



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

AGENDA

Thursday, February 2, 2023; 1:00 PM

Regular Meeting

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
 George Turnboo, County of El Dorado Supervisor, District II
 David Yarbrough, City of Placerville Councilmember

- John Clerici, Alternate for City Councilmembers
- Wendy Thomas, Alternate for Board of Supervisors, District III

Executive Director: Matthew Mauk

<p>In-Person</p> <p>County of El Dorado Board of Supervisors Meeting Room 330 Fair Lane, Bldg. A Placerville, CA 95667</p>	<p>Remotely</p> <p>By Computer: https://edcgov-us.zoom.us/j/86134567267</p> <p>By Phone: 669-219-2599</p> <p>Meeting ID: 861 3456 7267</p>
--	---

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 up until 2 hours before 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.

By participating in this meeting, you acknowledge that you are being recorded.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

ELECTION OF OFFICERS

PAGE

- A. Election of Chairperson and Vice-Chairperson for Calendar Year 2023
- B. Oath of Office

5

CEREMONIAL ITEMS

- A. Newly elected Chairperson plaque presentation to outgoing Chairperson John Hidahl

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 for the record. 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. Adopt Resolution No. 23-01 regarding the Remote and Hybrid Public Meeting Provisions of Assembly Bill 361 6
- B. Approve Conformed Minutes of Regular Meeting December 1, 2022 11
- C. Receive and File November and December 2022 Check Registers 15
- D. Receive and File November and December 2022 Ridership Reports 21
- E. Authorizing the Adoption of Resolutions 23-02, 23-03 and 23-04 for Federal Transit Administration Funding Programs 25
- F. 1. Adopt Resolution No. 23-05 Revising the Personnel Allocation for Fiscal Year (FY) 2022/23 32
- 2. Approve Revised Organizational Chart for FY 2022/23

1. <u>CONSENT CALENDAR CONTINUED</u>	<u>PAGE</u>
G. 1. Approve Revised Blanket Purchase Orders above \$25,000 for Fiscal Year 2022/23	36
H. Approve funding Operating Reserve utilizing Advertising and Miscellaneous revenue accounts for Fiscal Year 2022/23	44
I. Receive and file Quarterly Investment Reports for Quarters Ending 09/30/22 and 12/31/22	46
J. 1. Direct staff to facilitate a student bus art contest in partnership with the El Dorado County Office of Education	49
2. Authorize the Executive Director to install the winning art on one (1) bus	
K. 1. Approve updated Purchase Order No. 27194 issued to A-Z Bus Sales in the amount of \$95,337 for the purchase of one (1) Ford Transit van	51
2. Approve the updated Capital Improvement Plan Project #20-06	
3. Authorize the Executive Director to execute the purchase contract and related documents necessary to complete the Capital Improvement Plan Project #20-06 provided that the contract costs do not exceed the approved Capital Improvement Plan project budget	
2. <u>ACTION ITEMS</u>	
A. 1. Adopt Proposed Fiscal Year 2022/23 Mid-Year Operating Budget Adjustments	55
2. Approve line-item increase of \$208,164 to Contingency	
B. 1. Authorize the Executive Director to negotiate terms of a professional services agreement with a qualified, responsive consultant firm for development of a Local Short-Range Transit Plan Update per Request for Qualifications #22-01	59
2. Approve a contract budget amount not to exceed \$125,000 for said professional services agreement	
3. <u>INFORMATION ITEMS</u>	
A. Quarterly Newsletter	61

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED
EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING
Thursday, March 2, 2023 1:00 P.M.
County of El Dorado
Board of Supervisors Meeting Room
330 Fair Lane, Bldg A
Placerville, CA 95667

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

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

ACTION ITEM
Election of Officers

MEMORANDUM

DATE: February 2, 2023
TO: El Dorado County Transit Authority
FROM: Megan Wilcher, Secretary to the Board/Administrative Coordinator
SUBJECT: Election of Chairperson and Vice-Chairperson

REQUESTED ACTION:

BY MOTION,

Elect Chairperson and Vice-Chairperson for Calendar Year 2023

BACKGROUND

In accordance with Section 4.5 of the El Dorado County Transit Authority (El Dorado Transit) Bylaws: “The Board shall elect a Chairperson and Vice-Chairperson at the first meeting of each calendar year.”

Chairperson Duties

The Chairperson shall preside and preserve order at all regular and special meetings of El Dorado Transit. The Chairperson shall state every question coming before El Dorado Transit, announce the decision on all subjects and decide all questions of order without debate, subject to an appeal to El Dorado Transit on which a member shall speak but once, the Chairperson having precedence in speaking on question of order. In addition, the Chairperson shall make all Committee appointments with the concurrence of the El Dorado Transit Board.

Vice-Chairperson Duties

In the absence of the Chairperson, the Vice-Chairperson may perform duties and obligations of the office of Chairperson.

DISCUSSION

The El Dorado Transit Bylaws do not identify a specific rotation for Chairperson and Vice-Chairperson. Customarily, the former Vice-Chairperson ascends to Chairperson and the new Vice-Chairperson represents the alternate jurisdiction from the Chairperson’s.

AGENDA ITEM 1 A
Consent Item

MEMORANDUM

DATE: February 2, 2023
TO: El Dorado County Transit Authority
FROM: Matthew Mauk, Executive Director
SUBJECT: Remote or Hybrid Public Meeting Provisions of Assembly Bill (AB) 361

REQUESTED ACTION:
BY MOTION,

Adoption of Resolution No. 23-01 declaring intent to continue remote or hybrid teleconferencing meetings as a result 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.

El Dorado County Public Health Officer's Recommendations for Safe Board and Commission Meetings During COVID-19 Pandemic dated September 30, 2021, makes the following recommendations to allow virtual-attendance meetings to continue:

- Offer attendees a remote access option to the extent possible, while meeting the intent of the Brown Act about transparency and full participation;
- Arrange seating to encourage staff and members of the public to physically distance;
- Clearly post messages instructing people not to enter meeting venues when they feel unwell and to follow current guidelines for face-coverings, vaccination, and testing, when applicable.

DISCUSSION

To continue the allowance of the Brown Act modifications and to continue allowing remote or hybrid meetings to protect health and safety, Governor Newsom signed Assembly Bill (AB) 361 on September 16, 2021. 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 or hybrid 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 or hybrid 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. 23-01, allowing the El Dorado Transit governing body the ability to hold this hybrid public meeting, thus invoking the provisions of AB 361.

El Dorado Transit staff will eliminate the AB 361 teleconference meeting procedures upon expiration of the Governor's State of Emergency Proclamation on February 28, 2023. The El

Dorado Transit Board of Directors, staff and the public should plan on future board meetings being held in person.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 23-01**

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 2nd day of February 2023 by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

El Dorado County Transit Authority Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING CONFORMED MINUTES

Thursday, December 1, 2022; 1:00 PM
Regular Meeting

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

In-Person County of El Dorado Board of Supervisors Meeting Room 330 Fair Lane, Bldg. A Placerville, CA 95667	Remotely By Computer: https://edcgov-us.zoom.us/j/86134567267 Meeting ID: 861 3456 7267
---	--

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 up until 2 hours before 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.

By participating in this meeting, you acknowledge that you are being recorded.

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.

CEREMONIAL ITEMS

- A. Adopt Proclamation in Recognition of Outgoing Board Member Kara Taylor

M/S: Borelli/Turnboo
Ayes: Borelli, Hidahl, Neau, Turnboo
Absent: Parlin

ROLL CALL

Directors Present: Patty Borelli, John Hidahl, Jackie Neau, George Turnboo
Directors Absent: Lori Parlin

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: Borelli/Neau
Ayes: Borelli, Hidahl, Neau, Turnboo
Absent: Parlin

OPEN FORUM

None

1. CONSENT CALENDAR

- A. Approve Conformed Minutes of Regular Meeting October 6, 2022
- B. Receive and File September and October 2022 Check Registers
- C. Receive and File September and October 2022 Ridership Reports

- D. Adopt Resolution No. 22-31 regarding the Remote and Hybrid Public Meeting Provisions of Assembly Bill 361
- E. Approve the El Dorado County Transit Authority Board of Directors Meeting Schedule for 2023
- F. Adopt Resolution No. 22-34 approving the **El Dorado County Transit Authority Agency Safety Plan** revisions
- G. 1. Award Contract for the Performance of a Park and Ride Master Plan Update per Request for Quotations #22-01
 - 2. Authorize Executive Director to execute all documents required for project completion
- H. Receive and File the Fiscal Year 2021/22 Independent Financial Audit, Single Audit and Compliance Reports for the El Dorado County Transit Authority
- I. Adopt Resolution No. 22-30 revising the **El Dorado County Transit Authority Personnel Policies and Procedures Manual** with regard to policy revisions and additions
- J. 1. Adopt Resolution No. 22-32 approving the update of the El Dorado County Transit Authority Title VI Program
 - 2. Authorize Executive Director to execute all documents necessary for implementation of the Title VI Program
- K. 1. Approve Amendment No. 1 to the Information Technology Services Agreement with RTS Computer Services to reflect a three percent annual increase
 - 2. Authorize the Executive Director to execute the Information Technology Support Services Agreement Amendment No. 1

2. **ACTION ITEMS**

- A. Receive and File the **Fiscal Year 2021/22 Administrative Operations Report**

Action: Receive and File only, no action taken.

3. **INFORMATION ITEMS**

- A. Status of Unfunded Liabilities for Pension and Other Post-Employment Benefit Programs

Information only.

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

Chair Hidahl adjourned the meeting at 1:43 PM. The next regularly scheduled meeting Thursday, February 2, 2023.

Respectfully Submitted,

**Megan Wilcher
Secretary to the Board**

* Verbal Report

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

DATE: February 2, 2023
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Receive and File November and December 2022 Check Registers

REQUESTED ACTION:
BY MOTION, Receive and File November and December 2022 Check Registers

BACKGROUND

The following check registers include routine transactions for the months of November and December 2022. These expenditures fall within budgets adopted by the El Dorado County Transit Authority Board of Directors.

DISCUSSION

Two (2) items merit further detail:

- Check #37102 – Image Factory.....\$2,000.00
This check pays an obligation for the development of Hiring Campaign design using Local Transportation Funds (LTF).

- Check #37286 – U.S. Postal Service.....\$3,000.00
This check pays the obligation for period loading of funds for postage meter using Local Transportation Funds (LTF).

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
November through December 2022

Date	Num	Name	Memo	Amount
11/07/2022	EFT TRANS	CaPERS - HEALTH BENEFIT SERVICE DIVISION	Health Premium - November 2022	44,468.83
11/07/2022	37074	3D DATACOM	Parts Replacement at Placerville & Ponderosa	2,467.52
11/07/2022	37075	49ER LIVE SCAN	Live Scan Finger Printing	21.00
11/07/2022	37076	A-Z BUS SALES INC	Parts and Supplies	135.09
11/07/2022	37077	ADM SCREENING	Drug Tests/Screens and DMV Physicals	315.00
11/07/2022	37078	ADVANCED GASES AND EQUIPMENT INC	Parts and Supplies	35.64
11/07/2022	37079	AMERICAN HERITAGE LIFE INSURANCE CO	Employee Paid Premiums - November 2022	29.10
11/07/2022	37080	ARNOLDS FOR AWARDS INC	Employee of the Month Name Plate	17.00
11/07/2022	37081	AT&T	Monthly Utility	541.77
11/07/2022	37082	AT&T MOBILITY	Monthly Utility	187.12
11/07/2022	37083	AUTOZONE INC	Parts and Supplies	213.41
11/07/2022	37084	C & H MOTOR PARTS	Parts and Supplies	379.99
11/07/2022	37085	CAL.NET	November 2022 Camera Service	176.92
11/07/2022	37086	CAPITOL CLUTCH & BRAKE INC	Parts and Supplies	896.11
11/07/2022	37087	COMCAST	High-Speed Internet - October 2022	250.30
11/07/2022	37088	D&K AUTO GLASS	Glass work for fleet vehicles	405.00
11/07/2022	37089	DAWSON OIL	Fuel Purchases October 2022	54,931.28
11/07/2022	37090	DIGITAL DEPLOYMENT INC	Employee Intranet Service - November 2022	240.00
11/07/2022	37091	EL DOB ENTERPRISES LLC	Fleet Vehicle Tires	16,727.75
11/07/2022	37092	EL DORADO DISPOSAL SERVICE	Disposal Service 10/22	396.45
11/07/2022	37093	EL DORADO IRRIGATION DISTRICT	Water Service	122.00
11/07/2022	37094	FASTENAL	Parts and Supplies	448.38
11/07/2022	37095	FOLSOM LAKE DODGE	Parts and Supplies	1,105.22
11/07/2022	37096	FRANCOTYP POSTALIA INC.	Postbase Meter Rental	93.15
11/07/2022	37097	GILLIG LLC	Parts and Supplies	1,731.37
11/07/2022	37098	GLOBAL DATA VAULT LLC	Monthly Disaster Recovery Cloud Back Up Service	330.00
11/07/2022	37099	GRAINGER	Parts and Supplies	264.35
11/07/2022	37100	GWP HOLDINGS LLC	Parts and Supplies	6,668.68
11/07/2022	37101	HUNT & SONS INC	Fuel Purchases 10/01/22 - 10/31/22	359.24
11/07/2022	37102	IMAGE FACTORY	Hiring Campaign Development	2,000.00
11/07/2022	37103	IMAGE SOURCE	Contract amount charge for the 09/22/22 to 10/21/22	372.19
11/07/2022	37104	J.C. NELSON SUPPLY CO	Janitorial Supplies	301.91
11/07/2022	37105	KIMBALL MIDWEST	Parts and Supplies	330.06
11/07/2022	37106	MAG LANDSCAPING INC	Landscaping Maintenance - October 2022	1,290.00
11/07/2022	37107	MISSION UNIFORM SERVICE	Uniforms, Towels, and Mats Service	546.00
11/07/2022	37108	MOTIVE ENERGY LLC	Fleet Vehicle Batteries	1,637.64
11/07/2022	37109	NAPA AUTO PARTS	Parts and Supplies	6.99
11/07/2022	37110	NORCAL SPIT SHINE LLC	Vehicle Interior Sanitation - 29 vehicles	325.00
11/07/2022	37111	O'REILLY AUTO PARTS	Parts and Supplies	109.19
11/07/2022	37112	OPERATING ENGINEERS PUBLIC & MISC	Health Premiums Dec. 2022	31,701.00
11/07/2022	37113	PACIFIC GAS & ELECTRIC	October 2022 Service	466.36
11/07/2022	37114	PACIFIC MATERIAL HANDLING SOLUTIONS	Display Cluster - Forklift Gauge Display	1,516.24
11/07/2022	37115	QUILL LLC	Misc. Office Supplies	1,285.85
11/07/2022	37116	ROBERTS & COMPANY INC	CPA Services - October 2022	5,035.00
11/07/2022	37117	RON DUPRATT FORD	Parts and Supplies	1,028.57
11/07/2022	37118	ROUTEMATCH SOFTWARE LLC	Annual Renewal of Technical Support and Maintenance	13,604.12
11/07/2022	37119	RTS IT INC	ITCare Gold Service Plan - November 2022	8,085.50
11/07/2022	37120	SAFETY-KLEEN SYSTEMS INC	Used Oil Service - Pump Used Oil	3,914.09
11/07/2022	37121	SOUTHERN TIRE MART LLC	Tires #1801	70.00
11/07/2022	37122	SPECIAL DISTRICT RISK MANAGEMENT AUTH	Employee Assistance Program Benefits	126.90
11/07/2022	37123	SUN LIFE FINANCIAL	November 2022 Group Life & LTD Benefits	3,332.48
11/07/2022	37124	THE AFTERMARKET PARTS CO LLC	Parts and Supplies	3,218.27
11/07/2022	37125	TRUE VALUE HARDWARE	Parts and Supplies	137.14
11/07/2022	37126	VERIZON WIRELESS	Cellular Service - 9/29/22-10/28/33	1,837.69

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
November through December 2022

Date	Num	Name	Memo	Amount
11/07/2022	37127	WESTERN SUPPLY INC	12 Oz. Drop In Bag - Shop Supplies	325.47
11/07/2022	37128	XEROX FINANCIAL SERVICES	Lease Payment	509.44
11/07/2022	37129	ZEP MANUFACTURING CO.	TNT Soap Bus Cleaners	304.07
11/07/2022	37130	EMP. MISC. REIMBURSEMENT	CDL RENEWAL FEE AND VTT RENEWAL TRAINING	60.00
11/07/2022	37131	EMP. MISC. REIMBURSEMENT	6 QTY 6" Diagonal Pliers	75.70
11/10/2022	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	PR #23 CLASSIC	8,243.64
11/10/2022	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #23 PEPRA	9,215.46
11/10/2022	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE NOV. 10, 2022	3,696.69
11/21/2022	37132	DANIEL CARVO	My Ride October 2022	177.00
11/21/2022	37133	VAUGHAN COOK	My Ride October 2022	218.75
11/21/2022	37134	VERONICA COOK	My Ride October 2022	218.75
11/21/2022	37135	JANET DAVIS	My Ride October 2022	187.50
11/21/2022	37136	MARTHA DUPONT	My Ride October 2022	200.00
11/21/2022	37137	DIANE CAROL GOODSPEED	My Ride October 2022	218.75
11/21/2022	37138	LARA L. GULARTE	My Ride October 2022	218.75
11/21/2022	37139	SAMANTHA HEDGE	My Ride October 2022	218.75
11/21/2022	37140	SUSAN L. HENDRIX	My Ride October 2022	326.38
11/21/2022	37141	SUSAN HENRIKSON	My Ride October 2022	35.00
11/21/2022	37142	DAWN E. HUBBARD	My Ride October 2022	218.75
11/21/2022	37143	JAMES IMMER	My Ride October 2022	43.75
11/21/2022	37144	CATHERINE LAWSON	My Ride September/October 2022	327.19
11/21/2022	37145	GLENN LAWSON	My Ride- September/ October 2022	84.38
11/21/2022	37146	LESLIE MAHONEY	My Ride Aug/Sept 2022	100.56
11/21/2022	37147	LINA MARTIN	My Ride October 2022	187.50
11/21/2022	37148	DOREENE ELIZABETH MILLER	My Ride October 2022	201.25
11/21/2022	37149	BRENDA SUE PIGNATA	My Ride October 2022	196.25
11/21/2022	37150	KATHRYN T. REGALIA	My Ride October 2022	80.94
11/21/2022	37151	JANET C. TODD	My Ride October 2022	576.56
11/21/2022	37152	ANNETTE WAHLGREN	My Ride October 2022	68.75
11/21/2022	37153	CYNTHIA WOJAN	My Ride October 2022	5.00
11/21/2022	37154	RONALD WOJAN	My Ride October 2022	37.31
11/21/2022	37155	49ER LIVE SCAN	Live Scan Fingerprinting	42.00
11/21/2022	37156	ACC BUSINESS	Fiber Internet - November 2022	85.87
11/21/2022	37157	ADM SCREENING	VOID:	0.00
11/21/2022	37158	AFLAC	Employee Paid Premiums - November 2022	836.08
11/21/2022	37159	AT&T	Central Billing - 10/01/22-10/31/22	444.70
11/21/2022	37160	CDW GOVERNMENT	Malwarebytes Business License 1 Year	2,221.44
11/21/2022	37161	CUMMINS INC	Insite Lite - Diagnostic Software for the Shop	720.00
11/21/2022	37162	CUSTOM EMBROIDERY CONCEPTS	New Hire Uniform, Polo Shirts, Sweatshirt, Men's Pants	194.66
11/21/2022	37163	EDC HHS-PUBLIC HEALTH DIVISION	Pre-Employment - TB Evaluation	72.00
11/21/2022	37164	EDC RISK MANAGEMENT	Health Insurance November 2022	4,067.02
11/21/2022	37165	EDWARDS, STEVENS & TUCKER LLP	General Legal Service	2,991.00
11/21/2022	37166	EL DORADO IRRIGATION DISTRICT	Service Period: 09/08/22- 11/10/22	1,719.82
11/21/2022	37167	GLOBAL DATA VAULT LLC	Monthly Disaster Recovery cloud Back Up Service	330.00
11/21/2022	37168	HUNT & SONS INC	Fuel Purchases 11/01/22-11/15/22	90.55
11/21/2022	37169	JANI-KING OF CALIFORNIA INC - SACRAMENTO	Janitorial Services - November 2022	1,103.59
11/21/2022	37170	KINETICO WATER OF PLACERVILLE	Drinking Water Service - November 2022	42.90
11/21/2022	37171	OPERATING ENGINEERS LOCAL UNION #3	Union Dues November 2022	1,026.00
11/21/2022	37172	PACIFIC GAS & ELECTRIC	Service Period 11/22	2,512.46
11/21/2022	37173	QUILL LLC	Misc. Office Supplies	462.59
11/21/2022	37174	RESCO PRINTING	Scrip Ticket Books - QTY 1000	1,914.41
11/21/2022	37175	SMALL BUSINESS BENEFIT PLAN TRUST	Dental & Vision Premiums November 2022	4,036.60
11/21/2022	37176	STATE OF CA - DEPT OF JUSTICE	State & FBI Criminal Background Check	98.00
11/21/2022	37177	UMPQUA BANK	Reconciled Expenses	567.22

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
November through December 2022

Date	Num	Name	Memo	Amount
11/21/2022	37178	WASTE CONNECTIONS OF CA INC	Clean YW Self-Haul Disposal on 10/12/22	16.50
11/21/2022	37179	EMP. MISC. REIMBURSEMENT	CalACT Conference Expense Reimbursement	269.20
11/21/2022	37180	EMP. MISC. REIMBURSEMENT	CalAct Conference, Expense Reimbursement	172.50
11/21/2022	37181	EMP. MISC. REIMBURSEMENT	PPE Gloves	39.36
11/21/2022	37182	EMP. MISC. REIMBURSEMENT	DMV Permit Reimbursement	85.00
11/30/2022	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #24 CLASSIC	8,261.52
11/30/2022	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #24 PEPPA	9,555.02
11/30/2022	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE NOV. 23, 2022	3,696.60
12/01/2022	37183	GILLIG LLC	Parts and Supplies	5,358.69
12/01/2022	37184	GWP HOLDINGS LLC	Parts and Supplies	16,353.16
12/01/2022	37185	OPERATING ENGINEERS PUBLIC & MISC	MEDICAL Premiums - Dec 22	36,514.00
12/01/2022	37186	RTS IT INC	ITCare Gold Service Plan	5,806.00
12/02/2022	EFTTRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Premium - December 2022	41,565.43
12/09/2022	EFTTRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #25 CLASSIC	8,263.02
12/09/2022	EFTTRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #25 PEPPA	9,983.51
12/09/2022	EFTTRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE DEC. 9, 2022	3,696.80
12/09/2022	37187	DONALD OGRODNIK	My Ride - October 2022	25.00
12/09/2022	37188	49ER LIVE SCAN	Live Scan Fingerprinting	21.00
12/09/2022	37189	ACC BUSINESS	Fiber Internet - December 2022	85.87
12/09/2022	37190	ACCESS SYSTEMS INC	Provided & Installed Identiv SSA Support Renewal	960.00
12/09/2022	37191	ADM SCREENING	Drug Tests/Screens and DMV Physicals	272.22
12/09/2022	37192	AFLAC	Employee Paid Premiums - December 2022	836.08
12/09/2022	37193	AMERICAN HERITAGE LIFE INSURANCE CO	Insurance Premiums - December 2022	29.10
12/09/2022	37194	ARNOLDS FOR AWARDS INC	Employee of the Month Name Plate	17.00
12/09/2022	37195	AT&T	Monthly Utility	953.66
12/09/2022	37196	AT&T MOBILITY	Wireless Service for Surveillance Cameras @ Park & Rides	185.32
12/09/2022	37197	AUTOZONE INC	Oil Drain Plug - # 1501	8.99
12/09/2022	37198	BUS & EQUIPMENT REPAIR OF CA	Parts and Supplies	506.28
12/09/2022	37199	C & H MOTOR PARTS	Parts and Supplies	212.42
12/09/2022	37200	CAL.NET	December 2022 Camera Service	176.92
12/09/2022	37201	CALIFORNIA STEAM INC	Wash Water Treatment System Maintenance	890.70
12/09/2022	37202	CAPITOL CLUTCH & BRAKE INC	Filter Cartridge & AD-IP Cart - #1802	135.05
12/09/2022	37203	COMCAST	High-Speed Internet - November 2022	250.30
12/09/2022	37204	COMMERCE WAY SMOG & SERVICE	Smog Check Services	299.80
12/09/2022	37205	D&K AUTO GLASS	Labor to R&R Passenger Windshield # 1706	165.00
12/09/2022	37206	DAWSON OIL	Fuel Purchases - November 2022	42,813.87
12/09/2022	37207	DIGITAL DEPLOYMENT INC	Employee Intranet Service December 2022	240.00
12/09/2022	37208	EDC HHSA-PUBLIC HEALTH DIVISION	Pre-Employment - TB Evaluation	242.87
12/09/2022	37209	EDC RISK MANAGEMENT	EDC December 2022 Health Insurance	4,067.02
12/09/2022	37210	EDWARDS, STEVENS & TUCKER LLP	General Legal Service	612.00
12/09/2022	37211	EL DOB ENTERPRISES LLC	Parts and Supplies	3,202.05
12/09/2022	37212	EL DORADO BATTERY CO	6 Series Group 94R Battery - #1502	199.24
12/09/2022	37213	EL DORADO DISPOSAL SERVICE	Disposal Service 11/22	396.45
12/09/2022	37214	FASTENAL	Parts and Supplies	271.02
12/09/2022	37215	FEDEX	FedEx Priority Overnight	21.22
12/09/2022	37216	FLEMING DISTRIBUTING CO.	Parts and Supplies	382.56
12/09/2022	37217	GALLAGHER BENEFIT SERVICES INC	Final Presentation, Unscheduled Meetings & Phone Calls	1,897.50
12/09/2022	37218	GILLIG LLC	Parts and Supplies	1,234.33
12/09/2022	37219	GRAINGER	Parts and Supplies	259.95
12/09/2022	37220	GWP HOLDINGS LLC	Parts and Supplies	77.34
12/09/2022	37221	HUNT & SONS INC	Fuel Purchases 11/16/22 - 11/30/22	63.15
12/09/2022	37222	IMAGE SOURCE	Contract Amount for 10/22/22-12/21/22	343.89
12/09/2022	37223	J.C. NELSON SUPPLY CO	Foam Skin Cleaner & Hand Soap - Janitorial Supply	145.86
12/09/2022	37224	KIMBALL MIDWEST	Terminals, Cable Ties & Clamps - Shop Supplies	135.56

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
November through December 2022

Date	Num	Name	Memo	Amount
12/09/2022	37225	MAG LANDSCAPING INC	Landscaping Maintenance - 11/22	1,290.00
12/09/2022	37226	MISSION UNIFORM SERVICE	Uniforms, Towels, & Mats Service	809.88
12/09/2022	37227	NAPA AUTO PARTS	Radiator Water Faucet - Shop Supplies	19.68
12/09/2022	37228	NORCAL SPIT SHINE LLC	Bus Cleaning (28 Vehicles)	3,625.00
12/09/2022	37229	O'REILLY AUTO PARTS	Parts and Supplies	99.85
12/09/2022	37230	OPERATING ENGINEERS LOCAL UNION #3	Union Dues - December 2022	1,026.00
12/09/2022	37231	PACIFIC GAS & ELECTRIC	November 2022 Service	668.46
12/09/2022	37232	PEST CONTROL CENTER INC	Regular Service, Commercial Property	65.00
12/09/2022	37233	QUILL LLC	Misc. Office Supplies	478.30
12/09/2022	37234	ROBERTS & COMPANY INC	CPA Services - November 2022	4,060.00
12/09/2022	37235	RON DUPRATT FORD	Parts and Supplies	396.80
12/09/2022	37236	SAFETY-KLEEN SYSTEMS INC	Oily Solids Picked Up	600.75
12/09/2022	37237	SUN LIFE FINANCIAL	December Life/ LTD Benefits	3,417.98
12/09/2022	37238	THE AFTERMARKET PARTS CO LLC	Parts and Supplies	3,758.46
12/09/2022	37239	TRUE VALUE HARDWARE	Parts and Supplies	130.72
12/09/2022	37240	UNITED TEXTILE	Absorbent Pads/Knee Pads	195.20
12/09/2022	37241	UPS	Ground Commercial	24.00
12/09/2022	37242	VERIZON WIRELESS	Cellular Service - November 2022	1,830.42
12/09/2022	37243	XEROX FINANCIAL SERVICES	Lease Payment	509.44
12/09/2022	37244	EMP. MISC. REIMBURSEMENT	DMV Permit	85.00
12/09/2022	37245	EMP. MISC. REIMBURSEMENT	License Renewal & VTT	61.06
12/09/2022	37246	EMP. MISC. REIMBURSEMENT	Transportation for Conference	34.90
12/20/2022	37247	DANIEL CARVO	My Ride - November 2022	177.00
12/20/2022	37248	RODNEY E. CHRONISTER	My Ride - November 2022	134.38
12/20/2022	37249	VAUGHAN COOK	My Ride - November 2022	218.75
12/20/2022	37250	VERONICA COOK	My Ride - November 2022	218.00
12/20/2022	37251	JANET DAVIS	My Ride - November 2022	218.75
12/20/2022	37252	MARTHA DUPONT	My Ride - November 2022	12.50
12/20/2022	37253	DIANE CAROL GOODSPEED	My Ride - November 2022	218.75
12/20/2022	37254	LARA L GULARTE	My Ride - November 2022	218.75
12/20/2022	37255	SAMANTHA HEDGE	My Ride - November 2022	218.75
12/20/2022	37256	SUSAN L. HENDRIX	My Ride - November 2022	289.25
12/20/2022	37257	DAWN E. HUBBARD	My Ride - November 2022	218.75
12/20/2022	37258	CATHERINE LAWSON	My Ride - November 2022	119.38
12/20/2022	37259	GLENN LAWSON	My Ride - November 2022	67.50
12/20/2022	37260	LINA MARTIN	My Ride - November 2022	210.00
12/20/2022	37261	DOREENE ELIZABETH MILLER	My Ride - November 2022	174.38
12/20/2022	37262	DONALD OGRODNIK	My Ride - November 2022	22.50
12/20/2022	37263	BRENDA SUE PIGNATA	My Ride - November 2022	206.25
12/20/2022	37264	SHONNA PREMOKK	My Ride - November 2022	218.75
12/20/2022	37265	KATHRYN T. REGALIA	My Ride - November 2022	22.00
12/20/2022	37266	JANET C. TODD	My Ride - November 2022	495.94
12/20/2022	37267	BEVERLY VIETOR	My Ride - November 2022	84.38
12/20/2022	37268	DEBRA IRENE.WAGNER	My Ride - November 2022	13.75
12/20/2022	37269	ANNETTE WAHLGREN	My Ride - November 2022	95.00
12/20/2022	37270	CYNTHIA WOJAN	My Ride - November 2022	218.75
12/20/2022	37271	RONALD WOJAN	My Ride - November 2022	218.75
12/20/2022	37272	ADM SCREENING	Drug Tests/Screens and DMV Physicals	1,425.00
12/20/2022	37273	ALPHA ANALYTICAL LABORATORIES INC	Bus Yard Water Sample Analysis	350.00
12/20/2022	37274	BLUE RIBBON PERSONNEL SERVICES	Fiscal Technician Recruit Testing Fees	390.00
12/20/2022	37275	CDW GOVERNMENT	(2) Acer Monitors	228.88
12/20/2022	37276	CUSTOM EMBROIDERY CONCEPTS	New Hire Uniform Order	589.02
12/20/2022	37277	EDC CHAMBER OF COMMERCE	Leadership El Dorado Participant	495.00
12/20/2022	37278	EL DORADO IRRIGATION DISTRICT	Water Service 10/05/22-12/05/22	114.00

EL DORADO COUNTY TRANSIT AUTHORITY

Check Register

November through December 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
12/20/2022	37279	JANI-KING OF CALIFORNIA INC - SACRAMENTO	Janitorial Services - December 2022	1,103.59
12/20/2022	37280	KINETICO WATER OF PLACERVILLE	Drinking Water Service - December 2022	42.90
12/20/2022	37281	PACIFIC GAS & ELECTRIC	Monthly Utility	2,995.77
12/20/2022	37282	QUILL LLC	Binders, Labels, Copy Paper, Ink, Calendars	398.80
12/20/2022	37283	SMALL BUSINESS BENEFIT PLAN TRUST	Dental & Vision Premiums January 2023	4,273.80
12/20/2022	37284	SPECIAL DISTRICT RISK MANAGEMENT AUTH	Employee Assistance Program Benefits - 01/2023	177.66
12/20/2022	37285	STATE OF CA - DEPT OF JUSTICE	State & FBI Criminal Background Checks	343.00
12/20/2022	37286	U.S. POSTAL SERVICE	Postage On Call Prepaid Account	3,000.00
12/20/2022	37287	UMPQUA BANK	Reconciled Expenses	2,843.20
12/20/2022	37288	UPS	Late Fee	1.23
				<u>526,935.67</u>
			Total	<u><u>526,935.67</u></u>

AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: February 2, 2023
TO: El Dorado County Transit Authority
FROM: Brian James, Planning and Marketing Manager
SUBJECT: November and December 2022 Ridership Reports

REQUESTED ACTION:

BY MOTION,

Receive and File the November and December 2022 Ridership Reports

BACKGROUND

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

DISCUSSION

For the months of November and December 2022, ridership across all three (3) modes of service continued to trend up despite the ongoing reduction in revenue service. Fiscal Year-to-date ridership was up 34.3% overall.

In November, systemwide passenger trips increased by 28.4% compared to the previous year. Passengers per Revenue Hour increased from 3.6 to 4.6 or 28.2%. Demand Response ridership increased by 48.3%, Local Fixed Route ridership increased by 18.0%, and Commuter ridership increased by 54.1%.

In December, systemwide passenger trips increased by 34.5% compared to the previous year. Passengers per Revenue Hour increased from 3.2 to 4.1 or 27.9%. Demand Response ridership increased by 77.9%, Local Fixed Route ridership increased by 19.3%, and Commuter ridership increased by 59.4%.

The November, December, and Fiscal Year-to-date ridership report summaries are attached, comparing the current fiscal year to the previous fiscal year.

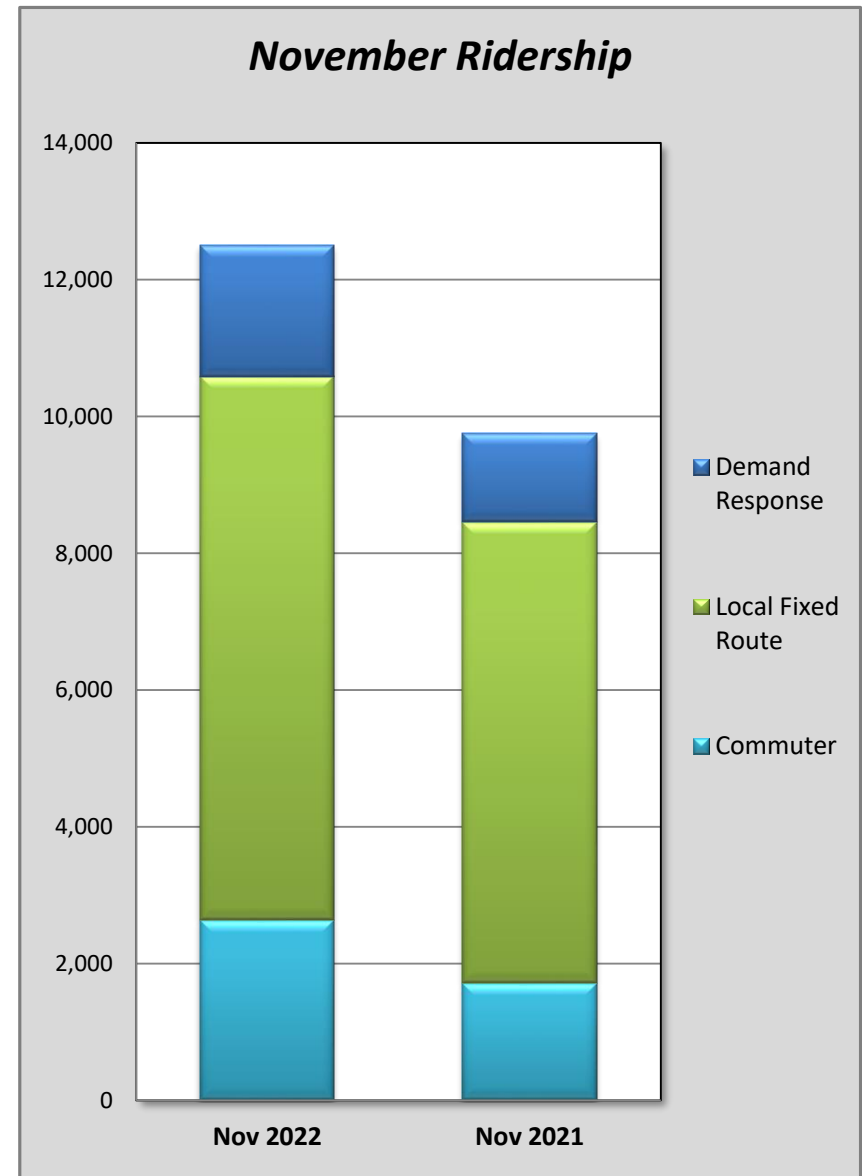
November 2022 Ridership Report

Demand Response	Nov 2022	Nov 2021	% Change
Dial-a-Ride	652	561	16.2%
Sac-Med	27	34	-20.6%
ADA Paratransit	209	204	2.5%
M.O.R.E.*	537	502	7.0%
Senior Day Care*	0	0	0.0%
My Ride	505	0	100.0%
Total Demand Response	1,930	1,301	48.3%

Local Fixed Route	Nov 2022	Nov 2021	% Change
20 - Placerville	1,632	915	78.4%
25 - Saturday Express	0	279	-100.0%
30 - Diamond Springs	1,090	743	46.7%
35 - Diamond Springs Saturday	0	87	-100.0%
40 - Cameron Park	947	869	9.0%
50x - 50 Express	3,176	2,739	16.0%
60 - Pollock Pines	1,104	1,106	-0.2%
Total Local Fixed Route	7,949	6,738	18.0%

Commuter	Nov 2022	Nov 2021	% Change
Sacramento Commuter	1,772	1,106	60.2%
Reverse Commuter	12	10	20.0%
Sacramento/Tahoe Connector	849	593	43.2%
Total Commuter	2,633	1,709	54.1%

	Nov 2022	Nov 2021	% Change
Systemwide	12,512	9,748	28.4%
Passengers per Revenue Hour	4.6	3.6	28.2%



*Contracted Services - Ridership Determined by Client Enrollment

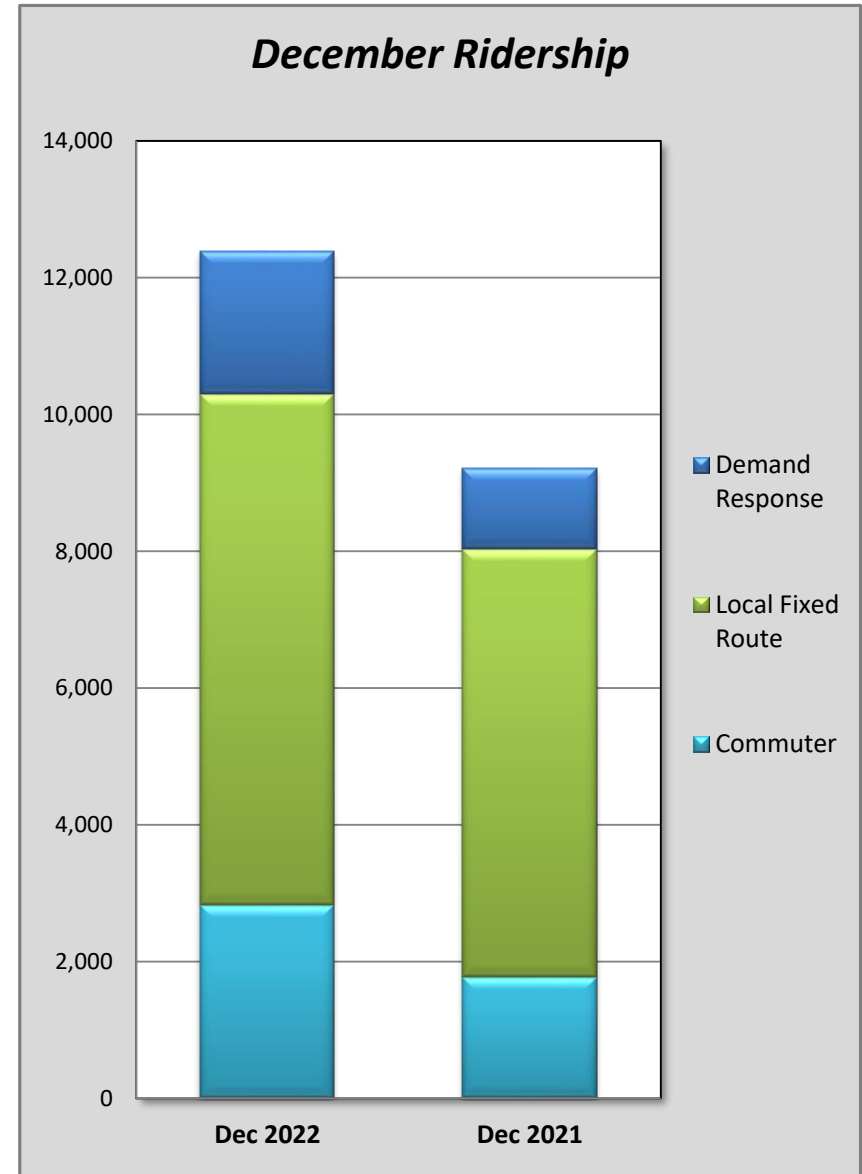
December 2022 Ridership Report

Demand Response	Dec 2022	Dec 2021	% Change
Dial-a-Ride	696	559	24.5%
Sac-Med	26	42	-38.1%
ADA Paratransit	248	230	7.8%
M.O.R.E.*	567	343	65.3%
Senior Day Care*	0	0	0.0%
My Ride	551	0	100.0%
Total Demand Response	2,088	1,174	77.9%

Local Fixed Route	Dec 2022	Dec 2021	% Change
20 - Placerville	1,188	877	35.5%
25 - Saturday Express	0	199	-100.0%
30 - Diamond Springs	939	677	38.7%
35 - Diamond Springs Saturday	0	71	-100.0%
40 - Cameron Park	1,049	886	18.4%
50x - 50 Express	3,206	2,564	25.0%
60 - Pollock Pines	1,084	984	10.2%
Total Local Fixed Route	7,466	6,258	19.3%

Commuter	Dec 2022	Dec 2021	% Change
Sacramento Commuter	1,709	1,073	59.3%
Reverse Commuter	19	34	-44.1%
Sacramento/Tahoe Connector	1,102	668	65.0%
Total Commuter	2,830	1,775	59.4%

	Dec 2022	Dec 2021	% Change
Systemwide	12,384	9,207	34.5%
Passengers per Revenue Hour	4.1	3.2	27.9%



*Contracted Services - Ridership Determined by Client Enrollment

Fiscal Year-to-Date Ridership Report

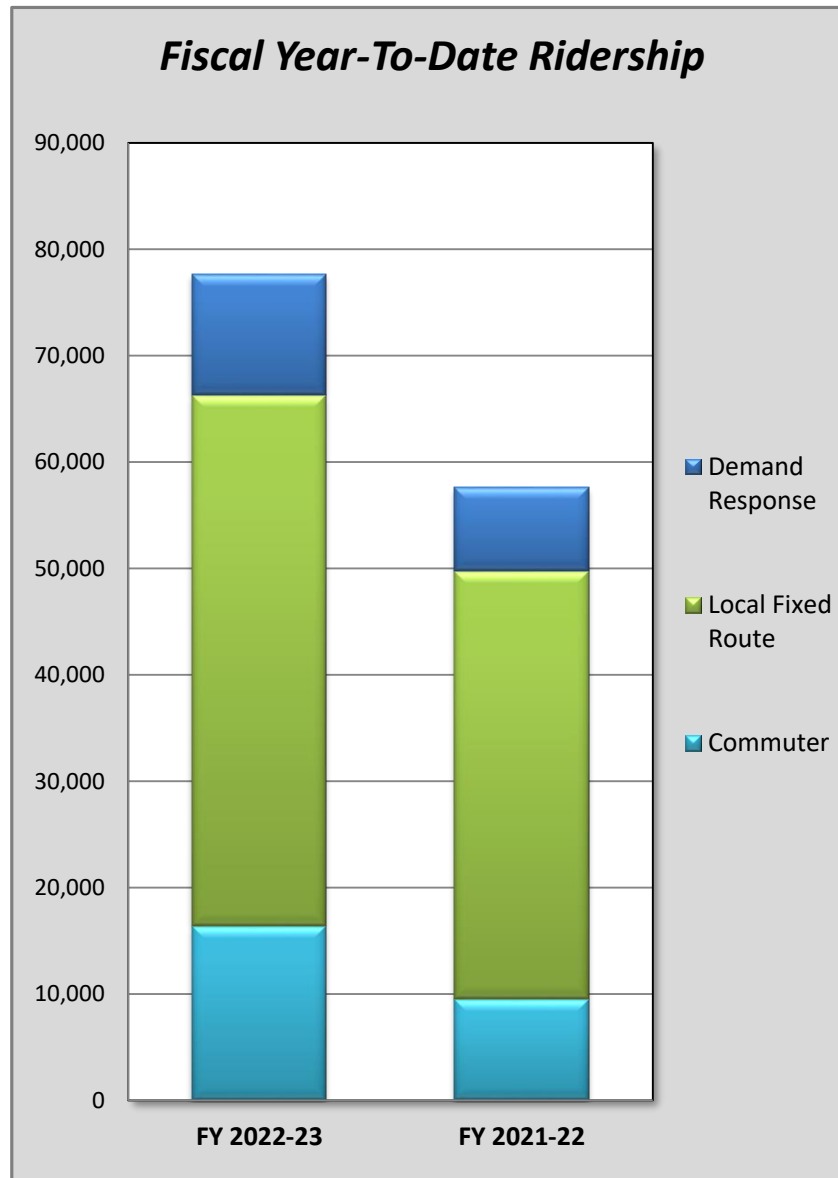
July 2022 - December 2022

Demand Response	FY 2022-23	FY 2021-22	% Change
Dial-a-Ride	4,441	3,415	30.0%
Sac-Med	118	184	-35.9%
ADA Paratransit	1,364	1,348	1.2%
M.O.R.E.*	3,430	2,897	18.4%
Senior Day Care*	0	0	0.0%
My Ride	2,001	0	100.0%
Total Demand Response	11,354	7,844	44.7%

Local Fixed Route	FY 2022-23	FY 2021-22	% Change
20 - Placerville	8,275	5,919	39.8%
25 - Saturday Express	0	1,632	-100.0%
30 - Diamond Springs	6,493	4,460	45.6%
35 - Diamond Springs Saturday	0	496	-100.0%
40 - Cameron Park	6,156	4,931	24.8%
50x - 50 Express	20,693	16,613	24.6%
60 - Pollock Pines	8,286	6,216	33.3%
Total Local Fixed Route	49,903	40,267	23.9%

Commuter	FY 2022-23	FY 2021-22	% Change
Sacramento Commuter	11,097	6,850	62.0%
Reverse Commuter	105	68	54.4%
Sacramento/Tahoe Connector	5,208	2,554	103.9%
Total Commuter	16,410	9,472	73.2%

	FY 2022-23	FY 2021-22	% Change
Systemwide	77,667	57,583	34.9%
Passengers per Revenue Hour	4.5	3.3	34.3%



*Contracted Services - Ridership Determined by Client Enrollment

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: February 2, 2023

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Authorizing Resolutions for Federal Transit Administration Funding Programs

REQUESTED ACTION:
BY MOTION,

1. **Adopt Resolution No. 23-02 Authorizing the Executive Director to File Applications for Federal Transit Administration Sections 3005, 3006, 3019, 5307, 5309, 5312, 5314, 5329, 5337 and 5339 Funding Programs**
2. **Adopt Resolution No. 23-03 Authorizing the Executive Director to File Application specific to the Federal Transit Administration Section 5311 Grant Program**
3. **Adopt Resolution No. 23-04 Authorizing the Executive Director to File Application specific to the Federal Transit Administration Section 5310 Grant Program**

BACKGROUND

Competitive and formulaic grant funding is available for transit operations and capital assistance through the Federal Transit Administration (FTA). FTA grant applications require a Board adopted resolution authorizing an agency representative to file the grant applications and to execute all documents/contracts resulting from the applications.

FTA Section 5307 are available to the El Dorado County Transit Authority (El Dorado Transit) to support services in designated urban areas of the county. This funding program is competitive within the Sacramento Area Council of Governments (SACOG) region and fund use is restricted to capital purchases, preventive maintenance, and Americans with Disabilities Act (ADA) related services in limited circumstances.

FTA Section 5310 provides capital funding to assist in providing transportation services meeting the special needs of the elderly and persons with disabilities. El Dorado Transit has been successful in securing capital grant funding in fourteen (14) cycles of this program. Typically, these funds have been used to replace demand response buses and minivans that have reached or exceeded their useful life, but may be used for dispatching software as well.

FTA Section 5311 provides Federal grants, made through states, for public transportation projects in non-urbanized areas. There are two (2) types of programming in Section 5311; 1) County/Regional apportionment by formula and 2) competitive discretionary for intercity connection projects. El Dorado Transit typically receives funds under the formula program for operating assistance and/or capital projects.

FTA Sections 5309 and 5339 provide Federal grants to replace or rehabilitate buses and related equipment and to construct bus related facilities.

FTA Section 5312 is for innovative research and reporting while FTA Section 5314 is for workforce development and technical assistance. FTA Section 5329 is to support the development of Public Transportation Safety Programs. FTA Sections 3005 and 3006 support expedited project delivery and Innovative Coordinated Access & Mobility.

Adoption of these three (3) resolutions will allow staff to pursue grant funding in a timely manner based on the various program's deadlines. The El Dorado Transit Board will be given the opportunity to consider any associated budget and/or reporting issues associated with funding the individual projects.

DISCUSSION

Per the Joint Exercise of Powers Agreement of the El Dorado County Transit Authority, April 29, 2008, Section 11.3, *“The EDCTA shall actively seek maximum utilization of Federal, State, and other available revenues which shall be applied towards such operating and capital expenditures in determining what local funding requirements shall be.”*

Adoption of these resolutions will allow agency staff to move forward and consider grant funding that supports adopted capital and operating plans.

FISCAL IMPACT

FTA grant program allocations and/or awards vary on an annual basis. All applications that require matching funds or budgetary consideration are submitted to the El Dorado Transit Board for approval either individually or through the Operating or Capital budget approval process.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 23-02**

RESOLUTION OF THE BOARD OF DIRECTORS OF
THE EL DORADO COUNTY TRANSIT AUTHORITY
AUTHORIZING THE EXECUTIVE DIRECTOR TO FILE FEDERAL TRANSIT
ADMINISTRATION (FTA) SECTIONS 3005, 3006, 3019, 5307, 5309, 5310, 5311, 5312, 5314,
5329, 5337 AND 5339 FUNDS

BE IT HEREBY RESOLVED AND ORDERED, that the Executive Director of the El Dorado County Transit Authority (El Dorado Transit) is hereby authorized and directed to file applications for funds under the Federal Transportation Administration Sections 3005, 3006, 3019, 5307, 5309, 5310, 5311, 5312, 5314, 5329, 5337 and 5339 on behalf of El Dorado Transit with the United States Department of Transportation, relative to the expenditure of funds for transit operating and capital assistance to provide transit services in El Dorado County and other jurisdictions, and to do and perform everything necessary to carry out the purpose of this resolution;

BE IT FURTHER RESOLVED, that the Executive Director or his/her designated representative shall be authorized to execute all documents resulting from these Applications.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 2nd day of February 2023, by the following vote of said Board:

AYES: NOES: ABSTAIN: ABSENT:

El Dorado County Transit Authority Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 23-03**

RESOLUTION OF THE BOARD OF DIRECTORS OF
THE EL DORADO COUNTY TRANSIT AUTHORITY
AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C.
SECTION 5311) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the U.S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal transit Act (FTA C 9040.1F and FTA C 9050.1); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, the El Dorado County Transit Authority desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in El Dorado County; and

WHEREAS, the El Dorado County Transit Authority has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE BE IT RESOLVED AND ORDERED that the Board of Directors does hereby authorize the Executive Director of the El Dorado County Transit Authority to file and execute applications to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**) as amended.

That the Executive Director is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That the Executive Director is authorized to provide additional information as the Department may require in connection with the application of the Section 5311 projects.

That the Executive Director is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

BE IT FURTHER RESOLVED, that the Executive Director or his/her designated representative shall be authorized to execute all documents resulting from these Applications.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 2nd day of February 2023, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

El Dorado County Transit Authority Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 23-04**

RESOLUTION OF THE BOARD OF DIRECTORS OF
THE EL DORADO COUNTY TRANSIT AUTHORITY
AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5310 (49 U.S.C.
SECTION 5310) WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the U.S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital projects for public transportation systems under Section 5310 of the Federal Transit Act (FTA C 9070.1G); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5310 grants for transportation projects for seniors and individuals with disabilities; and

WHEREAS, the El Dorado County Transit Authority (El Dorado Transit) desires to apply for said financial assistance to permit operation of paratransit service in the Western Slope of El Dorado County; and

WHEREAS, El Dorado Transit has, to the maximum extent feasible, coordinated with other transportation providers and users in the region.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that El Dorado Transit does hereby authorize the Executive Director or his/her designated representative to file and execute applications on behalf of El Dorado Transit with the Department to aid in the financing of capital projects pursuant to Section 5310 of the Federal Transit Act (FTA C 9070.1G), as amended.

That the Executive Director or his/her designated representative is authorized to execute and file all certifications of assurances, contracts or agreements or any other document required by the Department.

That the Executive Director or his/her designated representative is authorized to provide additional information as the Department may require in connection with the application for Section 5310 projects.

That the Executive Director or his/her designated representative is authorized to submit and approve requests for reimbursement of funds from the Department for the Section 5310 project/s.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 2nd day of February 2023, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

El Dorado County Transit Authority Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: February 2, 2023
TO: El Dorado County Transit Authority
FROM: Maria Harris, Human Resources Manager
SUBJECT: Fiscal Year 2022/23 Revised Personnel Allocation and Organizational Chart

REQUESTED ACTION:

BY MOTION,

1. **Adopt Resolution No. 23-05 Revising the Personnel Allocation for Fiscal Year (FY) 2022/23**
2. **Approve Revised Organizational Chart for FY 2022/23**

BACKGROUND

El Dorado Transit annually adopts a personnel allocation plan to establish the maximum number of staff positions, as measured by Full Time Equivalents (FTE), that are supported within the Operating Budget for the fiscal year.

On October 6, 2022, The El Dorado Transit Board adopted Resolution No. 22-27, approving the FY 2022/23 Allocation Table and adopting the FY 2022/23 Organizational Chart.

DISCUSSION

The Executive Director has determined that a staffing adjustment is advised to support work shift modifications within the Maintenance Department. The recommended change is as follows:

- Increase the Custodian allocation from one and a half (1.5) to two (2) FTE within this job classification.

The requested action will increase El Dorado Transit's total personnel allocation for the current FY 2022/23 from fifty (50.0) to fifty and a half (50.5) FTE.

FISCAL IMPACT

The recommended changes would result in an estimated increase to payroll related expenses of \$39,812, if the position were filled immediately upon approval. These expenses are within the adjusted FY 2022/23 Operating Budget, Salary and Benefits Account line items, as proposed for approval later in this agenda.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 23-05**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING THE REVISED PERSONNEL ALLOCATION PLAN
FOR FISCAL YEAR 2022/23

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 Personnel Allocation as a maximum allocation of personnel for the fiscal year 2022/23.
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 2nd day of February 2023, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

El Dorado County Transit Authority Chairperson

ATTEST:

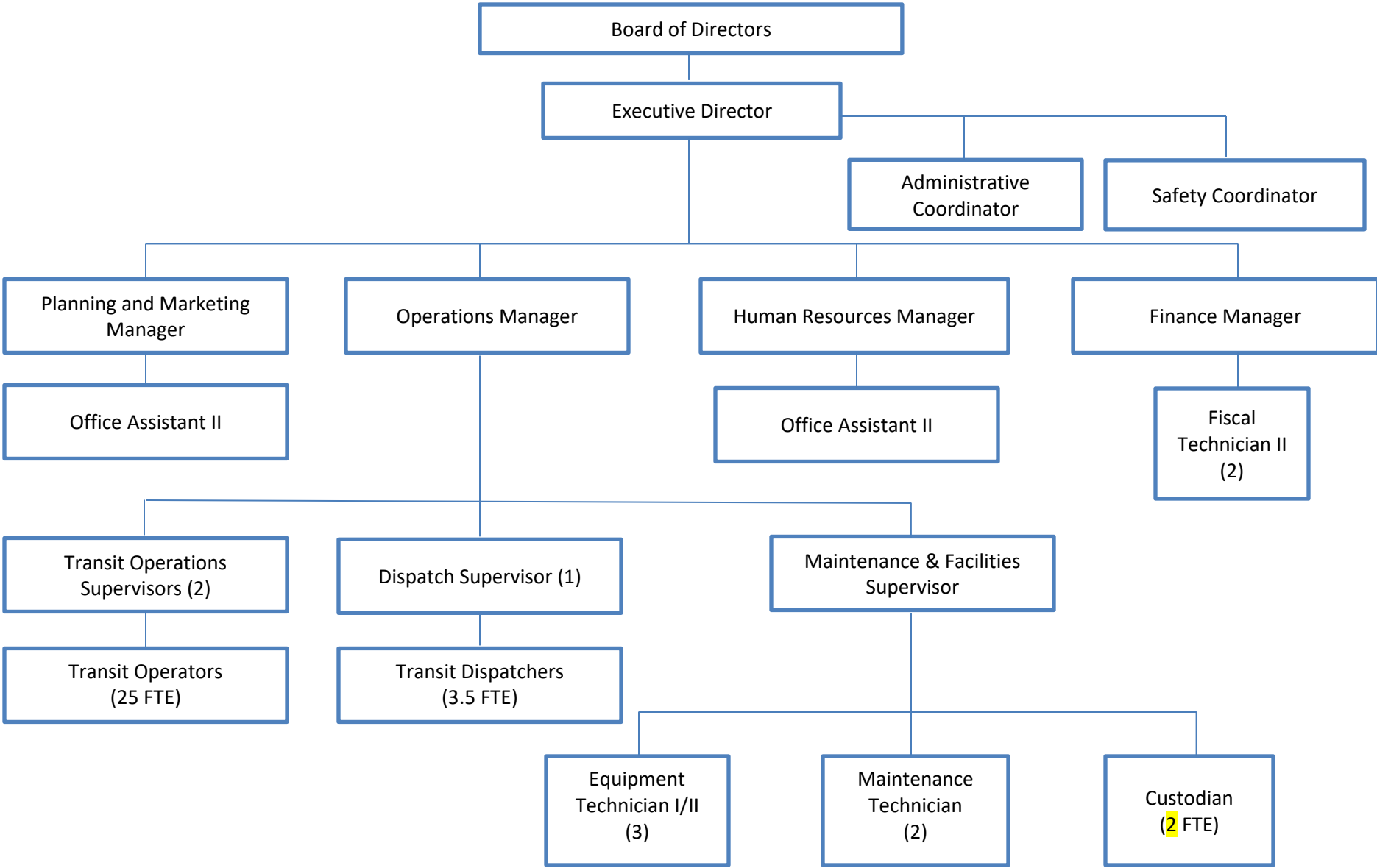
Megan Wilcher, Secretary to the Board

EL DORADO COUNTY TRANSIT AUTHORITY
 PROPOSED
 PERSONNEL ALLOCATION TABLE
 Fiscal Year (FY) 2022/23

Classification	Adopted FY 2022/23 (fte*)	Proposed FY 2022/23 (fte*)
Administrative Coordinator	1	1
Custodian	1.5	2
Dispatch Supervisor	1	1
Equipment Technician I/II	3	3
Executive Director	1	1
Finance Manager	1	1
Fiscal Technician I/II	2	2
Human Resources Manager	1	1
Information Technology Analyst	0	0
Maintenance and Facilities Supervisor	1	1
Maintenance Technician	2	2
Office Assistant I/II	2	2
Operations Manager	1	1
Planning and Marketing Manager	1	1
Transit Operations Supervisor	2	2
Safety Coordinator	1	1
Transit Dispatcher	3.5	3.5
Transit Operator	25	25
<i>TOTAL ALLOCATED POSITIONS</i>	<i>50</i>	<i>50.5</i>

* fte = Full Time Equivalent

**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED ORGANIZATIONAL CHART
FISCAL YEAR 2022/2023**



AGENDA ITEM 1 G
Consent Item

MEMORANDUM

DATE: February 2, 2023
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Blanket Purchase Order Revisions for Fiscal Year 2022/23

REQUESTED ACTION:
BY MOTION,

**Approve Revised Blanket Purchase Orders above \$25,000 for
Fiscal Year 2022/23**

BACKGROUND

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

At the mid-fiscal year point, staff evaluates the ongoing operational needs of the agency including a review of Board approved blanket purchase orders (BPO's) needing adjustments for the remaining six (6) months of service. Typically, these purchase order adjustments are presented for consideration at the regularly scheduled Board meeting in February of each fiscal year.

DISCUSSION

The following BPO's include five (5) for fleet vehicle maintenance and one (1) for health insurance premiums. The requested action will provide for purchases deemed vital to maintain operations for the remainder of the fiscal year.

Purchase Order B28007 – Dawson Oil Company

5040.01	Fuel Purchases	\$ 500,000	\$600,000
---------	----------------	-----------------------	-----------

Purchase Order B28008 – EL DOB Enterprises, LLC

5040.02	Tires & Tubes	\$ 65,000	\$ 95,000
---------	---------------	----------------------	-----------

Purchase Order B28010 – Gillig LLC

5040.00	Maintenance – vehicles/equipment	\$ 50,000	\$100,000
---------	----------------------------------	----------------------	-----------

El Dorado County Transit Authority
February 2, 2023

Purchase Order B28012 – GWP Holdings, LLC.
 5040.00 Maintenance – vehicles/equipment \$ ~~45,000~~ \$ 90,000

Purchase Order B28027 – The Aftermarket Parts Co. LLC.
 5040.00 Maintenance – vehicles/equipment \$ ~~65,000~~ \$ 85,000

Health Premiums and enrollment changes take effect at the beginning of each calendar year.

Purchase Order B28148 – El Dorado County Risk Management
 5020.02 Health Insurances \$ ~~25,000~~ \$ 65,000

FISCAL IMPACT

The increases to the blanket purchase orders as listed above are included in the adjusted FY 2022/23 Operating Budget proposed for approval later in this agenda.

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

REVISED 02/02/23

PURCHASE ORDER NO. B28007

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

DATE: 07/01/22

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

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

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

Contact: Ashley

Vendor Phone No: (530) 642-2681

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 10th OF THE MONTH		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		FUEL PURCHASES AND DIESEL EXHAUST FLUID AND ADDITIVES FOR TRANSIT FLEET VEHICLES FOR FISCAL YEAR 07/01/2022 THROUGH 06/30/2023		NOT TO EXCEED \$600,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$600,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE \$600,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

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

REVISED 02/02/23

PURCHASE ORDER NO. B28008

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

DATE: 07/01/22

ACCOUNT: 5040.02

CLASS: 110

TO: EL DOB ENTERPRISES LLC
 659 MAIN STREET
 PLACERVILLE, CA 95667

SHIP & INVOICE TO:

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

Contact: Geoff Bodle

Vendor Phone No: (530) 622-4714

Fax No: (530) 622-5345

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		TIRES FOR FLEET VEHICLES ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/22 THROUGH 06/30/23 ALL PRICING THROUGH THE STATE OF CALIFORNIA (SEE ATTACHED)		NOT TO EXCEED: \$95,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$95,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$95,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

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

REVISED 02/02/23

PURCHASE ORDER NO. B28010

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

DATE: 07/01/22

ACCOUNT: 5040

CLASS: 110

TO: GILLIG LLC
 PO BOX 743244
 LOS ANGELES, CA 90074-3244

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

Contact: Lee Petersen

Vendor Phone No: (510) 785-1500

Fax No: (510) 785-6819

PROMISED DELIVERY DATE	TERMS: NET 30
	F.O.B. DESTINATION

QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/22 THROUGH 06/30/23		NOT TO EXCEED \$100,000.00

I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.	SUBTOTAL	\$100,000.00
	SHIPPING	
	SALES TAX	
	TOTAL	NTE \$100,000.00

PURCHASING AGENT

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

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

REVISED 02/02/23

PURCHASE ORDER NO. B28012

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

DATE: 07/01/22

ACCOUNT: 5040

CLASS: 110

TO: GWP HOLDINGS LLC
 PO BOX 35144 #1022
 SEATTLE, WA 98124-5144

SHIP & INVOICE TO:

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

Contact: John Blazevic

Vendor Phone No: (916) 441-6151

Fax No: (916) 444-9932

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR 07/01/22 THROUGH 06/30/23		NOT TO EXCEED \$90,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$90,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE \$90,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

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

REVISED 02/02/23

PURCHASE ORDER NO. B28027

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

DATE: 07/01/22

ACCOUNT: 5040

CLASS: 110

TO: THE AFTERMARKET PARTS COMPANY LLC
 DBA NFI PARTS
 PO BOX 857758
 MINNEAPOLIS, MN 55485-7758

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

Contact:

Vendor Phone No: (800) 278-4124

Fax No: (502) 318-3021

PROMISED DELIVERY DATE	TERMS: NET 30
	F.O.B. DESTINATION

QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/22 THROUGH 06/30/23		NOT TO EXCEED \$85,000.00

I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT	SUBTOTAL	\$85,000.00
	SHIPPING	
	SALES TAX	
	TOTAL	NTE \$85,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

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

REVISED 02/02/23

PURCHASE ORDER NO. B28148

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

DATE: 07/01/22

ACCOUNT: 5020.02

CLASS: 125

TO: EL DORADO COUNTY
 RISK MANAGEMENT
 330 FAIR LANE
 PLACERVILLE, CA 95667

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (530) 621-5568

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p>EL DORADO COUNTY PROVIDED HEALTH INSURANCE PLAN TO INCLUDE; MEDICAL, DENTAL, CHIROPRACTIC, AND VISION COVERAGE OPTION FOR TRANSIT DRIVERS FOR FISCAL YEAR 07/01/22 THROUGH 06/30/23</p> <p>NOTE: PURCHASE ORDER REFLECTS TOTAL PREMIUM CHARGED. EDCTA ACTUAL COST IS REDUCED BY PAYROLL DEDUCTION OF EMPLOYEE PORTION.</p>		NOT TO EXCEED \$65,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$65,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE \$65,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

AGENDA ITEM 1 H
Consent Item

MEMORANDUM

DATE: February 2, 2023
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Funding Recommendation for Operating Reserve Fund

REQUESTED ACTION:

BY MOTION,

Approve funding Operating Reserve utilizing Advertising and Miscellaneous revenue accounts for Fiscal Year 2022/23

BACKGROUND

On August 4, 2011, the El Dorado County Transit Authority (El Dorado Transit) adopted resolution 11-26 establishing a Board-Designated Operating Reserve Policy and resolution 11-27 establishing a designated target level for funding the operating reserve fund.

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 the funds held to \$750,000 in FY 2021/22.

The intent of this fund is to create a transparent, stable funding source available to offset unexpected revenue shortfalls or increased expenses. As a Joint Powers Agency (JPA) between the County of El Dorado and the City of Placerville, El Dorado Transit does not receive funding from either jurisdiction's General Funds or other departments.

DISCUSSION

During each Mid-Year Budget Adjustment process, revenues and expenses are analyzed to determine the financial health of the agency based on the first six (6) month actuals, and projections for the final six (6) months of operations.

With the requested action, staff recommend allocating revenue from account numbers 4370.00-Bike Locker Rental, 4400.00-Advertising Income, and 4990.00-Misc. Revenue to the reserve as sources of non-tax operating funds.

FISCAL IMPACT

Actual receipts for these accounts to-date total \$6,501.00. With approval, the final closing amounts will be transferred into the operating reserve interest bearing account, and the corresponding Operating Budget line items zeroed out as follows:

	<u>Approved Budget</u>	<u>Proposed Budget Adjustment</u>
4400.00 – Advertising Revenue	\$15,000.00	\$ 0
4990.00 – Misc. Revenue	\$400.00	\$ 0

Final Budget Adjustments will be made at year-end in accordance with this requested action. Actual amounts will be presented after final year-end closing.

AGENDA ITEM 1 I
Consent Item

MEMORANDUM

DATE: February 2, 2023
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Quarterly Investment Reports

REQUESTED ACTION:

BY MOTION,

**Receive and file Quarterly Investment Reports for Quarters Ending
09/30/2022 and 12/31/2022**

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) adopted an investment policy on November 7, 1999, allowing investments in the State of California Local Agency Investment Fund (LAIF) and money market accounts.

El Dorado Transit investment policy requires quarterly investment reports to the Board of Directors.

DISCUSSION

Interest earnings for the first and second quarters from LAIF and Money Market accounts equal \$31,411.64. The Investment reports for quarters ending 09/30/22 and 12/31/2022 are submitted for receive and file.

FISCAL IMPACT

Line item 4970.00 - Interest Income, has been adjusted in the FY 2022/23 Mid-Year Budget Adjustment process as presented later in this agenda.

EL DORADO COUNTY TRANSIT AUTHORITY

QUARTERLY INVESTMENT REPORT

PERIOD 07/01/2022 – 09/30/2022

LOCAL AGENCY INVESTMENT FUND (L A I F)

Account Summary

06/30/2022	Balance Forward	\$ 1,284,876.47
	Total Transfers to General Checking Account	\$ -000,000.00
	Total Transfers from General Checking Account	\$ 000,000.00
	Interest Earned @ 1.35%	\$ <u>4,371.96</u>
09/30/2022	Ending Balance 3 rd Qtr., 2022	\$ 1,289,248.43

UMPQUA BANK (Money Market Account)

Account Summary

06/30/2022	Balance Forward	\$ 4,199,244.30
	Total Transfers to General Checking Account	\$ 000,000.00
	Total Transfer from General Checking Account	\$ 000,000.00
	Interest Earned @ 0.51%	\$ <u>4,391.46</u>
09/30/2022	Ending Balance 3 rd Qtr., 2022	\$ 4,203,635.76

EL DORADO COUNTY TRANSIT AUTHORITY

QUARTERLY INVESTMENT REPORT

PERIOD 10/01/2022 – 12/31/2022

LOCAL AGENCY INVESTMENT FUND (L A I F)

Account Summary

09/30/2022	Balance Forward	\$ 1,289,248.43
	Total Transfers to General Checking Account	\$ -000,000.00
	Total Transfers from General Checking Account	\$ 000,000.00
	Interest Earned @ 2.07%	\$ <u>6,734.99</u>
12/31/2022	Ending Balance 4 th Qtr., 2022	\$ 1,295,983.42

UMPQUA BANK (Money Market Account)

Account Summary

09/30/2022	Balance Forward	\$ 4,203,635.76
	Total Transfers to General Checking Account	\$ 000,000.00
	Total Transfer from General Checking Account	\$ 000,000.00
	Interest Earned @ 1.51%	\$ <u>15,913.23</u>
12/31/2022	Ending Balance 4 th Qtr., 2022	\$ 4,219,548.99

AGENDA ITEM 1 J
Consent Item

MEMORANDUM

DATE: February 2, 2023
TO: El Dorado County Transit Authority
FROM: Brian James, Planning and Marketing Manager
SUBJECT: Student Bus Art Contest

REQUESTED ACTION:
BY MOTION,

1. Direct staff to facilitate a student bus art contest in partnership with the El Dorado County Office of Education
2. Authorize the Executive Director to install the winning art on one (1) bus

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) staff are always looking for opportunities to build brand awareness, especially with students, seniors, and disabled persons. There are a number of transit agencies who conduct an art competition with the winning design being applied to one of the buses. In discussing the project with other transit agencies that have conducted similar competitions, staff has learned that this type of art competition has been very beneficial for marketing and outreach purposes.

DISCUSSION

On November 22, 2022, El Dorado Transit met with staff from the El Dorado County Office of Education (EDCOE) to discuss the possibility of conducting a student art competition. It was determined that the sides of a 35-foot bus would be wrapped with the artwork of the winning student, and that the bus wrap would stay on the bus for at least one (1) year. EDCOE staff recommended conducting the contest with Junior High and High School art students in the area.

If the response to this contest is positive, staff will examine the possibility of organizing the contest again in future years. Staff requests that the Board direct staff to facilitate a student bus art contest in partnership with EDCOE and authorize the Executive Director to install the winning art on one (1) bus.

FISCAL IMPACT

COST SUMMARY (ESTIMATE)

Bus Wrap Purchase and Installation	\$20,000
10 % Contingency	<u>\$ 2,000</u>
<i>Total Cost</i>	<i>\$22,000</i>

FUNDING SOURCES

Local Transit Funds (LTF)	<u>\$22,000</u>
<i>Total Revenue</i>	<i>\$22,000</i>

AGENDA ITEM 1 K
Consent Item

MEMORANDUM

DATE: January 26, 2023
TO: El Dorado County Transit Authority
FROM: Brian James, Planning and Marketing Manager
SUBJECT: Approve Updated Purchase Order for One (1) Ford Transit Van

REQUESTED ACTION:
BY MOTION,

- 1. Approve updated Purchase Order No. 27194 issued to A-Z Bus Sales in the amount of \$95,337 for the purchase of one (1) Ford Transit van**
- 2. Approve the updated Capital Improvement Plan Project #20-06**
- 3. Authorize the Executive Director to execute the purchase contract and related documents necessary to complete the Capital Improvement Plan Project #20-06 provided that the contract costs do not exceed the approved Capital Improvement Plan project budget**

BACKGROUND

On October 3, 2019, The El Dorado County Transit Authority (El Dorado Transit) Board of Directors approved the Capital Improvement Plan (CIP) Project #20-06 for the replacement of one (1) 2013 Dodge minivan in its demand response fleet with an accessible Ford Transit van. The Ford Transit model would be the first of its kind in the El Dorado Transit fleet and can be configured with seating capacity for up to eight (8) ambulatory passengers, two (2) wheelchair securement positions and a side-door lift. In addition to improved reliability, the new larger model van offers more passenger capacity than a minivan and better fuel efficiency than a traditional cutaway bus, allowing for more scheduling flexibility and improved cost effectiveness.

DISCUSSION

El Dorado Transit staff utilized the California Association of Coordinated Transportation (CALACT) Cooperative Agreement for purchasing. However, soon after approval of Purchase Order No. 27194 by the El Dorado Transit Board on February 3, 2022, CALACT announced that updated pricing for the Cooperative Agreement would be necessary due to manufacturer product shortages and price increases. The pricing update took months to complete, increased the total cost, and delayed the purchase of the new van.

Staff recommends issue of updated Purchase Order No. 27194 to A-Z Bus Sales for purchase of the Ford Transit van, approval of the updated Capital Improvement Plan Project #20-06, and authorization for the Executive Director to execute the purchase contract and related documents necessary to complete the Capital Improvement Plan Project #20-06 provided that the contract costs do not exceed the approved Capital Improvement Plan project budget.

FISCAL IMPACT

The following cost summary reflects the updated purchase amount quoted by the selected vendor and the addition of project revenue derived from the sales of retired 5310 vehicles, reserved for new purchases under the program.

COST SUMMARY

One (1) Ford Transit Van	\$ 95,337
10 % Contingency	<u>\$ 9,534</u>
<i>Total Cost</i>	<i>\$104,871</i>

FUNDING SOURCES

FTA Section 5310 Grant	\$ 56,000
Reserved Surplus Vehicle Revenue (5310)	\$ 12,200
Transportation Development Act (TDA)	<u>\$ 36,671</u>
<i>Total Revenue</i>	<i>\$104,871</i>

Vehicle Replacement – Demand Response

Project No. 20-06

This project will replace one (1) current Dodge Caravan with one (1) Ford Transit type van. Cost estimates include wiring, paint, graphics, AVL, radios, Connect Card equipment and cameras.

This project replaces:

EDCTA #	Vehicle Type	Mileage <u>08/30/2019</u>
1304	2013 Dodge Caravan	185,094

COST SUMMARY (ESTIMATE)

	<u>Adopted Budget</u>	<u>Revised Budget</u>
One (1) Van	<u>\$79,000</u>	\$ 95,337
Contingency 10%	<u>\$ 7,900</u>	<u>\$ 9,534</u>
<i>Total Project Cost</i>	<u>\$86,900</u>	<i>\$104,871</i>

FUNDING SOURCES

Federal Transit Administration (FTA)		
5310 Grant	<u>\$56,000</u>	\$ 56,000
Restricted Revenue (5310)	<u>\$12,200</u>	\$ 12,200
Transportation Development Act (TDA)	<u>\$18,700</u>	<u>\$ 36,671</u>
<i>Total Revenue</i>	<u>\$86,900</u>	<i>\$104,871</i>

EL DORADO COUNTY TRANSIT AUTHORITY

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

PURCHASE ORDER NO. 27194

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

DATE: 02/03/2022 (Revised 2/2/2023)

ACCOUNT: 9600.00 CLASS: 125

TO:
A-Z Bus Sales, Inc.
P.O. Box 102479
Pasadena, CA 91189-2479

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

Contact: Clay Hartman
Vendor Phone No: (800) 437-5522 Fax No: (951)781-1835

QTY	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
PROMISED DELIVERY TERMS: NET 30			
365 Days from Order Acceptance		F.O.B. DESTINATION	
1	MBTA CalACT Cooperative RFP #20-01 Ford Transit 350EL - 148" W/B - AWD Specification Summary: Model: 2022 In Stock Chassis, Make: Nor Cal Van, Lift: Braun, Type: Ford Transit 350EL, Chassis: Ford Transit 350EL, Lift Location: Shift N Step, Capacity: 8+ up to 2 w/c, Wheelbase: 148" Tie Downs: 2, Seat Fabric: Ford OEM Gray Vinyl, Engine: 3.5L Eco Boost, Alternator: Ford OEM, A/C System: Ford OEM, GVWR: 10,360, Tie Down: Q'Straint, Exterior Color: Solid Blue, Body Length: 22 FT	\$64,854.00	\$64,854.00
2	8100 Tie Down ILO 360	-\$141.00	-\$282.00
1	All Wheel Drive OEM Ford Feature	\$5,892.00	\$5,892.00
1	Go-ES Double Seat with Arm Rest	\$1,133.00	\$1,133.00
1	Shift in Step BraunLift in Side door	\$10,043.00	\$10,043.00
1	Roadrunner RR-HDR4K040W, 2TB, w/4 cameras	\$6,691.00	\$6,691.00
1	Solid Blue Exterior, Ford OEM Blue (Special Order Chassis)	\$275.00	\$275.00
1	Custom Fare Box Stanchion	\$375.00	\$375.00
1	Storage Box in lieu of Co Pilot Seat	\$850.00	\$850.00
2	TDSS system on Bottom of foldaway seats for belt storage	\$110.00	\$220.00
1	Drivers Side Step Running Board at Drivers Door	\$375.00	\$375.00
1	Privacy Tint on side windows	\$575.00	\$575.00
1	2022 PL230 Chassis AWD In-Stock	-\$1,200.00	-\$1,200.00
1	Connect Card System (El Dorado Transit to procure & install)	\$0.00	\$0.00
1	Delete 1 w/c tie down position	-\$325.00	-\$325.00
1	Delete 1 double passenger foldaway	-\$525.00	-\$525.00
Summary Standard Bid Features & Equipment			
Ford OEM Body Construction-no modification to body, Ford XL Wagon Trim Package, Bus Style Entrance Door, W/C Lift in Rear, Rear Passenger Entry door, duel leaf onward opening, Headroom Height Interior 77", Exterior Height 110", Overall Length 263.9", Q-Straint L track, Altro Flooring in w/c area, 205/75R16, 3.5L V-6 Eco-Boost due to AWD Engine, 10 Speed automatic transmission, 148" Wheelbase, 3.73 Rear Axle Ratio, 10,360 lb. GVWR, Rear Axle: Dual Tires, OEM Ford A/C and Heat, AM FM CD Player, Reverse Backing Camera, 2 Extra ignition keys for a total of 4			
1	State Fees, Tire Tax @1.75 per tire	\$12.25	\$12.25
1	Document Fee	\$80.00	\$80.00
1	MBTA CalACT Cooperative Fee of 1.5%	\$1,340.73	\$1,340.73
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.		SUBTOTAL	\$90,383.98
		SHIPPING	\$339.00
		SALES TAX	\$4,613.47
PURCHASING AGENT		TOTAL	\$95,336.45

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: February 2, 2023
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Proposed Fiscal Year 2022/23 Mid-Year Operating Budget Adjustments

REQUESTED ACTION:

BY MOTION,

1. **Adopt Proposed Fiscal Year 2022/23 Mid-Year Operating Budget Adjustments**
2. **Approve line-item increase of \$208,164 to Contingency**

BACKGROUND

Following the close of the first six (6) months of the fiscal year, mid-year Operating Budget adjustments are typically recommended to address actual revenue and expenditure changes within the budget. Section 8.9 of the Joint Exercise of Powers Agreement of the El Dorado County Transit Authority states that the Executive Director has the power “to execute transfers within major budget units, as long as the total expenditures of each major budget unit remain unchanged.”

The proposed El Dorado County Transit Authority (El Dorado Transit) Fiscal Year (FY) 2022/23 Mid-Year Operating Budget adjustments include overall increases in Revenues, Salary & Benefits, and Service & Supply expenditure accounts. These adjustments to actual revenues and expenses trigger an increase to the available Contingency line item, requiring Board approval.

DISCUSSION

The following mid-year adjustments to the El Dorado Transit FY 2021/22 Operating Budget are presented for Board review and approval. Proposed account adjustments are noted in bold on the attached budget report per corresponding line-item.

Revenue Accounts **Net change is an increase of \$460,242 in revenue**

1. Account 4970.00 Interest Income: Increased due to higher than expected rates of return.
2. Account 4100.05 Federal Transit Administration (FTA) Section 5311(f) Grant: Added funding recently awarded to support operation of the S. Lake Tahoe intercity bus service.

23. Account 5120.00 Rents/Leases: Decreased by \$12,000.
24. Account 5150.01 Marketing: Decreased by \$10,000.
25. Account 5090.72 Bank Charges: Increased by \$900.
26. Account 5090.74 Connect Card Administration Expenses: Decreased by \$8,022.
27. Account 5008.01 MY RIDE Expenses: Board approved demonstration project expense line item added to the budget.
28. Account 6270.00 Contingency: Increased by \$208,164. The increase in contingency funds is facilitated by a combination of revenue account adjustments.

FISCAL IMPACT

The overall fiscal outlook for El Dorado Transit remains positive. The proposed Fiscal Year (FY) 2022/23 Mid-Year Operating Budget reflects an additional balancing of \$460,242 in expenses to revenues and maintains the current level of public transportation provided to the residents of the County of El Dorado.

El Dorado Transit is a joint powers agency and does not draw funding from the general funds of either member jurisdiction. The annual budget includes a contingency per Board policy. If contingency funds are not used, they are typically moved to the next fiscal year as allowed per California law under the Transportation Development Act.

**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED MID YEAR OPERATING BUDGET 2022/2023**

OPERATING BUDGET		FY 2022/2023 Final	FY 2022/2023 Mid Year	
REVENUE ACCOUNTS		Adopted 06/02/2022	Proposed 02/01/2023	Difference
4000.00	Transportation Development Act (TDA/LTF)	\$6,030,361	\$6,030,361	\$0
4270.01	State of Good Repair (SGR) Program	\$285,297	\$285,297	\$0
4970.00	Interest Income	\$3,000	\$76,000	\$73,000 1
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$741,022	\$741,022	\$0
4100.04	Federal Transit Administration (FTA) CRRSAA Act Section 5311 Grant	\$738,717	\$738,717	\$0
4100.05	Federal Transit Administration (FTA) Section 5311(f) Grant	\$0	\$68,750	\$68,750 2
4300.00	Cash Fares	\$77,000	\$87,000	\$10,000 3
4310.00	Contract Services	\$0	\$140,000	\$140,000 4
4320.00	Charter Services	\$0	\$0	\$0
4330.00	Commuter Route Fare Media	\$162,000	\$308,000	\$146,000 5
4350.00	Local Route Fare Media	\$31,000	\$31,000	\$0
4360.00	Paper Scrip	\$7,000	\$7,000	\$0
4370.00	CCJPA	\$185,000	\$185,000	\$0
4400.00	Advertising Revenue	\$15,000	\$0	-\$15,000 6
4990.00	Misc. Revenue	\$400	\$0	-\$400 7
4107.03	Fair Shuttle AB2766 Grant	\$32,000	\$32,000	\$0
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant	\$75,000	\$75,000	\$0
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$31,181	\$31,181	\$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 8
TOTAL REVENUES		\$8,670,977	\$9,131,219	\$460,242
SALARY & BENEFIT ACCOUNTS				
5010.00	Regular Employees	\$2,940,530	\$2,940,530	\$0
5010.02	Temporary Employees	\$100,000	\$110,000	\$10,000 9
5010.07	Overtime	\$50,000	\$90,000	\$40,000 10
5010.08	On Call Pay	\$7,000	\$7,000	\$0
5010.09	CRDI and Shift Pay	\$20,000	\$20,000	\$0
5020.01	Employee Retirement	\$668,000	\$940,000	\$272,000 11
5070.01	(OASDI - Payroll Tax) FICA	\$4,000	\$5,200	\$1,200 12
5070.02	MEDICARE - Payroll Tax	\$50,000	\$50,000	\$0
5020.02	Health Insurance	\$1,094,000	\$1,094,000	\$0
5020.03	Unemployment Insurance	\$15,000	\$8,000	-\$7,000 13
5020.04	LT Disability/Life Ins	\$32,000	\$32,000	\$0
5020.05	Worker's Comp	\$275,000	\$275,000	\$0
TOTAL SALARY & BENEFITS		\$5,255,530	\$5,571,730	\$316,200
SERVICE & SUPPLY ACCOUNTS				
5090.02	Clothing & Supplies	\$5,000	\$9,000	\$4,000 14
5090.05	Uniforms - Other	\$10,000	\$10,000	\$0
5050.01	Communications - Phone	\$35,000	\$35,000	\$0
5090.20	Communications - Radio	\$1,000	\$1,000	\$0
5090.01	Household Expenses	\$16,500	\$16,500	\$0
5060.01	Insurance Premiums/Public Liability	\$387,000	\$387,000	\$0
5060.02	Insurance Premiums/Physical Damage	\$27,000	\$27,000	\$0
5060.03	Insurance Premiums/Commercial	\$14,000	\$14,000	\$0
5060.04	Insurance Premium EPLI Package	\$24,000	\$25,000	\$1,000 15
5090.06	Service Contracts/Equipment	\$190,000	\$190,000	\$0
5160.07	Park and Ride Maintenance	\$14,000	\$14,000	\$0
5160.01	Maintenance/Buildings	\$7,500	\$17,500	\$10,000 16
5160.03	Maintenance/Equipment	\$4,000	\$4,000	\$0
5160.05	Maintenance/Grounds	\$6,500	\$6,500	\$0
5160.09	Maintenance/Bus Stop	\$3,000	\$3,000	\$0
5160.00	Maintenance/Other	\$2,000	\$2,000	\$0
5040.00	Vehicle Maintenance (In-House)	\$376,000	\$376,000	\$0
5040.02	Vehicle Maintenance/Tires & Tubes	\$99,000	\$99,000	\$0
5040.03	Vehicle Maintenance/Lubricants	\$29,700	\$29,700	\$0
5040.04	Vehicle Maintenance/Small Tools - Shop	\$5,000	\$5,000	\$0
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$45,000	\$45,000	\$0
5090.50	Safety Equipment/Training	\$40,000	\$5,000	-\$35,000 17
5090.40	Memberships	\$6,000	\$6,000	\$0
5090.70	Office Expense	\$15,000	\$15,000	\$0
5090.80	Postage	\$4,000	\$4,000	\$0
5090.00	Operating Expense - Other	\$2,000	\$2,000	\$0
5030.00	Professional Services	\$435,000	\$392,000	-\$43,000 18
5030.10	Employee Medical Exams	\$8,500	\$11,500	\$3,000 19
5030.30	Background Checks	\$2,000	\$3,000	\$1,000 20
5090.08	Pubs/Legal Notices	\$2,500	\$5,500	\$3,000 21
5090.75	Printing	\$14,000	\$10,000	-\$4,000 22
5120.00	Rents/Leases	\$24,000	\$12,000	-\$12,000 23
5140.01	Equipment Purchase - Data Processing	\$1,000	\$1,000	\$0
5140.05	Equipment Purchase - Office	\$1,800	\$1,800	\$0
5150.00	Special Department Expense	\$1,500	\$1,500	\$0
5150.01	Marketing	\$20,000	\$10,000	-\$10,000 24
5090.30	Staff Development/Travel	\$30,000	\$30,000	\$0
5040.01	Fuel Purchase	\$750,000	\$750,000	\$0
5090.72	Bank Charges	\$600	\$1,500	\$900 25
5090.73	Credit Card Charge Fees	\$4,000	\$4,000	\$0
5090.74	Connect Card Administration Expenses	\$25,022	\$17,000	-\$8,022 26
5050.02	Utilities	\$56,000	\$56,000	\$0
5050.03	Utilities/ Park & Rides	\$22,000	\$22,000	\$0
4108.03	Fair Shuttle AB2766 Grant	\$42,000	\$42,000	\$0
5008.01	MY RIDE - Mileage Expenses	\$0	\$25,000	\$25,000 27
6270.00	Contingency	\$607,325	\$815,489	\$208,164 28
TOTAL SERVICES AND SUPPLIES		\$3,415,447	\$3,559,489	\$144,042
TOTAL OPERATING EXPENSES		\$8,670,977	\$9,131,219	\$460,242

AGENDA ITEM 2 B
Action Item

MEMORANDUM

DATE: February 2, 2023

TO: El Dorado County Transit Authority

FROM: Matthew Mauk, Executive Director

SUBJECT: Request for Qualifications (RFQ) #22-01 Short-Range Transit Plan Update

REQUESTED ACTION:
BY MOTION,

- 1. Authorize the Executive Director to negotiate terms of a professional services agreement with a qualified, responsive consultant firm for development of a Local Short-Range Transit Plan Update per RFQ #22-01**
- 2. Approve a contract budget amount not to exceed \$125,000 for said professional services agreement**

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) utilizes a consultant generated Short- and Long-Range Transit Plan (Plan) to help direct the capital and operating programs of the organization. The most recent Plan was completed and adopted in 2019. The Plan reflected expected changes in population demographics, evaluated existing services, recommended goals and objectives, and proposed changes to address gaps in service and improve system performance. The Plan covered fiscal years 2019/20 through 2023/24 and included year-by-year implementation strategies within projected capital and operating budgets.

DISCUSSION

While elements of the 2019 Plan were implemented and beneficial, the COVID pandemic had significant and lingering impacts to local transit ridership, just as it has changed travel patterns across the region and the country. In common with the rest of the transit industry, El Dorado Transit has also experienced challenges in hiring and retaining frontline staff which has hindered efforts to restore services suspended during the pandemic.

Given these fundamental, unforeseen challenges, an update to the previous Plan is deemed necessary to reassess the current demand for local transit services and develop timely strategies to best address the emerging transportation needs of the community. It is anticipated that the planning effort will take approximately nine (9) months and be informed by extensive public and stakeholder engagement efforts. Staff is seeking to present a final Plan for Board adoption by the

end of 2023 that includes recommendations for local service initiatives to be implemented over the subsequent three (3) years.

In response to its Request for Qualifications (RFQ) #22-01 released in November 2022, El Dorado Transit staff received three (3) written proposals from consulting firms interested in leading the project. All three (3) consulting firms submitted responsive, detailed proposals which highlighted the company's qualifications, experience, and recommended approach to the anticipated project scope. Staff chose to release an RFQ rather than a traditional Request for Proposals (RFP) in the interest of engaging prospective consultant firms in an iterative process to refine the final project scope, timeline, and budget. The RFQ is available for review at <https://eldoradotransit.com/board-meeting/february-2-2023/>

With the requested action, staff is seeking to establish a not-to-exceed contract budget of \$125,000, and for Board authorization to negotiate the scope of a professional services agreement with the prospective consultant firm determined to be the best fit and value to the agency. If approved, staff will work with the preferred firm to finalize the project scope, timeline, and agreement terms, then return to the Board with a draft professional services contract and recommendation to award at a future meeting.

FISCAL IMPACT

The requested action is for negotiating authority of up to \$125,000 only and does not bind El Dorado Transit to award a contract, or to procure services or supplies. If approved, staff anticipates returning to the Board at a subsequent meeting with a negotiated draft agreement, project budget, and award recommendation.

Project related expenses anticipated for the current fiscal year (FY) ending June 30, 2023, have been included in the adjusted FY 2022/23 Operating Budget, Service and Supply Account No. 5030.00 line item, proposed for approval later in this agenda.



Newsletter

January – March 2023

Volume 7 – Number 1



Passenger Winter Tips

In routes that may be affected by ice and snow:

- Lighter and brighter clothing can make you visible in hours of darkness
- Dress warmly in layers and arrive at your stop on time
- Use caution when walking on wet or icy bus stops
- The entry way can be very slippery in winter weather; Please hold onto the handrails when entering and exiting the bus
- Give your driver enough notification of your desired stop
- Buses can slide on snow and ice, wait until the bus comes to a complete stop before you approach
- Buses may not be able access a bus stop due to snow and ice; do not stand in the street or upon the bank of snow. Areas like these are slippery and can be hazardous.



Festival of Lights Shuttle a Success

El Dorado Transit is pleased to report that 445 passengers took advantage of the free shuttle service to the Festival of Lights event on Main Street in Placerville. The shuttle ran from 4:00 P.M. to 9:00 P.M. on Friday, November 25, 2022.

The service was provided from two (2) different parking locations including the Placerville Station Transfer Center and the Ray Lawyer Drive Park and Ride. The drop off and pick up location at Main Street was at the Sacramento Street intersection.



Winter Sale on Local Fixed Route Monthly Passes

El Dorado Transit is pleased to continue to offer discounted rates on Local Fixed routes. The winter sale on monthly passes for January, February and March are as follows:

- General Monthly Local Pass - \$20.00 (originally \$60.00)
- Senior/Disabled Monthly Local Pass - \$10.00 (originally \$30.00)
- Student K-12 Monthly Local Pass - \$10.00 (originally \$30.00)

For pass sales information please visit eldoradotransit.com/faresandpasses/.

El Dorado Transit is Hiring!

El Dorado Transit is currently hiring. Competitive wages and benefits include; hiring bonus of up to \$2,000, paid training, CalPERS retirement, full health, dental and vision benefits, paid vacations and holidays.

Applications, job descriptions, and information can be found at the El Dorado Transit website in the Careers section or in the El Dorado Transit office located at 6565 Commerce Way in Diamond Springs.

Keep up with all the latest news and information from El Dorado Transit...

[SIGN UP FOR RIDER ALERTS](#)



Routeshout 2.0

Staff Participation in Miners on Main Project

Many of the staff members at El Dorado Transit have had the opportunity to participate in the El Dorado County Chamber of Commerce Leadership El Dorado program. This year El Dorado Transit staff had the opportunity to take part in Class 14. At the end of the year long program, each class completes a service project to benefit the community. Our staff had the opportunity to help with the Miners on Main project which consists of 10 medallions hidden on Main Street between Sacramento Street and Clay Street. Each medallion includes a unique QR code that participants can scan with their phones to learn about individuals who had an impact on Placerville and El Dorado County during the California Gold Rush. A clue is also provided to guide participants to the next medallion.

For more information, please visit <https://visit-eldorado.com/miners-on-main/>



Holiday Schedule

January – March Holiday Schedule

Sunday, January 1stNew Year’s Day
 Monday, January 16thMartin Luther King Jr’s Day
 Monday, February 20thPresident’s Day

The Sacramento/ South Lake Tahoe Connecting bus will be the only service operating on listed holidays. For more information visit eldoradotransit.com.