



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING AGENDA

Thursday, December 3, 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://us02web.zoom.us/j/833772503?pwd=VXptSUJYaEd6ZkRCUFExbU15Vk4vQT09>

Participate by Phone:

1-669-900-6833

Meeting ID: 833-772-503

Passcode: 2020

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

CEREMONIAL ITEMS

PAGE

- A. Adopt the attached Proclamations in Recognition of Outgoing Board Members

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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. CONSENT CALENDAR

PAGE

- A. Approve Conformed Minutes of Regular Meeting November 5, 2020 8
- B. Receive and File October 2020 Check Registers 11
- C. Receive and File October 2020 Ridership Report 15
- D. Approve the El Dorado County Transit Authority Board of Directors Proposed Meeting Schedule for 2021 19
- E. Adopt Resolution No. 20-28 revising the El Dorado County Transit Authority Personnel Policies and Procedures Manual to comply with new State employment law 21
- F. Receive and File Independent Financial Audit, Single Audit and Compliance Reports for Fiscal Year 2019/20 for the El Dorado County Transit Authority 28

2. ACTION ITEMS

- A. Adopt Resolution No. 20-29 Revising the Personnel Allocation Plan for Fiscal Year 2020/21 31

3. INFORMATION ITEMS

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- A. California Public Employers' Retirement System (CalPERS) contract amendment to include Section 20903 final report

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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

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED BOARD MEETING
OF THE EL DORADO COUNTY TRANSIT AUTHORITY
Thursday, February 4, 2021 1:00 P.M.

Zoom Meeting Teleconference

<https://us02web.zoom.us/j/833772503?pwd=VXptSUJYaEd6ZkRCUFExbU15Vk4vQT09>

1-669-900-6833

Meeting ID: 833-772-503

Password: 2020

AGENDA ITEM
Ceremonial Item

MEMORANDUM

DATE: December 3, 2020

TO: El Dorado County Transit Authority

FROM: Matthew Mauk, Executive Director

SUBJECT: Proclamations Recognizing Outgoing Board Members

REQUESTED ACTION:

BY MOTION,

Adopt the attached Proclamations in Recognition of Outgoing Board Members

DISCUSSION

Staff recommends the El Dorado County Transit Authority Board of Directors adopt the attached Proclamations acknowledging the service of the following outgoing El Dorado County Transit Authority Board Members:

- ❖ El Dorado County Supervisor Brian Veerkamp, Board Member since 2013; served as Chairperson in 2016
- ❖ Placerville City Councilmember Mark Acuna, Board Member from 2001 to 2006, 2011 and 2012, and 2018 to 2020; served as Chairperson in 2003, 2004 and 2019
- ❖ El Dorado County Supervisor Shiva Frentzen, Board Member since 2015; served as Chairperson in 2018

On behalf of the management and employees of the El Dorado County Transit Authority, we express our sincere appreciation to Directors Acuna, Frentzen and Veerkamp for their years of outstanding leadership and guidance to our organization and to their enduring support of public transit for the citizens of the western slope of El Dorado County.



PROCLAMATION

**of the Board of Directors
of the El Dorado County Transit Authority**

Recognizing **Brian Veerkamp**, El Dorado County Supervisor,
for his 8 years of outstanding public service.

WHEREAS, El Dorado County Supervisor Brian Veerkamp has served as a member to the El Dorado County Transit Authority Board of Directors since February 2013;

WHEREAS, Supervisor Veerkamp served as Chairperson in 2016; and

WHEREAS, Supervisor Veerkamp has dedicated himself to excellence as a member of El Dorado County Transit Authority Board of Directors consistently ensuring the highest level of service to the public; and

WHEREAS, Supervisor Veerkamp has been an invaluable Director to this Board providing outstanding leadership and guidance to the management and employees of the El Dorado County Transit Authority.

NOW THEREFORE BE IT PROCLAIMED that the El Dorado County Transit Authority Board recognizes and declares its sincere appreciation for Supervisor Veerkamp's distinguished service on the El Dorado County Transit Authority Board of Directors.

PASSED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of the Board held on the 3rd day of December 2020.

Attest:

Megan Wilcher, Secretary to the Board

John Hidahl, Chairperson



PROCLAMATION

**of the Board of Directors
of the El Dorado County Transit Authority**

Recognizing **Mark Acuna**, Placerville City Councilmember,
for his 11 years of outstanding public service.

WHEREAS, Placerville City Councilmember Mark Acuna has served as a member to the El Dorado County Transit Authority Board of Directors from 2001 to 2006, 2011, 2012 and 2018 to 2020;

WHEREAS, Councilmember Acuna served as Chairperson in 2003, 2004 and 2019; and

WHEREAS, Councilmember Acuna has dedicated himself to excellence as a member of El Dorado County Transit Authority Board of Directors consistently ensuring the highest level of service to the public; and

WHEREAS, Councilmember Acuna has been an invaluable Director to this Board providing outstanding leadership and guidance to the management and employees of the El Dorado County Transit Authority.

NOW THEREFORE BE IT PROCLAIMED that the El Dorado County Transit Authority Board recognizes and declares its sincere appreciation for Councilmember Acuna's distinguished service on the El Dorado County Transit Authority Board of Directors.

PASSED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of the Board held on the 3rd day of December 2020.

Attest:

Megan Wilcher, Secretary to the Board

John Hidahl, Chairperson



PROCLAMATION

**of the Board of Directors
of the El Dorado County Transit Authority**

Recognizing **Shiva Frentzen**, El Dorado County Supervisor,
for her 6 years of outstanding public service.

WHEREAS, El Dorado County Supervisor Shiva Frentzen has served as a member to the El Dorado County Transit Authority Board of Directors since February 2015;

WHEREAS, Supervisor Frentzen served as Chairperson in 2018; and

WHEREAS, Supervisor Frentzen has dedicated herself to excellence as a member of the El Dorado County Transit Authority Board of Directors consistently ensuring the highest level of service to the public; and

WHEREAS, Supervisor Frentzen has been an invaluable Director to this Board providing outstanding leadership and guidance to the management and employees of the El Dorado County Transit Authority.

NOW THEREFORE BE IT PROCLAIMED that the El Dorado County Transit Authority Board recognizes and declares its sincere appreciation for Supervisor Frentzen's distinguished service on the El Dorado County Transit Authority Board of Directors.

PASSED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of the Board held on the 3rd day of December 2020.

Attest:

Megan Wilcher, Secretary to the Board

John Hidahl, Chairperson



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING CONFORMED MINUTES Thursday, November 5, 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

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Participate by Phone:

1-669-900-6833

Meeting ID: 833-772-503

Passcode: 2020

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Hidahl called the meeting to order at 1:00 PM and the pledge of allegiance was recited.

ROLL CALL

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

Directors Absent: Brian Veerkamp

ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR

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M/S: Frentzen/Acuna

Ayes: Acuna, Hidahl, Frentzen, Taylor

Absent: Veerkamp

OPEN FORUM

None

1. CONSENT CALENDAR

- A. Approve Conformed Minutes of Regular Meeting October 1, 2020
- B. Receive and File September 2020 Check Registers
- C. Receive and File September 2020 Ridership Report
- D. Adopt Resolution No. 20-27 approving the revised Salary Schedule for Fiscal Year 2020/21 and affecting a change to the Custodian salary band in accordance with the State of California's increase to the minimum wage, effective January 1, 2021
- E. Receive and File the Operating Budget vs. Actual Comparison for the First Quarter of Fiscal Year 2020/21

2. ACTION ITEMS

- A. Adopt Resolution No. 20-26 approving the El Dorado County Transit Authority Agency Safety Plan

Action: Adopted Resolution No. 20-26 approving the El Dorado County Transit Authority Agency Safety Plan

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

- B. Receive and File the El Dorado County Transit Authority Fiscal Year 2019/20
Administrative Operations Report for the period July 1, 2019 through June 30, 2020**

Receive and File only.

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

* Verbal Report

ADJOURNMENT

Chairperson Hidahl adjourned the meeting at 1:57 PM. The next regularly scheduled meeting is December 3, 2020.

Respectfully Submitted,

**Megan Wilcher
Secretary to the Board**

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: December 3, 2020
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Receive and File October 2020 Check Register

REQUESTED ACTION:

BY MOTION,
Receive and File October 2020 Check Register

BACKGROUND

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

DISCUSSION

Six (6) items merit further detail:

Check #34708 – CalTIP – California Transit Indemnity Pool.....\$156,345.92
This check pays an obligation for the Quarterly Public Liability Insurance coverage for fiscal year (FY) 2020/21 using Local Transportation Funds (LTF). This item is typically paid on an annual basis. Due to COVID-19 this obligation will be paid quarterly for cash flow purposes.

Check #34709 – City National Bank.....\$65,415.53
This check pays an obligation for Payment #9 of the Capital Purchase of five (5) MCI Commuter Coaches using Local Transportation Funds (LTF).

Check #34710 – City of Placerville.....\$7,460.54
This warrant pays the partial obligation for Progress Payment #15 for costs associated with the Western Placerville Interchange (WPI) project using State Transit Assistance (STA) funds; CIP Project #12-06.

Check #34716 – J.C. Nelson Supply Co.....\$4,583.07
This check pays an obligation for Backpack Disinfectant Sprayers for Bus cleaning due to COVID-19 using Local Transportation Funds (LTF).

Check #34718 – Luminator Technology Group Inc.....\$29,008.08
This check pays the obligation for Surveillance System on three (3) new local route buses using Local Transportation Funds (LTF).

Check #34750 – LSC Transportation Consultants, Inc.....\$4,920.00
This check pays an obligation for the Amtrak Thruway Service Discussion using Local Transportation Funds (LTF).

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
October 2020

Date	Num	Name	Memo	Amount
10/01/2020	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Premium Medical - October 2020	40,889.89
10/01/2020	34703	ADM SCREENING	DOT Random Drug Screen	55.00
10/01/2020	34704	ADVANCED GASES AND EQUIPMENT INC	Compressed Gas & Mig Wire - Shop	95.18
10/01/2020	34705	AT&T / CALNET	Monthly Utility	478.67
10/01/2020	34706	AT&T MOBILITY	Monthly Utility	187.12
10/01/2020	34707	BUS & EQUIPMENT REPAIR OF CA	Parts & Supplies	39.72
10/01/2020	34708	CalTIP - CAL TRANSIT INDEMNITY POOL	Liability Program Premium 08/01/2020-10/31/2020	156,345.92
10/01/2020	34709	CITY NATIONAL BANK	Quarterly MCI Capital Lease Payment	65,415.53
10/01/2020	34710	CITY OF PLACERVILLE	WPI Progress Payment #15	7,460.54
10/01/2020	34711	DAWSON OIL	Fuel Purchases - September 2020	22,589.36
10/01/2020	34712	EDC RISK MANAGEMENT	Health Insurance September 2020	826.22
10/01/2020	34713	G & O BODY SHOP INC	Towing #1703 From Stymeist to EDCTA Yard	300.00
10/01/2020	34714	GCR TIRES & SERVICE	Parts & Supplies	2,200.64
10/01/2020	34715	HUNT & SONS INC	Bulk 10W30 Synthetic Blend	2,315.85
10/01/2020	34716	J. C. NELSON SUPPLY CO.	Backpack Disinfectant Sprayers for Bus Cleaning - Covid	4,583.07
10/01/2020	34717	KINETICO WATER OF PLACERVILLE	Drinking Water Service - October 2020	42.90
10/01/2020	34718	LUMINATOR TECHNOLOGY GROUP INC	Mobile Cellular Routers #'s 2002-2004	29,008.08
10/01/2020	34719	MOUNTAIN DEMOCRAT INC	Recruitment Ad for Transit Dispatcher	209.64
10/01/2020	34720	NS CORPORATION	Brush Assemblies for Bus Washing Station	10,056.28
10/01/2020	34721	OPERATING ENGINEERS - MEDICAL	Health Coverage - November 2020	37,124.00
10/01/2020	34722	PACIFIC GAS & ELECTRIC	Monthly Utility	572.83
10/01/2020	34723	PLATT ELECTRIC SUPPLY INC	Lens for Breakroom Light in Shop	35.16
10/01/2020	34724	ROBERTS & COMPANY INC	CPA Services - September 2020	7,440.00
10/01/2020	34725	RTS IT INC	ITCare Gold Service Plan - October 2020	4,722.50
10/01/2020	34726	SQUEAKY CLEAN	Fog & Disinfect Bus Interiors	2,535.00
10/01/2020	34727	STEVE STYMEIST COLLISION CNTRS	Repairs - Final Bill #1005	5,487.34
10/01/2020	34728	TOWN CENTER EAST LP	Lease Payment for October 2020 P&R	700.00
10/01/2020	34729	U.S. POSTAL SERVICE	Prepaid Postage Load to Postage Meter	3,000.00
10/01/2020	34730	UNIVERSAL SECURITY & FIRE INC	Service Call: Troubleshoot	350.81
10/02/2020	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	Monthly Unfunded Liability FY 2020/21 - Classic	23,227.69
10/02/2020	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	PR #20 CLASSIC	10,747.69
10/02/2020	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	PR #20 PEPRA	7,302.49
10/05/2020	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE OCT. 2, 2020	4,061.12
10/07/2020	34731	ABSOLUTE GLASS INC	Windshield Repair	155.00
10/07/2020	34732	AFTERMARKET PARTS CO LLC	Parts & Supplies	727.90
10/07/2020	34733	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Employee Paid Premiums - October 2020	110.46
10/07/2020	34734	AT&T / CALNET	Monthly Utilities	438.10
10/07/2020	34735	AUTOZONE	Oil Drain Plug & Retaining Clips #1504	21.40
10/07/2020	34736	CAPITOL CLUTCH & BRAKE	Parts & Supplies	1,741.26
10/07/2020	34737	CARNAHAN ELECTRIC LTD	Trouble Shoot Power in Maint. to Above Ground Lifts	220.00
10/07/2020	34738	CELL ENERGY	94RPG Battery #1911	169.74
10/07/2020	34739	CITY OF PLACERVILLE	Livescan Fee - September 2020	20.00
10/07/2020	34740	CITY OF PLACERVILLE	Bus Shelter Maintenance - 10/20 - 12/20	330.00
10/07/2020	34741	EL DORADO DISPOSAL	Monthly Utility	320.87
10/07/2020	34742	EMP. MISC. REIMBURSEMENT	Pants Reimbursement - EP	50.00
10/07/2020	34743	EMP. MISC. REIMBURSEMENT	DMV Renewal - SS	49.11
10/07/2020	34744	FACTORY MOTOR PARTS	Parts & Supplies	669.36
10/07/2020	34745	FASTENAL	Parts & Supplies	456.56
10/07/2020	34746	FEILD AND ASSOCIATES	General Planning 07/01/20 - 09/30/20	2,340.00
10/07/2020	34747	FOLSOM CHEVROLET	Parts & Supplies	392.58
10/07/2020	34748	GILLIG LLC	Parts & Supplies	2,332.89
10/07/2020	34749	GIRARD & EDWARDS	Legal Services - September 2020	250.00
10/07/2020	34750	LSC TRANSPORTATION CONSULTANTS, INC.	Planning Services - Tahoe Thruway Service	4,920.00

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
October 2020

Date	Num	Name	Memo	Amount
10/07/2020	34751	MAG LANDSCAPING INC	Landscaping Maintenance - September 2020	1,010.00
10/07/2020	34752	MISSION UNIFORM SERVICE	Uniforms, Towels, & Mats Service	308.86
10/07/2020	34753	O'REILLY AUTO PARTS	Parts & Supplies	382.60
10/07/2020	34754	PACIFIC GAS & ELECTRIC	Monthly Utilities	3,245.57
10/07/2020	34755	PRO-LINE CLEANING SERVICES INC	Janitorial Services - September 2020	1,010.00
10/07/2020	34756	QUILL	Misc. Office Supplies	323.62
10/07/2020	34757	RON DUPRATT FORD	Parts & Supplies	2,236.28
10/07/2020	34758	SQUEAKY CLEAN	Disinfecting & Fogging of Bus Interiors	2,145.00
10/07/2020	34759	SUN LIFE FINANCIAL	October 2020 Group Life & LTD Benefits	2,047.54
10/07/2020	34760	TRUE VALUE HARDWARE	Parts & Supplies	74.78
10/07/2020	34761	VAN DE POL ENTERPRISES INC	Tote DEF	350.97
10/07/2020	34762	WESTERN TRUCK PARTS LLC	Parts & Supplies	2,132.78
10/07/2020	34763	ZEP MANUFACTURING CO.	Bus Cleaning Supplies	484.32
10/07/2020	34764	ZONAR SYSTEMS INC	NFC Tags & Handheld Mount #'s 2001-2004	362.65
10/16/2020	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE OCT. 16, 2020	4,041.00
10/16/2020	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #21 CLASSIC	10,003.05
10/16/2020	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #21 PEPRA	7,120.74
10/19/2020	34765	AFLAC	Employee Paid Premium - October 2020	1,809.69
10/19/2020	34766	CA DEPT OF TAX & FEE ADMIN	Diesel Fuel Exempt Bus Return - Qtr. 03, 2020	239.00
10/19/2020	34767	CALIFORNIA CUSTOM TEE'S	Drivers Uniforms FY 2020/2021	6,308.25
10/19/2020	34768	EDCTC	July - Sept. Quarterly Federal Advocacy	1,625.00
10/19/2020	34769	EL DORADO IRRIGATION DISTRICT	Water Service EDH P&R 08/04/20 - 10/05/20	105.13
10/19/2020	34770	FLEET MAINT SPECIALISTS INC	Gillig Pilot Bus Inspection & Travel Expenses	1,837.30
10/19/2020	34771	FP MAILING SOLUTIONS	Postage Meter	376.48
10/19/2020	34772	GCR TIRES & SERVICE	315/80R22.5 Tires #'s 1801 & 1805	2,923.98
10/19/2020	34773	HUNT & SONS INC	Fuel Purchases 09/16/20 - 09/30/20	511.87
10/19/2020	34774	IMAGE SOURCE	Support and Photo Copies Charge 10/14/20 - 11/13/20	385.05
10/19/2020	34775	LANGUAGE LINE SERVICES INC	Over the Phone Interpretation - September 2020	26.37
10/19/2020	34776	MOUNTAIN DEMOCRAT INC	Recruitment Ads - September 2020	854.03
10/19/2020	34777	OPERATING ENGINEERS LOCAL UNION #3	Union Dues - October 2020	1,352.00
10/19/2020	34778	QUILL	Misc. Office Supplies	433.78
10/19/2020	34779	SQUEAKY CLEAN	Fogging & Disinfecting Buses	2,340.00
10/19/2020	34780	VERIZON WIRELESS	Cellular Service - September 2020	1,639.53
10/19/2020	34781	VISA	Reconciled Expenses	575.32
10/19/2020	34782	WOLFPACK INSURANCE SERVICES, INC.	Dental & Vision Coverage - November 2020	4,334.80
10/19/2020	34783	XEROX FINANCIAL SERVICES	Lease Payment Period 10/14/20 - 11/13/20	774.35

531,853.16

Total 531,853.16

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

DATE: December 3, 2020

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: October 2020 Ridership Report

REQUESTED ACTION:

BY MOTION,

Receive and File the October 2020 Ridership Report

BACKGROUND

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

DISCUSSION

Following is the October 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.) facility 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.

October Ridership

2020	2019	Decrease	% Decrease
10,215	34,375	-24,160	-70.3%

Comparing October 2020 to 2019, Demand Response ridership decreased by 78.1%, Local Fixed Route ridership decreased by 49.8% and Commuter ridership decreased by 91.6%. Productivity decreased by 51.2% in passengers per revenue hour. Following is the October 2020 and fiscal year-to-date ridership report, 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 no Connect Card taps in May, June and July 2020. Fares were reinstated on August 1, 2020. 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 per month.

October 2020 Ridership Report

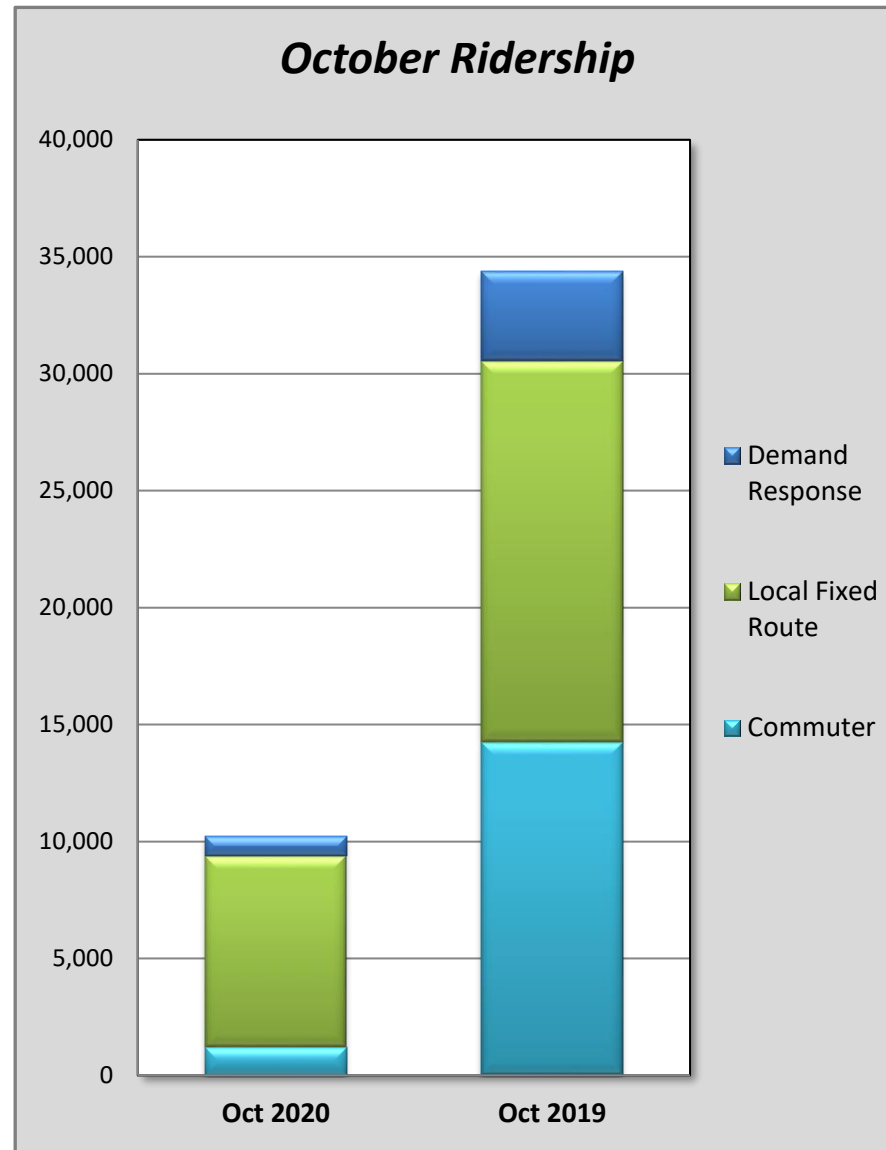


Demand Response	Oct 2020	Oct 2019	% Change
Dial-a-Ride	543	1,370	-60.4%
Sac-Med	14	26	-46.2%
ADA Paratransit	177	51	247.1%
M.O.R.E.*	101	1,990	-94.9%
Senior Day Care*	0	384	-100.0%
Total Demand Response	835	3,821	-78.1%

Local Fixed Route	Oct 2020	Oct 2019	% Change
20 - Placerville	1,025	3,735	-72.6%
25 - Saturday Express	324	378	-14.3%
30 - Diamond Springs	926	2,634	-64.8%
35 - Diamond Springs Saturday	119	106	12.3%
40 - Cameron Park	960	1,528	-37.2%
50x - 50 Express	3,432	4,489	-23.5%
60 - Pollock Pines	1,403	3,456	-59.4%
Total Local Fixed Route	8,189	16,326	-49.8%

Commuter	Oct 2020	Oct 2019	% Change
Sacramento Commuter	1,188	14,167	-91.6%
Reverse Commuter	3	61	-95.1%
Total Commuter	1,191	14,228	-91.6%

	Oct 2020	Oct 2019	% Change
Systemwide	10,215	34,375	-70.3%
Passengers per Revenue Hour	3.6	7.4	-51.2%



*Contracted Services - Ridership Determined by Client Enrollment

Fiscal Year-to-Date Ridership Report

July 2020 - October 2020

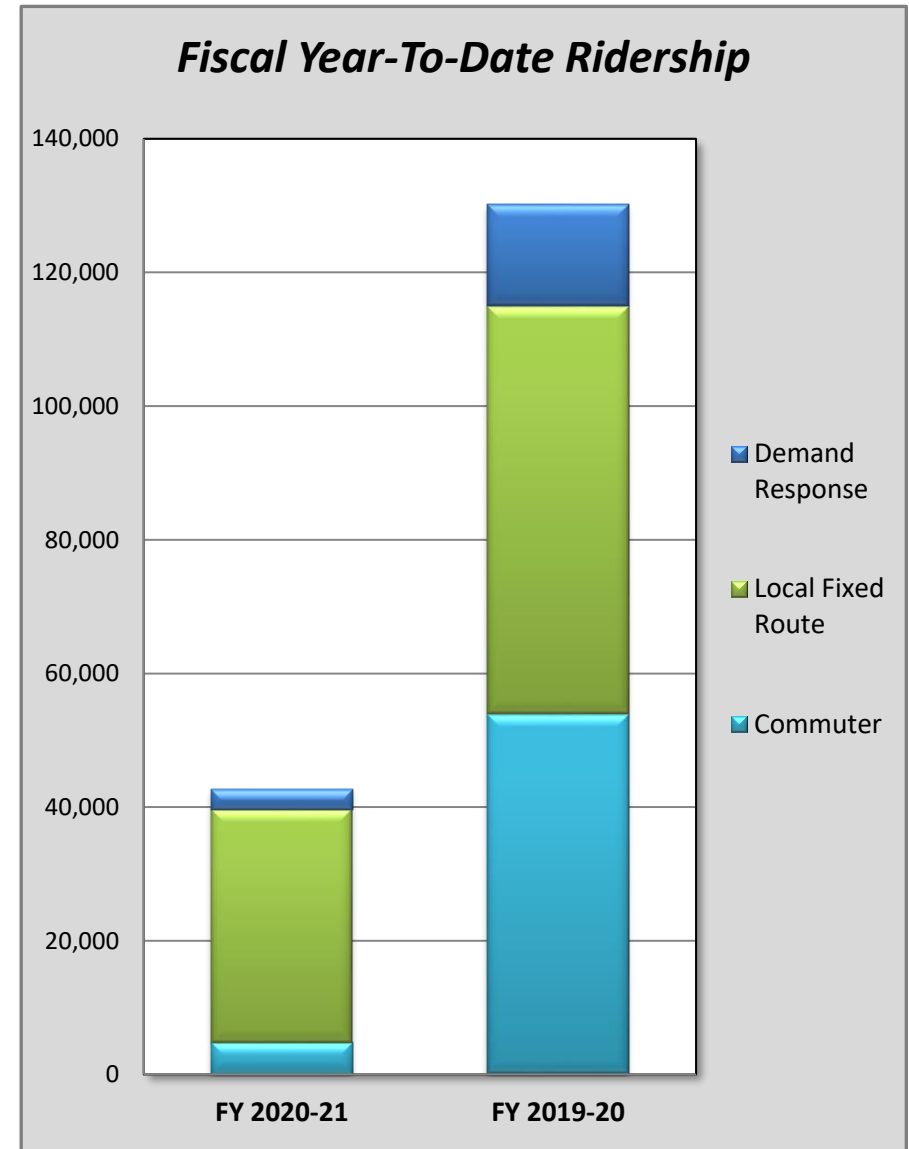


Demand Response	FY 2020-21	FY 2019-20	% Change
Dial-a-Ride	2,066	5,454	-62.1%
Sac-Med	64	112	-42.9%
ADA Paratransit	517	225	129.8%
M.O.R.E.*	389	7,725	-95.0%
Senior Day Care*	0	1,748	-100.0%
Total Demand Response	3,036	15,264	-80.1%

Local Fixed Route	FY 2020-21	FY 2019-20	% Change
20 - Placerville	5,182	14,776	-64.9%
25 - Saturday Express	1,209	1,670	-27.6%
30 - Diamond Springs	3,741	9,604	-61.0%
35 - Diamond Springs Saturday	351	484	-27.5%
40 - Cameron Park	4,026	5,507	-26.9%
50x - 50 Express	13,615	15,125	-10.0%
60 - Pollock Pines	6,785	13,828	-50.9%
Total Local Fixed Route	34,909	60,994	-42.8%

Commuter	FY 2020-21	FY 2019-20	% Change
Sacramento Commuter	4,726	53,592	-91.2%
Reverse Commuter	30	348	-91.4%
Total Commuter	4,756	53,940	-91.2%

	FY 2020-21	FY 2019-20	% Change
Systemwide	42,701	130,198	-67.2%
Passengers per Revenue Hour	3.8	7.4	-47.9%



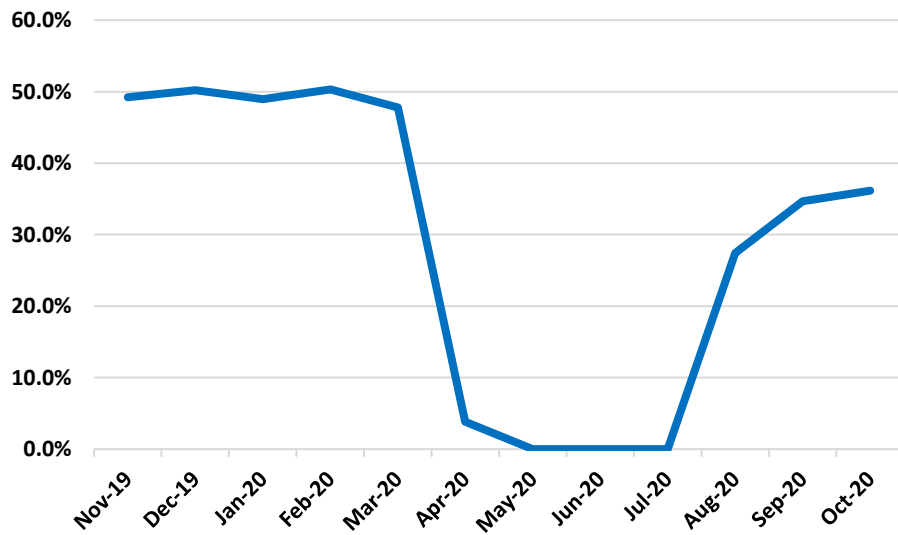
*Contracted Services - Ridership Determined by Client Enrollment

Connect Card Ridership Report

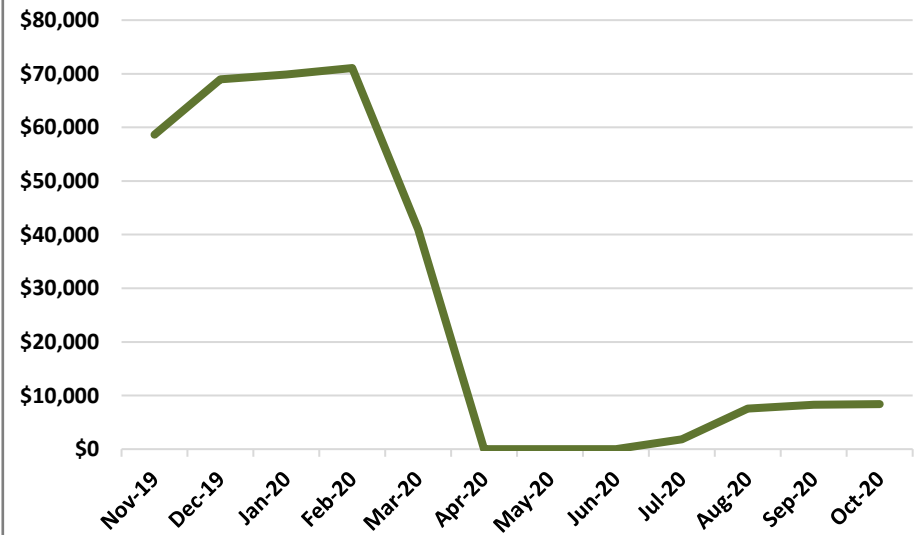


Month	Number of Taps	Total Ridership	% of Total Ridership	Fare Revenue
Nov-19	13,430	27,285	49.2%	\$58,647
Dec-19	14,140	28,175	50.2%	\$68,969
Jan-20	15,266	31,186	49.0%	\$69,832
Feb-20	15,265	30,341	50.3%	\$71,067
Mar-20	9,645	20,189	47.8%	\$40,997
Apr-20	318	8,317	3.8%	\$0
May-20	0	9,351	0.0%	\$0
Jun-20	0	12,778	0.0%	\$0
Jul-20	0	13,263	0.0%	\$1,849
Aug-20	2,608	9,513	27.4%	\$7,548
Sep-20	3,366	9,710	34.7%	\$8,292
Oct-20	3,692	10,215	36.1%	\$8,370

Connect Card Percent of Total Ridership



Connect Card Fare Revenue



AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: December 3, 2020

TO: El Dorado County Transit Authority

FROM: Megan Wilcher, Administrative Coordinator

SUBJECT: El Dorado County Transit Authority Board of Directors
Proposed Meeting Schedule for 2021

REQUESTED ACTION:
BY MOTION,

**Approve the El Dorado County Transit Authority Board of Directors
Proposed Meeting Schedule for 2021**

BACKGROUND

According to the El Dorado County Transit Authority (El Dorado Transit) Bylaws 4.1, “The Board of Directors shall have regular meetings at least once every two months. The dates for such meetings shall be determined by the Board.”

El Dorado Transit typically meets the first Thursday of every month at 1:00 P.M. at the County of El Dorado, Board of Supervisor’s Meeting Room, 330 Fair Lane, Building A in Placerville.

DISCUSSION

The proposed 2021 meeting schedule is attached for discussion and direction.

Due to the July 4th Holiday, staff recommends cancelling the July 1, 2021 meeting.

The proposed 2021 meeting schedule is tentative pending approval of the final meeting calendar for the City of Placerville City Council.

**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED MEETING SCHEDULE FOR 2021**

Proposed Meeting Dates 2021	Comments
<i>No meeting January 2021</i>	
Thursday, February 4, 2021	
Thursday, March 4, 2021	
Thursday, April 1, 2021	
Thursday, May 6, 2021	
Thursday, June 3, 2021	
Thursday, July 1, 2021	<i>July 4th is a Holiday, propose cancellation of meeting</i>
Thursday, August 5, 2021	
Thursday, September 2, 2021	<i>Monday September 6th is Labor Day</i>
Thursday, October 7, 2021	
Thursday, November 4, 2021	
Thursday, December 2, 2021	

El Dorado County Transit Authority Board of Director's meetings are held at 1:00 P.M. at County of El Dorado, Board of Supervisor's Meeting Room, 330 Fair Lane, Building A in Placerville.

Note: Dates are tentative pending final meeting calendar approval for Placerville City Council.

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: December 3, 2020

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Proposed Revisions to the El Dorado County Transit Authority Personnel Policies and Procedures Manual

REQUESTED ACTION:
BY MOTION,

Adopt Resolution No. 20-28 revising the El Dorado County Transit Authority Personnel Policies and Procedures Manual to comply with new State employment law

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) reviews and updates its policies and procedures regularly for compliance with current State and Federal laws, clarification of policy language, as well as consideration of new policies and procedures based on best industry practices.

DISCUSSION

Senate Bill 1383 becomes effective on January 1, 2021 significantly expanding the California Family Rights Act (CFRA) family and medical leave law under Government Code section 12945.2. The law will now apply to all public agency employees, add the ability to care for a serious health condition of more family members, and eliminate other previous restrictions on the use of CFRA leave. The CFRA will now deviate from the Federal Family Medical Leave Act (FMLA) that it otherwise generally ran concurrently with, and creates leave entitlements for employees under both laws for up to 24 weeks of protected leave in a 12-month period under certain circumstances.

The recommended revisions to the El Dorado County Transit Authority Personnel Policies and Procedures Manual are noted in the following excerpts as separate documents (attached) with bold and underlined text. There is a strikethrough on items to be deleted.

The full El Dorado County Transit Authority Personnel Policies and Procedures Manual document is available for review at the El Dorado Transit offices during normal business hours.

El Dorado County Transit Authority Personnel Policies and Procedures Manual
Article 5.14 California Family Rights Act (CFRA) Revision

5.14 California Family Rights Act (CFRA)

Under the California Family Rights Act (CFRA) an eligible employee is entitled to up to twelve (12) weeks of unpaid family/medical leave within any twelve (12) month period. The total amount of leave ~~taken~~ allowable is twelve (12) workweeks in a twelve (12) month period, unless the employee is qualified for additional time for a disability due to pregnancy, childbirth or related medical condition. The twelve (12) month period begins with the first day leave is taken. At the leave's conclusion, the employee will be restored to the same or an equivalent position, except as otherwise required by law or policy.

This leave does not run concurrently with leave provided under the California Pregnancy Disability Act. However, this leave may run concurrently with some leaves that qualify under the Federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

Eligible Employees

To be eligible for a leave under CFRA the employee must:

1. Have worked for El Dorado Transit for at least twelve (12) months; and
2. Have worked for at _____ least 1,250 hours in the last twelve (12) months prior to taking CFRA; and
2. Be employed at a worksite that has fifty (50) or more employees within seventy-five (75) miles.

Reasons For Leave

The employee may take family/medical leave for any of the following reasons:

1. Birth of the employee's or the employee's registered domestic partner's child, or to care for a newly born child; or
2. Placement of a child with the employee and/or the employee's registered domestic partner for adoption or foster care; or
3. To care for ~~an immediate~~ family member to include (spouse, registered domestic partner, child (including adult child), registered domestic partner's child, grandparent, grandchild or sibling employee's parent) with a serious health condition; or
4. An employee's serious health condition that makes the employee unable to perform the functions of the employee's job.

4.5.To care for an employee's spouse, registered domestic partner, child or parent in the United States Armed Forces because of a qualifying exigency related to the covered active duty or call to covered active duty.

Under CFRA if both parents are employed by El Dorado Transit, and leave is taken for the birth, placement or adoption of a child, they are both entitled to a total ~~if combined~~ leave is limited to of twelve (12) weeks of leave individually. A leave for the birth, placement or adoption of a child, must be completed within the twelve (12)-month period beginning on the date of birth or placement of the child. Under the CFRA, leave for an employee's own serious health condition does not include a disability caused by pregnancy, childbirth or related medical condition since this is covered by a separate state law. For Pregnancy Disability Leave policy see Section 5.18.

No Work While On Leave

Taking of another job while on family, medical, or any other authorized leave may lead to disciplinary action, up to and including termination.

Local Family and Medical Leave Laws

El Dorado Transit will honor local family and medical leave laws when those laws offer more protection or benefits to employees.

Notice To Employer Of Leave

If an employee's need for family/medical leave is foreseeable, the employee must give El Dorado Transit at least thirty (30) days' prior written notice. When the need is not foreseeable, the employee must notify El Dorado Transit within two business days of learning of the employee's need for leave, except in extraordinary circumstances. If the employee does not provide this notice, the employee's leave may be delayed. If the employee's need is due to planned medical treatment, the employee is expected to schedule the treatment to avoid disrupting El Dorado Transit's operations.

Request forms for family/medical leave are available from Human Resources. Employees requesting leave must use this form.

Medical Certification For A Serious Health Condition

If an employee is requesting leave because of the employee's or a covered relation's serious health condition, the appropriate health care provider must supply medical certification. A medical certification form may be obtained from Human Resources. If possible, the employee should provide medical certification within fifteen (15) days after the leave request. If at least thirty (30) days notice of the need for medical leave is provided, the employee should provide the medical certification before leave begins. If the employee does not provide the required medical certification in a timely manner, the leave request may be delayed until it is provided.

El Dorado Transit, at its expense, may require an examination by a second health care provider designated by El Dorado Transit, if reasonably doubts exist regarding the medical certification. If the second health care provider's opinion conflicts with the original medical certification, El Dorado Transit, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. El Dorado Transit may require subsequent medical recertification. Failure to provide requested certification within fifteen (15) days, if practicable, may result in delay of further leave until certification is provided.

Reporting While on Leave

If an employee takes leave because of the employee's serious health condition or to care for a covered relation with a serious health condition, the employee may be required to contact El Dorado Transit at a mutually agreeable time regarding the status of the medical condition and returning to work. In addition, the employee must give notice as soon as practicable (within two (2) business days if feasible) if the dates of leave change, are extended or initially are unknown.

Leave Is Unpaid

Family/medical leave is unpaid leave. If an employee requests leave because of the birth, adoption or foster care placement of a child, or to care for a covered relation with a serious health condition, any accrued paid vacation, personal or family leave, if applicable, will be substituted for unpaid family/medical leave. If an employee requests leave because of the employee's serious health condition, any accrued paid vacation, personal or family leave or medical/sick leave, if applicable, will be substituted for any unpaid family/medical leave. The substitution of paid time for unpaid family/medical leave time does not extend the length of the leave provided by the law. Also, the employee's family/medical leave may run concurrently with other types of leave.

Employees on a medical leave may also receive pay from short-term or long-term disability payments, or workers' compensation benefits, if applicable, according to the terms of those plans. The fact that an employee may receive compensation under these plans does not extend the length of the family/medical leave provided by the law.

Medical and Other Benefits

During an approved family/medical leave, El Dorado Transit will maintain the employee's health benefits under the same terms and conditions applicable to employees not on leave.

- If paid leave is substituted for unpaid family/medical leave, El Dorado Transit will deduct the employee's portion of the health plan premium as a regular payroll deduction.

- If the employee's leave is unpaid, the employee must pay the employee's portion of the premium by making arrangements with Human Resources.
- The employee's health coverage may cease if the employee's premium payment is more than thirty (30) days late. If the employee's payment is more than thirty (30) days late, El Dorado Transit will send the employee a letter to this effect. If El Dorado Transit does not receive the employee's co-payment within fifteen (15) days of this letter, the employee's coverage will cease.

If the employee does not to return to work at the end of the leave for at least thirty (30) calendar days, the employee will be required to reimburse El Dorado Transit for the cost of the premiums paid by El Dorado Transit for maintaining coverage during the employee's unpaid leave, unless the employee cannot return to work due to a serious health condition or because of other circumstances beyond the employee's control.

Exemption For Highly-Compensated Employees

~~Certain highly-compensated employees may not be returned to their former or equivalent position following a leave if doing so would cause substantial economic detriment to El Dorado Transit, as determined by El Dorado Transit. Highly-compensated employees are among the highest paid ten percent (10%) of employees at a worksite or within seventy-five (75) miles of that work site. El Dorado Transit will notify an employee if the employee qualifies as a highly-compensated employee and El Dorado Transit intends to deny reinstatement of the employee's return to work in such instances.~~

Intermittent and Reduced Schedule Leave

Leave due to a serious health condition may be taken intermittently (in separate blocks of time due to a single serious health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if medically necessary. If the employee's leave is unpaid, El Dorado Transit will adjust the employee's salary based on the amount of time actually worked. Also, while the employee is on an intermittent or reduced schedule leave, El Dorado Transit may temporarily transfer the employee to an available alternate position that better accommodates the employee's intermittent or reduced leave and that has equivalent pay and benefits.

At The End Of Your Leave

If the employee's leave is because of the employee's serious health condition (except if the employee are taking intermittent leave), the employee is required to provide medical certification that the employee is able to resume work prior to the employee's return. Before the employee's return, the employee must obtain a return-to-work medical certification form from Human Resources. An employee who fails to provide the return-

to-work medical certification form will not be permitted to resume work until it is provided.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 20-28**

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

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

WHEREAS, the last revision to the Policy was on February 6, 2020; and

WHEREAS, the proposed Policy includes clarifications and revisions necessary to comply with new or updated State and/or Federal laws and regulations; and

WHEREAS, the proposed revisions represent Board approved policy and are intended to improve readability and ease of use.

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

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of the Board held on the 3rd day of December 2020, by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

John Hidahl, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: December 3, 2020

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Receive and File Fiscal Year 2019/20 Independent Financial Audit, Single Audit and Compliance Reports

REQUESTED ACTION:

BY MOTION,

Receive and File Independent Financial Audit, Single Audit and Compliance Reports for Fiscal Year 2019/20 for the El Dorado County Transit Authority

BACKGROUND

The El Dorado County Transportation Commission (EDCTC) is responsible to ensure that the El Dorado County Transit Authority (El Dorado Transit), as a Transportation Development Act (TDA) claimant, annually submits an independent financial audit per Public Utilities Commission Code 99245. The fiscal and compliance audits are performed in accordance with Generally Accepted Accounting Principles by a certified public accounting firm and include a determination of compliance with TDA rules and regulations. The El Dorado Transit Fiscal Year (FY) 2019/20 Compliance Audit and Single Audit are included in the EDCTC Overall Work Program.

EDCTC awarded a contract to Richardson & Company to produce compliance audits and reports for all FY 2019/20 TDA claimants including El Dorado Transit.

DISCUSSION

Brian Nash of Richardson & Company presented the Financial and Compliance audits to staff and the Ad Hoc Audit Review Committee comprised of Chair John Hidahl and Vice Chair Kara Taylor on November 24, 2020. Discussion items included the following:

Richardson & Company reports that El Dorado Transit received a clean opinion under the generally accepted auditing standards.

There were eight (8) proposed journal entry adjustments made by the auditors including the following.

One (1) adjustment to true-up deferred Inflows / Outflows under Other Post Employee Benefits (OPEB) as outlined in the Financial Statements.

Response: This is a requirement as set forth by GASB.

One (1) adjustment to State Transit Assistance (STA) allocations to recognize funds for capital use and reclassify remaining to capital fund.

Response: Final adjustment to fund additional fixed asset purchases and allocate STA Funds to the debt service of the bus leases.

One (1) adjustment to accrue Federal grant funds used for vehicle purchase.

Response: Final Adjustment to earn Section 5310 funds in proper year.

One (1) adjustment to defer Federal grant funds above qualifying expenses.

Response: Final Adjustment to defer funds for reprogramming.

One (1) adjustment to record current portion of long-term debt.

Response: The adjustments reclassify the first loan payment due that was recorded in accounts payable.

One (1) adjustment to reclassify the current portion of compensated absences.

Response: This is required each year to break out the current portion of the total liability, potentially due within one (1) year.

One (1) adjustment to true-up restricted fund balance for State CalOES funds.

Response: Closing entry to true-up restricted cash.

One (1) adjustment to unearned and deferred Local Transportation Fund (LTF) funds.

Response: Client entry to adjust LTF after impact of other audit adjustments and defer funds for FY 2020/21.

Included in the Audited Financial Statements are a Financial Audit and Compliance Reports.

FINANCIAL AUDIT

El Dorado Transit staff is pleased to report that the FY 2019/20 Independent Financial Audit has identified no material weaknesses.

The financial audit is a measure of financial activity and compliance to government code during the given fiscal period. Highlights include net assets of El Dorado Transit exceeding its liabilities by \$14,052,925 with unrestricted net asset of \$1,407,167. It is the opinion of management that the unrestricted net assets indicate a good fiscal condition for El Dorado Transit.

COMPLIANCE REPORT

The audit report states with regard to the laws, regulations and provisions of the TDA, the Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA), the California Transit Security Grant Program (CTSGP), and the Low Carbon-Transit Operations Program (LCTOP) applicable to El Dorado Transit, “The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards, or the TDA or State grant program requirements.”

SINGLE AUDIT

The Single Audit is a supplementary report of internal control over federal program financial reporting and compliance based on an audit of financial statements performed in accordance with government auditing standards. The primary function of a Single Audit is to review internal controls, purchasing procedures and reporting standards of agencies receiving federal grant funds. The trigger for conducting a Single Audit is an agency receiving over \$750,000 of federal funding in one fiscal year. El Dorado Transit received \$2,925,238 in federal funding during FY 2019/20 that included operating assistance grants from the CARES Act pandemic relief program and one (1) capital assistance grant for rolling stock.

El Dorado Transit is reporting that the FY 2019/20 Independent Single Audit identified no material weaknesses in internal control over compliance. A deficiency was found related to the inclusion of one (1) vehicle on the Schedule of Expenditures of Federal Awards (SEFA). Each year El Dorado Transit provides the external auditors a SEFA to assist the auditors in determining if a Single Audit is warranted and which federal programs should be selected. Staff incorrectly included a vehicle in the SEFA that was received ten (10) days after the close of the audit period. Details of the item are found on page 46 of the Audit.

Following Board acceptance, the full FY 2019/20 Independent Financial Audit Report will be available on El Dorado Transit’s website and will be made available for public review upon request at El Dorado Transit’s offices during normal business hours.

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: December 3, 2020

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Adopt Revised Allocation Plan for Fiscal Year 2020/21

REQUESTED ACTION:
BY MOTION,

**Adopt Resolution No. 20-29 Revising the Personnel Allocation Plan
for Fiscal Year 2020/21**

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) Board of Directors typically reviews and adopts a personnel allocation plan annually by resolution. The personnel allocation plan establishes the maximum number of staff positions, as measured in Full Time Equivalents (FTE), to be supported within the Operating Budget proposed for the upcoming fiscal year.

On June 4, 2020, the El Dorado Transit Board adopted Resolution No. 20-09 confirming the Fiscal Year (FY) 2020/21 Personnel Allocation Plan (Plan) as recommended. The Plan included a reduction in the number of allocated positions for represented and unrepresented employees by a total of eighteen (18) FTE as compared to the previous fiscal year. This reduction in the workforce was needed due to a lack of work, a projected lack of funding and organizational changes deemed necessary to respond and recovery from the financial and operational impacts of the COVID-19 pandemic. The designated staffing reductions were achieved through a combination of voluntary retirements and the layoff of eleven (11) regular employees in July.

DISCUSSION

While overall ridership has steadied at approximately thirty percent (30%) of pre-pandemic levels, demand has begun to increase for Dial-A-Ride and Complementary Paratransit services in particular. Dial-A-Ride and Complementary Paratransit (i.e. demand-response) services are typically shared ride, point-to-point trips, scheduled by advance reservation. Demand-response patrons are typically seniors and persons with disabilities traveling for lifeline goods and services. To mitigate the risks of exposure to COVID-19, El Dorado Transit currently restricts demand-response services to one rider at a time, except when prohibited by regulation.

Unlike fixed bus routes, demand-response services must be scaled daily to accommodate as many individual trip requests as possible. When demand is higher, additional vehicle and staff hours are required or trip requests may be denied due to capacity constraints. Presently, this condition is intensified by the single rider restriction.

On October 1, 2020, the El Dorado Transit Board directed staff to develop an implementation plan for an express commuter service to South Lake Tahoe in partnership with the Capital Corridor Joint Powers Authority (CCJPA). Assuming Board adoption of an agreement with the CCJPA and approval of an operations plan, the service will require additional staffing of an estimated one and one-half (1.5) FTE in the Transit Operator position. Given that the Tahoe service is expected to operate seven (7) days a week year-round, the additional staff hours will be needed on weekdays, weekends, and holidays. Staff anticipates bringing a draft agreement to the Board in February, leading to a possible March start date for the proposed service to South Lake Tahoe.

Staff recommends revising the current adopted Personnel Allocation Plan for Fiscal Year 2020/21 to add a maximum of four (4) FTE in the Transit Operator position by the end of the fiscal period in response to increased demand for Dial-A-Ride services and for staffing of new services, if needed. The proposed allocation will allow El Dorado Transit an opportunity to sufficiently plan for the anticipated staffing changes and for seamless implementation of planned services as they come online. If the requested action is approved, up to three (3) former regular employees laid off in July will receive offers of restoration to part-time Transit Operator positions before the end of the current fiscal year.

FISCAL IMPACT

The recommended Personnel Allocation Plan revision allows for a maximum increase of four (4) FTE in the Transit Operator position. If the added positions are filled concurrently with planned service changes, staff estimates an increase of 3,765 work hours over the remaining months of FY 2020/21. The resulting increase to salary and benefits costs are conservatively estimated at \$183,700.00.

If authorized by Resolution No. 20-29 (attached), an adjustment of up to \$183,700 may be included in the proposed FY 2020/21 Mid-Year Operating Budget Revision, planned for Board review and approval at the next regular meeting in February 2021.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 20-29**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING A REVISED 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

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of El Dorado Transit:

1. The Board adopts the attached revised Personnel Allocation Table as a maximum allocation of personnel for the fiscal year 2020/21.
2. The Board authorizes the Executive Director to utilize extra-help employees as necessary to meet the service needs of the public.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 3rd day of December 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 REVISED
 PERSONNEL ALLOCATION TABLE
 Fiscal Year (FY) 2020/21

Classification	Adopted FY 2020/21 (fte*)	Proposed FY 2020/21 (fte*)
Administrative Coordinator	1	1
Custodian	2.5	2.5
Equipment Technician I/II	3	3
Executive Director	1	1
Finance Manager	1	1
Fiscal Technician II	1	1
Human Resources Manager	1	1
Information Technology Analyst	0	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	3.5	3.5
Transit Operator	21	25
<i>TOTAL ALLOCATED POSITIONS</i>	<i>46</i>	<i>50</i>

* fte = Full Time Equivalent

AGENDA ITEM 3 A
Information Item

MEMORANDUM

DATE: December 3, 2020

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: California Public Employers' Retirement System (CalPERS) contract amendment to include Section 20903 (Two Years Additional Service Credit)

REQUESTED ACTION:

BY MOTION,
None. Information Only.

BACKGROUND

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

In response to the economic and operational effects of the COVID-19 pandemic, El Dorado Transit initiated a reduction in its workforce in May 2020. In accordance with its current labor agreement, this reduction in staff included an effort to achieve the most reductions possible through voluntary attrition prior to instituting any layoffs. To that end, El Dorado Transit exercised its option to amend its contract with CalPERS to include Section 20903 benefits. Section 20903 allows eligible employees the opportunity to retire within a designated time period and receive an additional two (2) years' service credit.

Previous related Board actions:

- June 4, 2020 the Board Adopted Resolution No. 20-16 of Intent to approve an amendment to contract for Government Code Section 20903 to provide for an additional two (2) years' service credit to eligible employees upon retirement
- June 4, 2020 the Board Adopted Resolution No. 20-17 designating the retirement eligibility period from July 10, 2020 through October 9, 2020 for Section 20903
- July 9, 2020 the Board Adopted Resolution No. 20-18 authorizing the Amendment to the CalPERS contract to include Government Code Section 20903

DISCUSSION

At the time of implementation, staff projected that six (6) employees would likely opt for retirement with the 2-year service credit benefit. Based on applying this assumption to the CalPERS calculation methodology as required, staff publically reported an estimated annual cost increase to the agency's CalPERS contributions of \$161,842. Of the twenty-six (26) employees eligible, a total of eight (8) employees eventually chose to voluntarily retire during the designated period, including four (4) represented and four (4) unrepresented employees.

FISCAL IMPACT

Providing the additional service credit does not immediately impact the budget but it does have an associated cost beginning two (2) years after the close of the designated period. With a final number of eight (8) retirees, the revised annual cost is now estimated at \$223,537.81. This increase to El Dorado Transit's employer contribution to CalPERS will be assessed starting in Fiscal Year 2022/23 and amortized over a five (5) year period.