



# EL DORADO TRANSIT

## EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING AGENDA

**Thursday, September 1, 2022; 1:00 PM**

Chairperson: John Hidahl, County of El Dorado Supervisor, District I  
Vice Chairperson: Jackie Neau, City of Placerville Councilmember  
Lori Parlin, County of El Dorado Supervisor, District IV  
Kara Taylor, City of Placerville Councilmember  
George Turnboo, County of El Dorado Supervisor, District II

- Patty Borelli, Alternate for City Councilmembers
- Wendy Thomas, Alternate for Board of Supervisors, District III

Executive Director: Matthew Mauk

*These meetings will be conducted pursuant to the provisions of Assembly Bill 361 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 are in effect when a state of emergency is issued or remains active.*

Members of the public may call in during the meeting and are encouraged to submit public comment via email to [mwilcher@eldoradotransit.com](mailto: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/82578749339?pwd=UUUpzTDJKUGcxdnJoV2pJbDJhbnZLUT09>

### **Participate by Phone:**

1-669-900-6833

**Meeting ID: 825 7874 9339**

**Passcode: 2022**

## **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

## **ROLL CALL**

## **ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR**

The Board may make any necessary additions, deletions or corrections to the agenda including moving items to or from the Consent Calendar and adopt the agenda with one single vote. A Board member may request an item to be removed from the Consent Calendar for discussion and possible action, and the item will be moved from Consent and heard as a separate item. Any member of the public may ask to address an item on the Consent Calendar prior to Board action.

## **OPEN FORUM**

At this time, any person may comment on any item that is not on the agenda. Please state your name and address for the records. Action will not be taken on any item that is not on the agenda. Please limit your comments to no more than three (3) minutes. Please give any written material presented at the meeting to the clerk for public record.

<b>1.</b>	<b><u>CONSENT CALENDAR</u></b>	<b><u>PAGE</u></b>
	A. Approve Conformed Minutes of Regular Meeting August 4, 2022	4
	B. Receive and File July 2022 Check Registers	8
	C. Receive and File July 2022 Ridership Report	12
	D. Adopt Resolution No. 22-24 regarding the Remote Public Meeting Provisions of Assembly Bill 361	14
	E. Adopt Resolution No. 22-25 defining the El Dorado County Transit Authority's health insurance premium contribution rates provided to unrepresented regular and management employees beginning January 1, 2023	18
	F. Approve the Biennial Conflict of Interest Code Review and direct staff to provide a written statement to the code reviewing body	23
	G. Approve Funding of Operating Reserve utilizing Bike Locker, Advertising and Miscellaneous revenue accounts for Fiscal Year 2021/22	27
<b>2.</b>	<b><u>ACTION ITEMS</u></b>	
	A. Receive and file the El Dorado County Transit Authority Total Compensation Study Final Report, July 22, 2022 as prepared by Koff & Associates	29
	B. 1. Receive and File the Final Amended Operating Budget for Fiscal Year 2021/22 as Proposed	30

2. Acknowledge the budget amount of \$868,638 in Deferred Local Transportation Funds (LTF) from Contingency
  3. Authorize the use of Deferred LTF for Fiscal Year 2021/22 Capital Expenses
- C. 1. Form an ad hoc Audit Review Committee to receive and review fiscal year 2021/22 independent fiscal and compliance audit reports 35
2. Appoint Chair and Vice-Chair as members to the Audit Review Committee

#### **EXECUTIVE DIRECTOR REPORT \***

#### **BOARD MEMBER COMMENTS \***

#### **RECESS TO CLOSED SESSION**

Closed Session Pursuant to Government Code Section 54957.6 – Conference with Labor Negotiators concerning discussions with Unrepresented Regular Employees and Unrepresented Regular Management Employees of the El Dorado County Transit Authority. The designated representatives for the El Dorado County Transit Authority are Executive Director 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, October 6, 2022 1:00 P.M.

#### **Zoom Meeting Teleconference**

<https://us02web.zoom.us/j/82578749339?pwd=UUpzTDJKUGcxdnJoV2pJbDJhbnZLUT09>

1-669-900-6833  
**Meeting ID:** 825 7874 9339  
**Password:** 2022



# EL DORADO TRANSIT

## EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING CONFORMED MINUTES Thursday, August 4, 2022; 1:00 PM

Chairperson: John Hidahl, County of El Dorado Supervisor, District I  
Vice Chairperson: Jackie Neau, City of Placerville Councilmember  
Lori Parlin, County of El Dorado Supervisor, District IV  
Kara Taylor, City of Placerville Councilmember  
George Turnboo, County of El Dorado Supervisor, District II

- Patty Borelli, Alternate for City Councilmembers
- Wendy Thomas, Alternate for Board of Supervisors, District III

Executive Director: Matthew Mauk

*These meetings will be conducted pursuant to the provisions of Assembly Bill 361 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 are in effect when a state of emergency is issued or remains active.*

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<https://us02web.zoom.us/j/82578749339?pwd=UUpzTDJKUGcxdnJoV2pJbDJhbnZLUT09>

### **Participate by Phone:**

1-669-900-6833

**Meeting ID: 825 7874 9339**

**Passcode: 2022**

## **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Chair Hidahl called the meeting to order at 1:02 PM and the pledge of allegiance was recited.

## **ROLL CALL**

**Directors Present:** Patty Borelli, John Hidahl, Lori Parlin, Kara Taylor, George Turnboo

**A quorum was present.**

## **ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR**

The Board may make any necessary additions, deletions or corrections to the agenda including moving items to or from the Consent Calendar and adopt the agenda with one single vote. A Board member may request an item to be removed from the Consent Calendar for discussion and possible action, and the item will be moved from Consent and heard as a separate item. Any member of the public may ask to address an item on the Consent Calendar prior to Board action.

**M/S:** Taylor/Turnboo

**Ayes:** Borelli, Hidahl, Parlin, Taylor, Turnboo

## **OPEN FORUM**

None

### **1. CONSENT CALENDAR**

- A.** Approve Conformed Minutes of Regular Meeting June 2, 2022  
Approve Conformed Minutes of Special Meeting July 14, 2022
- B.** Receive and File May and June 2022 Check Registers
- C.** Receive and File May and June 2022 Ridership Report
- D.** Adopt Resolution No. 22-23 regarding the Remote Public Meeting Provisions of Assembly Bill 361
- E.** Adopt Resolution No. 22-18 adopting the El Dorado County Transit Authority Equal Employment Opportunity Program (EEOP)
- F.** **1.** Adopt Resolution No. 22-19 approving the Memorandum of Understanding and Authorizing participation in the designated Special District Risk Management Authority Health Benefits Coverages  
  
**2.** Authorize the Executive Director to sign and execute the program participation agreement

G. 1. Adopt Resolution No. 22-21 Authorizing the Executive Director to Execute All Documents for the California State of Good Repair Grant Program

2. Adopt Resolution No. 22-22 Authorizing the California State of Good Repair Project List

3. Approve Capital Improvement Project 23-02 for Bus Parking Lot Rehabilitation

2. **ACTION ITEMS**

None

3. **INFORMATION ITEMS**

A. 2022 Fair Shuttle Ridership

B. Newsletter July through September 2022

**EXECUTIVE DIRECTOR REPORT \***

**BOARD MEMBER COMMENTS \***

**RECESS TO CLOSED SESSION**

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

Closed 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

**Recessed to Closed Session at 1:31 PM**

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

**Reconvened to Open Session at 2:09 PM.**

**No report out.**

**ADJOURNMENT**

**Chair Hidahl adjourned the meeting at 2:09 PM. The next regularly scheduled meeting Thursday, September 1, 2022.**

**Respectfully Submitted,**

**Megan Wilcher  
Secretary to the Board**

\* Verbal Report

AGENDA ITEM 1B  
Consent Item

**MEMORANDUM**

**DATE:** September 1, 2022  
**TO:** El Dorado County Transit Authority  
**FROM:** Julie Petersen, Finance Manager  
**SUBJECT:** Receive and File July 2022 Check Register

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

**Receive and File July 2022 Check Register**

**BACKGROUND**

The following check register includes routine transactions for the month of July 2022. These expenditures fall within budgets adopted by the El Dorado County Transit Authority Board of Directors.

**DISCUSSION**

Ten (10) items merit further detail:

EFT TRANS; 07/07/2022 – Public Employers’ Retirement System.....\$298,809.00  
This transfer pays an obligation for the Annual Unfunded Liability for Classic Employees for fiscal year (FY) 2022/23 using Local Transportation Funds (LTF).

EFT TRANS; 07/07/2022 – Public Employers’ Retirement System.....\$10,706.00  
This transfer pays an obligation for the Annual Unfunded Liability for PEPRA Employees for fiscal year (FY) 2022/23 using Local Transportation Funds (LTF).

Check #36739 – CalTIP – California Transit Indemnity Pool.....\$435,683.00  
This check pays an obligation for the Annual Public Liability, Physical Damage and Employer Practices Liability Insurance (EPLI) coverage for fiscal year (FY) 2022/23 using Local Transportation Funds (LTF).

Check #36741 – City National Bank.....\$65,415.53  
This check pays an obligation for Payment #16 of the Capital Purchase of five (5) MCI Commuter Coaches using Local Transportation Funds (LTF).



Check #36758 – Gallagher Benefit Services, Inc.....\$6,352.50  
This check pays an obligation for a portion of the Compensation and Benefit Study using Local Transportation Funds (LTF).

Check #36780 – RouteMatch Software Inc.....\$13,604.12  
This check pays the obligation for quarterly support, housing, IVR, data fees associated with the scheduling and statistical software for FY 2022/23 using Local Transportation Funds (LTF).

Check #36783 – SDRMA – Special Districts Risk Management Authority.....\$248,892.69  
This check pays an obligation for Annual Workers’ Compensation Insurance coverage for FY 2022/23 using Local Transportation Funds (LTF).

Check #36787 – Trillium Solutions Inc.....\$7,700.00  
This check pays an obligation for Annual GTFS Manager, Interactive Map, and Web Hosting for FY 22/23 using Local Transportation Funds (LTF).

Check #36793 – Zonar Systems Inc.....\$13,734.24  
This check pays the obligation for annual support, housing and data fees associated with the maintenance and pre/post trip inspection software for FY 2022/23 using Local Transportation Funds (LTF).

Check #36794 – El Dorado County Department of Transportation.....\$1.00  
This check pays the obligation for the annual lease payment for the El Dorado Hills Park & Ride lot using Local Transportation Funds (LTF).

**EL DORADO COUNTY TRANSIT AUTHORITY**

**Check Register**

**July 2022**

Date	Num	Name	Memo	Amount
07/01/2022	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Medical Premium - July 2022	41,777.15
07/07/2022	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	Annual Unfunded Accrued Liability FY 2022/23 - Classic	298,809.00
07/07/2022	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	Annual Unfunded Accrued Liability FY 2022/23 - PEPRA	10,706.00
07/08/2022	36733	AMERICAN HERITAGE LIFE INSURANCE CO	Employee Paid Premiums - July 2022	29.10
07/08/2022	36734	AT&T	Central Billing	500.33
07/08/2022	36735	AUTOZONE INC	Parts and Supplies	68.03
07/08/2022	36736	C & H MOTOR PARTS	Parts and Supplies	355.07
07/08/2022	36737	CAL.NET	July 2022 Camera Service	176.92
07/08/2022	36738	CALIFORNIA STEAM INC	Chlorine, parts for Filtration System	855.54
07/08/2022	36739	CalTIP - CAL TRANSIT INDEMNITY POOL	Annual Liability, Physical Damage, EPLI Premiums 05/01/2022 to 05/01/2023	435,683.00
07/08/2022	36740	CAPITOL CLUTCH & BRAKE INC	Parts and Supplies	758.20
07/08/2022	36741	CITY NATIONAL BANK	Five (5) MCI Coaches - #16	65,415.53
07/08/2022	36742	CITY OF PLACERVILLE	Bus Shelter Maintenance July - August 2022	330.00
07/08/2022	36743	COMCAST	High Speed Internet Service June 2022	250.30
07/08/2022	36744	D&K AUTO GLASS	Window Repairs and Replacements	480.00
07/08/2022	36745	DIGITAL DEPLOYMENT INC	Employee Intranet Service July 2022	240.00
07/08/2022	36746	EDC DEPARTMENT OF TRANSPORTATION	VOID: Annual Lease Payment for MMTF	0.00
07/08/2022	36747	EDC RISK MANAGEMENT	Health Insurance July 2022	2,643.27
07/08/2022	36748	EL DORADO DISPOSAL SERVICE	Monthly Utility Service	381.19
07/08/2022	36749	EL DORADO IRRIGATION DISTRICT	Water Service 06 22	155.28
07/08/2022	36750	EMP. MISC. REIMBURSEMENT	DMV & VTT Reimbursement	70.00
07/08/2022	36751	EMP. MISC. REIMBURSEMENT	DMV Reimbursement	127.68
07/08/2022	36752	EMP. MISC. REIMBURSEMENT	VOID:	0.00
07/08/2022	36753	EMP. MISC. REIMBURSEMENT	DMV Reimbursement	85.00
07/08/2022	36754	EMP. MISC. REIMBURSEMENT	Reimbursement for Covid Tests	192.80
07/08/2022	36755	EMP. MISC. REIMBURSEMENT	Uniform Reimbursement	29.98
07/08/2022	36756	FASTENAL	Bus Cleaning Supplies	294.38
07/08/2022	36757	FOLSOM LAKE DODGE	Parts and Supplies	74.28
07/08/2022	36758	GALLAGHER BENEFIT SERVICES INC	Compensation Study	6,352.50
07/08/2022	36759	GCR TIRES & SERVICE	12/R22.5/16 Tires #'s 2002 & 1704	3,098.51
07/08/2022	36760	GILLIG LLC	Parts and Supplies	4,204.71
07/08/2022	36761	GLOBAL DATA VAULT LLC	Monthly Recovery Back Up Service June 2022	360.00
07/08/2022	36762	GWP HOLDINGS LLC	Parts and Supplies	3,435.88
07/08/2022	36763	HUNT & SONS INC	Fuel Purchases 06/01/22 - 06/30/22	409.75
07/08/2022	36764	IMAGE SOURCE	Monthly Copy Charges 06/22/22 - 07/21/22	329.30
07/08/2022	36765	J.C. NELSON SUPPLY CO	Janitorial Supplies	337.78
07/08/2022	36766	JANI-KING OF CALIFORNIA INC - SACRAMENTO	Janitorial Service - July 2022	1,011.54
07/08/2022	36767	LANGUAGE LINE SERVICES INC	Over the Phone Interpretation June 2022	6.25
07/08/2022	36768	MAG LANDSCAPING INC	Landscaping Maintenance - June 2022	1,175.00
07/08/2022	36769	MISSION UNIFORM SERVICE	Uniforms, Towels, & Mats Service	519.63
07/08/2022	36770	MOTIVE ENERGY LLC	Batteries #1801	199.87
07/08/2022	36771	NORCAL SPIT SHINE LLC	Vehicle Interior Sanitation (24 Vehicles)	2,895.00
07/08/2022	36772	O'REILLY AUTO PARTS	Parts and Supplies	358.72
07/08/2022	36773	OPERATING ENGINEERS LOCAL UNION #3	Union Dues July 2022	1,026.00
07/08/2022	36774	OPERATING ENGINEERS PUBLIC & MISC	August 2022 Medical Premiums	27,967.00
07/08/2022	36775	ORION OUTDOOR MEDIA-1	Bus Shelter Installations (6)	1,050.00
07/08/2022	36776	PACIFIC GAS & ELECTRIC	Monthly Utility Service	694.68
07/08/2022	36777	QUILL LLC	Misc. Office Supplies	869.33
07/08/2022	36778	ROBERTS & COMPANY INC	CPA Services June 2022	485.00
07/08/2022	36779	RON DUPRATT FORD	Parts and Supplies	1,220.73
07/08/2022	36780	ROUTEMATCH SOFTWARE LLC	Quarterly Technical Support - Scheduling Software	13,604.12
07/08/2022	36781	RTS IT INC	ITCare Gold Service Plan July 2022	5,133.50
07/08/2022	36782	SAFETY-KLEEN SYSTEMS INC	Used Oil Disposal	66.25
07/08/2022	36783	SPECIAL DISTRICT RISK MANAGEMENT AUTH	FY 22/23 Workers' Comp Premium	248,892.69
07/08/2022	36784	SUN LIFE FINANCIAL	July 2022 Group Life & LTD Benefits	2,429.41
07/08/2022	36785	THE AFTERMARKET PARTS CO LLC	Parts and Supplies	5,201.46
07/08/2022	36786	TRANSIT MARKETING LLC	Hiring Ad for Bus Shelters	211.25
07/08/2022	36787	TRILLIUM SOLUTIONS INC	Annual GTFS Manager, Interactive Map, and Web Hosting for FY 22/23	7,700.00
07/08/2022	36788	TRUE VALUE HARDWARE	Parts and Supplies	163.51
07/08/2022	36789	UNIVERSAL SECURITY & FIRE INC	Burglar Alarm Monitoring July 2022 - September 2022	135.00

**EL DORADO COUNTY TRANSIT AUTHORITY**

**Check Register**

**July 2022**

Date	Num	Name	Memo	Amount
07/08/2022	36790	VERIZON WIRELESS	Cellular Service July 2022	1,827.45
07/08/2022	36791	WASTE CONNECTIONS OF CA INC	Clean Self-Haul Disposal	101.94
07/08/2022	36792	XEROX FINANCIAL SERVICES	Lease on Copiers	509.44
07/08/2022	36793	ZONAR SYSTEMS INC	Ignition & Turbo Service Renewal	13,734.24
07/08/2022	36794	EDC DEPARTMENT OF TRANSPORTATION	Annual Lease Payment for MMTF	1.00
07/12/2022	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE JULY 8, 2022	3,843.19
07/12/2022	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #14 CLASSIC	8,296.49
07/12/2022	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #14 PEPR	7,774.41
07/20/2022	36795	49ER LIVE SCAN	Live Scan Fingerprinting	42.00
07/20/2022	36796	ACC BUSINESS	Fiber Internet June 2022	85.87
07/20/2022	36797	ACCESS SYSTEMS INC	On-Site Velocity Troubleshoot & Maintenance	280.00
07/20/2022	36798	AFLAC	Employee Paid Premiums - July 2022	686.32
07/20/2022	36799	AT&T	Monthly Utility Service	430.66
07/20/2022	36800	AT&T MOBILITY	Wireless Camera Service June 2022	186.52
07/20/2022	36801	CALIFORNIA DEPT OF TAX & FEE ADMIN	Diesel Fuel Exempt Tax Qtr. 2, 2022	295.00
07/20/2022	36802	DAWSON OIL	Fuel Purchases June 2022	66,308.12
07/20/2022	36803	FEDEX	Express Shipping	34.70
07/20/2022	36804	FEILD AND ASSOCIATES	General Planning - Bass Lake Road 01-06/22	4,117.50
07/20/2022	36805	IMAGE SOURCE	Monthly Copy Charges 04/22/22 - 05/21/22	483.78
07/20/2022	36806	KINETICO WATER OF PLACERVILLE	Drinking Water Service July 2022	42.90
07/20/2022	36807	MOUNTAIN DEMOCRAT INC	Transit Dispatcher Recruitment Ad	420.00
07/20/2022	36808	PACIFIC GAS & ELECTRIC	Monthly Utility Service	2,941.11
07/20/2022	36809	RTS IT INC	Domain Controller Server Upgrade Project	5,012.50
07/20/2022	36810	UMPQUA BANK	Reconciled Visa Charges	2,383.59
07/25/2022	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE JULY 22, 2022	3,847.34
07/25/2022	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #15 CLASSIC	8,463.11
07/25/2022	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #15 PEPR	8,034.48

1,342,216.06

**Total 1,342,216.06**

AGENDA ITEM 1C  
Consent Item

**MEMORANDUM**

**DATE:** September 1, 2022

**TO:** El Dorado County Transit Authority

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

**SUBJECT:** July 2022 Ridership Report

**REQUESTED ACTION:**

**BY MOTION,**

**Receive and File the July 2022 Ridership Report**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) staff typically reports monthly and fiscal year-to-date ridership at each Board meeting. Since July is the first month of the fiscal year, only the monthly report is presented.

**DISCUSSION**

El Dorado Transit continues to experience ridership deficits compared to pre-pandemic levels, but ridership is continuing to improve on most services. Systemwide passenger trips increased by 14.5% in July compared to the previous year. Passengers per Revenue Hour, a key gauge of productivity, increased from 3.4 to 4.4 or 29.5%. Demand Response ridership decreased by 0.6% but Local Fixed Route ridership increased by 5.8%, despite the absence of Saturday services. July is the first month in which comparative ridership statistics include the Tahoe Route from last year and overall Commuter ridership increased by 61.7%.

The July ridership report summary is attached, comparing the current fiscal year to the previous fiscal year.

# July 2022 Ridership Report

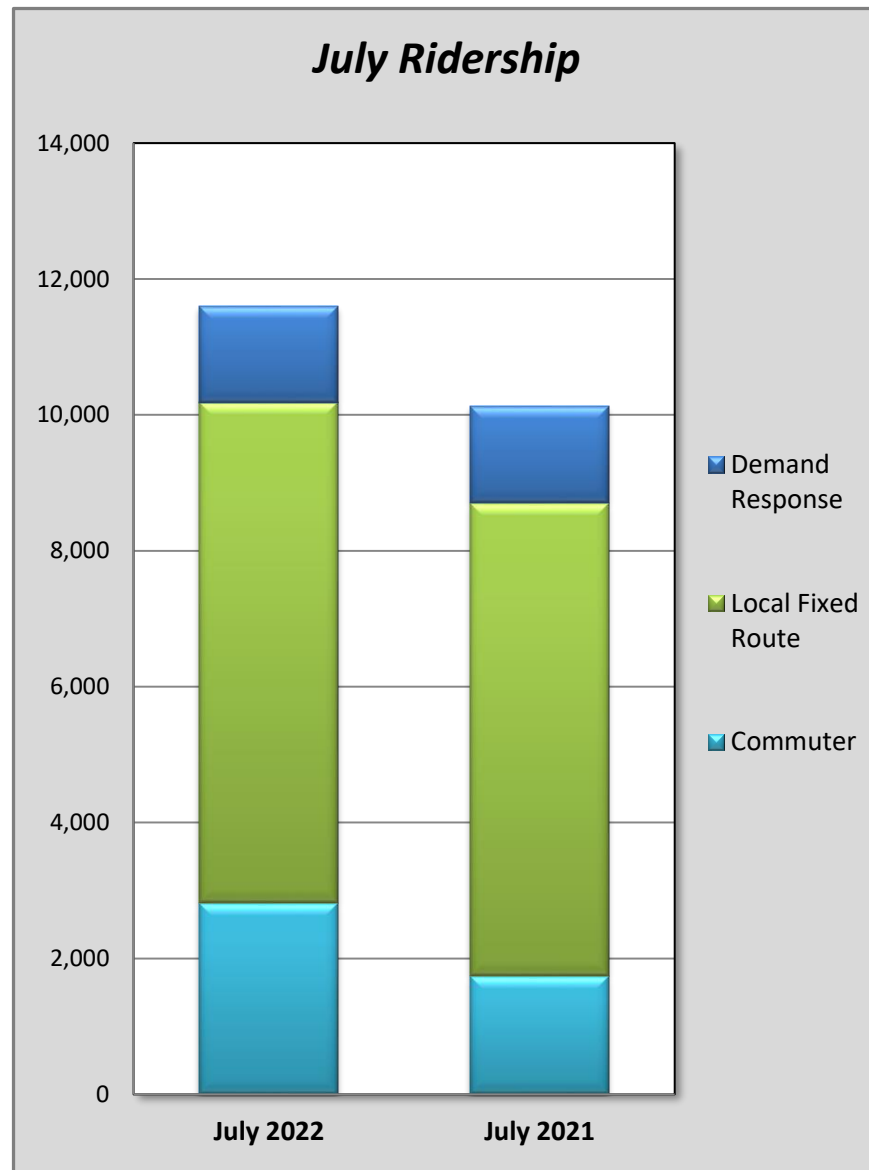


Demand Response	July 2022	July 2021	% Change
Dial-a-Ride	652	561	16.2%
Sac-Med	18	26	-30.8%
ADA Paratransit	225	241	-6.6%
M.O.R.E.*	526	602	-12.6%
Senior Day Care*	0	0	0.0%
<b>Total Demand Response</b>	<b>1,421</b>	<b>1,430</b>	<b>-0.6%</b>

Local Fixed Route	July 2022	July 2021	% Change
20 - Placerville	1,137	1,003	13.4%
25 - Saturday Express	0	335	-100.0%
30 - Diamond Springs	800	618	29.4%
35 - Diamond Springs Saturday	0	84	-100.0%
40 - Cameron Park	913	765	19.3%
50x - 50 Express	3,121	2,830	10.3%
60 - Pollock Pines	1,393	1,327	5.0%
<b>Total Local Fixed Route</b>	<b>7,364</b>	<b>6,962</b>	<b>5.8%</b>

Commuter	July 2022	July 2021	% Change
Sacramento Commuter	1,678	1,192	40.8%
Reverse Commuter	24	5	380.0%
Sacramento/Tahoe Connector	1,113	544	104.6%
<b>Total Commuter</b>	<b>2,815</b>	<b>1,741</b>	<b>61.7%</b>

	July 2022	July 2021	% Change
<b>Systemwide</b>	<b>11,600</b>	<b>10,133</b>	<b>14.5%</b>
Passengers per Revenue Hour	4.4	3.4	29.5%



\*Contracted Services - Ridership Determined by Client Enrollment

AGENDA ITEM 1D  
Consent Item

**MEMORANDUM**

**DATE:** September 1, 2022

**TO:** El Dorado County Transit Authority

**FROM:** Matthew Mauk, Executive Director

**SUBJECT:** Remote Public Meeting Provisions of Assembly Bill (AB) 361

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

**Adoption of Resolution No. 22-24 regarding the Ralph M. Brown Act and the finding of risk to health and safety of in-person meetings because of the continuing COVID-19 pandemic State of Emergency declared by Governor Newsom**

**BACKGROUND**

The Ralph M. Brown Act (“the Brown Act”) provides guidance and requirements for public agencies and local governments in California to hold and conduct business at open and public meetings. The Brown Act ensures the public is involved, informed, and active in the decisions and discussions of local, regional, and state governance. The El Dorado County Transit Authority (El Dorado Transit) Board of Director and advisory committee meetings are held to the standards within the Brown Act and are conducted consistent with the requirements therein.

In response to the COVID-19 pandemic, on March 12, 2020, the Governor issued Executive Order No. N-25-20 that waived certain requirements of the Brown Act including:

- the requirement that the notice of each meeting location be provided for those members of the legislative body (board or committee) participating in the meeting
- the requirement that each meeting location be accessible to members of the public
- the requirement that members of the public be able to address the legislative body (board and committee) at each meeting location
- the requirement that agencies post agendas at all meeting locations, and
- the requirement that at least a quorum of the legislative body (board and committee) participate from locations within the boundaries of the territory over which they exercise jurisdiction.

In accordance with these modifications to the Brown Act, El Dorado Transit has been holding meetings virtually over the Zoom meeting platform since the beginning of the pandemic. These modifications to the Brown Act expired on September 30, 2021.

## **DISCUSSION**

To continue the allowance of the Brown Act modifications and to continue allowing virtual meetings to protect health and safety, Governor Newsom signed Assembly Bill (AB) 361 on September 16th. AB 361 extended these modifications through June of 2024, for any State or Local government agency which is under a declared State of Emergency. Assembly Bill 361 permits remote meetings but requires the following:

- agencies may not close public comment periods for written comments in advance of a meeting, but instead only close the comment period at the same time it is closed during a meeting
- that agencies must clearly advertise the means by which the public can observe the meeting and offer comments during the meeting via either a call or internet-based option
- the public must be given an opportunity to comment directly, and
- that in the event of a disruption in the broadcasting of the meeting the legislative body (board or committee) would take no further action until meeting access would be restored to the public.

The provisions of AB 361 regarding remote meetings can only be used in the event there is an active, Governor issued state of emergency under the California Emergency Services Act and a legislative body decides by resolution that there is a need to meet remotely. AB 361 also requires legislative bodies to approve by resolution the decision to meet remotely every 30 days.

Given that the Governor's state of emergency presently remains in effect, staff and El Dorado Transit Legal Counsel recommend adoption of the attached Resolution No. 22-24, formally stating that in person meetings of the El Dorado Transit governing and advisory bodies subject to the Ralph M. Brown Act would present imminent risks to the health or safety of attendees, thus invoking the provisions of AB 361 and allowing virtual public meetings. Unless directed otherwise, staff plans to continue to present an updated version of this resolution to the El Dorado Transit Board of Directors for consideration at each upcoming scheduled monthly meeting while a state of emergency exists.

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 22-24**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE EL DORADO COUNTY TRANSIT AUTHORITY  
REGARDING THE RALPH M. BROWN ACT AND PROVISIONS PROVIDED UNDER AB  
361 TO CONTINUE MEETING VIRTUALLY DURING THE ONGOING COVID-19  
PANDEMIC STATE OF EMERGENCY DECLARED BY GOVERNOR NEWSOM**

**WHEREAS**, On March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic which remains in effect; and

**WHEREAS**, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the California Open Meeting law, Government Code section 54950 et seq. (the “Brown Act”), provided certain requirements were met and followed; and

**WHEREAS**, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 that clarified the suspension of the teleconferencing rules set forth in the Brown Act, and further provided that those provisions would remain suspended through September 30, 2021; and

**WHEREAS**, on September 16, 2021, Governor Newsom signed AB 361 that permits a legislative body subject to the Brown Act to continue to meet under abbreviated teleconference procedures; and

**WHEREAS**, on September 30, 2021 the El Dorado County Public Health Officer released “Recommendations for Safe Board and Commission Meetings During COVID-19 Pandemic” recommending offering a remote option for public meeting attendance to the extent possible and physical distancing, among other recommendations; and

**WHEREAS**, the El Dorado County Transit Authority has an important governmental interest in protecting the health, safety, and welfare of those who participate in meetings of El Dorado County Transit Authority’s legislative body subject to the Brown Act;

**NOW THEREFORE, BE IT RESOLVED**, by the El Dorado County Transit Authority Board of Directors as follows:

1. The Board has reconsidered the state of emergency proclaimed by the Governor of California in response to the COVID-19 pandemic.
2. State and local public health officials continue to recommend measures to promote social distancing.
3. This finding applies to all the El Dorado County Transit Authority governing and advisory bodies subject to the Brown Act, including but not limited to, the El Dorado County Transit Authority Board of Directors, Transit Advisory Committee, and any other standing



committees.

4. Staff is directed to return to the Board of Directors no later than thirty (30) days after the adoption of this resolution, or by the next regular meeting for the Board of Directors to consider making the findings required by AB 361 in order to continue meeting under its provisions.

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of said Board, held on the 1st day of September 2022 by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

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John Hidahl, Chairperson

ATTEST:

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Megan Wilcher, Secretary to the Board

AGENDA ITEM 1E  
Consent Item

**MEMORANDUM**

**DATE:** September 1, 2022

**TO:** El Dorado County Transit Authority

**FROM:** Maria Harris, Human Resources Manager

**SUBJECT:** Agency Contributions to Health Plan Year 2023 Premiums for Unrepresented Regular and Management Employees

**REQUESTED ACTION:**

**BY MOTION,**

**Adopt Resolution No. 22-25 defining the El Dorado County Transit Authority's health insurance premium contribution rates provided to unrepresented regular and management employees beginning January 1, 2023**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) agency's portion of health care insurance premium contributions is established annually by resolution. El Dorado Transit contracts with the California Public Employees' Retirement System (CalPERS) to provide health care benefits for unrepresented regular and management employees.

**DISCUSSION**

**Unrepresented Employees**

Resolution No. 22-25 defines agency contributions towards health premium benefits for unrepresented regular and management employees beginning January 1, 2023.

Rates reflect medical, dental and vision coverages. Dental and vision rates will not increase for the 2023 plan year. Health rates on average increased 4.35% across the CalPERS Basic Health Maintenance Organization (HMO) plans and rates for the Basic Preferred Provider Organization (PPO) plans will see an overall average increase of 15.76 %. Increases to 2023 premiums are attributed to medical and pharmaceutical inflation as well as buydown adjustments to premiums made in 2022.

There are no changes to the plans offered within the El Dorado County region. Open enrollment period begins September 19, 2022 and ends on October 14, 2022. Changes made during the 2022 open enrollment will take effect January 1, 2023.

### **FISCAL IMPACT**

The adopted budget for Fiscal Year 2022/23 line item - Health Insurance is \$1,094,000 for unrepresented and represented employees. The budgeted amount for unrepresented health insurance is \$634,520 of that amount.

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 22-25**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
EL DORADO COUNTY TRANSIT AUTHORITY DEFINING AGENCY  
CONTRIBUTIONS FOR THE 2023 CALENDAR YEAR  
HEALTH PREMIUM BENEFITS  
FOR UNREPRESENTED REGULAR AND MANAGEMENT EMPLOYEES**

**WHEREAS**, the El Dorado County Transit Authority (El Dorado Transit) has unrepresented regular employees and management employees; and

**WHEREAS**, the El Dorado County Transit Authority Personnel Policies and Procedures Manual Article 6.2 – Employee Benefits/Insurance Plans allows El Dorado Transit to adjust contributions based upon budgetary constraints and fluctuating health care costs; and

**WHEREAS**, El Dorado Transit contracts with the California Public Employees’ Retirement system (CalPERS) to provide health care benefits for its employees; and

**WHEREAS**, El Dorado Transit currently has twenty-three (23) eligible allocated full – time positions, two (2) eligible allocated part-time positions and six (6) eligible retirees enrolled in the health plan; and

**WHEREAS**, El Dorado Transit provides dental and vision insurance through separate carriers; and

**NOW, THEREFORE BE IT RESOLVED**, that El Dorado Transit shall provide the following contribution levels over twenty-six (26) pay periods toward health plan premiums of unrepresented regular and management employees, provided sufficient funds are available effective January 1, 2023:

<u>Full-Time Employees:</u>		<u>Part-Time Employees:</u>	
Employee Only	\$529.48	Employee Only	\$397.12
Employee + One	\$1,043.22	Employee + One	\$782.41
Employee + Two or More	\$1,374.87	Employee + Two or More	\$1,031.15

**BE IT FURTHER RESOLVED**, that El Dorado Transit shall provide current contribution and 80% of any adjustment of the 2022 calendar year premium for health care benefits benchmarked at the 2022 PERS Premium Plan (or equivalent) for the unrepresented regular and management employees.

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of said Board held on the 1st day of September 2022 by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

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John Hidahl, Chairperson

ATTEST:

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Megan Wilcher, Secretary to the Board

# EDCTA SPONSORED PLAN UNREPRESENTED EMPLOYEES

RATES EFFECTIVE 01/01/2023

UPDATED 08/11/2022

EDCTA MONTHLY \*  
CONTRIBUTION

EMPLOYEE MONTHLY  
CONTRIBUTION

TOTAL MONTHLY  
PREMIUM

EMPLOYEE DEDUCTION  
PER PAY PERIOD

## Anthem Blue Cross Traditional HMO

### FULL-TIME EMPLOYEES

Single	\$1,147.22	\$149.69	\$1,296.91	\$69.09
2-Party	\$2,260.31	\$323.01	\$2,583.32	\$149.08
Family	\$2,978.89	\$416.46	\$3,395.35	\$192.21

### PART-TIME EMPLOYEES

Single	\$860.42	\$436.50	\$1,296.91	\$201.46
2-Party	\$1,695.23	\$888.09	\$2,583.32	\$409.89
Family	\$2,234.17	\$1,161.18	\$3,395.35	\$535.93

## Anthem Blue Cross Select HMO

### FULL-TIME EMPLOYEES

Single	\$1,147.22	\$67.81	\$1,215.03	\$31.30
2-Party	\$2,260.31	\$159.25	\$2,419.56	\$73.50
Family	\$2,978.89	\$203.57	\$3,182.46	\$93.96

### PART-TIME EMPLOYEES

Single	\$860.42	\$354.62	\$1,215.03	\$163.67
2-Party	\$1,695.23	\$724.33	\$2,419.56	\$334.31
Family	\$2,234.17	\$948.29	\$3,182.46	\$437.67

## Kaiser Permanente

### FULL-TIME EMPLOYEES

Single	\$1,147.22	\$0.00	\$999.94	\$0.00
2-Party	\$2,260.31	\$0.00	\$1,989.38	\$0.00
Family	\$2,978.89	\$0.00	\$2,623.22	\$0.00

### PART-TIME EMPLOYEES

Single	\$860.42	\$139.53	\$999.94	\$64.40
2-Party	\$1,695.23	\$294.15	\$1,989.38	\$135.76
Family	\$2,234.17	\$389.05	\$2,623.22	\$179.56

## PERS Platinum

### FULL-TIME EMPLOYEES

Single	\$1,147.22	\$139.10	\$1,286.32	\$64.20
2-Party	\$2,260.31	\$301.83	\$2,562.14	\$139.31
Family	\$2,978.89	\$388.92	\$3,367.81	\$179.50

### PART-TIME EMPLOYEES

Single	\$860.42	\$425.91	\$1,286.32	\$196.57
2-Party	\$1,695.23	\$866.91	\$2,562.14	\$400.11
Family	\$2,234.17	\$1,133.64	\$3,367.81	\$523.22

## PERS Gold

### FULL-TIME EMPLOYEES

Single	\$1,147.22	\$0.00	\$911.81	\$0.00
2-Party	\$2,260.31	\$0.00	\$1,813.12	\$0.00
Family	\$2,978.89	\$0.00	\$2,394.09	\$0.00

### PART-TIME EMPLOYEES

Single	\$860.42	\$51.39	\$911.81	\$23.72
2-Party	\$1,695.23	\$117.89	\$1,813.12	\$54.41
Family	\$2,234.17	\$159.92	\$2,394.09	\$73.81

## Western Health Advantage HMO

### FULL-TIME EMPLOYEES

Single	\$1,147.22	\$0.00	\$846.37	\$0.00
2-Party	\$2,260.31	\$0.00	\$1,682.24	\$0.00
Family	\$2,978.89	\$0.00	\$2,223.94	\$0.00

### PART-TIME EMPLOYEES

Single	\$860.42	\$0.00	\$846.37	\$0.00
2-Party	\$1,695.23	\$0.00	\$1,682.24	\$0.00
Family	\$2,234.17	\$0.00	\$2,223.94	\$0.00

Coverage premiums include Medical, VSP Vision and Delta Dental

\* EDCTA contribution includes 2022 contribution plus, 80% of premium change using PERS Premium 2023

AGENDA ITEM 1F  
Consent Item

**MEMORANDUM**

**DATE:** September 1, 2022  
**TO:** El Dorado County Transit Authority  
**FROM:** Megan Wilcher, Administrative Coordinator  
**SUBJECT:** Biennial Conflict of Interest Code Review

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

**Approve the Biennial Conflict of Interest Code Review and direct staff to provide a written statement to the code reviewing body**

**BACKGROUND**

Government Code 87306.5 requires that each local agency review its Conflict of Interest Code and submit a written statement to the reviewing body every even-numbered year, no later than October 1. The code reviewing body for the El Dorado County Transit Authority (El Dorado Transit) is the El Dorado County Board of Supervisors.

**DISCUSSION**

To comply with Government Code 87306.5 staff recommends no changes to the Conflict of Interest code previously adopted by Resolution No. 18-11 on March 1, 2018. The current adopted Conflict of Interest code is attached as Exhibit A.

**FISCAL IMPACT**

None

**CONFLICT OF INTEREST CODE THE  
EL DORADO COUNTY TRANSIT AUTHORITY**

The Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations Title 2 Section 18730, which contains the terms of a standard conflict of interest code (hereafter incorporated by reference). Appendix A and B lists designated members and employees and disclosure categories.

Pursuant to Section 18730 of Title 2 California Code of Regulations, Board Members, the Executive Director and designated employees shall file statements of economic interests with the El Dorado County Transit Authority. Upon receipt of the statements of the El Dorado County Transit Authority Board Members, Executive Director, and all other designated employees, the Clerk of the El Dorado County Transit Authority shall retain a copy of each statement. The Clerk shall make all statements of economic interests available for public inspection and reproduction.



# **EL DORADO COUNTY TRANSIT AUTHORITY**

## **CONFLICT OF INTEREST CODE**

### **APPENDIX A**

#### **Designated Employee Position**

The designated employees whose duties or positions within El Dorado County Transit Authority involve the making or participation in the making of decisions which may foreseeably have a material financial effect on any financial interest are as follows:

<b>Designated Employee</b>	<b>Disclosure Categories</b>
Board Members	1 - 5
Legal Counsel	1 - 5
Executive Director	1 - 5
Treasurer	1 - 5
Operations Manager	1 - 5
Finance Manager	1 - 5

Specialized Consultant: the Special Consultants employed by the El Dorado County Transit Authority in a decision-making capacity shall make such disclosure as the Executive Director shall determine, if any, is required by any particular consultant or any particular task order of employment.

## **EL DORADO COUNTY TRANSIT AUTHORITY**

### **CONFLICT OF INTEREST CODE**

#### **APPENDIX B**

#### **DISCLOSURE CATEGORIES**

- CATEGORY 1: Investments, business positions in business entities, and sources of income, of the type which contract with the El Dorado County Transit Authority to supply materials, commodities, supplies, books, machinery, vehicles, or equipment utilized by the Authority.
- CATEGORY 2: Investments, business positions in business entities, and sources of income, which are contractors, subcontractors, or consultants engaged in the performance of work or services of the type utilized by the agency, including, but not limited to, insurance companies, carriers, holding companies, underwriters, agents, or accounting firms.
- CATEGORY 3: Investments, business positions in business entities, and sources of income, which have filed claims against the Authority.
- CATEGORY 4: All interest in real property located within the jurisdiction of the agency or within two miles of its boundaries.
- CATEGORY 5: All investments and business position in any business entity and income from any source which is (1) a private transit or transportation company; or (2) an entity or person engaged in real estate, or real estate development within the jurisdiction of the Authority.

AGENDA ITEM 1G  
Consent Item

**MEMORANDUM**

**DATE:** September 1, 2022

**TO:** El Dorado County Transit Authority

**FROM:** Julie Petersen, Finance Manager

**SUBJECT:** Approve Funding of Operating Reserve Fund for Fiscal Year 2021/22

**REQUESTED ACTION:**

**BY MOTION,**

**Approve Funding of Operating Reserve utilizing Bike Locker,  
Advertising and Miscellaneous revenue accounts for Fiscal Year  
2021/22**

**BACKGROUND**

On August 4, 2011, the El Dorado County Transit Authority (El Dorado Transit) adopted Resolution No. 11-26 establishing an Operating Reserve Policy and Resolution No. 11-27 establishing a designated target funding level of \$1,500,000 for the operating reserve account.

On April 5, 2018, the Board adopted Resolution No. 18-16 reducing the target level of funding to \$1,000,000.00 using a blended method of \$500,000 held by the El Dorado County Transportation Commission (EDCTC) and the balance held by El Dorado Transit. EDCTC increased their funds held to \$750,000 in FY 2021/22.

The intent of this fund is to create a stable funding source available to offset unexpected revenue shortfalls or increased expenses. El Dorado Transit, as a Joint Powers Agency (JPA) between the County of El Dorado and the City of Placerville does not have access to funds from jurisdictional General Funds or other municipal departments.

**DISCUSSION**

During the Mid-Year Budget process presented each February, revenue and expenses are analyzed to determine the financial condition of the agency based on the first six (6) month's experience and projections are adjusted for the remainder of the year if necessary. If approved, non-operating or miscellaneous income budget line items are zeroed to make certain these funds are not needed to balance the operating budget.

Staff is recommending Board approval to designate revenue accounts; 4370.00-Bike Locker Rental, 4400.00-Advertising Income, and 4990.00-Misc. Revenue as sources of non-tax revenue to be used to fund the operating reserve.

### **FISCAL IMPACT**

Receipts for the miscellaneous revenues total \$27,529.15 (unaudited) for FY 2021/22. If approved this amount will be transferred into the operating reserve interest bearing account. Final transfer will occur following the Financial and Compliance Audit presented at the December Board meeting.

AGENDA ITEM 2A  
Action Item

**MEMORANDUM**

**DATE:** September 1, 2022

**TO:** El Dorado County Transit Authority

**FROM:** Maria Harris, Human Resources Manager

**SUBJECT:** 2022 Compensation and Benefit Study Final Report

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

**Receive and file the El Dorado County Transit Authority Total Compensation Study Final Report, July 22, 2022, as prepared by Koff & Associates**

**BACKGROUND**

October 18, 2021	El Dorado County Transit Authority (El Dorado Transit) published a Request for Proposal for preparation of a Total Compensation and Benefits Study
December 31, 2021	Consulting contract award to Koff & Associates, a Gallagher Company, for completion of the Total Compensation and Benefit Study
February 3, 2022	El Dorado Transit Board of Directors established an ad hoc Committee to review data from the Compensation and Benefits Study as needed with consultant and staff
February 15, 2022	Ad hoc Committee meeting with consultant to determine comparator agencies
June 24, 2022	Ad hoc Committee meeting to review draft results

**DISCUSSION**

The Total Compensation Study Final Report, July 22, 2022 (Study) was prepared for El Dorado Transit by Koff & Associates consulting and is available to download at <https://eldoradotransit.com/board-meeting/september-1-2022/>. The goal of Study was to analyze and compare wages and the cost of benefits within the job market relative to the agency's current pay ranges and benefit offerings. Jamie Inderbitzen, Project Manager for Koff & Associates, will present the final Study for Board review at the meeting. The requested action is to receive and file the final Study. No further action on wages and benefits is requested at this time.

AGENDA ITEM 2B  
Action Item

**MEMORANDUM**

**DATE:** September 1, 2022

**TO:** El Dorado County Transit Authority

**FROM:** Julie Petersen, Finance Manager

**SUBJECT:** Final Amended Operating Budget for Fiscal Year 2021/22

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

1. Receive and File the Final Amended Operating Budget for Fiscal Year 2021/22 as Proposed
2. Acknowledge the budget amount of \$868,638 in Deferred Local Transportation Funds (LTF) from Contingency
3. Authorize the use of Deferred LTF for Fiscal Year 2021/22 Capital Expenses

**BACKGROUND**

As of August 25, 2022, most work related to posting was accomplished to close the internal fiscal year (FY) 2021/22 financials.

A Final Amended Operating Budget is typically presented to the Board of Directors following the close of the fiscal year and prior to completion of an independent financial audit. The proposed Final Amended FY 2021/22 Operating Budget (attached) reflects fiscal year-end adjustments from the adopted mid-year version, based on actual revenue and expenses realized during the period.

**DISCUSSION**

The proposed Final Amended FY 2021/22 Operating Budget reflects an overall increase to revenue and salary and benefit accounts and a decrease to general expenses. Outlined below are the recommended adjustments by line item with comments. The attached Final Amended FY 2021/22 Operating Budget sheet presents the adopted mid-year budget amounts for comparison and shows the net changes proposed.

The proposed Final Amended FY 2021/22 Operating Budget includes limited-time revenue from emergency CRRSAA Act funding in the amount of \$738,717 allocated under the Federal Transit Administration (FTA) Section 5311 program and FTA Section 5307. The Joint Exercise of Powers Agreement (JPA) of the El Dorado County Transit Authority (El Dorado Transit) Section 11.3 states the following: *“The EDCTA shall actively seek to maximize utilization of Federal,*

*State, and other available revenues which shall be applied towards such operating and capital expenditures...”*

Maximum use of Federal CRRSAA Act funds in FY 2021/22 has allowed for a deferral of LTF for use in the FY 2022/23 Operating and Capital Budgets. The final amount will be determined after today’s requested action.

El Dorado Transit management and staff worked well within the overall mid-year budget expense projections. The continued effects of COVID-19 related service reductions and temporary fare policies are on-going.

Due primarily to the infusion of the emergency CRRSAA Act funding, an increase of \$576,005 in Contingency Funds now totaling \$868,638 has been realized. Staff is recommending the use of these Local Transportation Funds (LTF) for matching funds in the Capital Budget to preserve State Transit Assistance (STA) funds in FY 2021/22. Any remaining funds will represent the projected amount of conventional State funding offset for use in the FY 2022/23 operating budget.

#### *REVENUE ACCOUNTS*

El Dorado Transit saw an overall increase of approximately \$235,321 in revenue accounts.

- 1 State of Good Repair (SGR) increased to reflect award
- 2 Interest Income increased to accurately reflect receipts.
- 3 Annual FTA Section 5311 increased to reflect the actual allocation.
- 4 Cash Fares increased to accurately reflect receipts.
- 5 Contract Services increased to accurately reflect receipts.
- 6 Commuter Route Fare Media decreased to accurately reflect receipts.
- 7 Local Route Fare Media decreased to accurately reflect receipts.
- 8 Paper Scrip decreased to accurately reflect receipts.
- 9 Addition of account to reflect South Lake Tahoe separately from Commuter
- 10 Fair Shuttle AB2766 Grant funding award for FY 2021/22
- 11 Restricted Offset Reserve Fund (ORF) for future insurance premiums

#### *SALARY & BENEFITS EXPENSE ACCOUNTS*

Overall, the total Salary and Benefits expenditures were managed below mid-year budget adjustment projections by \$192,716.

- 12 Regular Employee salary expenses decreased to reflect actuals. Short staffing continues to be an issue for several departments
- 13 Temporary Employee costs increased to reflect actual usage of the extra help employees.
- 14 Overtime decreased to accurately reflect costs.
- 15 CRDI and Shift Pay decreased to reflect actual costs.
- 16 Employee Retirement increased to reflect actual costs. Contributions to the California Employers’ Pension Prefunding Trust (CEPPT) Fund increased this line item by

\$200,000. Additional Unfunded Liability payments of \$117,359 and \$11,520 were also made to the Classic and PEPRAs funds, respectively.

- 17 Social Security (FICA) Payroll Tax reduced to accurately reflect actual costs. These costs are driven by the actual hours worked by extra help employees.
- 18 Medicare Payroll Tax reduced to accurately reflect actual costs.
- 19 Health Insurance increased to reflect actual premium expenses. This includes the continued participation in the CalPERS OPEB fund.
- 20 Unemployment Insurance decreased to reflect actual reimbursement costs.
- 21 Long Term Disability/Life insurance increased to reflect actual premium costs.

### *SERVICE & SUPPLY EXPENSE ACCOUNTS*

Total Services and Supplies accounts (including the Contingency line item) increased by \$167,605.

- 22 Clothing & supplies increased closer to actual expenses.
- 23 Uniforms – Other decreased closer to actual expenses.
- 24 Communications – Phone decreased closer to actual expenses.
- 25 Communications – Radio decreased closer to actual expenses.
- 26 Insurance Premiums/Public Liability decreased to reflect the two (2) month pre-paid allocation of FY 2022/23 premiums in FY 2021/22.
- 27 Insurance Premiums/Employer Practices Liability Insurance (EPLI) decreased to reflect the two (2) month pre-paid allocation of FY 2022/23 premiums in FY 2021/22.
- 28 Service Contracts/Equipment decreased closer to actual expenses.
- 29 Park & Ride Maintenance increased closer to actual expenses.
- 30 Maintenance/Buildings decreased closer to actual expenses.
- 31 Maintenance/Equipment increased closer to actual expenses.
- 32 Maintenance/Grounds decreased closer to actual expenses.
- 33 Maintenance/Bus Stops increased closer to actual expenses.
- 34 Maintenance/Other decreased closer to actual expenses.
- 35 Vehicle Maintenance (In-House) decreased closer to actual expenses.
- 36 Vehicle Maintenance/Tires & Tubes decreased closer to actual expenses.
- 37 Vehicle Maintenance/ Lubricants decreased closer to actual expenses.
- 38 Safety Equipment/Training decreased closer to actual expenses.
- 39 Memberships decreased closer to actual expenses.
- 40 Office Expenses increased closer to actual expenses.
- 41 Operating Expenses – Other increased closer to actual expenses.
- 42 Professional Services decreased closer to actual expenses.
- 43 Publications/Legal Notices increased closer to actual expenses.
- 44 Printing decreased closer to actual expenses.
- 45 Rents/Leases – Equipment decreased to reflect closer to actual.
- 46 Equipment Purchase – Data Processing increased closer to actual expenses.
- 47 Equipment Purchase – Office increased closer to actual expenses.
- 48 Marketing increased closer to actual.
- 49 Staff Development/Travel increased closer to actual.



- 50 Fuel Purchase increased closer to actual expenses.
- 51 Bank Charges increased closer to actual expenses.
- 52 Connect Card administration Fees decreased closer to actual expenses.
- 53 Utilities decreased closer to actual expenses.
- 54 AB2766 Fair Shuttle reflects awarded grant amounts.
- 55 Contingency increased to reflect the estimated offset of Federal funding for the FY 2021/22 Operating Budget. If approved with this staff report, Capital expenses for the current year will be subtracted from this amount, as applicable to preserve Capital funding.

### **FISCAL IMPACT**

Staff is presenting a balanced Final Amended Operating Budget for FY 2021/22 totaling \$8,250,450 which is approximately 4.3% over the mid-year projections. El Dorado Transit's final FY 2021/22 financials will be adjusted in the independent audit process and presented during the December 2022 regularly scheduled Board meeting.

EL DORADO COUNTY TRANSIT AUTHORITY  
PROPOSED FINAL AMENDED OPERATING BUDGET 2021/2022

OPERATING BUDGET		FY 2021/2022 Mid-Year	FY 2021/2022 Final Amended		
REVENUE ACCOUNTS		Adopted 02/03/2022	Proposed 09/01/2022	Difference	
4000.00	Transportation Development Act (TDA/LTF)	\$5,566,463	\$5,566,463	0	
4270.01	State Transit Assistance (TDA/STA)/State of Good Repair (SGR)	\$266,380	\$273,467	7,087	1
4970.00	Interest Income	\$3,000	\$4,900	1,900	2
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$558,840	\$726,492	167,652	3
4100.00	Federal Transit Administration (FTA) CRRSAA Act Section 5311 Grant	\$738,717	\$738,717	0	
4300.00	Cash Fares	\$77,000	\$102,000	25,000	4
4310.00	Contract Services	\$104,000	\$128,500	24,500	5
4320.00	Charter Services	\$0	\$0	0	
4330.00	Commuter Route Fare Media	\$162,000	\$88,000	-74,000	6
4350.00	Local Route Fare Media	\$56,000	\$35,000	-21,000	7
4360.00	Paper Scrip	\$7,210	\$6,700	-510	8
4370.00	CCJPA	\$125,000	\$159,800	\$34,800	9
4400.00	Advertising Revenue	\$0	\$0	0	
4990.00	Misc. Revenue	\$0	\$0	0	
4107.03	Fair Shuttle AB2766 Grant	\$0	\$32,000	32,000	10
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant	\$50,000	\$50,000	0	
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$43,520	\$43,520	0	
4112.00	Federal Transit Administration (FTA) CRRSAA Act Section 5307 Grant	\$183,509	\$183,509	0	
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$73,490	\$111,382	37,892	11
TOTAL REVENUES		\$8,015,129	\$8,250,450	235,321	
SALARY & BENEFIT ACCOUNTS					
5010.00	Regular Employees	\$2,919,384	\$2,760,000	-159,384	12
5010.02	Temporary Employees	\$50,000	\$59,000	9,000	13
5010.07	Overtime	\$100,000	\$72,000	-28,000	14
5010.08	On Call Pay	\$7,000	\$7,000	0	
5010.09	CRDI and Shift Pay	\$20,000	\$14,100	-5,900	15
5020.01	Employee Retirement	\$560,000	\$876,000	316,000	16
5070.01	(OASDI - Payroll Tax) FICA	\$4,000	\$2,200	-1,800	17
5070.02	MEDICARE - Payroll Tax	\$50,000	\$41,500	-8,500	18
5020.02	Health Insurance	\$1,000,000	\$1,074,000	74,000	19
5020.03	Unemployment Insurance	\$15,000	\$11,300	-3,700	20
5020.04	LT Disability/Life Ins	\$32,000	\$33,000	1,000	21
5020.05	Worker's Comp	\$350,000	\$350,000	0	
TOTAL SALARY & BENEFITS		\$5,107,384	\$5,300,100	192,716	
SERVICE & SUPPLY ACCOUNTS					
5090.02	Clothing & Supplies	\$5,000	\$5,300	300	22
5090.05	Uniforms - Other	\$12,000	\$4,600	-7,400	23
5050.01	Communications - Phone	\$35,000	\$34,000	-1,000	24
5090.20	Communications - Radio	\$1,000	\$650	-350	25
5090.01	Household Expenses	\$16,500	\$16,500	0	
5060.01	Insurance Premiums/Public Liability	\$394,000	\$391,500	-2,500	26
5060.02	Insurance Premiums/Physical Damage	\$27,000	\$27,000	0	
5060.03	Insurance Premiums/Commercial	\$12,212	\$12,212	0	
5060.04	Insurance Premium EPLI Package	\$72,000	\$69,300	-2,700	27
5090.06	Service Contracts/Equipment	\$190,000	\$152,100	-37,900	28
5160.07	Park and Ride Maintenance	\$14,000	\$14,800	800	29
5160.01	Maintenance/Buildings	\$7,500	\$4,500	-3,000	30
5160.03	Maintenance/Equipment	\$4,000	\$9,300	5,300	31
5160.05	Maintenance/Grounds	\$6,500	\$4,000	-2,500	32
5160.09	Maintenance/Bus Stop	\$3,000	\$4,700	1,700	33
5160.00	Maintenance/Other	\$2,500	\$500	-2,000	34
5040.00	Vehicle Maintenance (In-House)	\$376,000	\$207,000	-169,000	35
5040.02	Vehicle Maintenance/Tires & Tubes	\$99,000	\$58,500	-40,500	36
5040.03	Vehicle Maintenance/Lubricants	\$29,700	\$26,500	-3,200	37
5040.04	Vehicle Maintenance/Small Tools - Shop	\$5,000	\$5,000	0	
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$38,000	\$38,000	0	
5090.50	Safety Equipment/Training	\$40,000	\$14,100	-25,900	38
5090.40	Memberships	\$5,800	\$4,400	-1,400	39
5090.70	Office Expense	\$15,000	\$18,500	3,500	40
5090.80	Postage	\$4,000	\$4,000	0	
5090.00	Operating Expense - Other	\$2,000	\$2,850	850	41
5030.00	Professional Services	\$250,000	\$214,500	-35,500	42
5030.10	Employee Medical Exams	\$8,500	\$8,500	0	
5030.30	Background Checks	\$2,000	\$2,000	0	
5090.08	Pubs/Legal Notices	\$2,500	\$4,400	1,900	43
5090.75	Printing	\$14,000	\$9,500	-4,500	44
5120.02	Rents/Leases - Equipment	\$23,000	\$10,900	-12,100	45
5120.03	Rents/Leases Park and Rides	\$9,000	\$9,000	0	
5140.01	Equipment Purchase - Data Processing	\$1,000	\$8,200	7,200	46
5140.05	Equipment Purchase - Office	\$1,800	\$2,600	800	47
5150.00	Special Department Expense	\$1,500	\$1,500	0	
5150.01	Marketing	\$12,000	\$16,100	4,100	48
5090.30	Staff Development/Travel	\$15,000	\$20,500	5,500	49
5040.01	Fuel Purchase	\$470,000	\$515,000	45,000	50
5090.72	Bank Charges	\$400	\$700	300	51
5090.73	Credit Card Charge Fees	\$3,500	\$3,500	0	
5090.74	Connect Card Administration Expenses	\$34,000	\$16,000	-18,000	52
5050.02	Utilities	\$56,000	\$45,000	-11,000	53
5050.03	Utilities/ Park & Rides	\$22,000	\$22,000	0	
4108.03	Fair Shuttle AB2766 Grant	\$0	\$42,000	42,000	54
6270.00	Contingency	\$439,833	\$868,638	428,805	55
TOTAL SERVICES AND SUPPLIES		\$2,782,745	\$2,950,350	167,605	
TOTAL OPERATING EXPENSES		\$7,890,129	\$8,250,450	360,321	

AGENDA ITEM 2C  
Action Item

**MEMORANDUM**

**DATE:** September 1, 2022

**TO:** El Dorado County Transit Authority

**FROM:** Julie Petersen, Finance Manager

**SUBJECT:** Appointment of Chair and Vice-Chair as Members of an Ad Hoc Financial Audit Review Committee

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

1. Form an ad hoc Audit Review Committee to receive and review fiscal year (FY) 2021/22 independent fiscal and compliance audit reports
2. Appoint Chair and Vice-Chair as members to the Audit Review Committee

**BACKGROUND**

The Mills-Alquist-Deddeh Act (SB 325) was enacted by the California Legislature to improve public transportation services and encourage regional transportation coordination. Known as the Transportation Development Act (TDA) of 1971, this law provides funding to be allocated primarily for transit related purposes.

The TDA provides two (2) funding sources:

1. Local Transportation Fund (LTF), which is derived from a ¼ cent of the general sales tax collected statewide.
2. State Transit Assistance (STA), which is derived from the statewide sales tax on diesel fuel.

The California Department of Tax and Fee Administration, based on sales tax collected in each county, returns the general sales tax revenues in each county's LTF. The STA funds are appropriated by the Legislature to the State Controller's Office (SCO). The SCO then allocates the tax revenues, by formula, to planning and other selected agencies.

To ensure program compliance, TDA Section 6664 requires an independent fiscal and compliance audit of each TDA claimant be completed within 180 days following the end of the fiscal year. The El Dorado County Transportation Commission (EDCTC) is responsible for

ensuring that each TDA claimant under its jurisdiction receiving an allocation submits to EDCTC and the State Controller an annual certified fiscal audit report.

## **DISCUSSION**

Richardson and Company auditors will perform the fiscal year 2021/22 on-site audit field work at the El Dorado County Transit Authority (El Dorado Transit) during the week of October 3, 2022. Final audit reports will be completed in late October 2022 or early November 2022.

Annually, the El Dorado Transit Board of Directors (Board) appoints a two (2) person sub-committee to receive a detailed presentation of the audit results prior to submission to the full Board. Staff is recommending the establishment of an ad hoc Audit Review Committee with the Chair and Vice-Chair as permanent members.

The Audit Review Committee would convene at least once to receive an oral and written presentation of audit reports by Richardson & Company staff. The audit reports would then be included in the regular December Board meeting agenda packet as a Consent Item for consideration by the full Board.

Audit Review Committee responsibilities include:

1. Review of fiscal and compliance audits
2. One (1) meeting to receive a presentation of agency fiscal and compliance reports from the independent auditors (this meeting may be held remotely)

## **FISCAL IMPACT**

None