



# EL DORADO TRANSIT

## EL DORADO COUNTY TRANSIT AUTHORITY TRANSIT ADVISORY COMMITTEE MEETING

### AGENDA

Wednesday, January 25, 2023; 8:15 AM

Regular Meeting

Chairperson: Laurel Brent-Bumb

Vice Chairperson: Susie Davies

Executive Director: Matthew Mauk

#### **In-Person**

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

#### **Remotely**

#### **By Computer:**

<https://us02web.zoom.us/j/86704659252?pwd=TzVOVXBpZE9vTWp2QTFwTIAzN2pCQT09>

#### **Meeting ID:**

867 0465 9252

#### **Password:**

2023

*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 [happlegarth@eldoradotransit.com](mailto:happlegarth@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 ROLL CALL

ADOPTION OF AGENDA

PUBLIC COMMENT

*At this time, any person may comment on any item which is not on the agenda. PLEASE STATE YOUR NAME AND ADDRESS FOR THE RECORD. Action will not be taken on any item that is not on the agenda. If it requires action, it will be referred to staff and/or placed on the next meeting agenda. Please limit your comments to no more than three (3) minutes.*

1.	<u>CONSENT CALENDAR</u>	<u>PAGE</u>
	<i>These items are expected to be routine and non-controversial. They will be acted upon by the TAC at one time without discussion. Any TAC board member, staff member or interested citizen may request an item be removed from the Consent Calendar for discussion. The TAC may also add items from the Agenda to the Consent Calendar if they appear to be non-controversial.</i>	
	A. Conformed Minutes of October 26, 2022	4
	B. Receive and File the El Dorado County Transit Authority Independent Financial Audit, Single Audit and Compliance Reports for Fiscal Year 2021/22	7
2.	<u>ACTION ITEMS</u>	
	A. Approve the Transit Advisory Committee (TAC) Meeting Calendar for the Next Twelve (12) Months	10
	B. 1. Approve Proposed Fiscal Year 2022/23 Mid-Year Operating Budget Adjustments	11
	2. Approve line-item increase of \$208,164 to Contingency	
3.	<u>INFORMATION ITEMS</u>	
	A. Fiscal Year 2021/22 Administrative Operations Report	15
	B. Local Short-Range Transit Plan Update	33

PROJECT UPDATES\*

EXECUTIVE DIRECTOR REPORT\*

COMMITTEE MEMBER COMMENTS\*

ADJOURNMENT

\* Verbal Report

NEXT REGULARLY SCHEDULED  
EL DORADO COUNTY TRANSIT AUTHORITY  
TRANSIT ADVISORY COMMITTEE MEETING

April 26, 2023; 8:15AM  
El Dorado Transit Office  
6565 Commerce Way  
Diamond Springs, CA 95619

*In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability related modification or accommodation to participate in this meeting, then please contact our office by telephone at (530) 642-5383 extension 209 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.*

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# EL DORADO TRANSIT

## EL DORADO COUNTY TRANSIT AUTHORITY TRANSIT ADVISORY COMMITTEE MEETING CONFORMED MINUTES

Wednesday, October 26, 2022; 8:15 AM

Chairperson: Laurel Brent-Bumb

Vice Chairperson: Susie Davies

Executive Director: Matthew Mauk

### **In-Person**

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

### **Remotely**

#### **By Computer:**

<https://us02web.zoom.us/j/82417358336?pwd=UIRSVWpsVTNoT3hTRmVYdm45ZUNlZz09>

#### **Meeting ID:**

824 1735 8336

#### **Password:**

2022

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CALL TO ORDER AND ROLL CALL

**The meeting was called to order by Susie Davies at 8:18AM**

**Members present: Frank Aceves Dan Bolster, Susie Davies, Star Walker and Ellen Yevdakimov**

**Staff present: Haley Applegarth, Brian James, Matt Mauk, Scott Ousley and Julie Petersen**

ADOPTION OF AGENDA

**Moved and Seconded by Dan Bolster and Star Walker**

PUBLIC COMMENT

**There was no public comment.**

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1. CONSENT CALENDAR PAGE

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A. Conformed Minutes of April 27, 2022

2. ACTION ITEMS

- A. 1. Receive and File the Final Amended Operating Budget for Fiscal Year 2021/22 as Adopted
- 2. Acknowledge the budget amount of \$868,638 in Deferred Local Transportation Funds (LTF) from Contingency
- 3. Acknowledge the use of Deferred LTF for Fiscal Year 2021/22 Capital Expenses
- B. 1. Receive and File the Final Operating Budget for Fiscal Year 2022/23 as Adopted

- C. 1. Receive and File the Final Capital Improvement Plan and Budget for Fiscal Year 2022/23 as Adopted

3. INFORMATION ITEMS

- A. Total Compensation Study Final Report and Implementation of Revised Personnel Allocation and Salary Schedule
- B. Implementation of Revised Personnel Allocation Table and Organization Chart
- C. Ridership Reports
- D. Quarterly Newsletters

PROJECT UPDATES\*

EXECUTIVE DIRECTOR REPORT\*

COMMITTEE MEMBER COMMENTS\*

ADJOURNMENT

**The meeting was adjourned at 9:18AM.**

- \* Verbal Report

NEXT REGULARLY SCHEDULED  
EL DORADO COUNTY TRANSIT AUTHORITY  
TRANSIT ADVISORY COMMITTEE MEETING  
January 25, 2023; 8:15AM  
El Dorado Transit Office  
6565 Commerce Way  
Diamond Springs, CA 95619

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AGENDA ITEM 1 B  
Consent Item

**MEMORANDUM**

**DATE:** January 25, 2023

**TO:** El Dorado County Transit Authority  
Transit Advisory Committee

**FROM:** Julie Petersen, Finance Manager

**SUBJECT:** Fiscal Year 2021/22 Independent Financial Audit, Single Audit  
and Compliance Reports

**REQUESTED ACTION:**

**BY MOTION,**

**Receive and File the El Dorado County Transit Authority  
Independent Financial Audit, Single Audit and Compliance  
Reports for Fiscal Year 2021/22**

**BACKGROUND**

The El Dorado County Transportation Commission (EDCTC) is responsible to ensure that the El Dorado County Transit Authority (El Dorado Transit), as a Transportation Development Act (TDA) claimant, annually submits an independent financial audit per Public Utilities Commission Code 99245. The fiscal and compliance audits are performed in accordance with Generally Accepted Accounting Principles by a certified public accounting firm and include a determination of compliance with TDA rules and regulations. The El Dorado Transit Fiscal Year (FY) 2021/22 Compliance Audit and Single Audit are included in the EDCTC Overall Work Program.

EDCTC awarded a contract to Richardson & Company to produce compliance audits and reports for all FY 2021/22 TDA claimants including El Dorado Transit.

**DISCUSSION**

Ingrid Shepline of Richardson & Company presented the Financial and Compliance audits to staff and the Ad Hoc Audit Review Committee comprised of Chair John Hidahl and Vice Chair Jackie Neau on November 21, 2022. Discussion items included the following:

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

There were two (2) proposed journal entry adjustments made by the auditors to correct deferred inflows and outflows of Other Post-Employment Benefits (OPEB) to match the actuarial valuation.

Prior year findings of a Significant Deficiency to the Schedule of Expenditures of Federal Awards (SEFA) have been resolved. Pg. 48

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

#### *FINANCIAL AUDIT*

El Dorado Transit staff is pleased to report that the FY 2021/22 Independent Financial Audit has identified no material weaknesses.

The financial audit is a measure of financial activity and compliance with government code during the given fiscal period. Highlights include net assets of El Dorado Transit exceeding its liabilities by \$13,737,669 with unrestricted net assets of \$1,672,718. It is the opinion of management that the unrestricted net assets indicate a good fiscal condition for El Dorado Transit.

#### *COMPLIANCE REPORT*

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

#### *SINGLE AUDIT*

The Single Audit is a supplementary report of internal control over federal program financial reporting and compliance based on an audit of financial statements performed in accordance with government auditing standards. The primary function of a Single Audit is to review internal controls, purchasing procedures and reporting standards of agencies receiving federal grant funds. The trigger for conducting a Single Audit is an agency receiving over \$750,000 of federal funding in one fiscal year. El Dorado Transit received \$1,794,156 in federal funding during FY 2021/22 including three (3) operating assistance grants, Two (2) preventative maintenance grants and one (1) capital assistance grant for bus washer retrofit.

El Dorado Transit is reporting that the FY 2021/22 Independent Single Audit identified no material weaknesses in internal control over compliance.



The Board of Directors was presented this item at the regularly scheduled meeting on December 1, 2023.

The full FY 2021/22 Independent Financial Audit Report is available on El Dorado Transit's website and will be made available for public review upon request at El Dorado Transit's offices during normal business hours.

AGENDA ITEM 2 A  
Action Item

**MEMORANDUM**

**DATE:** January 25, 2023

**TO:** El Dorado County Transit Authority  
Transit Advisory Committee

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

**SUBJECT:** Transit Advisory Committee (TAC) Meeting Calendar for the Next Twelve (12) Months

**REQUESTED ACTION:**

**BY MOTION,**

**Approve the Transit Advisory Committee (TAC) Meeting Calendar for the Next Twelve (12) Months**

**BACKGROUND**

As noted in the Bylaws for the El Dorado County Transit Authority (El Dorado Transit), a Transit Advisory Committee (TAC) shall be established to review the operation of the transit system, monitor levels of service and provide advice to the Executive Director.

**DISCUSSION**

The TAC schedule is determined by the TAC members in coordination with El Dorado Transit staff. Traditionally, TAC meetings are held on Wednesdays and are scheduled in coordination with Board budget reviews.

Staff recommends the following meeting schedule for the next twelve (12) months:

Wednesday, April 26, 2023 at 8:15 am  
Wednesday, July 26, 2023 at 8:15 am  
Wednesday, October 25, 2023 at 8:15 am  
Wednesday, January 24, 2024 at 8:15 am

AGENDA ITEM 2 B  
Action Item

**MEMORANDUM**

**DATE:** January 25, 2023

**TO:** El Dorado County Transit Authority  
Transit Advisory Committee

**FROM:** Julie Petersen, Finance Manager

**SUBJECT:** Proposed Fiscal Year 2022/23 Mid-Year Operating Budget  
Adjustments

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

1. **Approve 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**

This item will be presented to the Board on February 2, 2023, for open discussion and proposed adoption.

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.
3. Account 4300.00 Cash Fares: Increased by \$10,000 based on the first six (6) months of actual receipts.
4. Account 4310.00 Contract Services: Added based on the first six (6) months of actual reimbursements from the Alta California Regional Center for services to Mother Load Rehabilitation Enterprises (MORE) clientele. It is now anticipated that this contract will continue on a month-to-month basis through the remainder of the fiscal year.
5. Account 4330.00 Commuter Route Fare Media: Revised upward to \$308,00 based on the first six (6) months of actual receipts as ridership continues to improve on the Sacramento commuter and S. Lake Tahoe routes.
6. Account 4400.00 Advertising Revenue: Zeroed as revenue reallocated to Operating Reserves.
7. Account 4990.00 Misc. Revenue: Zeroed as revenue reallocated to Operating Reserves.
8. Account 5060.00 Offset Reserve Fund (ORF) - CalTIP (restricted): Increased to actual amount as provided by CalTIP for future premium offset.

**Salary and Benefits Accounts****Net change is an increase of \$316,200 in expenses**

9. Account 5010.02 Temporary Employees: Increased to \$110,000 based on the first six (6) months of actual expenses. These employees are used to cover regular employees for vacations, sick leave, etc.
10. Account 5010.07 Overtime: Increased to \$90,000 based on the first six (6) months of actual expenses.
11. Account 5020.01 Employee Retirement: Final projection increased \$272,000 based on the first six months of actual payroll expenses.
12. Account 5070.01 FICA Payroll Tax: Increase of \$1,200 based on the first six months of actual payroll expenses.
13. Account 5020.03 Unemployment Insurance: Decrease of \$7,000 is based on the first six (6) months' actual expenses.

**Service and Supply Accounts****Net change is an increase of \$144,042 in expenses**

The following adjustments in each line item presented are based on the actual costs experienced over the first six (6) months of the current fiscal year 2022/23:

14. Account 5090.02 Clothing & Supplies: Increased \$4,000.
15. Account 5060.03 Insurance Premiums EPLI Package: Increase of \$1,000.
16. Account 5160.01 Maintenance/Buildings: Increase of \$10,000.
17. Account 5090.05 Safety Equipment/Training: Decreased to \$5,000.
18. Account 5030.00 Professional Services: Decreased by \$43,000 based on actuals and expected project related expenses over the remainder of the fiscal year.

19. Account 5030.10 Employee Medical Exams: Increased by \$3,000 based on actuals and anticipated hiring needs.
20. Account 5030.30 Background Checks: Increased by \$1,000 based on actuals and anticipated hiring needs.
21. Account 5090.80 Publications/Legal Notices: Increased by \$3,000.
22. Account 5090.75 Printing: Decreased by \$4,000.
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 Adopted 06/02/2022	FY 2022/2023 Mid Year Proposed 01/25/2023	Difference	
REVENUE ACCOUNTS					
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	<b>\$76,000</b>	<b>\$73,000</b>	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	
<b>4100.05</b>	<b>Federal Transit Administration (FTA) Section 5311(f) Grant</b>	<b>\$0</b>	<b>\$68,750</b>	<b>\$68,750</b>	2
4300.00	Cash Fares	\$77,000	<b>\$87,000</b>	<b>\$10,000</b>	3
4310.00	Contract Services	\$0	<b>\$140,000</b>	<b>\$140,000</b>	4
4320.00	Charter Services	\$0	\$0	\$0	
4330.00	Commuter Route Fare Media	\$162,000	<b>\$308,000</b>	<b>\$146,000</b>	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	<b>\$0</b>	<b>-\$15,000</b>	6
4990.00	Misc. Revenue	\$400	<b>\$0</b>	<b>-\$400</b>	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	<b>\$111,382</b>	<b>\$37,892</b>	8
<b>TOTAL REVENUES</b>		<b>\$8,670,977</b>	<b>\$9,131,219</b>	<b>\$460,242</b>	
SALARY & BENEFIT ACCOUNTS					
5010.00	Regular Employees	\$2,940,530	\$2,940,530	\$0	
5010.02	Temporary Employees	\$100,000	<b>\$110,000</b>	<b>\$10,000</b>	9
5010.07	Overtime	\$50,000	<b>\$90,000</b>	<b>\$40,000</b>	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	<b>\$940,000</b>	<b>\$272,000</b>	11
5070.01	(OASDI - Payroll Tax) FICA	\$4,000	<b>\$5,200</b>	<b>\$1,200</b>	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	<b>\$8,000</b>	<b>-\$7,000</b>	13
5020.04	LT Disability/Life Ins	\$32,000	\$32,000	\$0	
5020.05	Worker's Comp	\$275,000	\$275,000	\$0	
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>\$5,255,530</b>	<b>\$5,571,730</b>	<b>\$316,200</b>	
SERVICE & SUPPLY ACCOUNTS					
5090.02	Clothing & Supplies	\$5,000	<b>\$9,000</b>	<b>\$4,000</b>	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	<b>\$25,000</b>	<b>\$1,000</b>	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	<b>\$17,500</b>	<b>\$10,000</b>	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	<b>\$5,000</b>	<b>-\$35,000</b>	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	<b>\$392,000</b>	<b>-\$43,000</b>	18
5030.10	Employee Medical Exams	\$8,500	<b>\$11,500</b>	<b>\$3,000</b>	19
5030.30	Background Checks	\$2,000	<b>\$3,000</b>	<b>\$1,000</b>	20
5090.08	Pubs/Legal Notices	\$2,500	<b>\$5,500</b>	<b>\$3,000</b>	21
5090.75	Printing	\$14,000	<b>\$10,000</b>	<b>-\$4,000</b>	22
5120.00	Rents/Leases	\$24,000	<b>\$12,000</b>	<b>-\$12,000</b>	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	<b>\$10,000</b>	<b>-\$10,000</b>	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	<b>\$1,500</b>	<b>\$900</b>	25
5090.73	Credit Card Charge Fees	\$4,000	\$4,000	\$0	
5090.74	Connect Card Administration Expenses	\$25,022	<b>\$17,000</b>	<b>-\$8,022</b>	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	
<b>5008.01</b>	<b>MY RIDE - Mileage Expenses</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$25,000</b>	27
6270.00	Contingency	\$607,325	<b>\$815,489</b>	<b>\$208,164</b>	28
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$3,415,447</b>	<b>\$3,559,489</b>	<b>\$144,042</b>	
<b>TOTAL OPERATING EXPENSES</b>		<b>\$8,670,977</b>	<b>\$9,131,219</b>	<b>\$460,242</b>	

AGENDA ITEM 3 A  
Information Item

**MEMORANDUM**

**DATE:** January 25, 2023

**TO:** El Dorado County Transit Authority  
Transit Advisory Committee

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

**SUBJECT:** Fiscal Year 2021/22 Administrative Operations Report

**REQUESTED ACTION:**

**BY MOTION,**

**None. Information Only.**

**BACKGROUND**

As a recipient of Transportation Development Act (TDA) funds, El Dorado Transit is required to report performance measures as defined in the Public Utilities Code Chapter 4, Article 1, Section 99247. The Administrative Operations Report includes required statistical analysis and other Board approved performance measures on a route, mode and system wide basis.

El Dorado Transit management provides performance measure reporting by service and mode (type of service) which is above and beyond the mandated reporting format. This reporting format provides the public, policy makers and management a detailed comparison by individual service. For comparison purposes, the Administrative Operations Report also includes data from the prior fiscal year.

**DISCUSSION**

The Fiscal Year 2021/22 Administrative Operations Report (Administrative Operations Report) provides an overview of El Dorado Transit operations for the reporting period July 1, 2021 through June 30, 2022.

As noted in the Administrative Operations Report, El Dorado Transit provides four (4) distinct types of public transportation: Demand Response, Motor Bus (Local Fixed Routes), Commuter Bus (Commuter Services), and Special Event Services. The purpose of each service varies, therefore, goals and objectives for performance are considered separately.

The report provides operational statistics, revenues, expenses and performance measures by route, mode, and system. To effectively review performance, it is necessary to separate the four (4) modes and compare services within each mode.

El Dorado County Transit Authority  
Transit Advisory Committee  
January 25, 2023

It should be noted that continuing pandemic related factors, and service interruptions from both the Caldor Fire and severe winter weather events, all had an impact on transit ridership during the reporting period. However, overall ridership and fare revenue numbers were higher than the previous year for the reporting period.

The following sections discuss the general performance of the various service modes during the July 2021 to June 2022 reporting period.

- Demand Response services ridership increased by 5,767 one-way passenger trips or 55.1% during the period. The goal for on-time performance for Demand Response services is 90%, and El Dorado Transit achieved 96.2%.
- Motor Bus (Local Fixed Route) ridership decreased by 4,610 one-way passenger trips or 5.2% during the period. The goal for on-time performance for Motor Bus services is 85%, and El Dorado Transit achieved 87.5%.
- Commuter Bus (Commuter Services) ridership increased by 11,124 one-way passenger trips or 95.5% during the period. The goal for on-time performance for Commuter Bus services is 90%, and El Dorado Transit achieved 92.0%.
- Special Event Service ridership included the El Dorado County Fair Shuttle. El Dorado Transit provided 10,547 passenger trips during the four (4) days of the fair. Fair Shuttle Service was not offered in the previous fiscal year.
- System wide ridership increased by 22,828 one-way passenger trips or 20.5%. Systemwide passenger trips per revenue hour increased from 3.4 to 4.0 or 17.6%.

Additional performance measures discussed in the report include fares, operating expenses, and monthly ridership trends.

### **FISCAL IMPACT**

None





# Fiscal Year 2021/22 Administrative Operations Report



17  
*December 1, 2022*

# Fiscal Year 2021/22

## Administrative Operations Report

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### El Dorado County Transit Authority

#### 2022 Board of Directors

Chair: John Hidahl, El Dorado County Board of Supervisors, District 1

Vice Chair: Jackie Neau, Placerville City Council

Directors: George Turnboo, El Dorado County Board of Supervisors, District 2  
Kara Taylor, Placerville City Council  
Lori Parlin, El Dorado County Board of Supervisors, District 4

Alternate Directors: Patty Borelli, Placerville City Council  
Wendy Thomas, El Dorado County Board of Supervisors, District 3

Executive Director: Matthew Mauk, El Dorado County Transit Authority

#### Mission Statement

*To provide safe, reliable, courteous, attractive, effective, and comfortable public transit, coordinate transit services, reduce vehicle miles traveled on the Western Slope of El Dorado County and actively support reducing emissions to improve air quality.*

El Dorado County Transit Authority  
6565 Commerce Way  
Diamond Springs, CA 95619  
(530) 642-5383  
[www.eldoradotransit.com](http://www.eldoradotransit.com)

## Introduction

The El Dorado County Transit Authority (El Dorado Transit) provides public transportation on the western slope of El Dorado County under authority of a Joint Powers Agreement (JPA) with the County of El Dorado and the City of Placerville.

The El Dorado Transit Fiscal Year 2021/22 Administrative Operations Report is prepared to apprise the board and public on transit operations over fiscal year (FY) 2021/22 (July 1, 2021 to June 30, 2022). In addition, this report presents a comparison of performance measures for the prior fiscal year.

Due to the COVID-19 virus and physical distancing regulations, Older Adult Day Services closed on March 13, 2020, and the Mother Lode Rehabilitation Enterprises (M.O.R.E.) facility closed on March 16, 2020 but has been partially reinstated. Commuter services were decreased to four (4) buses in the morning and afternoon on March 23, 2020.

## Organizational Structure

The El Dorado Transit Board of Directors includes three (3) appointments from the County of El Dorado Board of Supervisors and two (2) appointments from the Placerville City Council.

El Dorado Transit provides public transit services with fifty (50) allocated Full-Time Equivalent (FTE) employees. The five (5) person management team includes the Executive Director, Operations Manager, Human Resources Manager, Finance Manager and the Planning and Marketing Manager. The Executive Director works under direction and authority of the Board of Directors with the support of one (1) Administrative Coordinator and one (1) Safety Coordinator.

The Operations Manager provides direct supervision and support to three (3) Transit Operations Supervisors and one (1) Maintenance and Facilities Supervisor. The Transit Operations Supervisors are responsible for incident response as well as training, supervising, and scheduling twenty-five (25) allocated FTE Transit Operators and three and one-half (3.5) allocated FTE Transit Dispatchers. The Maintenance and Facilities Supervisor has full-charge management oversight of fleet maintenance, regulatory compliance and facility maintenance and is responsible for training, supervising, and scheduling three (3) allocated Equipment Technicians, two (2) allocated Maintenance Technicians and two and one-half (2.5) allocated Custodians.

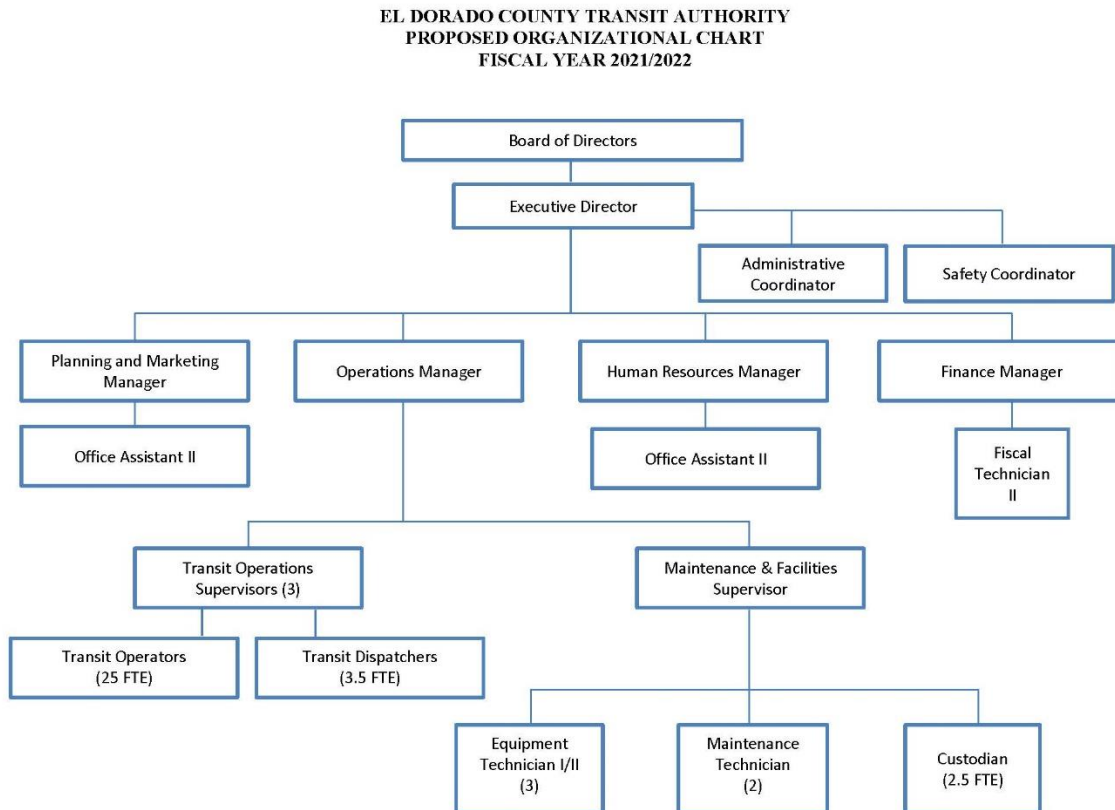
The Human Resources Manager oversees all human resources and related administrative duties with the support of one (1) allocated Office Assistant II.

The Finance Manager oversees financial and accounting functions including payroll, insurance oversight, risk management, in-house bookkeeping, purchasing, and grant administration with a support staff of one (1) allocated Fiscal Technician II.

The Planning and Marketing Manager controls transit-related planning, marketing, public outreach, customer service, grant writing and project management with the support of one (1) allocated Office Assistant II.

El Dorado Transit contracts for professional support services such as financial auditing, legal counsel, and project management.

The following Organizational Chart outlines the agency’s staffing structure:



## Service Description

Public transportation services provided by El Dorado Transit include Demand Response, Motor Bus (Local Fixed Routes), Commuter Bus (Commuter Routes) and Special Event Services which include annual services funded through local air quality management grants for vehicle emissions reduction.

### Demand Response

Demand Response services include Dial-A-Ride and subscription Dial-A-Ride, Americans with Disabilities Act (ADA) Paratransit, SAC-MED, Mother Lode Rehabilitation Enterprises (M.O.R.E.) and the Older Adult Day Services program transportation.

Dial-A-Ride is a reservation service that operates seven (7) days a week providing curb-to-curb transportation for seniors and persons with disabilities. El Dorado Transit provided 6,986 one-way passenger trips during the reporting period.

ADA Paratransit service is a reservation-based service providing origin to destination transportation to eligible persons with disabilities. ADA Paratransit service is provided the same days and hours as the local fixed route bus services, within  $\frac{3}{4}$  mile of the route service area. El Dorado Transit provided 2,779 one-way passenger trips during the reporting period.

SAC-MED is a non-emergency medical transportation service for the public traveling to medical appointments in Sacramento and Placer Counties. The service operates on Tuesday and Thursday each week. El Dorado Transit provided 370 one-way passenger trips during the reporting period.

M.O.R.E. client transportation is a contracted service. ALTA California Regional Center (ALTA) provides funding for the M.O.R.E client transportation through an agreement with El Dorado Transit. Clients are transported from home or an agreed pickup location to the M.O.R.E. program facility in Placerville, as well as to workplace sites. El Dorado Transit provided 6,097 one-way passenger trips during the reporting period.

Older Adult Day Services program clients are transported from home to the facilities in Placerville and El Dorado Hills on an individual subscription basis, Monday through Friday. The program has been closed due to COVID-19 restrictions, and no trips were provided for the service.

The following table provides a year-to-year comparison of demand response services, noting a substantial increase in trips, hours, and miles due to the return of some services for M.O.R.E. and increased demand for ADA Paratransit and Dial-a-Ride services.

DEMAND RESPONSE COMPARISON				
Reporting Period: July 1, 2021 – June 30, 2022				
	FY 2021/22 (current)	FY 2020/21 (prior)	Difference	Percentage +/-
<b>TRIPS</b>	16,232	10,465	+5,767	+55.1%
<b>HOURS</b>	8,025	6,786	+1,239	+18.3%
<b>MILES</b>	156,017	134,402	+21,615	+16.1%

## Motor Bus (Local Fixed Routes)

El Dorado Transit provides connecting bus service within the communities of Pollock Pines, Camino, Placerville, Diamond Springs, El Dorado, Shingle Springs, and Cameron Park with connections to El Dorado Hills and Folsom. The Caldor fire had an impact on services in the Pollock Pines and Camino area. In addition, route reductions due to staffing shortages had a direct impact on ridership. The following table provides a year-to-year comparison of Motor Bus services, noting a decrease in trips, hours, and miles.

MOTOR BUS COMPARISON				
Reporting Period: July 1, 2021 – June 30, 2022				
	FY 2021/22 (current)	FY 2020/21 (prior)	Difference	Percentage +/-
<b>TRIPS</b>	84,773	89,383	-4,610	-5.2%
<b>HOURS</b>	20,492	22,723	--2,231	-9.8%
<b>MILES</b>	389,262	430,946	-41,684	-9.7%

## Commuter Bus

Commuter Bus services provide transportation between El Dorado County and downtown Sacramento during peak commute times, Monday through Friday. Four (4) one-way routes operate both in the morning and afternoon between park-and-ride facilities in El Dorado County and several downtown stops. In addition, two (2) Reverse Commute routes are available for passengers traveling from Sacramento to El Dorado County in the morning and from El Dorado County to Sacramento in the afternoon. The Reverse Commute services are offered on buses that would otherwise be empty while returning from or traveling to Sacramento to perform regular commuter routes. El Dorado Transit provided 16,315 one-way passenger trips during the reporting period.

In addition, the new intercity service between the Sacramento Valley Station and South Lake Tahoe with stops in Cameron Park and Placerville was implemented on July 5, 2021. The service is operated by El Dorado Transit in partnership with the Capitol Corridor and Amtrak. The Caldor Fire prevented the service from operating for thirty-seven (37) days in August and

September 2021. El Dorado Transit provided 6,455 one-way passenger trips during the reporting period.

The following table provides a year-to-year comparison of Commuter Bus services, noting a significant increase in trips, hours, and miles due in part to the addition of the Tahoe service.

<b>COMMUTER BUS COMPARISON</b>				
<b>Reporting Period: July 1, 2021 – June 30, 2022</b>				
	FY 2021/22 (current)	FY 2020/21 (prior)	Difference	Percentage +/-
<b>TRIPS</b>	22,770	11,646	+11,124	+95.5%
<b>HOURS</b>	4,904	3,184	+1,720	+54.0%
<b>MILES</b>	166,307	97,927	+68,380	+69.8%

## Special Event Services

During the reporting period, El Dorado Transit operated the El Dorado County Fair Shuttle in June 2022. This project was funded in part through a grant administered by the El Dorado County Air Quality Management District (AQMD). El Dorado Transit provided 10,547 passenger trips during the four (4) days of the fair.

## Performance Measures

### Mandated Performance Reporting

The Transportation Development Act (TDA) guidelines require that public transit agencies report certain annual performance measures to their governing bodies, the regional transportation planning agency and to the office of the California State Controller. The California TDA Relief Trailer Bill enacted via SB 149 in 2022 extended regulatory relief from some TDA performance and farebox requirements until July 1, 2026.

The following tables summarize and compare the systemwide performance measures for the reporting period:

<b>SYSTEM WIDE COMPARISON</b>				
<b>Reporting Period: July 1, 2021 – June 30, 2022</b>				
	FY 2021/22 (current)	FY 2020/21 (prior)	Difference	Percentage +/-
<b>TRIPS</b>	134,322	111,494	+22,828	+20.5%
<b>HOURS</b>	33,573	32,694	+879	+2.7%
<b>MILES</b>	712,726	663,275	+49,451	+7.5%

The following tables (Figures 1 and 2) summarize system wide performance measures for FY 2021/22 and FY 2020/21 as defined in the TDA guidelines:

**Figure 1 Comparative Report for All Services**

FISCAL YEAR KEY PERFORMANCE MEASURES FOR ALL SERVICES	2021/22	2020/21	Difference	Percentage Change +/-
Farebox Recovery Ratio (FBR)	10.8%	3.0%	+7.8	+260.0%
Passenger Fares	\$697,870	\$210,370	+\$487,500	+231.7%
Average Fare/Passenger	\$5.20	\$1.89	+\$3.31	+175.1%
Operating Expenses	\$6,464,063	\$6,929,864	-\$465,801	-6.7%
Operating Cost/Passenger	\$48.12	\$62.15	-\$14.03	-22.6%
Operating Cost/Revenue Hour	\$192.54	\$211.96	-\$19.42	-9.2%
Operating Cost/Revenue Mile	\$9.07	\$10.45	-\$1.38	-13.2%
Road Calls	58	49	+9	+18.4%
Employees per TDA Guidelines (FTE)	49	58	-9	-15.5%

The Farebox Recovery Ratio (FBR) percentage represents the ratio of fare revenue collected to operating expenses. The standard FBR for El Dorado Transit is 12.2%. Using pre-pandemic inputs for comparison purposes, El Dorado Transit recovered 10.80% in FBR during the reporting period for an increase of 260% compared to the previous year. TDA regulatory relief in AB149 allows for the application of additional fare revenues under certain circumstances that would increase the FBR to well above the 12.2% standard.

Passenger fares increased due to the addition of the Tahoe service and increase in Demand Response and Sacramento Commuter services. This in turn increased the Farebox Recovery Ratio and the Average Fare per Passenger. Road Calls increased due to the growth in vehicle miles. We averaged 12,288 miles between road calls, which is 53.6% better than the national average of 8,000 miles between road calls.

**Figure 2 Passenger Trips per Revenue Hour Report for All Services**

PASSENGER TRIPS PER REVENUE HOUR	2021/22	2020/21	Difference	Percentage Change +/-
Demand Response	2.0	1.5	+0.5	+33.3%
Motor Bus (Local Fixed Routes)	4.1	3.9	+0.2	+5.1%
Commuter Bus	4.6	3.7	+0.9	+24.3%
<b>Systemwide Passenger Trips per Revenue Hour</b>	<b>4.0</b>	<b>3.4</b>	<b>+0.6</b>	<b>+17.6%</b>

Passenger Trips per Revenue Hour represents the average number of passenger boardings per hour in all service types. Systemwide passenger trips per revenue hour increased from 3.4 to 4.0 due to the increase in Demand Response, Sacramento Commuter service, reinstatement of the Fair Shuttle, and the addition of the Tahoe route.



## Additional Performance Measures

Although not required by the TDA, El Dorado Transit prepares mid-year and annual reports of performance measures by mode and route. Statistical data summarized by service and mode are included for review as Attachment A (FY 2021/22) and Attachment B (FY 2020/21).

El Dorado Transit compares actual performance with performance standards for FBR and operating subsidy per passenger. The Short- and Long-Range Transit Plan includes goals for Service Efficiency, Farebox Return Ratio and Operating Subsidy per Passenger.

The following table (Figure 3) shows the performance standards and the actual performance numbers for comparison:

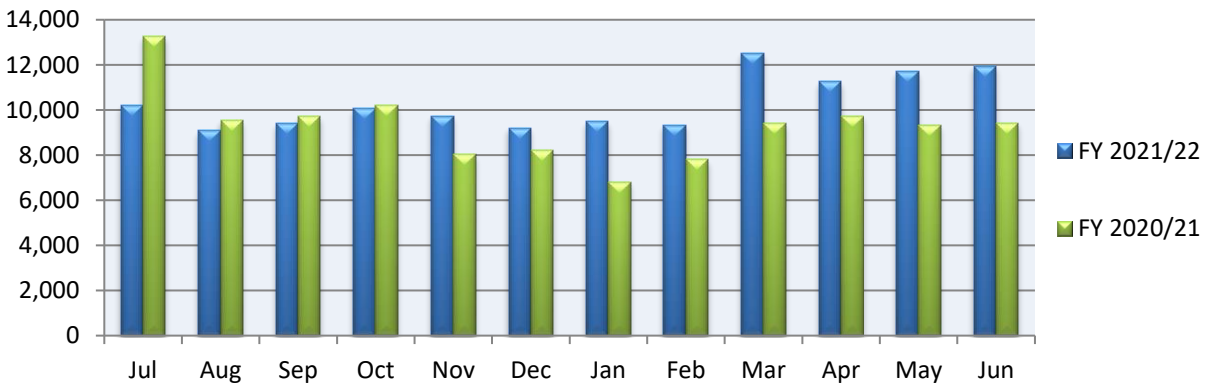
**Figure 3** Comparative Report between Actual 2021/22 and Performance Standards

COMPARISON OF ACTUAL PERFORMANCE AND PERFORMANCE STANDARDS	Farebox Recovery Ratio	Operating Subsidy per Passenger	Passenger Trips per Revenue Hour
<b>Motor Bus Routes Standard/Goal</b>	<b>&gt;10.0%</b>	<b>&lt;\$15.00</b>	<b>&gt;5.0</b>
Route 20 - Placerville	2.15%	\$38.31	4.1
Route 25 – Saturday Express	3.52%	\$42.49	4.5
Route 30 – Diamond Springs/El Dorado	1.74%	\$50.67	3.4
Route 35 – Diamond Springs Saturday	1.40%	\$76.29	2.4
Route 40 – Cameron Park/Shingle Springs	2.21%	\$51.43	3.4
Route 50X – 50 Express	2.32%	\$44.42	4.3
Route 60 – Pollock Pines	3.45%	\$37.25	5.3
<b>Total Motor Bus Routes – Average</b>	<b>2.39%</b>	<b>\$44.04</b>	<b>4.1</b>
<b>Demand Response Standard/Goal</b>	<b>N/A</b>	<b>&lt;\$35.00</b>	<b>&gt;2.0</b>
<b>Total Demand Response - Average</b>	<b>10.69%</b>	<b>\$82.62</b>	<b>2.0</b>
<b>Commuter Bus Standard/Goal</b>	<b>&gt;50.0%</b>	<b>&lt;\$5.00</b>	<b>&gt;10.0</b>
<b>Total Commuter Bus – Average</b>	<b>38.15%</b>	<b>\$30.27</b>	<b>4.6</b>

## Monthly Ridership Trends

The following graph (Figure 4) compares monthly passenger boardings for FY 2021/22 and FY 2020/21 for all services excluding the Fair Shuttle:

**Figure 4** Fiscal Year Monthly Boardings



## On-Time Performance Standards

El Dorado Transit service on-time performance is regularly measured to evaluate actual performance compared to adopted targets. Figure 5 shows the percentage of on-time arrivals by mode compared to adopted targets.

**Figure 5** On-Time Performance FY 2021/22

Service Type	Adopted Target	Actual Performance
<b>Demand Response</b>	90%	96.2%
<b>Motor Bus Routes</b>	85%	87.5%
<b>Commuter Bus Routes</b>	90%	92.0%

## Marketing and Outreach

The following were developed and/or conducted by El Dorado Transit staff, as appropriate, to heighten public awareness and promote transit services:

### COVID-19 Pandemic

El Dorado Transit has continually strived to help our community through the pandemic. We offered free rides for vaccinations, a free pharmacy and grocery delivery program, Senior

nutrition food delivery, and reduced monthly pass rates. We have also made our services safer by increasing cleaning efforts and keeping the public informed about mask and social distancing requirements.

## **Passenger Materials**

El Dorado Transit provides complete route and schedule information in printed brochures, and on the agency website which is available in more than one hundred languages. Schedules and route maps are updated regularly and made available on transit vehicles, bus stops and distributed through a network of outlets within the service area.

The agency website is maintained in-house and provides easy access to the most popular types of information including:

- Trip Planner
- Connect Card information
- Transit fares, passes and scrip ticket information and ordering
- Schedule and route information
- Americans with Disabilities Act (ADA) services
- Press Releases
- Legal Notices
- Service Alerts
- Employment information

## **Print Advertising and Local Media**

El Dorado Transit staff develops and distributes timely Press Releases to local news outlets to identify noteworthy activities and events. These commonly include:

- New, expanded, or modified services
- Opening of new facilities
- Delivery of new vehicles
- Special services
- Ridership growth
- Introduction of targeted promotional activities

In addition to news releases, the staff works with local news reporters to develop feature articles about the benefits of using transit.

## Digital Outreach

El Dorado Transit staff distribute information to the public through social media tools such as Facebook and Twitter. Passengers can sign up for rider alert emails that are sent whenever there is a disruption or change in services. Route information and real-time bus arrival information is available to passengers through the free RouteShout app and the El Dorado Transit website.

## Direct Outreach

An ongoing public speaking program and mobility training is conducted to build a positive image within the community, build awareness of the services El Dorado Transit offers, and instruct both potential riders and gatekeepers on how to use the transit system. El Dorado Transit staff makes personal on-site presentations to business and community leaders, gatekeepers, potential rider groups, partner organizations, and human services providers. When necessary, presentations are targeted and timed to coincide with implementation of new, expanded, or modified services.

One-on-one transit training (mobility training) is a valuable tool that is available to potential riders to assist them in maintaining their independence and to access life-line services or employment opportunities. Passengers may schedule special training sessions, in-home appointments, or escorted transit rides with staff depending on individual needs. Mobility training is particularly effective in helping potential or first-time passengers become familiar with the available services and overcome any anxiety about using transit.

## Glossary of Terms/Definitions

<b>Demand Response</b>	Shared ride service or services, generally origin-to-destination (curb-to-curb), performed upon request or by advance reservation; as in Dial-A-Ride or SAC-MED
<b>Americans with Disabilities Act (ADA)</b>	a wide-ranging civil rights law enacted by the U.S. Congress in 1990 that prohibits, under certain circumstances, discrimination based on disability
<b>Charter</b>	Transportation provided at the request of a third party for the exclusive use of a bus or van for a negotiated price (excludes public, demand response services)
<b>Transportation Development Act (TDA)</b>	provides two major sources of funding for public transportation: the Local Transportation Fund (LTF) and the State Transit Assistance fund (STA). These funds are for the development and support of public transportation needs that exist in California and are allocated to areas of each county based on population, taxable sales and transit performance
<b>Farebox Recovery Ratio (FBR)</b>	the ratio of fares collected to operating expenses on a given service or services, represented as a percentage
<b>Trip</b>	represents the boarding of a single transit passenger for the purposes of travel in one direction (one-way)
<b>Ridership</b>	cumulative total of trips recorded on a service or services during a given timeframe
<b>Hours (revenue)</b>	represents the time during which a vehicle was either transporting passengers or available for public boarding (excludes vehicle travel time to and from base before or after passenger service)
<b>Miles (revenue)</b>	represents the miles recorded on a vehicle while either transporting passengers or available for public boarding (excludes distance travelled to and from base before or after passenger service)
<b>Operating Cost</b>	All costs in the operating expense object classes exclusive of depreciation and costs associated with providing charter service
<b>Operating Cost per Passenger</b>	calculation of operating cost divided by the trips recorded

<b>Operating Cost per Hour</b>	calculation of operating cost divided by the revenue hours
<b>Operating Cost per Mile</b>	calculation of operating cost divided by the revenue miles
<b>Passenger Trips per Revenue Hour</b>	calculation of total passenger trips divided by the revenue hours
<b>Average Fare per Passenger</b>	calculation of actual fare revenue divided by the passenger trips
<b>Road Calls</b>	cumulative total of mobile responses to a disabled transit vehicle, while in passenger service
<b>Employee Full-Time Equivalent (FTE)</b>	number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law

**El Dorado County Transit Authority**

Administrative Operations Report  
 Fiscal Year 2021 / 2022  
 Reporting Period July 1, 2021 through June 30, 2022

	Demand Response					Motor Bus								Commuter Bus				Special Services		SYSTEMWIDE	
	DIAL A RIDE	SAC-MED	M.O.R.E.	OLDER ADULT DAY SERVICES	COMP PARA-TRANSIT	Subtotal	#40 CP/SHINGLE SPRINGS	#30 DIAMOND SPRINGS	#25 SATURDAY EXPRESS	#60 POLLOCK PINES	#20 PLACERVILLE	#35 DIAMOND SPRINGS SATURDAY	50 EXPRESS	Subtotal	COMMUTER	REVERSE COMMUTE	SLT	Subtotal	ED COUNTY FAIR	Subtotal	TOTALS
TRIPS	6,986	370	6,097	0	2,779	16,232	10,333	9,644	2,301	14,838	12,540	710	34,407	84,773	16,085	230	6,455	22,770	10,547	10,547	134,322
HOURS	5,041	353	854	0	1,777	8,025	3,075	2,834	510	2,790	3,042	302	7,941	20,492	2,908	174	1,822	4,904	152	152	33,573
MILES	89,035	8,660	26,511	0	31,811	156,017	48,671	43,740	9,667	73,259	30,962	3,759	179,204	389,262	92,266	6,846	67,195	166,307	1,140	1,140	712,726
REVENUES:																					
TDA	\$ 385,085.85	\$ 34,207.68	\$ (22,606.16)	\$ -	\$ 151,640.30	\$ 548,327.67	\$ 386,812.20	\$ 355,637.05	\$ 74,702.37	\$ 421,066.98	\$ 337,416.49	\$ 40,296.12	\$ 1,160,249.25	\$ 2,776,180.46	\$ 436,367.97	\$ 33,897.62	\$ 52,251.25	\$ 522,516.84	\$ 2,500.00	\$ 2,500.00	\$ 3,727,185.60
STA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5311	\$ 455,827.59	\$ 32,229.13	\$ 77,407.79	\$ -	\$ 161,027.50	\$ 726,492.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 726,492.01
CARES ACT 5311	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,700.33	\$ 102,741.14	\$ 17,737.82	\$ 101,737.66	\$ 110,365.37	\$ 10,676.29	\$ 283,758.41	\$ 738,717.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 738,717.01
5307	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,157.63	\$ 2,250.76	\$ 23,526.61	\$ 64,935.00	\$ -	\$ -	\$ 64,935.00
CARES ACT 5307	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,474.48	\$ 2,700.08	\$ 23,995.08	\$ 61,169.64	\$ -	\$ -	\$ 183,509.01
SGR	\$ 41,594.78	\$ 2,912.35	\$ 7,074.18	\$ -	\$ 14,624.09	\$ 66,205.40	\$ 25,384.91	\$ 23,371.10	\$ 4,129.90	\$ 23,045.94	\$ 25,098.18	\$ 2,467.85	\$ 65,065.18	\$ 168,563.06	\$ 24,000.32	\$ 1,465.36	\$ 15,108.15	\$ 40,573.83	\$ -	\$ -	\$ 275,342.32
LCTOP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,562.21	\$ 6,955.67	\$ 1,200.82	\$ 6,887.78	\$ 7,471.81	\$ 722.77	\$ 19,210.32	\$ 50,011.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,011.37
FARES	\$ 26,885.24	\$ 1,911.10	\$ 128,554.26	\$ -	\$ 3,095.50	\$ 160,446.10	\$ 11,990.07	\$ 8,673.27	\$ 3,571.33	\$ 19,776.52	\$ 10,530.37	\$ 768.01	\$ 36,257.21	\$ 91,566.78	\$ 109,205.67	\$ 270.00	\$ 315,643.68	\$ 425,119.35	\$ 20,738.10	\$ 20,738.10	\$ 697,870.33
TOT. REV	\$ 909,393.46	\$ 71,260.26	\$ 190,430.07	\$ -	\$ 330,387.39	\$ 1,501,471.18	\$ 543,449.72	\$ 497,378.23	\$ 101,342.24	\$ 572,514.88	\$ 490,882.22	\$ 54,931.04	\$ 1,564,540.37	\$ 3,825,038.70	\$ 643,206.07	\$ 40,583.82	\$ 430,524.77	\$ 1,114,314.66	\$ 23,238.10	\$ 23,238.10	\$ 6,464,062.64
WHEELCHAIR PSGR	847	77	0	0	856	1,780	17	48	13	520	337	26	176	1,137	0	0	4	4	0	0	2,921
EXPENDITURES:																					
EMPLOYEES	\$ 440,686.31	\$ 31,035.70	\$ 75,794.35	\$ -	\$ 156,583.61	\$ 704,099.97	\$ 271,142.55	\$ 249,436.46	\$ 43,398.16	\$ 245,762.34	\$ 268,096.04	\$ 26,392.95	\$ 694,136.17	\$ 1,798,364.67	\$ 256,120.90	\$ 15,762.47	\$ 159,827.02	\$ 431,710.39	\$ 13,017.14	\$ 13,017.14	\$ 2,947,192.13
BENEFITS	\$ 217,714.01	\$ 16,793.41	\$ 39,471.84	\$ -	\$ 84,932.37	\$ 358,911.63	\$ 137,742.71	\$ 126,295.23	\$ 29,098.25	\$ 121,150.95	\$ 136,584.18	\$ 17,581.65	\$ 369,821.08	\$ 938,274.05	\$ 130,583.70	\$ 7,741.46	\$ 80,754.53	\$ 219,079.69	\$ 7,577.00	\$ 7,577.00	\$ 1,523,842.45
VEHICLE OP	\$ 102,304.48	\$ 9,695.90	\$ 30,470.37	\$ -	\$ 36,360.54	\$ 178,831.29	\$ 55,978.80	\$ 50,271.73	\$ 10,487.00	\$ 83,849.86	\$ 35,570.72	\$ 4,106.19	\$ 204,507.90	\$ 444,772.20	\$ 106,166.14	\$ 7,998.40	\$ 76,392.28	\$ 190,556.82	\$ 143.96	\$ 143.96	\$ 814,304.30
OTHER OP	\$ 148,688.66	\$ 13,735.25	\$ 44,693.51	\$ -	\$ 52,510.87	\$ 259,628.29	\$ 78,585.66	\$ 71,374.81	\$ 18,358.83	\$ 121,751.73	\$ 50,631.28	\$ 6,850.25	\$ 296,075.22	\$ 643,627.78	\$ 150,335.33	\$ 9,081.49	\$ 113,550.94	\$ 272,967.76	\$ 2,500.00	\$ 2,500.00	\$ 1,178,723.77
TOTAL EXP	\$ 909,393.46	\$ 71,260.26	\$ 190,430.07	\$ -	\$ 330,387.39	\$ 1,501,471.18	\$ 543,449.72	\$ 497,378.23	\$ 101,342.24	\$ 572,514.88	\$ 490,882.22	\$ 54,931.04	\$ 1,564,540.37	\$ 3,825,038.70	\$ 643,206.07	\$ 40,583.82	\$ 430,524.77	\$ 1,114,314.66	\$ 23,238.10	\$ 23,238.10	\$ 6,464,062.65
FARE BOX RECOVERY	2.96%	2.68%	67.51%	#DIV/0!	0.94%	10.69%	2.21%	1.74%	3.52%	3.45%	2.15%	1.40%	2.32%	2.39%	16.98%	0.67%	73.32%	38.15%	89.24%	89.24%	10.80%
OPERATING COST PER / PSGR	\$130.17	\$192.60	\$31.23	#DIV/0!	\$118.89	\$92.50	\$52.59	\$51.57	\$44.04	\$38.58	\$39.15	\$77.37	\$45.47	\$45.12	\$39.99	\$176.45	\$66.70	\$48.94	\$2.20	\$2.20	\$48.12
OPERATING COST PER / HOUR	\$180.40	\$202.11	\$222.87	#DIV/0!	\$185.97	\$187.11	\$176.76	\$175.52	\$198.91	\$205.24	\$161.35	\$182.04	\$197.03	\$186.66	\$221.18	\$232.91	\$236.36	\$227.23	\$152.63	\$152.63	\$192.54
OPERATING COST PER / MILE	\$10.21	\$8.23	\$7.18	#DIV/0!	\$10.39	\$9.62	\$11.17	\$11.37	\$10.48	\$7.81	\$15.85	\$14.61	\$8.73	\$9.83	\$6.97	\$5.93	\$6.41	\$6.70	\$20.38	\$20.38	\$9.07
PASSENGER TRIPS PER / REVENUE HOUR	1.4	1.0	7.1	#DIV/0!	1.6	2.0	3.4	3.4	4.5	5.3	4.1	2.4	4.3	4.1	5.5	1.3	3.5	4.6	69.3	69.3	4.0
AVERAGE FARE PER / PASSENGER	\$3.85	\$5.17	\$21.08	#DIV/0!	\$1.11	\$9.88	\$1.16	\$0.90	\$1.55	\$1.33	\$0.84	\$1.08	\$1.05	\$1.08	\$6.79	\$1.17	\$48.90	\$18.67	\$1.97	\$1.97	\$5.20
OPERATING SUBSIDY PER / PASSENGER	\$126.33	\$187.43	\$10.15	#DIV/0!	\$117.77	\$82.62	\$51.43	\$50.67	\$42.49	\$37.25	\$38.31	\$76.29	\$44.42	\$44.04	\$33.20	\$175.28	\$17.80	\$30.27	\$0.24	\$0.24	\$42.93
ROAD CALLS	2	0	1	0	0	3	4	3	0	6	2	0	25	40	10	0	5	15	0	0	58
EMPLOYEE FULL-TIME EQUIVALENT (FTE)																					49

El Dorado County Transit Authority

Administrative Operations Report  
 Fiscal Year 2020 / 2021  
 Reporting Period July 1, 2020 through June 30, 2021

	Demand Response						Motor Bus							Commuter Bus			Special Services		SYSTEMWIDE		
	DIAL A RIDE	SAC-MED	M.O.R.E.	OLDER ADULT DAY SERVICES	COMP PARA-TRANSIT	Subtotal	#40 CP/SHINGLE SPRINGS	#30 DIAMOND SPRINGS	#25 SATURDAY EXPRESS	#60 POLLOCK PINES	#20 PLACERVILLE	# 35 DIAMOND SPRINGS SATURDAY	50 EXPRESS	Subtotal	COMMUTER	REVERSE COMMUTE	Subtotal	ED COUNTY FAIR	Subtotal	TOTALS	
TRIPS	6,256	247	2,243	0	1,719	10,465	10,250	9,457	3,516	16,893	12,442	1,003	35,822	89,383	11,503	143	11,646	0	0	111,494	
HOURS	4,617	332	590	0	1,248	6,786	3,168	2,787	815	3,057	3,150	410	9,336	22,723	2,933	251	3,184	0	0	32,694	
MILES	81,311	8,479	19,849	0	24,763	134,402	50,007	41,084	15,933	78,678	31,616	5,142	208,486	430,946	91,062	6,865	97,927	0	0	663,275	
REVENUES:																					
TDA	\$ 631,996.76	\$ 51,265.14	\$ 66,849.08	\$ -	\$ 180,099.77	\$ 930,210.75	\$ 85,608.25	\$ 359,443.03	\$ 113,679.91	\$ 482,602.69	\$ 369,349.98	\$ 50,146.60	\$ 1,398,509.15	\$ 2,859,339.61	\$ 588,545.94	\$ 53,149.51	\$ 641,695.45	\$ -	\$ -	\$ 4,431,245.81	
STA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5311	\$ 87,257.39	\$ 6,316.63	\$ 11,114.95	\$ -	\$ 23,666.49	\$ 128,355.46	\$ 60,038.00	\$ 52,754.32	\$ 15,573.09	\$ 57,765.78	\$ 59,490.13	\$ 7,834.54	\$ 177,028.70	\$ 430,484.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 558,840.03	
CARES ACT 5311	\$ 168,873.90	\$ 12,224.91	\$ 21,511.39	\$ -	\$ 45,803.00	\$ 248,413.20	\$ 116,194.78	\$ 102,098.24	\$ 30,139.42	\$ 111,797.22	\$ 115,134.43	\$ 15,162.54	\$ 342,613.14	\$ 833,139.77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,081,552.98	
5307	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,161.12	\$ 3,358.88	\$ 43,520.00	\$ -	\$ -	\$ 43,520.00	
SGR	\$ 38,098.45	\$ 2,757.56	\$ 4,944.91	\$ -	\$ 10,489.06	\$ 56,289.98	\$ 26,128.85	\$ 22,985.89	\$ 6,743.38	\$ 25,131.21	\$ 25,859.94	\$ 3,390.45	\$ 77,162.51	\$ 187,402.23	\$ 24,200.73	\$ 2,103.59	\$ 26,304.32	\$ -	\$ -	\$ 269,996.51	
OP GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 334,338.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 334,338.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 334,338.00	
FARES	\$ 20,086.69	\$ 1,996.90	\$ 43,705.17	\$ -	\$ 2,627.25	\$ 68,416.01	\$ 10,248.60	\$ 8,418.04	\$ 3,827.09	\$ 18,833.08	\$ 8,581.97	\$ 1,100.15	\$ 34,877.73	\$ 85,886.66	\$ 55,982.60	\$ 85.00	\$ 56,067.60	\$ -	\$ -	\$ 210,370.27	
TOT. REV	\$ 946,313.19	\$ 74,561.14	\$ 148,125.50	\$ -	\$ 262,685.57	\$ 1,431,685.40	\$ 632,556.48	\$ 545,699.52	\$ 169,962.89	\$ 696,129.98	\$ 578,416.45	\$ 77,634.28	\$ 2,030,191.23	\$ 4,730,590.83	\$ 708,890.39	\$ 58,696.98	\$ 767,587.37	\$ -	\$ -	\$ 6,929,863.60	
WHEELCHAIR PSGR	665	72	0	0	372	1,139	94	73	27	366	205	12	140	917	19	0	19	0	0	2,075	
EXPENDITURES:																					
EMPLOYEES	\$ 404,903.20	\$ 28,607.85	\$ 50,646.96	\$ -	\$ 108,911.99	\$ 593,070.00	\$ 279,454.25	\$ 245,811.25	\$ 71,231.80	\$ 271,358.31	\$ 280,161.43	\$ 35,833.54	\$ 820,584.16	\$ 2,004,434.74	\$ 258,649.26	\$ 22,711.22	\$ 281,360.48	\$ -	\$ -	\$ 2,878,865.22	
BENEFITS	\$ 313,169.52	\$ 23,414.66	\$ 42,455.00	\$ -	\$ 86,789.38	\$ 465,828.56	\$ 211,723.55	\$ 186,513.60	\$ 55,238.59	\$ 202,389.45	\$ 207,566.63	\$ 27,770.97	\$ 628,533.28	\$ 1,519,736.07	\$ 195,987.73	\$ 16,900.39	\$ 212,888.12	\$ -	\$ -	\$ 2,198,452.81	
VEHICLE OP	\$ 64,100.29	\$ 6,050.16	\$ 16,243.65	\$ -	\$ 18,215.51	\$ 104,609.61	\$ 39,392.18	\$ 31,523.68	\$ 12,004.75	\$ 62,138.70	\$ 25,509.75	\$ 3,895.87	\$ 161,772.09	\$ 336,237.02	\$ 70,628.88	\$ 5,178.46	\$ 75,807.34	\$ -	\$ -	\$ 516,653.99	
OTHER OP	\$ 164,140.18	\$ 16,488.47	\$ 38,779.89	\$ -	\$ 48,768.69	\$ 268,177.23	\$ 101,986.50	\$ 81,850.99	\$ 31,487.75	\$ 160,243.52	\$ 65,178.64	\$ 10,133.90	\$ 419,301.70	\$ 870,183.00	\$ 183,624.52	\$ 13,906.91	\$ 197,531.43	\$ -	\$ -	\$ 1,335,891.64	
TOTAL EXP	\$ 946,313.19	\$ 74,561.14	\$ 148,125.50	\$ -	\$ 262,685.57	\$ 1,431,685.40	\$ 632,556.48	\$ 545,699.52	\$ 169,962.89	\$ 696,129.98	\$ 578,416.45	\$ 77,634.28	\$ 2,030,191.23	\$ 4,730,590.83	\$ 708,890.39	\$ 58,696.98	\$ 767,587.37	\$ -	\$ -	\$ 6,929,863.66	
FARE BOX RECOVERY	2.12%	2.68%	29.51%	#DIV/0!	1.00%	4.78%	1.62%	1.54%	2.25%	2.71%	1.48%	1.42%	1.72%	1.82%	7.90%	0.14%	7.30%	#DIV/0!	#DIV/0!	3.04%	
OPERATING COST PER / PSGR	\$151.26	\$301.87	\$66.04	#DIV/0!	\$152.81	\$136.81	\$61.71	\$57.70	\$48.34	\$41.21	\$46.49	\$77.40	\$56.67	\$52.92	\$61.63	\$410.47	\$65.91	#DIV/0!	#DIV/0!	\$62.15	
OPERATING COST PER / HOUR	\$204.98	\$224.53	\$251.11	#DIV/0!	\$210.52	\$210.97	\$199.65	\$195.84	\$208.48	\$227.70	\$183.62	\$189.24	\$217.46	\$208.18	\$241.71	\$233.85	\$241.09	#DIV/0!	#DIV/0!	\$211.96	
OPERATING COST PER / MILE	\$11.64	\$8.79	\$7.46	#DIV/0!	\$10.61	\$10.65	\$12.65	\$13.28	\$10.67	\$8.85	\$18.30	\$15.10	\$9.74	\$10.98	\$7.78	\$8.55	\$7.84	#DIV/0!	#DIV/0!	\$10.45	
PASSENGER TRIPS PER / REVENUE HOUR	1.4	0.7	3.8	#DIV/0!	1.4	1.5	3.2	3.4	4.3	5.5	3.9	2.4	3.8	3.9	3.9	0.6	3.7	#DIV/0!	#DIV/0!	3.4	
AVERAGE FARE PER / PASSENGER	\$3.21	\$8.08	\$19.49	#DIV/0!	\$1.53	\$6.54	\$1.00	\$0.89	\$1.09	\$1.11	\$0.69	\$1.10	\$0.97	\$0.96	\$4.87	\$0.59	\$4.81	#DIV/0!	#DIV/0!	\$1.89	
OPERATING SUBSIDY PER / PASSENGER	\$148.05	\$293.78	\$46.55	#DIV/0!	\$151.28	\$130.27	\$60.71	\$56.81	\$47.25	\$40.09	\$45.80	\$76.31	\$55.70	\$51.96	\$56.76	\$409.87	\$61.10	#DIV/0!	#DIV/0!	\$60.27	
ROAD CALLS	4	0	1	0	0	5	3	9	1	5	3	2	17	40	4	0	4	0	0	49	
EMPLOYEE FULL-TIME EQUIVALENT (FTE)																					58



AGENDA ITEM 3 B  
Information Item

**MEMORANDUM**

**DATE:** January 25, 2023

**TO:** El Dorado County Transit Authority  
Transit Advisory Committee

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

**SUBJECT:** Local Short-Range Transit Plan Update

**REQUESTED ACTION:**

**BY MOTION,**

**None. Information only.**

**BACKGROUND**

On November 20, 2019, LSC Transportation Consultants completed a Short- and Long-Range Transit Plan (Plan) for the El Dorado County Transit Authority (El Dorado Transit). The development of the Plan laid the groundwork necessary to identify and implement service improvements and capital projects over a five-year planning period.

This adopted Plan reflected expected changes in population demographics, evaluated existing services, reviewed and recommended goals and objectives, responded to gaps in the transportation system and proposed cost-effective service revisions. The Plan covered fiscal years 2019/20 through 2023/24 including year-by-year detailed recommendations for implementation strategies using projected capital and operating funds.

**DISCUSSION**

While elements of the 2019 Plan were implemented and beneficial for El Dorado Transit, the COVID pandemic has changed ridership on our services, just as it has changed travel patterns across the region and the country. 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 needs of the community.

In response to its Request for Qualifications (RFQ) #22-01 in November 2022, El Dorado Transit staff received three (3) proposals for development of a local Plan update. All three consulting firms submitted responsive, detailed proposals which highlighted the company's experience relative to the anticipated project scope. Staff will discuss a consultant recommendation for potential Transit Advisory Committee endorsement at the meeting. A request for Board authorization of a contract award is anticipated for the February 2<sup>nd</sup> meeting.

El Dorado County Transit Authority  
Transit Advisory Committee  
January 25, 2023