shift Pay	\$7,000	\$7,000	\$0
5020.01	Employee Retirement	\$650,000	\$650,000	\$0
5070.01	(OASDI - Payroll Tax) FICA	\$7,000	\$7,000	\$0
5070.02	MEDICARE - Payroll Tax	\$56,000	\$56,000	\$0
5020.02	Health Insurance	\$1,574,483	\$1,574,483	\$0
5020.03	Unemployment Insurance	\$10,000	\$10,000	\$0
5020.04	LT Disability/Life Ins	\$39,000	\$39,000	\$0
5020.05	Worker's Comp	\$320,000	<b>\$225,000</b>	-\$95,000
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>\$6,657,097</b>	<b>\$6,562,097</b>	-\$95,000
<b>SERVICE &amp; SUPPLY ACCOUNTS</b>				
5090.02	Clothing & Supplies	\$3,600	\$3,600	\$0
5090.05	Uniforms - Other	\$16,000	\$16,000	\$0
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	\$708,000	<b>\$575,000</b>	-\$133,000
5060.02	Insurance Premiums/Physical Damage	\$34,000	<b>\$25,000</b>	-\$9,000
5060.03	Insurance Premiums/Commercial	\$14,000	\$14,000	\$0
5060.04	Insurance Premium EPLI Package	\$20,000	<b>\$18,000</b>	-\$2,000
5090.06	Service Contracts/Equipment	\$150,000	\$150,000	\$0
5160.07	Park and Ride Maintenance	\$17,000	\$17,000	\$0
5160.01	Maintenance/Buildings	\$5,500	\$5,500	\$0
5160.03	Maintenance/Equipment	\$6,000	\$6,000	\$0
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	\$8,400	\$8,400	\$0
5090.70	Office Expense	\$15,000	\$15,000	\$0
5090.80	Postage	\$4,500	\$4,500	\$0
5090.00	Operating Expense - Other	\$1,000	\$1,000	\$0
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	\$15,000	\$15,000	\$0
5120.02	Rents/Leases - Equipment	\$21,000	\$21,000	\$0
5120.03	Rents/Leases Park and Rides	\$9,000	\$9,000	\$0
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	\$15,000	\$15,000	\$0
5090.30	Staff Development/Travel	\$41,000	\$41,000	\$0
5040.01	Fuel Purchase	\$684,000	<b>\$828,000</b>	\$144,000
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	\$26,000	\$26,000	\$0
4108.03	Fair Shuttle AB2766 Grant	Pending	Pending	\$0
6270.00	Contingency	\$939,295	\$939,295	\$0
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$3,675,145</b>	<b>\$3,675,145</b>	\$0
<b>TOTAL OPERATING EXPENSES</b>		<b>\$10,332,242</b>	<b>\$10,237,242</b>	-\$95,000

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As noted in the attached report there is one (1) change highlighted in bold, between the preliminary capital budget adopted on March 7, 2019 and the final proposed budget for FY 2019/20. These changes include;

- 20-04 Maintenance Facility Swamp Cooler and Steam Cleaner Modifications; this is a planned project and will be completed when funding becomes available.

The El Dorado County Transit Authority Capital Improvement Plan Fiscal Year 2019/20 (CIP 2019/20) recommends capital projects and identifies funding for maintenance facility projects, vehicle purchase, software and hardware upgrades, safety and security, administration building improvements, and park and ride improvements.

Staff recommendation is to adopt the final CIP 2019/20 and budget as presented and adopt Resolution No. 19-21.

### **FISCAL IMPACT**

Adoption of the CIP 2019/20 and budget allow transit staff to proceed with projects to ensure timely completion. Individual projects will be presented to the Board for final approval.

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 19-21**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY  
TRANSIT AUTHORITY ADOPTING THE FINAL CAPITAL  
BUDGET FOR FISCAL YEAR 2019/20

**WHEREAS**, Section 7.2 of the Bylaws of the El Dorado County Transit Authority require the submission of a final capital budget on or before June 15<sup>th</sup> of each year; and

**WHEREAS**, Section 7.2 further requires the adoption of a final capital budget on or before July 15 of each year; and

**WHEREAS**, the preliminary Fiscal Year 2019/20 capital budget was presented at public meetings on March 7, 2019; and

**WHEREAS**, the El Dorado County Transit Authority Board of Directors heard comments received from the public; and

**WHEREAS**, the El Dorado County Transit Authority approved the preliminary capital budget for FY 2019/20 on March 7, 2019; and

**WHEREAS**, the proposed capital budget for Fiscal Year 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 proposed Fiscal Year 2019/20 capital 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 proposed capital 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 6th day of June 2019 by the following vote:

AYES:                      NOES:                      ABSTAIN:                      ABSENT:

\_\_\_\_\_  
Mark Acuna, Chairperson

ATTEST:

\_\_\_\_\_  
Megan Wilcher, Secretary to the Board

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# **EL DORADO TRANSIT**



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## **Fiscal Year 2019/20**

# **Capital Improvement Plan**

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**June 6, 2019**

**Prepared by: El Dorado County Transit Authority  
6565 Commerce Way  
Diamond Springs, CA 95619  
(530) 642-5383  
[www.eldoradotransit.com](http://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 5307 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)	\$1,100,000
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.

<i>COST SUMMARY (ESTIMATE)</i>	<u>Adopted Budget</u>
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 <u>Budget</u>
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.

<i>COST SUMMARY (ESTIMATE)</i>	<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>	<u>\$52,800</u>

### *FUNDING SOURCES*

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

## **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)*

	<u>Adopted 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)*

	<u>Adopted 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>

## Vehicle Replacement

Services: Local Fixed Route Bus Replacement

Project No. 18-04 (3)

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 three (3) 35' BlueBird brand buses that are no longer supported by the manufacturer and one (1) 2012 International 32' cutaway previously designated for early disposal.

### *Four (4) 35' BLUEBIRD AND ONE (1) 32' INTERNATIONAL BUSES*

EDCTA #	Vehicle Type	Mileage As of 05/24/19
0608	2006 BlueBird Bus	277,671
0609	2006 BlueBird Bus	412,406
0610	2006 BlueBird Bus	326,018
1201	2012 International	139,853

### *COST SUMMARY (ESTIMATE)*

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

### *FUNDING SOURCES*

Federal Transit Administration 5307	\$ 196,253
Federal Transit Administration 5339	\$1,355,747
State Transit Assistance (STA)	<u>\$ 583,404</u>
<i>Total Revenue</i>	<i>\$2,135,404</i>

## **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.

<i>COST SUMMARY (ESTIMATE)</i>		Adopted <u>Budget</u>
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) cashier 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 windows	\$ 6,000
Contingency 15%	<u>\$ 3,150</u>
<i>Total Project Estimate</i>	<u>\$ 24,150</u>

### *FUNDING SOURCES*

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

## 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>	<u>\$40,000</u>

### *FUNDING SOURCES*

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

## **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>Adopted 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)*

	<u>Adopted 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)*

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

### *FUNDING SOURCES*

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

## Maintenance Facility Swamp Cooler and Steam Cleaner Modifications

Project No. 20-04

In 2001, two (2) industrial swamp coolers were installed on the exterior of the maintenance facility to provide environmental control for maintenance staff performing maintenance in the three (3) bays. Over time, these large units are inefficient and do not provide the necessary cooling needed for personnel and require extensive maintenance.

This project would remove the existing units, patch the metal siding, installing new racking and two (2) more efficient swap coolers and proper ducting inside the bays.

In 2013, an engine steam cleaning system was constructed behind the maintenance facility for keeping the bus engines free of excessive oil and grease as required by California Highway Patrol Transit Operator Compliance requirement. The facility included a steel carport area with a contained drain system to prevent leakage into the storm water drain system. When not used for steam cleaning engines, this area is used by the custodian to perform bus cleaning. Because the area has no siding it is not a conducive environment during adverse weather. It is not a large enough area to house a 45 foot bus.

This project would install pre-engineered metal siding to close off three (3) sides of the facility, install additional columns to extend the length of the facility by 10'- 15' and a rollup door to fit the larger buses to enable closing off the work area during adverse weather conditions.

### *COST SUMMARY (ESTIMATE)*

	<u>Proposed Budget</u>
Shop Swamp Cooler Modifications	\$53,975
10% Contingency	<u>\$ 5,397</u>
	\$59,372
Steam Cleaner Modifications	\$76,480
10% Contingency	<u>\$ 7,648</u>
	\$84,128
<i>Total Project Cost</i>	<i>\$143,500</i>

### *FUNDING SOURCES*

State Transit Assistance	<u>\$143,500</u>
<i>Total Revenue</i>	<i>\$143,500</i>

**El Dorado County Transit Authority**  
**Proposed Capital Improvement Plan Budget FY 2019/20**

<b>Approved Capital Projects</b>											
Status	Priority	CIP Project Number	Project Description	Budget	Deferred STA* \$1,705,916	FTA Section 5310 \$196,253	FTA Section 5310 \$610,000	FTA Section 5339 \$1,355,747	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	\$583,404	\$196,253		\$1,355,747			
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						
ACTIVE	3C	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	\$310,000		\$610,000				
ACTIVE	3B	19-05	Administration / Maintenance Facility Equipment	\$40,000	\$40,000						
PLANNED	4B	20-01	Facility Surveillance Upgrade	\$16,500	\$16,500						
PLANNED	4C	20-02	Automatic Bus Washer Retrofit	\$110,000	\$110,000						
PLANNED	4D	20-03	Administration / Maintenance Facility Equipment	\$40,000	\$40,000						
PLANNED	8	20-04	Maintenance Facility Swamp Cooler and Steam Cleaner Modifications	\$143,500	\$143,500						
<b>Project Totals</b>				\$7,540,896	\$2,749,276	\$196,253	\$610,000	\$1,355,747	\$1,430,620	\$99,000	\$1,100,000
<b>Remaining Funds Available</b>					-\$1,043,360	\$0	\$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

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AGENDA ITEM 2 C  
Action Item

**MEMORANDUM**

**DATE:** June 6, 2019  
**TO:** El Dorado County Transit Authority  
**FROM:** Maria Harris, Human Resources Manager  
**SUBJECT:** Draft Limited Duration Employment Agreement with Mindy Jackson

**REQUESTED ACTION:**  
**BY MOTION,**

1. **Adopt Resolution No. 19-16 approving the appointment of Mindy Jackson as extra-help and waiving the 180 day waiting period**
2. **Authorize the Chair to sign the draft, limited duration employment agreement with Mindy Jackson to provide guidance on special issues for the incoming Executive Director**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) Board members participating in the hiring process for the new Executive Director requested that the previous Executive Director assist the incoming Executive Director with critical transitional items. The draft agreement provides a cost effective means to ensure that the essential plans, funding, and projects move forward efficiently for El Dorado Transit through September 30, 2019.

Under the California Government Code Sections 7522.56 and 21224 it states the following respectively:

- (f) a retired person shall not be eligible to be employed pursuant to this section for a period of 180 days following the date of retirement unless he or she meets one of the following conditions.
- (1) The employer certifies the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days have passed and the appointment has been approved by the governing body of the employer in a public meeting. The appointment may not be placed on a consent calendar.
- (2) A retired person may serve without reinstatement from retirement or loss or interruption of benefits by this system upon appointment by the appointing power of a state agency or public agency employer either during an emergency to prevent stoppage of public business or because a retired person has specialized skills needed in performing work of limited duration.

## **DISCUSSION**

El Dorado Transit staff prepared a draft limited duration employment agreement to retain the services of the former Executive Director. The agreement includes the following specialized activities:

- Facilitation of transition to new Executive Director, including but not limited to:
  - Monthly status meetings
  - Guidance on El Dorado Transit administration and overall departmental issues
  - Other duties as may be required by the agency
- Strategy for development of 2019 Short and Long Range Transit Plan
- Provide an overview of new state or federal transportation legislation, as requested
- Assist in meetings with the El Dorado County Transportation Commission, Sacramento Area Council of Governments and Caltrans, as requested
- Continue as member of labor negotiations team, as requested.

The attached draft agreement and resolution are currently under review by the California Public Employees Retirement System (CalPERS), Employer Account Management Division Working after Retirement Unit.

The requested action is that the board adopt the resolution approving the appointment of the outgoing Executive Director and waiving the 180 day waiting period.

Legal counsel will review the findings from the CalPERS Employer Account Management Division. If legal counsel deems there are no material changes within the agreement, the chair will execute the agreement as is.

The term of this agreement will be June 10, 2019 through September 30, 2019.

## **FISCAL IMPACT**

All costs associated with Resolution No. 19-16 are not to exceed \$25,000.00.

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 19-16**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY  
TRANSIT AUTHORITY APPROVING AN EXCEPTION TO THE 180-DAY WAIT PERIOD  
FOR AN EXTRA HELP POSITION PURSUANT TO GOVERNMENT CODE SECTIONS  
7522.56 AND 21224

**WHEREAS**, in compliance with Government Code section 7522.56 the El Dorado County Transit Authority must provide CalPERS a certification resolution when hiring a retiree before 180 days has passed since his/her retirement date; and

**WHEREAS**, Mindy Jackson retired from the El Dorado County Transit Authority in the position of Executive Director, effective May 31, 2019; and

**WHEREAS**, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is November 30, 2019 without this certification resolution; and

**WHEREAS**, section 7522.56 provides that this exception to the 180-day wait period shall not apply if the retiree accepts any retirement-related incentive; and

**WHEREAS**, the El Dorado County Transit Authority and Mindy Jackson certify that Mindy Jackson has not and will not receive a Golden Handshake or any other retirement-related incentive; and

**WHEREAS**, the El Dorado County Transit Authority hereby appoints Mindy Jackson as an extra help retired annuitant to assist with the duties of the Executive Director for the El Dorado County Transit Authority under Government Code Section 21224, effective June 10, 2019; and

**WHEREAS**, the entire employment agreement, contract or appointment document between Mindy Jackson and the El Dorado County Transit Authority has been reviewed by the Board of Directors of El Dorado Transit and attached herein; and

**WHEREAS**, no matters, issues, terms, or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

**WHEREAS**, the employment shall be limited to 960 hours per fiscal year; and

**WHEREAS**, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.33 to equal the hourly rate; and

**WHEREAS**, the maximum base hourly rate for this position is \$74.35 per the El Dorado Transit

Authority's adopted salary schedule for the Executive Director Position; and

**WHEREAS**, the hourly rate to Mindy Jackson will be \$61.17; and

**WHEREAS**, Mindy Jackson has not and will not receive any other benefit, incentive, or compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate.

**NOW, THEREFORE, BE IT RESOLVED**, that the El Dorado County Transit Authority hereby certifies the nature of the appointment of Mindy Jackson as described herein and detailed in the attached employment agreement and that this appointment is necessary to assist in the transition of the new Executive Director for the El Dorado County Transit Authority for a term of June 10, 2019 through September 30, 2019.

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of said Board held on the 6<sup>th</sup> day of June 2019, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Mark Acuna, Chairperson

ATTEST:

\_\_\_\_\_  
Megan Wilcher, Secretary to the Board

**LIMITED DURATION  
APPOINTMENT AGREEMENT**

This Limited Duration Appointment Agreement (“Agreement”), effective June 1, 2019 is made by and between the El Dorado County Transit Authority (“El Dorado Transit”) and Mindy Jackson (“Appointee”). In consideration of the mutual promises made herein, the parties agree as follows:

**RECITALS**

WHEREAS, Appointee retired from El Dorado Transit on or about May 31, 2019.

WHEREAS, the El Dorado Transit Board of Directors (“Board”) has determined that Appointee will fill a critically needed position of a limited duration required prior to the expiration of the 180-day term since Appointee’s retirement from El Dorado Transit.

WHEREAS, Appointee possesses specialized skills required to fill El Dorado Transit’s critically needed position of a limited duration to ensure continued quality services are provided to El Dorado Transit riders.

**AGREEMENT**

1. Appointment.

El Dorado Transit agrees to appoint Appointee, and Appointee agrees to accept such appointment and perform the job duties outlined in Exhibit A or as assigned by the Board or Executive Director.

2. Term; Hours of Work.

A. This Agreement shall commence on June 1, 2019, and terminate on September 30, 2019, unless otherwise terminated by the parties.

B. Appointee may not work in excess of 960 hours per fiscal year (July 1 through June 30). Appointee shall provide services during such time as determined by Appointee, Board, and the Executive Director. Appointee shall submit to the Executive Director a bi-weekly time sheet showing the hours worked for each pay period. Subject to the 960 hours limitation, Appointee shall work such hours as are needed to perform tasks assigned by the Board and Executive Director. Appointee is not entitled to overtime compensation.

3. Compensation; Travel Expenses.

A. Appointee shall not receive any benefits received by regular employees of the El Dorado Transit, including, but not limited to, health, retirement, vacation, sick leave, personal time off, or holiday pay.

B. Appointee shall be compensated at an hourly rate of \$61.17 for services performed as described in Exhibit A. The total compensation for services performed by Appointee shall be paid bi-weekly, in arrears, on the same schedule as other El Dorado Transit employees,

based upon the time sheets submitted by Appointee and subject to all withholdings as required by law.

- C. Appointee shall receive reimbursement for travel as reported by the Appointee at the federal rate for mileage reimbursement, and cost (government or economy rate) for air, lodging, and meals.
- D. Appointee shall receive reimbursement at cost for long distance telephone, facsimile, postage, and duplication.
- E. Reimbursement for expenses for travel as described in this section shall not be considered compensation.

4. Termination.

Either party may terminate this Agreement at any time during the term of this Agreement for any reason upon two (2) calendar days written notice to the other party. Appointee is so appointed at the discretion of the Board and acknowledges that Appointee's services may be terminated by the Board under the provisions of this Agreement without a hearing.

5. Conflict of Interest Filings.

Appointee agrees to file a Fair Political Practices El Dorado Transit Form 700, Statement of Economic Interest with the El Dorado Transit, in accordance with the El Dorado Transit's Conflict of Interest Code. Based upon Appointee's job duties as set forth in Exhibit A, Appointee shall continue to fully disclose income, investments, and assets.

6. Unemployment Insurance Compensation.

Appointee hereby certifies that during the 12-month period prior to accepting the appointment described herein, the Appointee has not received any unemployment insurance compensation arising out of prior employment with a public employer.

7. Entire Agreement.

This Agreement supersedes any and all other agreements, either oral or in writing, between the parties with respect to the appointment of Appointee by El Dorado Transit and contains all of the covenants and agreements between the parties with respect to that appointment and any and all employment, in any manner, whatsoever. Each party to the Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party or anyone acting on behalf of any party which is not embodied herein, and that no other agreement, statement, or promise not contained in the Agreement shall be valid or binding.

8. Modifications.

Any modification of this Agreement will be effective only if it is in writing and signed by both parties.

9. Governing Law.

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

10. Arbitration.

All disputes arising out of this Agreement shall be submitted to final and binding arbitration. The arbitrator shall be selected in accordance with the rules of the Judicial Arbitration and Mediation Services (JAMS). If such services are not available, the dispute shall be submitted to arbitration in accordance with the laws of the State of California. The arbitrator's award shall be final, and judgment may be entered upon it by any court having jurisdiction thereof.

11. Severability.

In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this Agreement, but this Agreement shall be construed as if such invalid, illegal, or unenforceable provisions had not been contained herein.

12. Knowledge of Parties; Binding Contract.

Appointee is entering into this Agreement knowingly and voluntarily. Appointee further acknowledges that she has been provided with an opportunity to consider this Agreement and to consult with counsel, including CalPERS. Appointee intends this Agreement to be complete and shall not be subject to any claim of mistake, and that the waivers and releases set forth herein are final and complete as stated regardless of the adequacy or inadequacy of consideration.

13. Notices.

All notices pursuant to this Agreement shall be in writing and given by delivery in person or U.S. Mail, postage prepaid, addressed as follows:

For the El Dorado Transit:

El Dorado Transit Chair  
El Dorado County Transit Authority  
6565 Commerce Way  
Diamond Springs, CA 95619

For the Appointee:

Mindy Jackson  
[Redacted]

IN WITNESS WHEREOF, the parties have entered into the Agreement as of the effective date appearing above:

By: \_\_\_\_\_  
"El Dorado Transit"  
Chair, El Dorado County Transit Authority

By: \_\_\_\_\_  
Mindy Jackson

DRAFT

## EXHIBIT A

Appointee shall perform the following job duties:

- Facilitation of transition to new Executive Director, including but not limited to:
  - Monthly status meetings;
  - Guidance on El Dorado Transit administration and overall departmental issues; and
  - Other duties as may be required by the agency.
- Strategy for development of 2019 Short and Long Range Transit Plan.
- Provide an overview of new state or federal transportation legislation, as requested.
- Assist in meetings with the El Dorado County Transportation Commission and Sacramento Area Council of Governments, and Caltrans, as requested.
- Continue as member of labor contract negotiations team, as requested.

DRAFT

# FREE COUNTY FAIR SHUTTLE

**FREE PARKING**  
**LIBRARY/GOVERNMENT CENTER**  
 Fair Lane and Fairlane Ct.

**GREEN GATE**  
 Placerville Dr.  
 Pick Up and Drop Off  
 for ALL Buses

**FREE PARKING**  
**WAL\_MART PARK & RIDE**  
 Park in corner of WalMart lot near  
 Panda Express and board bus  
 at the bus stop on Missouri Flat Rd.



to  
 downtown  
 Placerville

*EL DORADO COUNTY  
 FAIR SHUTTLE*



# JUNE 13th-16th 2019

Thursday - 11:30am to 12:30am  
 Friday - 11:30am to 12:30am  
 Saturday - 9:30am to 12:30am  
 Sunday - 11:30am to 10:30pm

**FREE Parking and Shuttle Bus  
 from two area locations to  
 the Fairgrounds**

**CALL  
 EL DORADO TRANSIT  
 (530) 642-5383  
 FOR DETAILS**

No animals except service animals allowed on shuttle.



Funding provided by the El Dorado County Air Quality Management District, the El Dorado County Fair Association and El Dorado Transit