



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY

Regular Meeting

Thursday, June 4, 2020; 1:00 PM

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

These meetings will be conducted pursuant to the provisions of California Executive Order N-29-20, which suspends certain requirements of the Ralph M. Brown Act to allow for greater flexibility in conducting public meetings via teleconferencing and allowing public participation telephonically. These measures will only apply during the period in which state or local public health officials have imposed or recommended social distancing measures.

Members of the public may call in during the meeting and are encouraged to submit public comment via email to mwilcher@eldoradotransit.com up until the start of the meeting. Written comments will be entered into the meeting's minutes and the Board will consider all comments at the appropriate time. Members of the public may address any item on the agenda prior to board action, comments will be limited to no more than three (3) minutes.

If you are joining the meeting via computer and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make a comment. The board secretary will call you by the last three digits of your phone number when it is your turn to comment.

Participate by Computer:

<https://zoom.us/j/833772503>

Participate by Phone:

1-669-900-6833

Meeting ID: 833-772-503

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.

1.	<u>CONSENT CALENDAR</u>	<u>PAGE</u>
	A. Approve Conformed Minutes of Regular Meeting May 7, 2020	5
	B. Receive and File April 2020 Check Registers	9
	C. Receive and File April 2020 Ridership Reports	13
	D. Approve Charter Rate of \$180.00 per Hour for Fiscal Year 2020/21	17
	E. 1. Approve Purchase Order 26004 issued to the California Transit Indemnity Pool in the amount of \$620,000 for Liability Insurance	19
	2. Approve Purchase Order 26005 issued to the California Transit Indemnity Pool in the amount of \$25,000 for Physical Damage Insurance	
	3. Approve Purchase Order 26006 issued to the California Transit Indemnity Pool in the amount of \$18,000 for Employment Practices Liability Insurance	
	4. Approve Purchase Order 26026 issued to the Special District Risk Management Authority in the amount of \$388,492.73 for Workers' Compensation Insurance	
2.	<u>ACTION ITEMS</u>	
	TIMED ITEM 1:05 PM	
	A. Public Hearing on Proposed Fare Changes	26

<u>2. ACTION ITEMS CONTINUED</u>	<u>PAGE</u>
B. 1. Adopt Resolution No. 20-16 of Intention to Approve an Amendment to Contract to include Section 20903 2. Authorize the Chair to Certify Compliance with Government Code Section 20903 3. Authorize the Executive Director or Designee to Certify Compliance with Government Code Section 7507 4. Adopt Resolution No. 20-17 Designating the period from July 10, 2020 through October 9, 2020 for Section 20903 eligibility	29
C. 1. Adopt Resolution No. 20-09 adopting the Personnel Allocation Plan for Fiscal Year 2020/21 and authorizing a reduction in force 2. Adopt Resolution No. 20-10 approving the Salary Schedule for Fiscal Year 2020/21 3. Approve the Organizational Chart for Fiscal Year 2020/21	39
D. 1. Review and Approve the proposed Final Fiscal Year 2020/21 Operating Budget, including revisions 2. Review and Approve the proposed Final Fiscal Year 2020/21 Capital Budget, including revisions	49

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

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 Matthew Mauk and Legal Counsel Michael Tucker

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

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

ADJOURNMENT

* Verbal Report

NEXT MEETING SCHEDULED
EL DORADO COUNTY TRANSIT AUTHORITY
SPECIAL BOARD MEETING
Thursday, July 9, 2020 1:00 P.M.
Zoom Meeting Teleconference
<https://zoom.us/j/833772503>
1-669-900-6833
Meeting ID:
833-772-503

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

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

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



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY CONFORMED MINUTES

Thursday, May 7, 2020; 1:00 PM

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

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1-669-900-6833

Meeting ID: 833-772-503

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Hidahl called the meeting to order at 1:01 PM and the pledge of allegiance was recited.

ROLL CALL

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

ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR

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Staff Clarification: Initial agenda was posted with the same item as 1H and 2C. Item was intended to only be 1H. Item 1H was approved on the consent calendar.

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

OPEN FORUM

None

1. CONSENT CALENDAR

- A. Approve Conformed Minutes of Regular Meeting April 2, 2020
- B. Receive and File March 2020 Check Registers
- C. Receive and File March 2020 Ridership Reports
- D. Receive and File Quarterly Investment Reports for the period ending 03/31/2020
- E.
 - 1. Adopt Resolution No. 20-14 Identifying Fuel as Exempt from Competitive Bidding and Authorize the Executive Director to Procure Fuel from Outside Vendors
 - 2. Approve Blanket Purchase Order No. B26009 issued to Dawson Oil Company in the amount of \$700,000 for fiscal year 2020/21
 - 3. Approve Blanket Purchase Order No. B26014 issued to Hunt & Sons, Inc in the amount of \$70,000 for fiscal year 2020/21
- F. Approval of Purchase Orders above \$25,000 for fiscal year 2020/21

- G. 1. Approve the update to the Adopted El Dorado County Transit Authority Personnel Policies and Procedures Manual
- 2. Adopt Resolution No. 20-15 Telecommute Policy
- H. Ratification of support letter for Sacramento Area Council of Government's Green Means Go pilot program

2. **ACTION ITEMS**

- A. Approve Transit Service Plans for COVID-19 Response and Recovery

Action: Approve a proposed plan for continuation of essential transit services with revisions, as necessary to respond to the COVID-19 pandemic

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

- B. 1. Direct the Executive Director to determine levels of staff attrition for potential reductions in labor force among represented and unrepresented employee groups
- 2. Set a Special Meeting and Public Hearing on July 9, 2020 to adopt the final Operating and Capital Budgets for Fiscal Year 2020/21

Action:
1. Direct the Executive Director to determine levels of staff attrition for potential reductions in labor force among represented and unrepresented employee groups

2. Set a Special Meeting and Public Hearing on July 9, 2020 to adopt the final Operating and Capital Budgets for Fiscal Year 2020/21

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

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

RECESS TO CLOSED SESSION

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

Recessed to Closed Session at 1:33 PM.

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

Reconvened to Open Session at 2:00 PM. No report out.

ADJOURNMENT

Chairperson Hidahl adjourned the meeting at 2:02 PM. The next regularly schedule meeting is Thursday June 4, 2020.

* Verbal Report

Respectfully Submitted,

**Megan Wilcher
Secretary to the Board**

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: June 4, 2020
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Receive and File April 2020 Check Register

REQUESTED ACTION:
BY MOTION,
Receive and File April 2020 Check Register

BACKGROUND

The following check register includes routine transactions for the month of April 2020. These expenditures fall within budgets adopted by the El Dorado County Transit Authority Board of Directors.

DISCUSSION

Five (5) item merits further detail:

- Check #34203 – Feild and Associates.....\$4,420.00
This check pays an obligation for management of multiple transit projects for the period from January thru March 2020 using both local and grant funding as directed under individual capital plan budgets.
- Check #34214 – Luminator Technology Group Inc.....\$13,378.28
This warrant pays an obligation for hardware used to install the standard camera system on the Gillig bus set to replace vehicle #1201 using State Transit Assistance (STA) funds; CIP Project #18-04.
- Check #34225 – RTS IT Inc.....\$11,925.00
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 #34240 – City National Bank.....\$65,415.53
This check pays an obligation for Payment #7 of the Capital Purchase of five (5) MCI Commuter Coaches using Local Transportation Funds (LTF).

Check #34260 – Steve Stymeist Collision Centers.....\$16,458.75
This check pays an obligation for major repair work to vehicle #1703 using Local Transportation
Funds (LTF)

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
April 2020

Date	Num	Name	Memo	Amount
04/03/2020	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Health Premium - April 2020	39,633.88
04/08/2020	34184	A-Z BUS SALES	Handle Assy #0608	379.48
04/08/2020	34185	ABSOLUTE GLASS INC	Windshield Installed #1701	202.06
04/08/2020	34186	AFTERMARKET PARTS CO LLC	Parts & Supplies	4,309.79
04/08/2020	34187	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Employee Paid Premium - April 2020	110.46
04/08/2020	34188	ARNOLDS FOR AWARDS	EOM Engraving-April 2020 & Safety Awards	270.21
04/08/2020	34189	AT&T / CALNET 3	Monthly Utility	464.17
04/08/2020	34190	AUTOZONE	Parts & Supplies	1,274.40
04/08/2020	34191	BUS & EQUIPMENT REPAIR OF CA	Parts & Supplies	910.01
04/08/2020	34192	CAPITOL CLUTCH & BRAKE	Parts & Supplies	949.28
04/08/2020	34193	CDW GOVERNMENT	Adobe Acrobat 2017 License Qty 2	893.47
04/08/2020	34194	CELL ENERGY	Fleet Batteries	1,117.52
04/08/2020	34195	CITY OF PLACERVILLE	Bus Stop Cleaning - April, May, June - 2020	330.00
04/08/2020	34196	D&K AUTO GLASS	Fleet Glass Work	240.00
04/08/2020	34197	DAWSON OIL	Fuel Purchases - March 2020	34,632.66
04/08/2020	34198	EDC CHAMBER OF COMMERCE	Annual Membership Dues 2020/2021	175.00
04/08/2020	34199	EDC RISK MANAGEMENT	Health Insurance - April 2020	4,323.78
04/08/2020	34200	EL DORADO DISPOSAL	Disposal Service - March 2020	337.04
04/08/2020	34201	FACTORY MOTOR PARTS	Parts & Supplies	499.72
04/08/2020	34202	FASTENAL	Parts & Supplies	756.17
04/08/2020	34203	FEILD AND ASSOCIATES	Transit Project Mgmt. 01/01/20 - 03/31 20	4,420.00
04/08/2020	34204	FLEMING DISTRIBUTING CO.	Additives PM Services	241.85
04/08/2020	34205	FOLSOM CHEVROLET	Parts & Supplies	253.97
04/08/2020	34206	FOLSOM LAKE DODGE	Parts & Supplies	1,175.80
04/08/2020	34207	G & O BODY SHOP INC	Towing #1702	600.00
04/08/2020	34208	GCR TIRES & SERVICE	Fleet Tires	2,484.85
04/08/2020	34209	GILLIG LLC	Parts & Supplies	1,121.07
04/08/2020	34210	HUNT & SONS INC	Fuel Purchases - March 2020	712.38
04/08/2020	34211	J. C. NELSON SUPPLY CO.	Janitorial Supplies	454.15
04/08/2020	34212	KINETICO WATER OF PLACERVILLE	Drinking Water Service - April 2020	42.90
04/08/2020	34213	LANGUAGE LINE SERVICES INC	Phone Interpretation - March 2020	5.02
04/08/2020	34214	LUMINATOR TECHNOLOGY GROUP INC	Camera #1201 Replacement	13,378.28
04/08/2020	34215	MAG LANDSCAPING INC	Landscaping Service - March 2020	940.00
04/08/2020	34216	MISSION UNIFORM SERVICE	Uniform Services, Towels, Mats	319.28
04/08/2020	34217	O'REILLY AUTO PARTS	Parts & Supplies	806.21
04/08/2020	34218	OPERATING ENGINEERS - MEDICAL	Medical Premium -May 2020	48,874.00
04/08/2020	34219	PACIFIC GAS & ELECTRIC	Monthly Utility	636.21
04/08/2020	34220	PRO-LINE CLEANING SERVICES INC	Cleaning Services - March 2020	900.00
04/08/2020	34221	QUILL	Misc. Office Supplies	301.70
04/08/2020	34222	RIEBES AUTO PARTS	Parts & Supplies	73.68
04/08/2020	34223	ROBERTS & COMPANY INC	CPA Services - March 2020	80.00
04/08/2020	34224	RON DUPRATT FORD	Parts & Supplies	2,059.25
04/08/2020	34225	RTS IT INC	Workstation, Laptop Replacements and Windows 10 Upgrades	11,925.00
04/08/2020	34226	SUN LIFE FINANCIAL	LTD/Life Premiums - April 2020	2,709.90
04/08/2020	34227	TESSCO INC	AFC Micro-USB Vehicle Charger #'s 1805 & 1007	386.47
04/08/2020	34228	TK SERVICES INC	Dehydrator	857.17
04/08/2020	34229	TOWN CENTER EAST LP	Lease Pymt for April 2020 P&R	700.00
04/08/2020	34230	TRANSIT MARKETING LLC	On Call Marketing 01-03/2020	700.00
04/08/2020	34231	TRUE VALUE HARDWARE	Parts & Supplies	24.30
04/08/2020	34232	UNITED TEXTILE	Gloves - Covid 19 Supplies	1,006.23
04/08/2020	34233	UNIVERSAL SECURITY & FIRE INC	Alarm Monitoring for 04/01/2020 - 06/30/2020	135.00
04/08/2020	34234	VAN DE POL ENTERPRISES INC	Tote DEF/Gear Oil Bulk	964.56
04/08/2020	34235	UPS	Misc. Shipping	104.30
04/08/2020	34236	VERIZON WIRELESS	Cellular & Wi-Fi Service - March 2020	2,021.66
04/08/2020	34237	VISA	Reconciled Expenses	1,739.77
04/08/2020	34238	WESTERN TRUCK PARTS LLC	Parts & Supplies	7,754.15
04/08/2020	34239	AT&T / CALNET 3	Monthly Utility	423.51
04/08/2020	34240	CITY NATIONAL BANK	MCI Lease Payment #7	65,415.53
04/08/2020	34241	GILLIG LLC	Extr, Vert Door #1703	470.44
04/08/2020	34242	PACIFIC GAS & ELECTRIC	VOID:	0.00
04/10/2020	34243	OFFICE RELIEF INC	Chair Assembly & Delivery	1,544.08
04/10/2020	34244	PACIFIC GAS & ELECTRIC	Monthly Utility	2,991.04
04/17/2020	EFTTRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE APRIL 17, 2020	4,432.28
04/17/2020	EFTTRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #8 CLASSIC	11,529.55
04/17/2020	EFTTRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #8 PEPRA	8,038.61
04/23/2020	34245	3D DATAOM	Service Call for Cambridge Camera	185.00

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
April 2020

Date	Num	Name	Memo	Amount
04/23/2020	34246	ADM SCREENING	Random & Pre-Employ Screening Feb-Mar 2020	1,290.00
04/23/2020	34247	AFLAC	Employee Paid Premiums - April 2020	1,442.46
04/23/2020	34248	CAL.NET	Camera Service - April 2020	176.92
04/23/2020	34249	EL DORADO IRRIGATION DISTRICT	Monthly Utility	110.64
04/23/2020	34250	FEDERAL EXPRESS	Overnight Shipping	99.52
04/23/2020	34251	GLOBAL DATA VAULT LLC	Recovery Cloud Back Up Service	300.00
04/23/2020	34252	HANGTOWN FIRE CONTROL INC	Semi-Annual and Annual Fire Extinguisher Service	2,114.74
04/23/2020	34253	HUNT & SONS INC	Fuel Purchases - March & April 2020	883.94
04/23/2020	34254	IMAGE SOURCE	Contract Base Rate Charge for 04/14/20 - 05/13/20	473.47
04/23/2020	34255	LSC TRANSPORTATION CONSULTANTS, INC.	Professional Fees - 65th Street Review	420.00
04/23/2020	34256	OPERATING ENGINEERS LOCAL UNION #3	Employee Paid Union Dues - April 2020	1,820.00
04/23/2020	34257	PROTEL COMMUNICATIONS INC	WIFI Phone for Maintenance	776.54
04/23/2020	34258	QUILL	Misc. Office Supplies	584.84
04/23/2020	34259	STATE OF CA - DEPT OF JUSTICE	Livescan Fingerprint - March 2020	98.00
04/23/2020	34260	STEVE STYMEIST COLLISION CNTRS	Repairs #1703	16,458.75
04/23/2020	34261	WOLFPACK INSURANCE SERVICES, INC.	Dental & Vision Premiums - May 2020	4,344.50
04/23/2020	34262	XEROX FINANCIAL SERVICES	Lease Payment-February & April 2020	1,548.70
04/23/2020	34263	EMP. MISC. REIMBURSEMENT	Refund April Commuter Pass	360.00
04/23/2020	34264	EMP. MISC. REIMBURSEMENT	Refund April Commuter Pass	180.00
04/23/2020	34265	EMP. MISC. REIMBURSEMENT	Mileage Reimbursement	24.84
04/30/2020	EFTTRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE APRIL 30, 2020	4,622.94
04/30/2020	EFTTRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #9 CLASSIC	11,703.10
04/30/2020	EFTTRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #9 PEPRA	8,012.86
				<u>355,595.01</u>
Total				<u>355,595.01</u>

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

DATE: June 4, 2020
TO: El Dorado County Transit Authority
FROM: Brian James, Planning and Marketing Manager
SUBJECT: April 2020 Ridership Report

REQUESTED ACTION:
BY MOTION,

Receive and File the April 2020 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 2020 monthly ridership table comparing the current fiscal year to the previous fiscal year. Due to the COVID-19 virus and physical distancing regulations, Senior Day Care services closed on March 13, 2020 and the Mother Lode Rehabilitation Enterprises (M.O.R.E.) closed on March 16, 2020. Commuter services were decreased to four (4) buses in the morning and afternoon on March 23, 2020. Transit ridership has reduced in all areas of service.

April Ridership

2020	2019	Decrease	% Decrease
8,317	32,111	-23,794	-74.1%

Comparing April 2020 to 2019, Demand Response ridership decreased by 89.5%, Local Fixed Route ridership decreased by 55.0% and Commuter ridership decreased by 92.5%. Productivity decreased by 57.6% in passengers per revenue hour. Year-to-date ridership has decreased by 28,170 passenger trips or 9.3%. Year-to-date passengers per revenue hours has increased by 0.9%. Following are the April 2020 and fiscal year-to-date ridership reports, comparing the current fiscal year to the previous fiscal year.

On April 6, 2020 El Dorado Transit suspended collection of fares in response to the COVID-19 pandemic. As a result, El Dorado Transit recorded 318 Connect Card taps in April, or 3.8% of all ridership. Following is the Connect Card Ridership Report for the past twelve (12) months with a graph showing the percent of total Connect Card ridership per month and a graph showing the fare revenues.

El Dorado County Transit Authority
June 4, 2020 Agenda

April 2020 Ridership Report

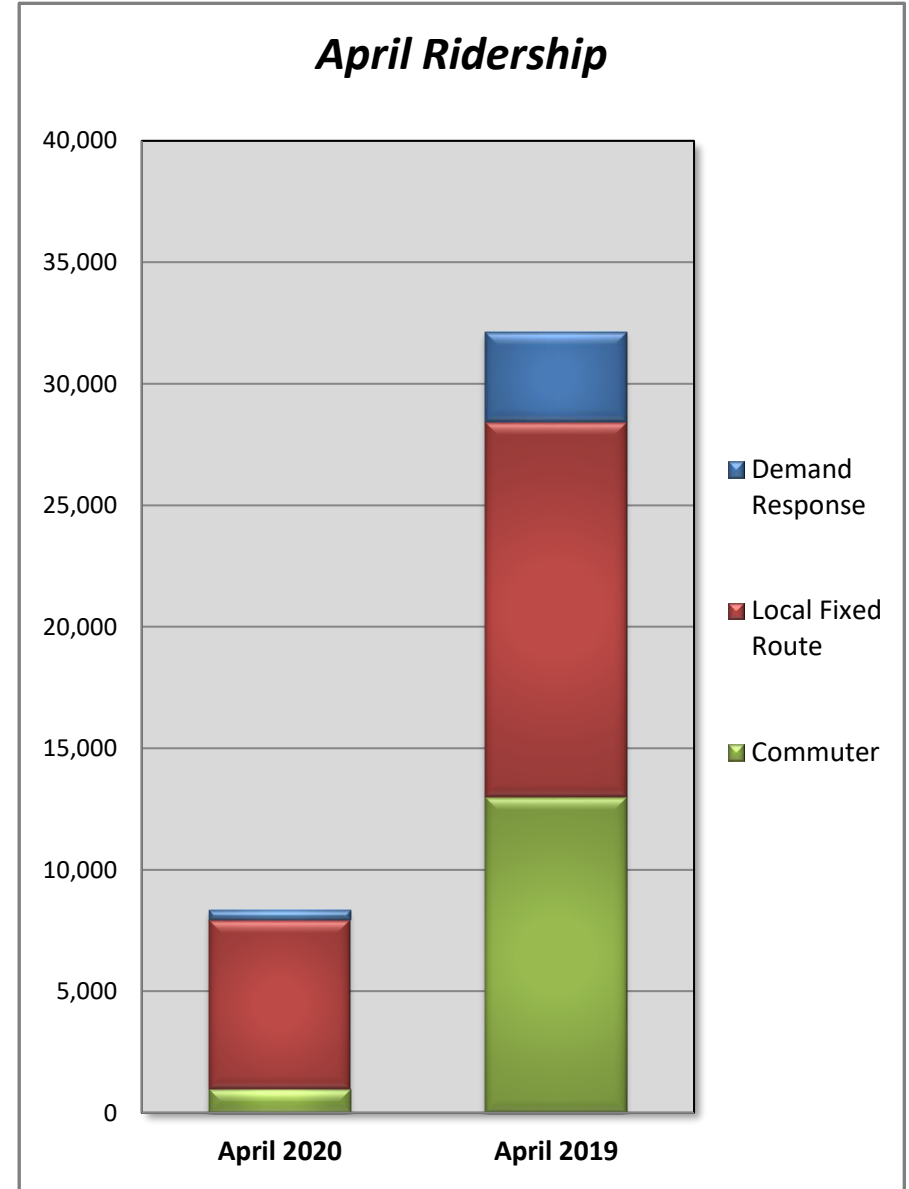


Demand Response	April 2020	April 2019	% Change
Dial-a-Ride	361	1,402	-74.3%
Sac-Med	6	42	-85.7%
ADA Paratransit	22	54	-59.3%
M.O.R.E.*	0	1,655	-100.0%
Senior Day Care*	0	545	-100.0%
Total Demand Response	389	3,698	-89.5%

Local Fixed Route	April 2020	April 2019	% Change
20 - Placerville	2,024	3,721	-45.6%
25 - Saturday Express	299	394	-24.1%
30 - Diamond Springs	722	2,714	-73.4%
35 - Diamond Springs Saturday	84	71	18.3%
40 - Cameron Park	730	1,238	-41.0%
50x - 50 Express	928	3,769	-75.4%
60 - Pollock Pines	2,164	3,374	-35.9%
70 - El Dorado Hills	0	155	-100.0%
Total Local Fixed Route	6,951	15,436	-55.0%

Commuter	April 2020	April 2019	% Change
Sacramento Commuter	970	12,899	-92.5%
Reverse Commuter	7	78	-91.0%
Total Commuter	977	12,977	-92.5%

	April 2020	April 2019	% Change
Systemwide	8,317	32,111	-74.1%
Passengers per Revenue Hour	2.8	6.7	-57.6%



*Contracted Services - Ridership Determined by Client Enrollment

Ridership Report Fiscal Year-to-Date

July 2019 to April 2020

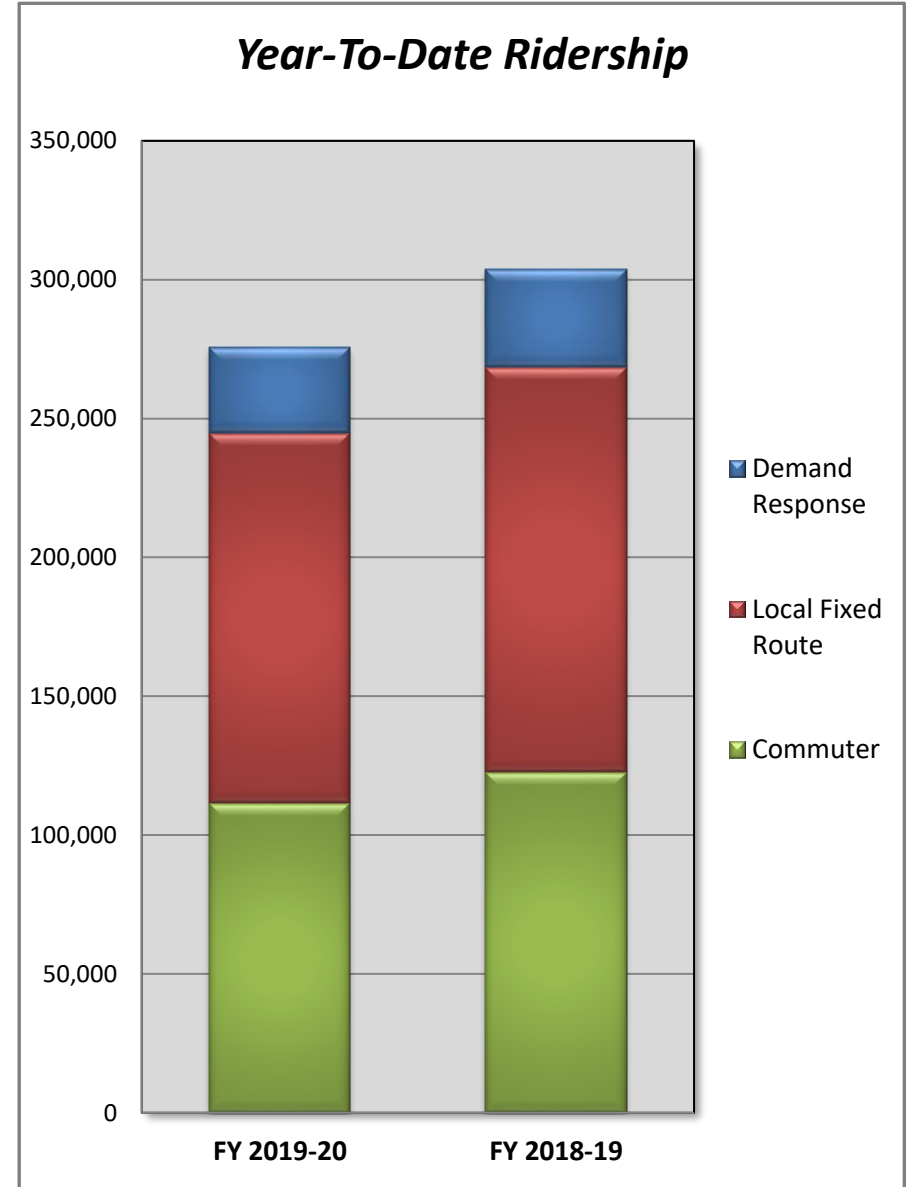


Demand Response	FY 2019-20	FY 2018-19	% Change
Dial-a-Ride	11,598	13,882	-16.5%
Sac-Med	237	294	-19.4%
ADA Paratransit	536	623	-14.0%
M.O.R.E.*	15,244	15,617	-2.4%
Senior Day Care*	3,291	4,950	-33.5%
Total Demand Response	30,906	35,366	-12.6%

Local Fixed Route	FY 2019-20	FY 2018-19	% Change
20 - Placerville	32,990	36,554	-9.7%
25 - Saturday Express	3,998	3,773	6.0%
30 - Diamond Springs	20,644	24,502	-15.7%
35 - Diamond Springs Saturday	1,178	1,090	8.1%
40 - Cameron Park	12,337	11,008	12.1%
50x - 50 Express	32,269	35,380	-8.8%
60 - Pollock Pines	29,696	30,754	-3.4%
70 - El Dorado Hills	0	2,835	-100.0%
Total Local Fixed Route	133,112	145,896	-8.8%

Commuter	FY 2019-20	FY 2018-19	% Change
Sacramento Commuter	111,033	121,973	-9.0%
Reverse Commuter	640	626	2.2%
Total Commuter	111,673	122,599	-8.9%

	FY 2019-20	FY 2018-19	% Change
Systemwide	275,691	303,861	-9.3%
Passengers per Revenue Hour	6.8	6.8	0.9%

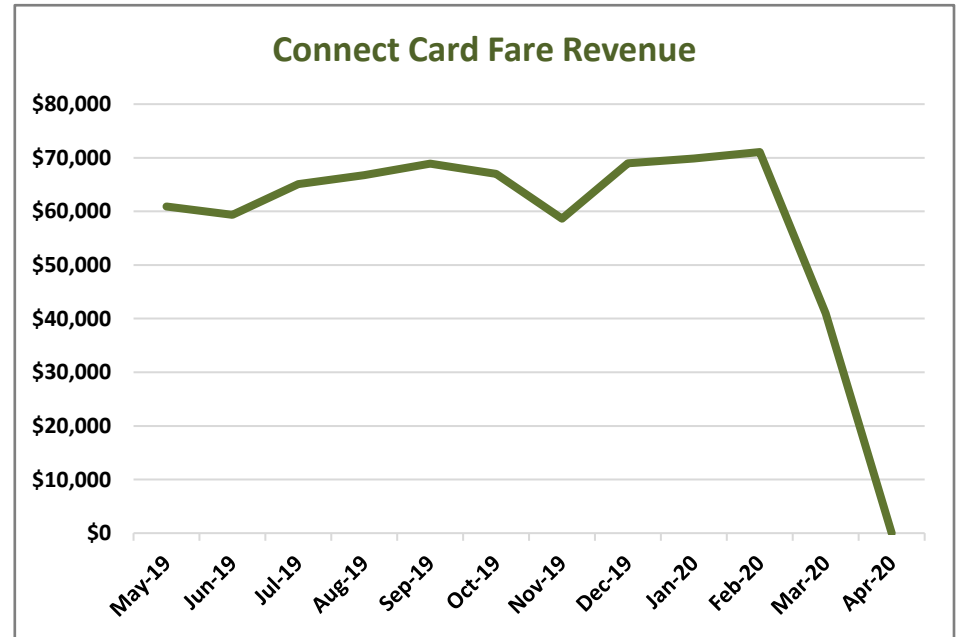
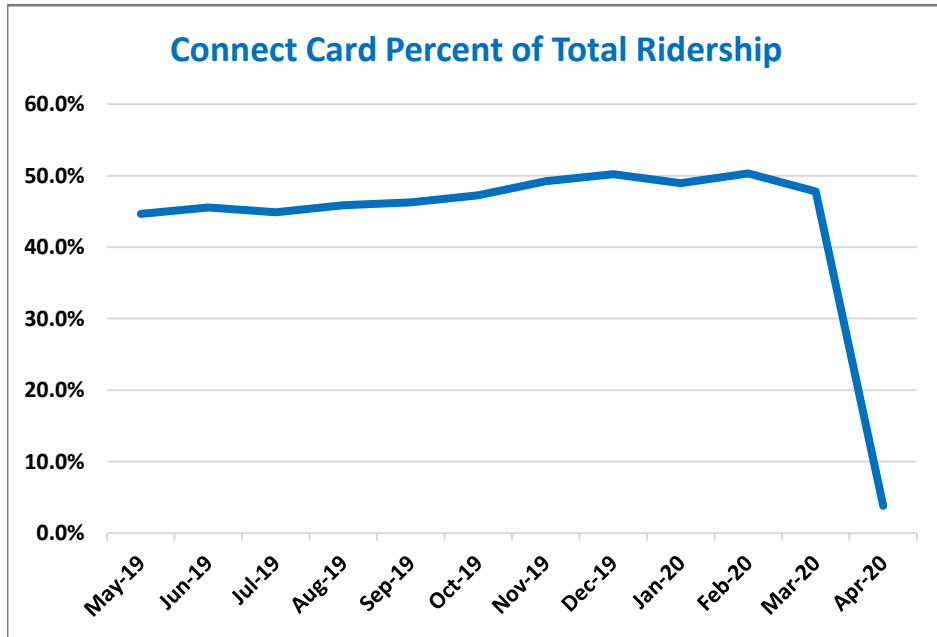


*Contracted Services - Ridership Determined by Client Enrollment

Connect Card Ridership Report



Month	Number of Taps	Total Ridership	% of Total Ridership	Fare Revenue
May-19	14,704	32,934	44.6%	\$60,909
Jun-19	12,719	27,915	45.6%	\$59,388
Jul-19	14,091	31,403	44.9%	\$65,071
Aug-19	15,167	33,064	45.9%	\$66,729
Sep-19	14,505	31,356	46.3%	\$68,913
Oct-19	16,236	34,375	47.2%	\$66,978
Nov-19	13,430	27,285	49.2%	\$58,647
Dec-19	14,140	28,175	50.2%	\$68,969
Jan-20	15,266	31,186	49.0%	\$69,832
Feb-20	15,265	30,341	50.3%	\$71,067
Mar-20	9,645	20,189	47.8%	\$40,997
Apr-20	318	8,317	3.8%	\$0



AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: June 4, 2020
TO: El Dorado County Transit Authority
FROM: Brian James, Planning and Marketing Manager
SUBJECT: Charter Rate for Fiscal Year (FY) 2020/21

REQUESTED ACTION:

BY MOTION,

Approve Charter Rate of \$180.00 per Hour for Fiscal Year (FY) 2020/21

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 2019/20 is \$170.00 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 \$136.68 per hour. This rate is lower than the current commuter operations cost per hour of \$177.22 as reported in the El Dorado Transit Fiscal Year 2019/20 6-Month Administrative Operations Report, March 5, 2020.

Staff recommends El Dorado Transit’s rate for charter service be set at no less than \$180.00 per service hour for FY 2020/21. 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, 2020	\$180.00/hour

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: June 4, 2020
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Purchase Orders for Insurance Coverage for Fiscal Year 2020/21

REQUESTED ACTION:
BY MOTION,

1. Approve Purchase Order 26004 issued to the California Transit Indemnity Pool in the amount of \$620,000 for Liability Insurance
2. Approve Purchase Order 26005 issued to the California Transit Indemnity Pool in the amount of \$25,000 for Physical Damage Insurance
3. Approve Purchase Order 26006 issued to the California Transit Indemnity Pool in the amount of \$18,000 for Employment Practices Liability Insurance
4. Approve Purchase Order 26026 issued to the Special District Risk Management Authority in the amount of \$388,492.73 for Workers' Compensation Insurance

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 5, 2020 Board reviewed the Preliminary Operating Budget for FY 2020/21 and formed an ad hoc committee for budget review
April 2, 2020 Board adopted the Preliminary Operating Budget for FY 2020/21

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 have not been received therefore the budget and purchase orders may be revised for the final budget anticipated for adoption at the July 9, 2020 Board meeting.

- California Transit Indemnity Pool – Liability Purchase Order No. 26004 in the amount of \$620,000
- California Transit Indemnity Pool – Physical Damage Purchase Order No. 26005 in the amount of \$25,000
- California Transit Indemnity Pool – Employment Practices Purchase Order No. 26006 in the amount of \$18,000
- Special District Risk Management Authority Purchase Order No. 26026 in the amount of \$388,492.73

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 2020/21 Operating Budget presented as a part of this agenda packet.

	FY 2020/21 Adopted Preliminary <u>Budget</u>	FY 2020/21 Proposed Final <u>Budget</u>
5060.01 – Public Liability	\$588,000	\$620,000
5060.02 – Physical Damage	\$25,000	\$25,000

5060.04 – EPLI Coverage	\$18,000	\$18,000
5020.05 – Workers’ Compensation	\$354,000	\$388,492.73

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

PURCHASE ORDER NO. 26004

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

DATE: 07/01/20

ACCOUNT: 1300

CLASS: 125

TO: CalTIP
 c/o SEDGWICK
 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 07/01/20 THROUGH 06/30/21 COVERAGE PERIOD 05/01/20 THROUGH 04/30/21 TOTAL LIABILITY LIMIT OF \$25M		\$620,000.00
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	\$620,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$620,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

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

PURCHASE ORDER NO. 26005

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

DATE: 07/01/20

ACCOUNT: 1300

CLASS: 125

TO: CalTIP
 c/o SEDGWICK
 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 07/01/20 THROUGH 06/30/21 COVERAGE PERIOD 05/01/20 THROUGH 04/30/21		\$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. PURCHASING AGENT			SUBTOTAL	\$25,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$25,000.00

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."

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

PURCHASE ORDER NO. 26006

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

DATE: 07/01/20

ACCOUNT: 1300

CLASS: 125

TO: CalTIP
c/o SEDGWICK
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
		<p>EMPLOYMENT PRACTICES LIABILITY INSURANCE ANNUAL RENEWAL FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21</p> <p>COVERAGE PERIOD 05/01/20 THROUGH 04/30/21</p>		\$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	
			TOTAL	\$18,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

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

PURCHASE ORDER NO. 26026
 THIS NUMBER MUST APPEAR ON ALL INVOICES,
 PACKING LISTS, PACKAGES, AND BILLS OF LADING.

DATE: 07/01/20
 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: Jennifer Chilton
 Vendor Phone No: (800) 537-7790

Email: jchilton@sdrma.org
 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 07/01/20 THROUGH 06/30/21		\$388,492.73
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$388,492.73
			SHIPPING	
			SALES TAX	
			TOTAL	\$388,492.73

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 4, 2020
TO: El Dorado County Transit Authority
FROM: Brian James, Planning and Marketing Manager
SUBJECT: Public Hearing on Proposed Fare Changes

REQUESTED ACTION:

BY MOTION,

- 1. Open Public Hearing on the El Dorado County Transit Authority Proposed Temporary Fare Changes**
- 2. Accept Public Comment**
- 3. Close Public Hearing**
- 4. Approve Proposed Temporary Fare Changes, as provided herein**

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) Title VI Program, adopted December 5, 2019, Section D, states the following: “It is the intent of El Dorado Transit to comply with the Federal Public Comment on Fare Change policy cited in Federal Transit Administration (FTA) Section C. 9030.1C. For the purpose of FTA Section C. 9030.1C comment requirement, El Dorado Transit’s definition of a fare change is a change of any amount compared to existing fare.”

On April 4, 2020, El Dorado Transit suspended the collection of fares on its public services to facilitate social distancing and lessen the immediate financial impacts to riders due to the COVID-19 pandemic. This suspension of fares was an emergency response measure and is not financially sustainable long term or compliant with current State funding regulations. As such, the proposed El Dorado Transit Fiscal Year (FY) 2020/21 Operating Budget includes some revenue from passenger fares, although significantly less than originally projected due to an anticipated reduction in ridership.

In the Western El Dorado County 2019 Short- and Long-Range Transit Plan (SLRTP), developed before the COVID-19 outbreak, discounted monthly passes and fares were considered as a means to make transit more attractive to potential riders and frequent passengers. At the time, fare reductions were recommended to help increase regular ridership, likely decreasing single occupancy vehicle trips and reducing greenhouse gas emissions in the County. Given

these potential benefits, the fare discounts proposed below can be supported with grant funding from the Low Carbon Transit Operations Program (LCTOP).

In accordance with the Title VI public notice requirements, staff is bringing forth proposed temporary fare changes for public review and comment, per the following schedule:

- May 1, 2020 El Dorado Transit posted advanced notice of the public hearing on May 1, 2020 in the Mountain Democrat, and information regarding the fare changes was posted in the buses and on the El Dorado Transit website
- May 1-June 4, 2020 Public Comment Period
- June 4, 2020 Public Hearing at El Dorado Transit regularly scheduled Board meeting

DISCUSSION

In keeping with the 2019 SLRTP recommendations and to continue to reduce costs for riders during the recovery from the COVID-19 pandemic, El Dorado Transit staff is proposing to make the following temporary fare structure changes, conditional on approval of the LCTOP grant application that was submitted to Caltrans in April 2020:

Service	Current Fares	Proposed Fares
Local Fixed Routes	Monthly Pass \$60.00	Monthly Pass \$30.00
	Monthly Discount Pass \$30.00	Monthly Discount Pass \$15.00
	SacRT/EDT Combo Pass \$110.00	SacRT/EDT Combo Pass \$80.00
	SacRT/EDT Discount Combo Pass \$80.00	SacRT/EDT Discount Combo Pass \$65.00
		New Connect Card Daily Max \$4.50
		New Connect Card Discount Daily Max \$2.25
Commuter Routes	Sac State/Folsom Lake College Student with I.D. \$4.00	Sac State/Folsom Lake College Student with I.D. \$0.00
	Student K-12 \$180.00 Monthly Pass or \$5.00 per Boarding	Student K-12 \$0.00 with Local Fixed Route Monthly Pass

The LCTOP grant project is good for one (1) year and may be renewed each year for up to five (5) years. The proposed temporary fare changes are scheduled to become effective Saturday, August 1, 2020, in conjunction with the planned reinstatement of fare collection, and could extend through the end of the fiscal year or until grant funds are expended.

In addition to the monthly pass discounts, the proposed Connect Card Daily Max is a new fare incentive that caps the daily amount charged to each passenger for their one-way trips when they pay using their Connect Card cash purse. The daily max rate is set at the equivalent cost of three (3) one-way cash fares. Once the daily max fare amount is met, a day pass is effectively triggered on the card and all boardings for the rest of the day will be free for that card holder.

The Daily Max will help encourage passengers to use Connect Card and will make boarding more efficient.

As of May 27, 2020, El Dorado Transit has not received any public responses regarding the temporary fare changes. All responses received before the Board Meeting on June 4, 2020 will be reported at the Board Meeting.

FISCAL IMPACT

The Fiscal Year (FY) 2019/20 LCTOP allocation represents a total of \$50,000 in potential grant revenue to replace discounted fare revenue. This grant amount is included in the FY 2020/21 Operating Budget.

AGENDA ITEM 2 B
Action Item

MEMORANDUM

DATE: June 4, 2020

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: California Public Employees' Retirement System (CalPERS)
Resolution of Intent to Amend contract to include Section 20903 (Two Years Additional Service Credit)

REQUESTED ACTION:
BY MOTION,

1. **Adopt Resolution No. 20-16 of Intention to Approve an Amendment to Contract to include Section 20903**
2. **Authorize the Chair to Certify Compliance with Government Code Section 20903**
3. **Authorize the Executive Director or Designee to Certify Compliance with Government Code Section 7507**
4. **Adopt Resolution No. 20-17 Designating the period from July 10, 2020 through October 9, 2020 for Section 20903 eligibility**

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) contracts with the California Public Employees' Retirement System (CalPERS) under authority of Resolution No. 94-10, adopted August 4, 1994, to provide retirement benefits to its employees.

El Dorado Transit has amended the contract with CalPERS from time to time as needed to comply with new laws and add retirement options to said contract.

DISCUSSION

Section 20903 (Two Years Additional Service Credit) of the California Public Employees Retirement Law (PERL) allows for those employers who contract for this section to provide two (2) years additional service credit to members who retire during a designated period if member eligibility requirements are met. Offering this option requires that El Dorado Transit amend its contract with CalPERS through a multistage public process that commences with the recommended actions and certifications herein.

Certification of Compliance with Government Code Section 20903 requires the El Dorado

Transit Board to confirm the following circumstances apply, leading to the need for a contract amendment:

- The best interests of the agency will be served by granting additional service credit *“because of an impending curtailment of, or change in the manner of performing service.”*
- The added cost to the retirement fund for all eligible employees who retire during the designated window period will be included in the agency’s employer contribution rate for the fiscal year that begins two years after the end of the designated period;
- It has elected to become subject to section 20903 because of impending mandatory transfers, demotions, or layoffs that constitute at least one percent (1%) of the organization, as designated by the governing body, resulting from the curtailment of, or change in the manner of performing, its services;
- Its intension at the time Section 20903 becomes operative is to keep at least one vacancy in any position in any department or other organizational unit permanently unfilled thereby resulting in an overall reduction in the work force.

El Dorado Transit expects significant and possibly long-term deficits in major revenue sources that will require substantial reductions in expenditures across all major operating budget categories. As a result, the FY 2020/21 Personnel Allocation Table, proposed elsewhere in this agenda, includes a reduction of the equivalent of eighteen (18) full-time staff positions including operations and administrative personnel. In the interest of achieving the maximum number of staffing reductions by way of voluntary attrition, staff recommends approval of the actions noted above, necessary to initiate a revision to El Dorado Transit’s contract with CalPERS to offer two (2) years of additional service credit to eligible members.

FISCAL IMPACT

Providing the additional service credit to eligible members does not immediately impact the budget but it does have an associated cost. The added cost to the retirement fund for all eligible members who elect to retire during the designated period will be included in El Dorado Transit’s employer contribution rate for the fiscal year that begins two (2) years after the end of the designated period. Certification of Compliance with Government Code Section 7507 requires the El Dorado Transit Board to confirm *“...the future annual costs as determined by the California Public Employees’ Retirement System for the increase or change in retirement benefit(s) have been made public.”*

To comply with this certification staff has utilized the format provided by CalPERS to calculate the maximum costs for all eligible employees. There are currently twenty-six (26) employees that are considered eligible including all those that have a minimum of five (5) years of service credit and have also reached the minimum age for retirement under the applicable formulas. Based on the CalPERS methodology, the future annual contributions for all twenty-six (26) eligible members are estimated at \$826,844. The actual costs for El Dorado Transit’s employer contribution rate starting in FY 2022/23 will depend on the number of employees, if any, that elect to retire during the designated period and their individual circumstances.

**RESOLUTION OF INTENTION
TO APPROVE AN AMENDMENT TO CONTRACT
BETWEEN THE
BOARD OF ADMINISTRATION
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
AND THE
BOARD OF DIRECTORS
EL DORADO COUNTY TRANSIT AUTHORITY**

WHEREAS, the Public Employees' Retirement Law permits the participation of public agencies and their employees in the Public Employees' Retirement System by the execution of a contract, and sets forth the procedure by which said public agencies may elect to subject themselves and their employees to amendments to said Law; and

WHEREAS, one of the steps in the procedures to amend this contract is the adoption by the governing body of the public agency of a resolution giving notice of its intention to approve an amendment to said contract, which resolution shall contain a summary of the change proposed in said contract; and

WHEREAS, the following is a statement of the proposed change:

To provide Section 20903 (Two Years Additional Service Credit)
for local miscellaneous members.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the above agency does hereby give notice of intention to approve an amendment to the contract between said public agency and the Board of Administration of the Public Employees' Retirement System, a copy of said amendment being attached hereto, as an "Exhibit" and by this reference made a part hereof.

By: _____
Presiding Officer

Title

Date adopted and approved



EXHIBIT

California
Public Employees' Retirement System

AMENDMENT TO CONTRACT

**Between the
Board of Administration
California Public Employees' Retirement System
and the
Board of Directors
El Dorado County Transit Authority**

The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective August 6, 1994, and witnessed August 29, 1994, and as amended effective November 11, 2006 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 10 are hereby stricken from said contract as executed effective November 11, 2006, and hereby replaced by the following paragraphs numbered 1 through 12 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for classic local miscellaneous members and age 62 for new local miscellaneous members.

2. Public Agency shall participate in the Public Employees' Retirement System from and after August 6, 1994 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.
3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:
 - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
 - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.
 - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
 - a. Employees other than local safety members (herein referred to as local miscellaneous members).
5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
 - a. **MEMBERS OF THE GOVERNING BODY; AND**
 - b. **SAFETY MEMBERS.**

6. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member shall be determined in accordance with Section 21354 of said Retirement Law (2% at age 55 Full).
7. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Full).
8. Public Agency elected and elects to be subject to the following optional provisions:
 - a. Section 20042 (One-Year Final Compensation) for classic members only.
 - b. Section 20938 (Limit Prior Service to Members Employed on Contract Date).
 - c. Sections 21624 and 21626 (Post-Retirement Survivor Allowance).
 - d. Section 20903 (Two Years Additional Service Credit).
9. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.
10. Public Agency shall also contribute to said Retirement System as follows:
 - a. Contributions required per covered member on account of the 1959 Survivor Benefits provided under Section 21573 of said Retirement Law. (Subject to annual change.) In addition, all assets and liabilities of Public Agency and its employees shall be pooled in a single account, based on term insurance rates, for survivors of all local miscellaneous members.
 - b. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
 - c. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.

11. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.
12. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the _____ day of _____.

BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF DIRECTORS
EL DORADO COUNTY TRANSIT
AUTHORITY

BY _____
ARNITA PAIGE, CHIEF
PENSION CONTRACTS AND PREFUNDING
PROGRAMS DIVISION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
PRESIDING OFFICER

Witness Date

Attest:

Clerk



California Public Employees' Retirement System
 Financial Office | Pension Contracts and Prefunding Programs Division
 P.O. Box 942703, Sacramento, CA 94229-2703
 888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

**CERTIFICATION OF COMPLIANCE WITH
 GOVERNMENT CODE SECTION 20903**

In accordance with Government Code Section 20903 and the contract between the Public Employees' Retirement System, the Board of Directors of the El Dorado County Transit Authority hereby certifies that:

1. Because of an impending curtailment of, or change in the manner of performing service, the best interests of the agency will be served by granting such additional service credit.
2. The added cost to the retirement fund for all eligible employees who retire during the designated window period will be included in the contracting agency's employer contribution rate for the fiscal year that begins two years after the end of the designated period.
3. It has elected to become subject to Section 20903 because of impending mandatory transfers, demotions, and layoffs that constitute at least 1 percent of the job classification, department or organizational unit, as designated by the governing body, resulting from the curtailment of, or change in the manner of performing, its services.
4. Its intention at the time Section 20903 becomes operative is to keep all vacancies created by retirements under this section or at least one vacancy in any position in any department or other organizational unit permanently unfilled thereby resulting in an overall reduction in the work force of such department or organizational unit.

THEREFORE, the Board of Directors of the El Dorado County Transit Authority hereby elects to provide the benefits of Government Code Section 20903 to all eligible members who retire within the designated period, July 10, 2020 through October 9, 2020.

BOARD OF DIRECTORS
 OF THE
 EL DORADO COUNTY TRANSIT AUTHORITY

By: _____
 Presiding Officer

Attest:

 Clerk/Secretary

 Date



California Public Employees' Retirement System
Financial Office | Pension Contracts and Prefunding Programs Division
P.O. Box 942703, Sacramento, CA 94229-2703
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

Certification of Compliance with Government Code Section 7507

I hereby certify that in accordance with Government Code section 7507, the future annual costs as determined by the California Public Employees' Retirement System for the increase or change in retirement benefit(s) have been made public at a public meeting of the Board of Directors of the El Dorado County Transit Authority on June 4, 2020 which is at least two weeks prior to the adoption of the Resolution / Ordinance.

Adoption of the retirement benefit increase or change will not be placed on the consent calendar.

Clerk/Secretary

Title

Date _____

**Board of Directors
of The
El Dorado Transit Authority
Resolution
To
Grant Another Designated Period
For
Two Years Additional Service Credit**

WHEREAS, the Board of Directors of the El Dorado Transit Authority is a contracting Public Agency of the Public Employees' Retirement System; and

WHEREAS, said Public Agency desires to provide another designated period for Two Years Additional Service Credit, Section 20903, based on the contract amendment included in said contract which provided for Section 20903, Two Years Additional Service Credit, for eligible members;

NOW, THEREFORE, BE IT RESOLVED, that said Board of Directors does seek to add another designated period, and does hereby authorize this Resolution, indicating a desire to add a designated period from July 10, 2020 through October 9, 2020 for eligible miscellaneous members in the El Dorado County Transit Authority.

Adopted and approved this 4th day of June, 2020.

BOARD OF DIRECTORS
OF THE
EL DORADO TRANSIT AUTHORITY

BY _____
Presiding Officer

Attest:

Clerk/Secretary

(Rev. 12/12/18)

AGENDA ITEM 2 C
Action Item

MEMORANDUM

DATE: June 4, 2020
TO: El Dorado County Transit Authority
FROM: Matthew Mauk, Executive Director
SUBJECT: Fiscal Year 2020/21 Personnel Allocation Plan, Salary Schedules, and Organizational Chart

REQUESTED ACTION:
BY MOTION,

- 1. Adopt Resolution No. 20-09 adopting the Personnel Allocation Plan for Fiscal Year 2020/21 and authorizing a reduction in force**
- 2. Adopt Resolution No. 20-10 approving the Salary Schedule for Fiscal Year 2020/21**
- 3. Approve the Organizational Chart for Fiscal Year 2020/21**

BACKGROUND

Article 3.10 of the El Dorado County Transit Authority Personnel Policies and Procedures Manual, Amended and Adopted 02/06/2020, states the following: “Unless otherwise required by law or policy, a standard salary schedule, consisting of either flat rates or steps of hourly and equivalent monthly salary rates in dollars for employees in full-time positions, shall be established by Resolution of El Dorado Transit.” In accordance with the policy, the El Dorado County Transit Authority (El Dorado Transit) typically adopts a personnel allocation plan and approves an organizational chart and salary schedule annually prior to adopting a final Operating Budget.

In response to immediate and significant ridership losses, program closures and state-wide public health directives due to the COVID-19 health emergency, El Dorado Transit suspended some services beginning in early March. Additionally, El Dorado Transit expects significant and possibly long-term deficits in major revenue sources that will require substantial reductions in expenditures across all major operating budget categories. As a result, the El Dorado Transit Board of Directors approved a service plan in May 2020, which continues the current reduced fixed route and demand response services with implementation of additional reductions to be effective July 13, 2020 until further notice.

DISCUSSION

To comply with Board adopted policies requiring the timely adoption of final annual budgets, staff recommends adoption of Resolution No. 20-09 and Resolution No. 20-10 approving the FY 2020/21 Personnel Allocation Table and Salary Schedules, respectively.

Personnel Allocation Resolution No. 20-09 (Attachment A)

The proposed FY 2020/21 Personnel Allocation Table noted in Resolution No. 20-09 is attached for reference and includes a reduced staffing level of up to forty-six (46) allocated full-time equivalent (FTE) positions. The proposed allocation plan eliminates the equivalent of eighteen (18) full-time positions in the Table but the resulting personnel actions will affect the current employment status of at least twenty (20) individual employees, including operations and administrative personnel. The only additions to the Allocation Table are in the Maintenance Custodian classification to support enhanced vehicle cleaning and sanitizing protocols.

Most of the personnel allocations are in Operations and Maintenance departments (37 FTE total), including twenty-six (26) regular full-time and part-time Transit Operator positions necessary to support reduced transit services. In addition to the complete elimination of some allocated positions, as many as eleven (11) full-time Transit Operators will be reduced to part-time, due to reduced service schedule. Consistent with past practice, management anticipates retaining some temporary employees in Transit Operator and Dispatch classifications to support full staffing of daily operations. These “extra-help” employees work intermittently as needed to fill in for regular employees who may be absent or unavailable on a given day. These temporary positions are not included in the Table.

A maximum of nine (9) total FTE are allocated to cover all remaining administrative and management functions, including but not limited to, safety oversight, customer service, finance, human resources, planning/marketing, grant management and regulatory compliance. In addition to the reductions in allocated positions, staff is considering the potential of voluntary unpaid furloughs for certain administrative and management personnel, to be effective July 2020. Staff anticipates providing a more detailed analysis of this option in the final budget adoption discussion in July.

Salary Schedule Resolution No. 20-10 and Organizational Chart (Attachments B and C)

The proposed FY 2020/21 Salary Schedule is attached for reference and reflects no changes from the current adopted salaries with the exception of a three-percent (3%) increase to base salary levels for regular Transit Operators as established by the current Memorandum of Understanding Between El Dorado County Transit Authority and the Operating Engineers Local Union No. 3 (MOU). The proposed FY 2020/21 Organizational Chart is attached for approval and reflects the reduction of allocated positions discussed previously.

Achieving an appropriate and fiscally sustainable staffing level during and after the pandemic requires El Dorado Transit to restructure its operation and eliminate positions, including Transit Operators and unrepresented employees across multiple departments. The number of layoffs and/or recalls necessary within individual employee classifications may vary and will likely

change over the course of the fiscal year based on attrition and staffing adjustments necessary to meet operational needs. Staff recommends adoption of the attached Resolutions No. 20-09 and No. 20-10 confirming the proposed Fiscal Year 2020/21 Personnel Allocation Plan and Salary Schedules, respectively, and recommends approval of the corresponding Fiscal Year 2020/21 Organizational Chart.

FISCAL IMPACT

The proposed reductions to the El Dorado Transit workforce, represent an estimated reduction of \$1,787,043 in annual salary expenses necessary to balance the Operating Budget.

All costs associated with the final FY 2020/21 Personnel Allocation Plan authorized by Resolution No. 20-09 and the Salary Schedule authorized by Resolution No. 20-10 are included in the final FY 2020/21 Operating Budget as proposed for adoption elsewhere in this agenda.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 20-09**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING THE PERSONNEL ALLOCATION TABLE FOR
FISCAL YEAR 2020/21

WHEREAS, the Governing Board of El Dorado County Transit Authority is authorized to adopt an annual fiscal year personnel allocation plan; and

WHEREAS, the Governing Board of the El Dorado County Transit Authority recognizes the unprecedented scope of operational and financial impacts of the COVID-19; and

WHEREAS, the El Dorado County Transit Authority relies primarily on designated State funding sources, derived from sales tax revenue, as well as fare revenue, to support the operation of essential public transit services for the Western Slope of El Dorado County; and

WHEREAS, significant operating revenue shortfalls are imminent due to reductions in State transit funding sources and fare revenue losses resulting from reduced ridership and program closures due to the COVID-19 pandemic; and

WHEREAS, the El Dorado County Transit Authority is required to seek significant reductions in operating expenditures, including salary and benefits, to maintain financial viability until such time as demand for transit service returns and essential revenue streams return to their former levels; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the El Dorado Transit County Transit Authority hereby;

- A. Adopts the attached Personnel Allocation Table as a maximum allocation of personnel for the Fiscal Year 2020/21.
- B. Authorizes and directs the Executive Director notify and reduce the following represented and unrepresented positions in the El Dorado Transit workforce due to a lack of work, lack of funding and organizational changes necessary to respond and recover from the COVID-19 pandemic:

<u>Classification</u>	<u>Number of Positions</u>
1. Full time Fiscal Technician II	(1)
2. Full Time Transit Dispatcher	(1)
3. Part Time Transit Dispatcher	(1)
4. Full Time Transit Operator	(3)
5. Part Time Transit Operator	(9)
6. Extra Help Transit Operator	(5)
7. Reduction of Full Time Transit Operator to Part Time Transit Operator	(11)

- C. Authorizes the Executive Director to utilize extra-help employees as necessary to meet the service needs of the public.

BE IT FURTHER RESOLVED, that the Executive Director or his/her designated representative shall be authorized to negotiate the terms of any voluntary separations, demotions and/or retirements as appropriate in order to achieve a maximum reduction in force by means of attrition, within all employee classifications.

BE IT FURTHER RESOLVED, that the Executive Director or his/her designated representative shall be authorized and directed to serve formal, written notice to all employees potentially affected by the reduction in force authorized herein, per the terms of the current Personnel Policies and Procedures, and the Memorandum of Understanding Between the El Dorado County Transit Authority and the Operating Engineers Local Union No. 3.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 4th day of June 2020, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

John Hidahl, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

EL DORADO COUNTY TRANSIT AUTHORITY
 PROPOSED
 PERSONNEL ALLOCATION TABLE
 Fiscal Year (FY) 2020/21

Classification	Adopted FY 2019/20 (fte*)	Proposed FY 2020/21 (fte*)
Administrative Coordinator	1	1
Custodian	1	2.5
Equipment Technician I/II	4	3
Executive Director	2	1
Finance Manager	1	1
Fiscal Technician I	2	1
Human Resources Manager	1	1
Information Technology Analyst	1	0
Maintenance and Facilities Supervisor	1	1
Maintenance Technician	2	2
Office Assistant II	2	2
Operations Manager	1	1
Planning and Marketing Manager	1	1
Transit Operations Supervisor	3	3
Safety Coordinator	1	1
Transit Dispatcher	5	3.5
Transit Operator	35	21
<i>TOTAL ALLOCATED POSITIONS</i>	<i>64</i>	<i>46</i>

* fte = Full Time Equivalent

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 20-10**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING THE FISCAL YEAR 2020/21 SALARY SCHEDULE
FOR REGULAR AND EXTRA HELP EMPLOYEES**

WHEREAS, Article 3.10 of the El Dorado County Transit Authority Personnel Policies and Procedures Manual provides that a salary schedule shall be established by Resolution of the Board of Directors of the El Dorado County Transit Authority; and

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

WHEREAS, the salary schedule incorporates a three percent (3%) Salary Adjustment pursuant to the Memorandum of Understanding between the El Dorado County Transit Authority and the Operating Engineers Local Union No. 3 Transit Operators Bargaining Unit for all represented employees; and

NOW, THEREFORE, BE IT RESOLVED, that the following attached salary schedule is authorized by the Board of Directors of the El Dorado County Transit Authority effective the 1st of July 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 4th day of June, 2020, by the following vote of said Board:

AYES: NOES: ABSTAIN: ABSENT:

John Hidahl, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

El Dorado County Transit Authority
PROPOSED SALARY SCHEDULE FOR FISCAL YEAR 2020/21

JOB CLASSIFICATION	STEP	1	2	3	4	5	6	7
ADMINISTRATIVE COORDINATOR - UR	Hourly	22.14	23.25	24.42	25.64	26.92	28.26	29.68
	Monthly	3,837.60	4,029.48	4,232.80	4,444.44	4,666.83	4,898.57	5,143.67
CUSTODIAN - UR	Hourly	13.18	13.84	14.54	15.26	16.03	16.83	17.67
	Monthly	2,284.53	2,398.76	2,520.44	2,644.89	2,778.88	2,917.89	3,062.11
EQUIPMENT TECHNICIAN I - UR	Hourly	19.09	20.05	21.05	22.11	23.21	24.37	25.59
	Monthly	3,308.93	3,474.47	3,648.32	3,832.57	4,022.55	4,223.79	4,435.08
EQUIPMENT TECHNICIAN II - UR	Hourly	21.08	22.13	23.24	24.40	25.62	26.90	28.25
	Monthly	3,653.87	3,836.56	4,028.44	4,230.03	4,439.93	4,661.97	4,896.84
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	38.12	40.03	42.03	44.13	46.34	48.66	51.09
	Monthly	6,607.47	6,937.84	7,284.85	7,649.20	8,031.75	8,435.09	8,855.25
FISCAL TECHNICIAN I - UR	Hourly	17.73	18.62	19.55	20.53	21.55	22.63	23.76
	Monthly	3,073.20	3,226.95	3,388.32	3,557.84	3,735.85	3,922.71	4,118.92
FISCAL TECHNICIAN II - UR	Hourly	19.57	20.55	21.58	22.66	23.79	24.98	26.23
	Monthly	3,392.13	3,561.83	3,740.01	3,927.04	4,123.43	4,329.69	4,546.19
HUMAN RESOURCES MANAGER - UR / C / M	Hourly	36.29	38.10	40.01	42.01	44.11	46.31	48.63
	Monthly	6,290.27	6,603.13	6,935.07	7,281.91	7,646.08	8,026.72	8,429.89
MAINTENANCE AND FACILITIES SUPERVISOR - UR	Hourly	26.98	28.33	29.75	31.24	32.80	34.44	36.16
	Monthly	4,676.53	4,910.36	5,155.97	5,415.63	5,684.81	5,969.08	6,267.56
MAINTENANCE TECHNICIAN - UR	Hourly	18.63	19.56	20.54	21.57	22.65	23.78	24.97
	Monthly	3,229.20	3,390.75	3,560.44	3,738.63	3,925.65	4,122.04	4,328.31
OFFICE ASSISTANT I - UR	Hourly	14.20	14.91	15.66	16.44	17.26	18.12	19.03
	Monthly	2,461.33	2,584.40	2,713.71	2,849.43	2,991.91	3,139.93	3,298.71
OFFICE ASSISTANT II - UR	Hourly	15.67	16.46	17.28	18.14	19.05	20.00	21.01
	Monthly	2,716.13	2,853.76	2,994.85	3,144.61	3,302.00	3,467.19	3,642.43
OPERATIONS MANAGER - UR / C / M	Hourly	40.05	42.06	44.16	46.37	48.69	51.12	53.68
	Monthly	6,942.00	7,290.92	7,653.88	8,036.60	8,440.29	8,860.63	9,303.67
PLANNING & MARKETING MANAGER - UR / C / M	Hourly	30.53	32.05	33.66	35.34	37.11	38.96	40.91
	Monthly	5,291.87	5,554.81	5,834.40	6,126.12	6,432.57	6,752.55	7,090.20
SAFETY COORDINATOR - UR	Hourly	27.65	29.04	30.49	32.01	33.62	35.30	37.06
	Monthly	4,792.67	5,034.12	5,284.24	5,548.57	5,827.81	6,119.36	6,423.73
TRANSIT DISPATCHER - UR	Hourly	16.06	16.87	17.71	18.60	19.53	20.50	21.53
	Monthly	2,783.73	2,924.65	3,069.21	3,224.52	3,385.89	3,553.51	3,731.35
EXTRA HELP TRANSIT DISPATCHER - UR	Hourly	16.06	16.87	17.71				
	Monthly	2,783.73	2,924.65	3,069.21				
TRANSIT OPERATOR - FULL TIME - R	Hourly	18.34	19.26	20.22	21.23	22.29	23.41	24.58
	Monthly	3,178.93	3,337.88	3,504.80	3,680.04	3,864.12	4,057.39	4,260.36
TRANSIT OPERATOR - PART TIME - R	Hourly	18.34	19.26	20.22	21.23	22.29	23.41	24.58
	Monthly	3,178.93	3,337.88	3,504.80	3,680.04	3,864.12	4,057.39	4,260.36

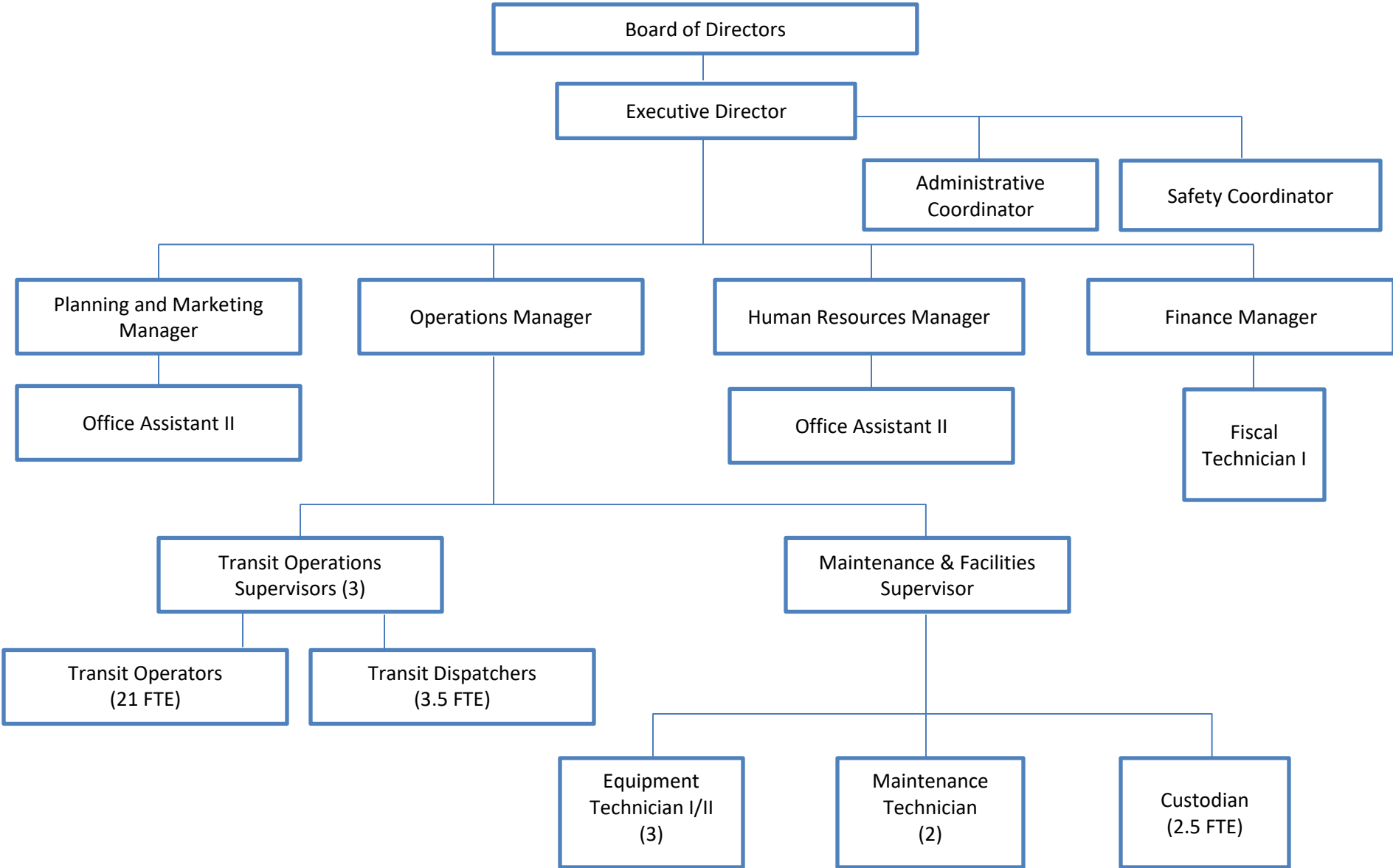
EI Dorado County Transit Authority
PROPOSED SALARY SCHEDULE FOR FISCAL YEAR 2020/21

JOB CLASSIFICATION	STEP	1	2	3	4	5	6	7
EXTRA HELP TRANSIT OPERATOR - UR	Hourly	18.34	19.26	20.22				
	Monthly	3,178.93	3,337.88	3,504.80				
TRANSIT OPERATIONS SUPERVISOR - UR	Hourly	25.05	26.31	27.62	29.01	30.46	31.99	33.58
	Monthly	4,342.00	4,560.92	4,787.29	5,028.40	5,279.91	5,544.07	5,819.67

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

Unrepresented and Management; Resolution 20-10 Proposed June 4, 2020
Represented; Board Ratified September 5, 2019; Resolution 20-10 Proposed June 4, 2020
Executive Director Salary Schedule Approved by Board on October 4, 2018

**EL DORADO COUNTY TRANSIT AUTHORITY
 PROPOSED ORGANIZATIONAL CHART
 FISCAL YEAR 2020/2021**



AGENDA ITEM 2 D
Action Item

MEMORANDUM

DATE: June 4, 2020
TO: El Dorado County Transit Authority
FROM: Matthew Mauk, Executive Director
SUBJECT: Proposed Fiscal Year 2020/21 Operating and Capital Budgets

REQUESTED ACTION:
BY MOTION,

- 1. Review and Approve the proposed Final Fiscal Year 2020/21 Operating Budget, including revisions**
- 2. Review and Approve the proposed Final Fiscal Year 2020/21 Capital Budget, including revisions**

BACKGROUND

The Bylaws of the El Dorado County Transit Authority (El Dorado Transit) require the Executive Director to propose final Operating and Capital budgets to the Board on or before June 15th of each year, with final Board adoption required by July 15th.

On March 5, 2020, the Fiscal Year (FY) 2020/21 Preliminary Operating Budget was presented for full Board review. At that time, the Board authorized the formation of an Ad Hoc Budget Review Committee (Committee) with the Chair and Vice Chair to engage in a more detailed review of both the proposed Operating and Capital budgets. The Committee met with staff on March 19, 2020, with an understanding that the recent economic developments related to the COVID-19 pandemic would likely have a significantly effect on expenses and the availability of traditional operating revenue streams. Given that it was still early in the crisis, the Committee agreed to take a status quo approach to the preliminary budget discussions until more information became available.

On the recommendation of the Ad Hoc Budget Review Committee, the full Board adopted a revised Preliminary Operating Budget and a Preliminary Capital Improvement Plan/Budget for Fiscal Year 2020/21 on April 2, 2020. Final drafts of the FY 2020/21 Operating Budget and Capital Budget (attached) are presented for review and approval. Per Board direction, a special meeting has been scheduled for July 9, 2020, for adoption of the final Operating Budget and Capital Improvement Plan/Budget by resolution.

DISCUSSION

Operating Budget

The most important revenue assumptions in the proposed FY 2020/21 Operating and Capital Budgets are related to the State Transportation Development Act (TDA) funds which make up approximately 72% of the operating revenues. TDA includes two sources of funding for both operating and capital projects, Local Transportation Funds (LTF) and State Transit Assistance Funds (STA). These funds are derived from retail and diesel fuel sales tax measures and under normal circumstances, these revenue sources are generally stable. However, due to the sudden and drastic economic shutdown that began in February, it is reasonable to assume the retail sales tax revenues available for transit will be greatly reduced for FY 2020/21. Exact projections are still not available at this time but given that the pandemic related economic downturn has persisted for a full three (3) months to date and is likely to continue, the TDA revenue projections have been revised down by forty percent (40%) from the preliminary budget figures. This is consistent with the analysis of State budget numbers in the Governor's May revisions.

The remaining revenue accounts are primarily made up of passenger fares and Federal, State, and local project specific operating grants. El Dorado Transit has experienced about a seventy-four percent (74%) reduction in ridership since Statewide shelter orders were issued and multiple support programs were closed in March. Accordingly, some commuter and demand-response services were suspended in March and El Dorado Transit completely suspended the collection of fares on the remaining services in April to facilitate physical distancing measures. The proposed budget assumes twenty-five percent (25%) of the fare revenue originally projected based on the current ridership trends and service levels. These estimates are also dependent on a reinstatement of fare collection in August as proposed elsewhere in this agenda. Federal grant funding amounts are generally formulaic allocations and are restricted to support certain types of service (i.e. rural or urban). These revenues assumptions remain generally flat from the preliminary budget.

Given the expected loss of revenues discussed above, expenditures within both major budget categories have been reduced from the preliminary budget. The salary and benefit accounts collectively represent approximately seventy-one percent (71%) of the total operating expenditures. Preliminary budget figures were conservatively estimated based on all formerly allocated positions being filled and accounted for routine salary adjustments. To meet the anticipated budgetary challenges and to appropriately staff the reduced services, significant reductions in salary and benefits categories are necessary. The proposed FY 2020/21 Operating Budget assumes a \$2.6 million reduction in salaries and benefits contingent on a significant reduction of the current workforce. If authorized, staff anticipates utilizing a combination of voluntary attrition and elimination of allocated positions to realize the needed thirty-six percent (36%) reduction in salary and benefit costs.

Most benefit account expenses in the proposed budget are projected based on a percentage of payroll in direct relation to the remaining allocated positions. Health insurance premium contributions change on a calendar year basis and budget projections are typically adjusted mid-fiscal year accordingly.

Service and supply accounts include insurance premiums, maintenance expenses, fuel, professional services, and project specific expenses. Budget assumptions in these accounts are generally based on experience, specific contract terms, or published rates and assigned an annual escalator of 3% to 10% depending on the classification and price volatility of certain commodities. Fuel is the most volatile within these categories and although the expenditure projections have been revised down based on reduced service levels, further adjustments may be necessary later in the year.

Staff has reevaluated each additional service and supply account expenditure line item and revised downward from the preliminary budget, where feasible, with the intent of realizing the maximum overall cost savings. However, other than fuel, the largest expenses within the category are annual premiums for public liability, vehicle physical damage, commercial and employment practices insurance. These costs are still anticipated to increase as much or more than previously projected.

Capital Budget

State Transit Assistance (STA) funds are derived from diesel fuel taxes and El Dorado Transit typically applies for STA funds each year. The application process allows for STA to be used with minimal restrictions for operating or capital and these funds have historically been used as the primary source or matching funds for capital projects. The annual Financial and Compliance audit at the end of each fiscal year determines if any funds are needed for operating, the remaining balance is then allocated for capital use.

The Capital Improvement Plan is made up of projects that are either active or planned to begin within a three-year period. With the potential impact on operating funding due to COVID-19, the following projects have been postponed:

- 14-03 Metal Fabrication Tools
- 15-08 Park and Ride Parking Lot Maintenance
- 17-05 Maintenance Facility – Safety Equipment
- 18-02 Bus Shelter Amenities
- 19-01 IT Upgrade and Replacement Plan
- 19-03 Administration Building Safety Improvements
- 20-01 Facility Surveillance Upgrade
- 20-03 Administration / Maintenance Facility Equipment
- 20-04 Maintenance Facility Swamp Cooler and Steam Cleaner Modifications
- 21-01 On-Board Camera System Power Supply Upgrade
- 21-02 Vehicle Replacement – Maintenance Truck
- 21-03 Administration / Maintenance Facility Equipment

This action allows for the reallocation of STA funds back to operating in the amount of \$1,416,927.

Attached for Board review and approval are the draft Final FY 2020/21 Operating Budget and Capital Budget. Staff will be prepared to discuss the final draft budgets and the changing financial conditions related to the COVID-19 public health emergency at this meeting.

FISCAL IMPACT

Due to the ongoing operating and financial impacts of the COVID-19 pandemic, the proposed FY 2020/21 Operating Budget has been revised significantly from the preliminary versions presented in March and April. The draft Final Operating Budget, as proposed, is balanced and now includes operating expenses of \$7,207,928 for FY 2020/21 which is \$2,933,239, or twenty-nine percent (29%) less than what was last presented.

The proposed FY 2020/21 Capital Budget is unchanged from the preliminary version but reflects a suspension of planned projects allowing for the reallocation of \$1,416,927 to cover projected operating expenses.

EL DORADO COUNTY TRANSIT AUTHORITY PROPOSED FINAL OPERATING BUDGET 2020/2021

OPERATING BUDGET		FY 2020/2021 Preliminary Adopted 04/02/2020	FY 2020/2021 Final Proposed 06/04/2020	Difference
REVENUE ACCOUNTS				
4000.00	Transportation Development Act (TDA/LTF)	\$5,430,343	\$3,258,206	-\$2,172,137
4270.00	State Transit Assistance (TDA/STA)	\$1,585,839	\$951,503	-\$634,336
4270.00	State Transit Assistance (TDA/STA) From Capital	\$101,818	\$1,416,927	\$1,315,109
4270.01	State Transit Assistance (TDA/STA)/State of Good Repair (SGR)	\$253,381	\$152,029	-\$101,352
4970.00	Interest Income	\$58,000	\$10,000	-\$48,000
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$538,231	\$538,231	\$0
4300.00	Cash Fares	\$175,000	\$43,750	-\$131,250
4310.00	Contract Services	\$462,000	\$115,500	-\$346,500
4320.00	Charter Services	\$5,000	\$0	-\$5,000
4330.00	Commuter Route Fare Media	\$786,000	\$196,500	-\$589,500
4350.00	Local Route Fare Media	\$76,000	\$19,000	-\$57,000
4360.00	Paper Scrip	\$28,000	\$7,000	-\$21,000
4400.00	Advertising Revenue	\$16,000	\$8,000	-\$8,000
4990.00	Misc. Revenue	\$1,000	\$400	-\$600
4107.03	Fair Shuttle AB2766 Grant	\$32,000	\$32,000	\$0
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant	\$334,181	\$200,509	-\$133,672
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$250,000	\$250,000	\$0
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$8,374	\$8,374	\$0
TOTAL REVENUES		\$10,141,167	\$7,207,928	-\$2,933,239
SALARY & BENEFIT ACCOUNTS				
5010.00	Regular Employees	\$4,057,043	\$2,270,000	-\$1,787,043
5010.02	Temporary Employees	\$100,000	\$60,000	-\$40,000
5010.07	Overtime	\$100,000	\$50,000	-\$50,000
5010.08	On Call Pay	\$7,000	\$7,000	\$0
5010.09	CRDI and Shift Pay	\$20,000	\$15,000	-\$5,000
5020.01	Employee Retirement	\$680,000	\$511,000	-\$169,000
5070.01	(OASDI - Payroll Tax) FICA	\$7,000	\$3,800	-\$3,200
5070.02	MEDICARE - Payroll Tax	\$56,000	\$34,000	-\$22,000
5020.02	Health Insurance	\$1,722,000	\$1,052,200	-\$669,800
5020.03	Unemployment Insurance	\$10,000	\$175,000	\$165,000
5020.04	LT Disability/Life Ins	\$39,000	\$29,000	-\$10,000
5020.05	Worker's Comp	\$354,000	\$388,493	\$34,493
TOTAL SALARY & BENEFITS		\$7,152,043	\$4,595,493	-\$2,556,550
SERVICE & SUPPLY ACCOUNTS				
5090.02	Clothing & Supplies	\$3,600	\$3,240	-\$360
5090.05	Uniforms - Other	\$16,000	\$10,000	-\$6,000
5050.01	Communications - Phone	\$32,000	\$28,800	-\$3,200
5090.20	Communications - Radio	\$1,000	\$900	-\$100
5090.01	Household Expenses	\$15,750	\$14,175	-\$1,575
5060.01	Insurance Premiums/Public Liability	\$588,000	\$620,000	\$32,000
5060.02	Insurance Premiums/Physical Damage	\$25,000	\$25,000	\$0
5060.03	Insurance Premiums/Commercial	\$14,000	\$14,000	\$0
5060.04	Insurance Premium EPLI Package	\$18,000	\$18,000	\$0
5090.06	Service Contracts/Equipment	\$170,000	\$170,000	\$0
5160.07	Park and Ride Maintenance	\$13,000	\$13,000	\$0
5160.01	Maintenance/Buildings	\$6,200	\$6,200	\$0
5160.03	Maintenance/Equipment	\$3,000	\$3,000	\$0
5160.05	Maintenance/Grounds	\$5,500	\$5,500	\$0
5160.09	Maintenance/Bus Stop	\$2,000	\$2,000	\$0
5160.00	Maintenance/Other	\$2,500	\$2,500	\$0
5040.00	Vehicle Maintenance (In-House)	\$380,000	\$342,000	-\$38,000
5040.02	Vehicle Maintenance/Tires & Tubes	\$100,000	\$90,000	-\$10,000
5040.03	Vehicle Maintenance/Lubricants	\$31,000	\$27,900	-\$3,100
5040.04	Vehicle Maintenance/Small Tools - Shop	\$4,300	\$3,870	-\$430
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$43,000	\$38,700	-\$4,300
5090.50	Safety Equipment/Training	\$10,000	\$20,000	\$10,000
5090.40	Memberships	\$4,000	\$3,600	-\$400
5090.70	Office Expense	\$15,000	\$13,500	-\$1,500
5090.80	Postage	\$4,000	\$3,600	-\$400
5090.00	Operating Expense - Other	\$1,500	\$1,350	-\$150
5030.00	Professional Services	\$270,000	\$220,000	-\$50,000
5030.10	Employee Medical Exams	\$9,000	\$8,100	-\$900
5030.30	Background Checks	\$2,000	\$1,800	-\$200
5090.08	Pubs/Legal Notices	\$2,000	\$2,000	\$0
5090.75	Printing	\$15,000	\$13,500	-\$1,500
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	\$2,000	\$1,800	-\$200
5150.00	Special Department Expense	\$1,500	\$1,500	\$0
5150.01	Marketing	\$10,000	\$9,000	-\$1,000
5090.30	Staff Development/Travel	\$25,000	\$15,000	-\$10,000
5040.01	Fuel Purchase	\$700,000	\$500,000	-\$200,000
5090.72	Bank Charges	\$400	\$400	\$0
5090.73	Credit Card Charge Fees	\$3,500	\$3,500	\$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	\$20,000	\$20,000	\$0
4108.03	Fair Shuttle AB2766 Grant	Pending	\$0	\$0
6270.00	Contingency	\$295,374	\$210,000	-\$85,374
TOTAL SERVICES AND SUPPLIES		\$2,989,124	\$2,612,435	-\$376,689
TOTAL OPERATING EXPENSES		\$10,141,167	\$7,207,928	-\$2,933,239

El Dorado County Transit Authority

Proposed Capital Improvement Plan Budget FY 2020/21

Status	CIP Project Number	Project Description	Budget	Deferred STA* \$3,053,113	FTA Section 5307 \$276,756	FTA Section 5310 \$666,000	FTA Section 5339 \$1,355,747	PTMISEA 10/11 \$1,430,620	CTSGP-CTAF \$110,231	CMAQ \$1,100,000
ACTIVE	12-06	Western Placerville Interchange (WPI) Park and Ride	\$2,865,620	\$335,000				\$1,430,620		\$1,100,000
POSTPONED	14-03	Metal Fabrication Tools	\$11,942							
POSTPONED	15-08	Park-and-Ride Parking Lot Maintenance	\$250,000							
ACTIVE	17-03	Bus Stop Improvements - Upper Broadway	\$392,550	\$392,550						
POSTPONED	17-05	Maintenance Facility - Safety and Equipment	\$52,000							
POSTPONED	18-02	Bus Shelter Amenities	\$165,000							
ACTIVE	18-04	Vehicle Replacement - Local Fixed Route - Gillig	\$2,135,404	\$583,404	\$196,253		\$1,355,747			
ACTIVE	18-06	Radio System	\$110,231						\$110,231	
POSTPONED	19-01	IT Upgrade and Replacement 5 Year Plan	\$140,635							
POSTPONED	19-03	Administration Building Safety Improvements	\$24,150							
ACTIVE	19-04	Vehicle Replacement - Demand Response	\$846,163	\$236,163		\$610,000				
POSTPONED	20-01	Facility Surveillance Upgrade	\$16,500							
PLANNED	20-02	Automatic Bus Washer Retrofit	\$110,000	\$29,497	\$80,503					
POSTPONED	20-03	Administration / Maintenance Facility Equipment	\$40,000							
POSTPONED	20-04	Maintenance Facility Swamp Cooler and Steam Cleaner Modifications	\$151,335							
PLANNED	20-05	Vehicle Replacement - Local Fixed Route	\$1,078,000							
ACTIVE	20-06	Vehicle Replacement - Demand Response - Transit Van	\$86,900	\$30,900		\$56,000				
POSTPONED	21-01	On-Board Camera System Power Supply Upgrades	\$31,441							
POSTPONED	21-02	Vehicle Replacement - Maintenance Truck	\$31,095							
POSTPONED	21-03	Administration / Maintenance Facility Equipment	\$40,000							
Project Totals			\$8,578,966	\$1,607,514	\$276,756	\$666,000	\$1,355,747	\$1,430,620	\$110,231	\$1,100,000
Remaining Funds Available				\$1,445,599	\$0	\$0	\$0	\$0	\$0	\$0

***Balance Per FY 2018/19 Audited Financials**