



## EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

### AGENDA

**Thursday, March 2, 2023; 1:00 PM**

**Regular Meeting**

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

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

Members of the public may call in during the meeting and are encouraged to submit public comment via email to [mwilcher@eldoradotransit.com](mailto:mwilcher@eldoradotransit.com) up until 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**

## **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.

<b>1. <u>CONSENT CALENDAR</u></b>	<b><u>PAGE</u></b>
A. Approve Conformed Minutes of Regular Meeting February 2, 2023	4
B. Receive and File January 2023 Check Registers	8
C. Receive and File January 2023 Ridership Report	11
D. Adopt Resolution No. 23-06 Authorizing Financial Transactions by Elected Officers and Executive Director	14
E. 1. Adopt Resolution No. 23-07 Authorizing the Executive Director to file a revised Transportation Development Act Claim for Fiscal Year (FY) 2022/23	17
2. Authorize the Executive Director to execute all documentation needed to allow for the excess local Transportation Funds for FY 2021/22 of \$1,649,704 be deposited towards the Unfunded Liability for the California Public Employees Retirement System Classic Retirement plan	
F. Approve Proposed Allocation Table and Proposed Organizational Chart for Fiscal Year 2023/24	21
G. Receive and File the <b><u>Fiscal Year 2022/23 6-Month Administrative Operations Report</u></b>	26
H. 1. Authorize the Executive Director to execute the attached draft professional services agreement with DanTec Associates for development of a Local Short-Range Transit Plan Update per RFQ #22-01, pending final approval by legal counsel	43

2. Approve Purchase Order #28205 in the amount of \$125,000 for completion of professional services per the proposed Work Plan and Schedule

3. Authorize the Executive Director to execute change orders totaling an amount not to exceed five percent (5%) of the approved contract amount

## 2. **ACTION ITEMS**

A. Receive and File the proposed Fiscal Year 2023/24 Preliminary Operating Budget 89

B. Receive and File the proposed Fiscal Year 2023/24 Preliminary Capital Plan and Budget 95

## **EXECUTIVE DIRECTOR REPORT \***

## **BOARD MEMBER COMMENTS \***

## **RECESS TO CLOSED SESSION**

### CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: 1 Potential Case

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

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

## **ADJOURNMENT**

\* Verbal Report

NEXT REGULARLY SCHEDULED  
EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING  
Thursday, April 6, 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](http://www.eldoradotransit.com)*



## EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING CONFORMED MINUTES

**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

In-Person	Remotely
County of El Dorado Board of Supervisors Meeting Room 330 Fair Lane, Bldg. A Placerville, CA 95667	<b>By Computer:</b> <a href="https://edcgov-us.zoom.us/j/86134567267">https://edcgov-us.zoom.us/j/86134567267</a> <b>By Phone:</b> 669-219-2599 <b>Meeting ID:</b> 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](mailto: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.

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

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

## **ELECTION OF OFFICERS**

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

**It was moved by Director Hidahl and seconded by Director Parlin to elect Director Neau as Chairperson, Director Turnboo as Vice-Chairperson.**

B. Oath of Office

**The Oath of Office was completed and signed by each of the Board Members.**

## **CEREMONIAL ITEMS**

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

**Chair Neau presented outgoing Chairperson Hidahl with a plaque.**

## **ROLL CALL**

**Directors Present: John Hidahl, Jackie Neau, Lori Parlin, George Turnboo,  
David Yarbrough**

**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: Parlin/Turnboo**

**Ayes: Hidahl, Neau, Parlin, Turnboo, Yarbrough**

## **OPEN FORUM**

**None**

**1. CONSENT CALENDAR**

- A. Adopt Resolution No. 23-01 regarding the Remote and Hybrid Public Meeting Provisions of Assembly Bill 361
- B. Approve Conformed Minutes of Regular Meeting December 1, 2022
- C. Receive and File November and December 2022 Check Registers
- D. Receive and File November and December 2022 Ridership Reports
- E. Authorizing the Adoption of Resolutions 23-02, 23-03 and 23-04 for Federal Transit Administration Funding Programs
- F.
  - 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
- G. Approve Revised Blanket Purchase Orders above \$25,000 for Fiscal Year 2022/23
- H. Approve funding Operating Reserve utilizing Advertising and Miscellaneous revenue accounts for Fiscal Year 2022/23
- I. Receive and file Quarterly Investment Reports for Quarters Ending 09/30/22 and 12/31/22
- J.
  - 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
- 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
  - 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. ACTION ITEMS**

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

**Action: Board adopted Proposed Fiscal Year 2022/23 Mid-Year Operating Budget Adjustments and approved line-item increase to Contingency by the following vote**

**M/S: Turnboo/Parlin**

**Ayes: Hidahl, Neau, Parlin, Turnboo, Yarbrough**

**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

**2.** Approve a contract budget amount not to exceed \$125,000 for said professional services agreement

**Item approved unanimously as requested by staff.**

**3. INFORMATION ITEMS**

**A.** Quarterly Newsletter

**EXECUTIVE DIRECTOR REPORT \***

**BOARD MEMBER COMMENTS \***

**ADJOURNMENT**

**Chair Neau adjourned the meeting at 1:40 PM. The next regularly scheduled meeting is Thursday, March 2, 2023.**

**Respectfully Submitted,**

**Megan Wilcher  
Secretary to the Board**

**\* Verbal Report**

AGENDA ITEM 1 B  
Consent Item

**MEMORANDUM**

**DATE:** March 2, 2023  
**TO:** El Dorado County Transit Authority  
**FROM:** Julie Petersen, Finance Manager  
**SUBJECT:** Receive and File January 2023 Check Register

**REQUESTED ACTION:**

**BY MOTION,**  
Receive and File January 2023 Check Register

**BACKGROUND**

The following check register includes routine transactions for the month of January 2023. These expenditures fall within budgets adopted by the El Dorado County Transit Authority Board of Directors.

**DISCUSSION**

One (1) item merits further detail:

Check #37301 – City National Bank.....\$65,415.53  
This check pays an obligation for Payment #18 of the Capital Purchase of five (5) MCI  
Commuter Coaches using Local Transportation Funds (LTF).



# EL DORADO COUNTY TRANSIT AUTHORITY

## Check Register

January 2023

Date	Num	Name	Memo	Amount
01/02/2023	37289	EMP. MISC. REIMBURSEMENT	VOID: DMV Permit	0.00
01/02/2023	37290	EMP. MISC. REIMBURSEMENT	DMV Permit	85.00
01/03/2023	EFTRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Medical Premium - January 2023	48,571.58
01/03/2023	EFTTRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #26 PEPRA	10,012.20
01/03/2023	EFTTRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #26 CLASSIC	8,294.27
01/03/2023	EFTTRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE DEC. 23, 2022	3,709.19
01/06/2023	EFTTRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #1 CLASSIC	8,156.55
01/06/2023	EFTTRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #1 PEPRA	9,817.77
01/06/2023	EFTTRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE JAN. 6, 2023	4,675.68
01/06/2023	37291	3D DATACOM	Part Replacement & Troubleshooting	740.50
01/06/2023	37292	ALPHA ANALYTICAL LABORATORIES INC	Stormwater Sample	275.00
01/06/2023	37293	AMERICAN HERITAGE LIFE INSURANCE CO	Employee Paid Premiums - December 2022	29.10
01/06/2023	37294	ARNOLDS FOR AWARDS INC	Employee of the Month Name Plate; 12 Blank Plates	49.18
01/06/2023	37295	AT&T	Monthly Utility	517.98
01/06/2023	37296	AUTOZONE INC	Parts and Supplies	228.96
01/06/2023	37297	C & H MOTOR PARTS	Parts and Supplies	790.03
01/06/2023	37298	CAL.NET	January 2023 Camera Service	176.92
01/06/2023	37299	CalACT	Membership Dues For 2023	860.00
01/06/2023	37300	CAPITOL CLUTCH & BRAKE INC	Parts and Supplies	2,664.20
01/06/2023	37301	CITY NATIONAL BANK	MCI Lease Agreement - #18	65,415.53
01/06/2023	37302	CITY OF PLACERVILLE	Live Scan Fingerprinting	80.00
01/06/2023	37303	COMCAST	High-Speed Internet - December 2022	250.30
01/06/2023	37304	CURTIS INDUSTRIAL INC	Towing - Wrong Gas Put In Gas Tank	292.50
01/06/2023	37305	D&K AUTO GLASS	Fleet Vehicle Glass	360.00
01/06/2023	37306	DAWSON OIL	Fuel Purchases - December 2022	42,189.75
01/06/2023	37307	DIGITAL DEPLOYMENT INC	Employee Intranet Service - January 2023	240.00
01/06/2023	37308	EL DOB ENTERPRISES LLC	Fleet Vehicle Tires	7,187.54
01/06/2023	37309	EL DORADO DISPOSAL SERVICE	Disposal Service - December 2022	396.45
01/06/2023	37310	EL DORADO IRRIGATION DISTRICT	Water Service 10/25-12/21/22	88.72
01/06/2023	37311	FOLSOM LAKE DODGE	Parts and Supplies	2,279.27
01/06/2023	37312	GILLIG LLC	Parts and Supplies	2,610.86
01/06/2023	37313	GLOBAL DATA VAULT LLC	Monthly Disaster Recovery Cloud Back Up Service	330.00
01/06/2023	37314	GWP HOLDINGS LLC	Parts and Supplies	727.52
01/06/2023	37315	IMAGE SOURCE	Contract Charge for 11/22-12/21/22	438.64
01/06/2023	37316	J.C. NELSON SUPPLY CO	Hand Towels & Toilet Tissue	360.84
01/06/2023	37317	KIMBALL MIDWEST	Parts and Supplies	170.99
01/06/2023	37318	MAG LANDSCAPING INC	Landscape Maintenance - 12/22	1,290.00
01/06/2023	37319	MISSION UNIFORM SERVICE	Uniforms, Towels, & Mats Service	877.54
01/06/2023	37320	MOTIVE ENERGY LLC	Batteries - 1300 CCA 420RC - MCI Buses	409.41
01/06/2023	37321	NAPA AUTO PARTS	Spon Pad - Shop Supplies	13.94
01/06/2023	37322	O'REILLY AUTO PARTS	Parts and Supplies	1,543.87
01/06/2023	37323	OPERATING ENGINEERS PUBLIC & MISC	Health Insurance Premium - January 2023	38,512.00
01/06/2023	37324	PACIFIC GAS & ELECTRIC	Monthly Utility	727.18
01/06/2023	37325	QUILL LLC	Parts and Supplies	901.77
01/06/2023	37326	ROBERTS & COMPANY INC	CPA Services - December 2022	70.00
01/06/2023	37327	ROMAINE ELECTRIC	Parts and Supplies	1,126.12
01/06/2023	37328	RON DUPRATT FORD	Parts and Supplies	405.41
01/06/2023	37329	RTS IT INC	ITCare Gold Service Plan	5,133.50
01/06/2023	37330	SOUTHERN TIRE MART LLC	(7) 12R22.5/16 R268 - Gillig Buses	2,729.97
01/06/2023	37331	SUN LIFE FINANCIAL	VOID:	0.00
01/06/2023	37332	THE AFTERMARKET PARTS CO LLC	Parts and Supplies	14,622.34
01/06/2023	37333	TRUE VALUE HARDWARE	Parts and Supplies	458.13
01/06/2023	37334	UNTANGLE INC	3 year - Network Security	3,600.00
01/06/2023	37335	VALLEY POWER SYSTEMS INC	Sensor Assembly - # 2004	511.73
01/06/2023	37336	VAN DE POL ENTERPRISES INC	(4) 80W90, (100)15W40 Engine Oil for Buses	2,004.29
01/06/2023	37337	VERIZON WIRELESS	Cellular Service - December 2022	1,832.86
01/06/2023	37338	WESTERN SUPPLY INC	Parts and Supplies	346.35
01/06/2023	37339	ZEP MANUFACTURING CO.	Parts and Supplies	425.31
01/06/2023	37340	EMP. MISC. REIMBURSEMENT	Uniform Pants	50.00
01/06/2023	37341	EMP. MISC. REIMBURSEMENT	Refund For 5 Full Unused Scrip Books	500.00
01/09/2023	37342	SUN LIFE FINANCIAL	January 2023 Group Life & LTD Benefits	1,476.66
01/20/2023	EFTTRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #2 CLASSIC	8,202.58
01/20/2023	EFTTRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #2 PEPRA	9,720.91
01/20/2023	EFTTRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE JAN. 20, 2023	3,866.89
01/20/2023	37343	BOWMAN, JERRY LEE	My Ride December 2022	80.00
01/20/2023	37344	CARVO, DANIEL	My Ride December 2022	177.00

# EL DORADO COUNTY TRANSIT AUTHORITY

## Check Register

January 2023

Date	Num	Name	Memo	Amount
01/20/2023	37345	CHRONISTER, RODNEY E	My Ride December 2022	176.88
01/20/2023	37346	COOK, VAUGHAN	My Ride December 2022	218.75
01/20/2023	37347	COOK, VERONICA	My Ride December 2022	218.75
01/20/2023	37348	DAVIS, JANET	My Ride December 2022	100.00
01/20/2023	37349	DRACHMAN, JENNIFER	My Ride December 2022	37.81
01/20/2023	37350	DUPONT, MARTHA	My Ride December 2022	193.13
01/20/2023	37351	FILIPPELLI, JEREMY	My Ride December 2022	52.50
01/20/2023	37352	GOODSPEED, DIANE CAROL	My Ride December 2022	181.88
01/20/2023	37353	GULARTE, LARA L	My Ride December 2022	218.75
01/20/2023	37354	HEDGE, SAMANTHA	My Ride December 2022	218.75
01/20/2023	37355	HENDRIX, SUSAN L.	My Ride December 2022	230.13
01/20/2023	37356	HUBBARD, DAWN E	My Ride December 2022	204.63
01/20/2023	37357	IMMER, JAMES	My Ride December 2022	30.63
01/20/2023	37358	KAMENA, DENISE	My Ride December 2022	36.19
01/20/2023	37359	LAWSON, CATHERINE	My Ride December 2022	65.00
01/20/2023	37360	LAWSON, GLENN	My Ride December 2022	153.75
01/20/2023	37361	MARTIN, LINA	My Ride December 2022	199.38
01/20/2023	37362	MILLER, DOREENE ELIZABETH	My Ride December 2022	218.75
01/20/2023	37363	OGRODNIK, DONALD	My Ride December 2022	22.50
01/20/2023	37364	PIGNATA, BRENDA SUE	My Ride December 2022	218.75
01/20/2023	37365	PREMOCK, SHONNA	My Ride December 2022	218.75
01/20/2023	37366	REGALIA, KATHRYN T	My Ride December 2022	22.50
01/20/2023	37367	TODD, JANET C	My Ride December 2022	594.06
01/20/2023	37368	WAHLGREN, ANNETTE	My Ride December 2022	155.63
01/20/2023	37369	WOJAN, CYNTHIA	My Ride December 2022	126.44
01/20/2023	37370	WOJAN, RONALD	My Ride December 2022	144.94
01/20/2023	37371	3D DATACOM	Part Replacement for Cambridge Camera	552.00
01/20/2023	37372	ACC BUSINESS	Fiber Internet - January 2023	85.57
01/20/2023	37373	ACCO ENGINEERED SYSTEMS INC	A/C Maintenance	550.00
01/20/2023	37374	ADM SCREENING	DMV Physical 01/2023	265.00
01/20/2023	37375	AFLAC	Employee Paid Premiums - January 2023	836.08
01/20/2023	37376	AT&T	Monthly Utility	444.70
01/20/2023	37377	AT&T MOBILITY	Wireless Service for Surveillance Cameras @ P&R	185.12
01/20/2023	37378	CALIFORNIA DEPT OF TAX & FEE ADMIN	Diesel Fuel Exempt Bus Operator Return	310.00
01/20/2023	37379	CITY OF PLACERVILLE	Bus Shelter Maintenance - January 2023	350.00
01/20/2023	37380	CRUSADER FENCE CO INC	Service Call for the Gate	900.00
01/20/2023	37381	DAWSON OIL	Diesel Exhaust Fluid- Shop Fluids for Buses	884.87
01/20/2023	37382	EDC RISK MANAGEMENT	Health Insurance January 2023	6,283.39
01/20/2023	37383	EDWARDS, STEVENS & TUCKER LLP	General Legal Service December 2022	765.00
01/20/2023	37384	EL DORADO IRRIGATION DISTRICT	Service Period: 11/05/22 - 01/13/23	1,339.93
01/20/2023	37385	FEILD AND ASSOCIATES	General Planning 07/01/22-12/31/22	1,732.50
01/20/2023	37386	GLOBAL DATA VAULT LLC	Monthly Disaster Recovery - January 2023	330.00
01/20/2023	37387	HUNT & SONS INC	Fuel Purchases 12/01/22-01/15/23	566.01
01/20/2023	37388	JANI-KING OF CALIFORNIA INC - SACRAMENTO	Janitorial Services - January 2023	1,103.59
01/20/2023	37389	KINETICO WATER OF PLACERVILLE	Drinking Water Service - January 2023	42.90
01/20/2023	37390	LANGUAGE LINE SERVICES INC	Over-the-Phone Interpretation	16.25
01/20/2023	37391	NORCAL SPIT SHINE LLC	Bus Cleaning Service - 28 Buses	3,625.00
01/20/2023	37392	OPERATING ENGINEERS LOCAL UNION #3	Union Dues January 2023	1,083.00
01/20/2023	37393	PACIFIC GAS & ELECTRIC	Monthly Utility	3,087.26
01/20/2023	37394	QUILL LLC	Misc. Office Supplies	400.84
01/20/2023	37395	SMALL BUSINESS BENEFIT PLAN TRUST	Dental & Vision Coverage February 2023	4,112.10
01/20/2023	37396	SPECIAL DISTRICT RISK MANAGEMENT AUTH	Employee Assistance Program Benefits	149.46
01/20/2023	37397	SPOT-ON SIGNS & GRAPHICS	Visitor Parking (1) and Speed Limit Signs (4)	456.15
01/20/2023	37398	STATE OF CA - DEPT OF JUSTICE	State & FBI Criminal Background Checks	49.00
01/20/2023	37399	SUN LIFE FINANCIAL	02/2023 Life/LTD Benefits	2,178.80
01/20/2023	37400	UMPQUA BANK	Reconciled Visa Charges	4,373.04
01/20/2023	37401	XEROX FINANCIAL SERVICES	Lease Payment Jan 23	509.44
01/20/2023	37402	SUN LIFE FINANCIAL	Supplemental Life Benefit 02/2023	662.34
01/20/2023	37403	EMP. MISC. REIMBURSEMENT	VOID:	0.00
01/20/2023	37404	EMP. MISC. REIMBURSEMENT	Refund for 2 unused books	200.00
01/20/2023	37405	EMP. MISC. REIMBURSEMENT	CCJPA Quarter Meeting	103.93
				367,481.28
				<b>Total 367,481.28</b>

AGENDA ITEM 1 C  
Consent Item

**MEMORANDUM**

**DATE:** March 2, 2023  
**TO:** El Dorado County Transit Authority  
**FROM:** Brian James, Planning and Marketing Manager  
**SUBJECT:** January 2023 Ridership Report

**REQUESTED ACTION:**

**BY MOTION,**

**Receive and File the January 2023 Ridership Report**

**BACKGROUND**

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

**DISCUSSION**

For the month of January 2023, 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 34.1% overall.

Systemwide passenger trips increased by 29.4% compared to the previous year. Passengers per Revenue Hour increased from 3.6 to 4.1 or 16.5%. Demand Response ridership increased by 77.6%, Local Fixed Route ridership increased by 14.2%, and Commuter ridership increased by 54.6%.

The attached January 2023 Ridership Report compares the current fiscal year to the previous fiscal year. The attached Fiscal Year-to-Date Ridership Report has been modified from previous versions to compare the current fiscal to the previous four (4) fiscal years to analyze pre-Covid and current ridership trends.

# January 2023 Ridership Report

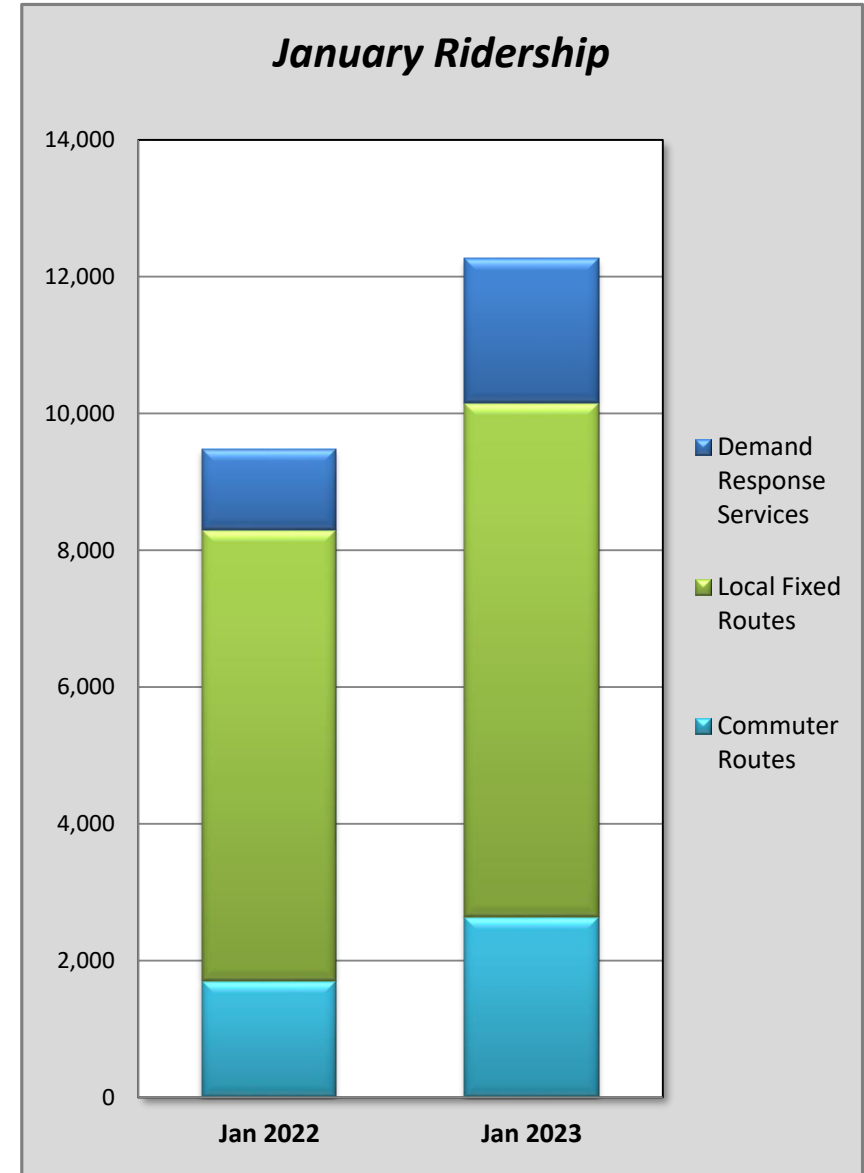


Demand Response Services	Jan 2022	Jan 2023	% Change
Dial-a-Ride	549	690	25.7%
Sac-Med	36	34	-5.6%
ADA Paratransit	207	243	17.4%
M.O.R.E.*	397	615	54.9%
Senior Day Care*	0	0	0.0%
My Ride	0	530	100.0%
<b>Total Demand Response</b>	<b>1,189</b>	<b>2,112</b>	<b>77.6%</b>

Local Fixed Routes	Jan 2022	Jan 2023	% Change
20 - Placerville	974	1,212	24.4%
25 - Saturday Express	243	0	-100.0%
30 - Diamond Springs	698	1,021	46.3%
35 - Diamond Springs Saturday	51	0	-100.0%
40 - Cameron Park	829	988	19.2%
50x - 50 Express	2,513	3,121	24.2%
60 - Pollock Pines	1,277	1,180	-7.6%
<b>Total Local Fixed Routes</b>	<b>6,585</b>	<b>7,522</b>	<b>14.2%</b>

Commuter Routes	Jan 2022	Jan 2023	% Change
Sacramento Commuter	947	1,849	95.2%
Reverse Commuter	28	37	32.1%
Sacramento/Tahoe Connector	729	748	2.6%
<b>Total Commuter Routes</b>	<b>1,704</b>	<b>2,634</b>	<b>54.6%</b>

	Jan 2022	Jan 2023	% Change
<b>Systemwide</b>	<b>9,478</b>	<b>12,268</b>	<b>29.4%</b>
Passengers per Revenue Hour	3.6	4.1	16.5%



\*Contracted Services - Ridership Determined by Client Enrollment

## Fiscal Year-to-Date Ridership Report

### July - January

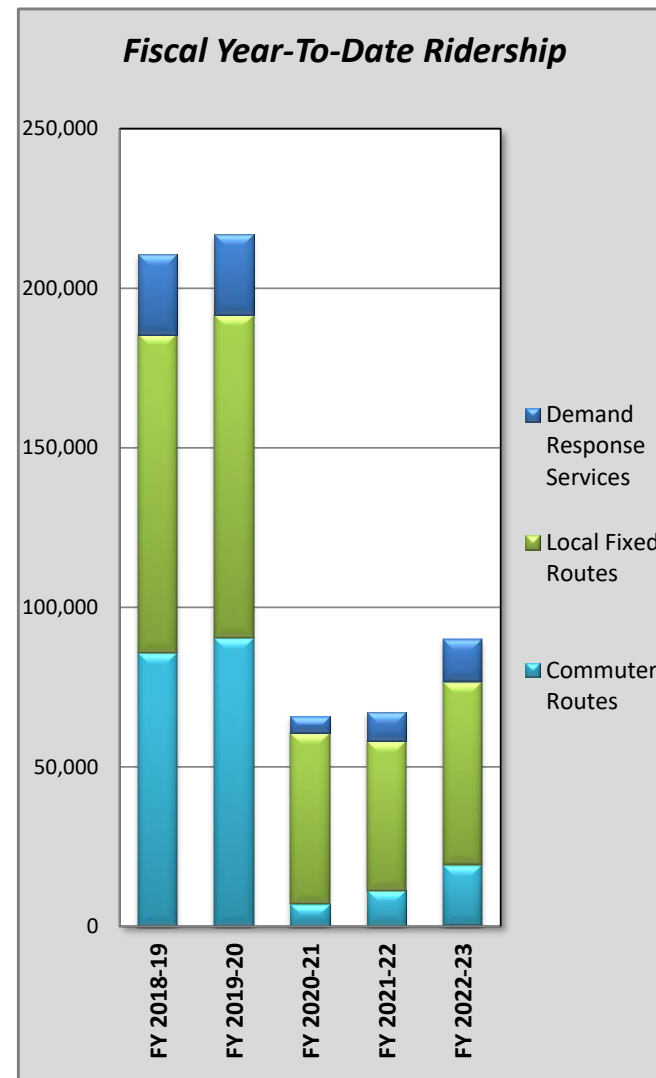


Demand Response Services	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	% Year Change
Dial-a-Ride	9,928	9,105	3,376	3,964	5,131	29.4%
Sac-Med	344	190	126	220	152	-30.9%
ADA Paratransit	455	375	954	1,555	1,607	3.3%
M.O.R.E.*	11,000	12,789	696	3,294	4,045	22.8%
Senior Day Care*	3,475	2,790	0	0	0	0.0%
My Ride	0	0	0	0	2,531	100.0%
<b>Total Demand Response</b>	<b>25,202</b>	<b>25,249</b>	<b>5,152</b>	<b>9,033</b>	<b>13,466</b>	<b>49.1%</b>

Local Fixed Routes	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	% Year Change
20 - Placerville	25,871	24,744	7,573	6,893	9,487	37.6%
25 - Saturday Express	2,655	2,878	2,052	1,875	0	-100.0%
30 - Diamond Springs	16,597	16,047	5,776	5,158	7,514	45.7%
35 - Diamond Springs Saturday	819	894	599	547	0	-100.0%
40 - Cameron Park	7,502	9,186	6,250	5,760	7,144	24.0%
50x - 50 Express	24,517	25,115	21,234	19,126	23,814	24.5%
60 - Pollock Pines	21,822	22,331	10,096	7,493	9,466	26.3%
<b>Total Local Fixed Routes</b>	<b>99,783</b>	<b>101,195</b>	<b>53,580</b>	<b>46,852</b>	<b>57,425</b>	<b>22.6%</b>

Commuter Routes	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	% Year Change
Sacramento Commuter	85,268	89,888	6,997	7,797	12,946	66.0%
Reverse Commuter	404	512	51	96	142	47.9%
Sacramento/Tahoe Connector	0	0	0	3,283	5,956	81.4%
<b>Total Commuter Routes</b>	<b>85,672</b>	<b>90,400</b>	<b>7,048</b>	<b>11,176</b>	<b>19,044</b>	<b>70.4%</b>

	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	% Year Change
<b>Systemwide</b>	<b>210,657</b>	<b>216,844</b>	<b>65,780</b>	<b>67,061</b>	<b>89,935</b>	<b>34.1%</b>
Passengers per Revenue Hour	6.7	7.3	3.5	3.4	4.4	31.6%



\*Contracted Services - Ridership Determined by Client Enrollment

AGENDA ITEM 1 D  
Consent Item

**MEMORANDUM**

**DATE:** March 2, 2023

**TO:** El Dorado County Transit Authority

**FROM:** Megan Wilcher, Secretary to the Board/Administrative Coordinator

**SUBJECT:** Authorizing Financial Transactions by Elected Officers and Executive Director

**REQUESTED ACTION:**

**BY MOTION,**

**Adopt Resolution No. 23-06 Authorizing Financial Transactions by  
Elected Officers and Executive Director**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) banks with Umpqua Bank and Bank of America. The recent election of Board officers for 2023 requires a new authorization for signature approval on accounts at these financial institutions.

**DISCUSSION**

Resolution No. 23-06 authorizes El Dorado Transit Chairperson Jackie Neau, Vice-Chairperson George Turnboo, and Executive Director Matthew Mauk to perform financial transactions required to complete normal banking business.

**FISCAL IMPACT**

None.

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 23-06**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE EL DORADO COUNTY TRANSIT AUTHORITY  
REGARDING FINANCIAL TRANSACTIONS**

**A.** I, Megan Wilcher, certify that I am the Secretary to the Board for the above named organization (referred to as the “association”) organized under the laws of the State of California, Federal Employer I.D. Number 68-0316621, and that the following is a correct copy of resolution adopted at a meeting of the association duly and properly called and held on this 2<sup>nd</sup> day of March 2023. This resolution appears in the minutes of this meeting and has not been rescinded or modified.

**B. BE IT HEREBY RESOLVED AND ORDERED THAT,**

- 1.** The Financial Institution Umpqua Bank is designated as a depository for the funds of this association.
- 2.** This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by this Financial Institution.
- 3.** All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowing by or on behalf of this association with this Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- 4.** Any of the persons named below, so long as they act in a representative capacity as agents of this association, are authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated below, from time to time with this Financial Institution, concerning funds deposited in this Financial Institution, moneys borrowed from this Financial Institution or any other business transacted by and between this association and this Financial Institution subject to any restrictions stated below.
- 5.** Any and all prior resolutions adopted by this association and certified to this Financial Institution as governing the operation of this association’s account(s), are in full force and effect, unless supplemented or modified by this authorization.
- 6.** This association agrees to the terms and conditions of any account agreement, properly opened by an authorized representative(s) of this association, and authorizes the Financial Institution named above, at any time, to charge this association for all checks, drafts, or other orders, for the payment of money, that are drawn on this Financial Institution, regardless of by whom or by what means the facsimile signature(s) may have been affixed so long as they resemble the facsimile signature specimens in Section C. (or the facsimile signature specimens that this association files with this Financial Institution from time to time) and contain the required number of signatures for this purpose.
- 7.** Any checks or drafts shall have two (2) signatures for amounts over \$5,000.00.

**C.** If indicated, any person listed below (subject to any expressed restrictions) is authorized to:

- (A) Jackie Neau - Chairperson
- (B) George Turnboo - Vice-Chairperson
- (C) Matthew Mauk - Executive Director

Please see signature approval below.

- |                       |     |  |
|-----------------------|-----|--|
| A,B,C                 | (1) | Exercise all of the powers listed in (2) through (6).  |
| C                     | (2) | Open any deposit or checking account(s) in the name of this association.   |
| A,B,C                 | (3) | Endorse checks and orders for the payment of money and withdraw funds on deposit with this Financial Institution.  |
| A,B,C                 | (4) | Borrow money on behalf and in the name of this association, sign, execute and deliver promissory notes or other evidence of indebtedness.  |
| A,B,C                 | (5) | Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts or bills of lading.   |
| Requires Board Action | (6) | Endorse, assign, transfer stocks, bonds, real estate or other property now owned or hereafter owned or acquired by this association as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment. |
| A,B,C                 | (7) | Enter into written lease for the purpose of renting and maintaining a Safe Deposit Box in this Financial Institution.  |
| A,B,C                 | (8) | Deposit and withdrawal of monies in the Local Agency Investment Fund (LAIF) in the State Treasury in accordance with Section 16429.1 of Government Code.   |

**D.** I further certify that this association has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the foregoing resolutions and to confer the powers granted to the persons named who have full power and lawful authority to exercise the same.

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of said Board, held on the 2<sup>nd</sup> Day of March 2023, by the following vote of said Board:

**AYES:**                                      **NOES:**                                      **ABSTAIN:**                                      **ABSENT:**

\_\_\_\_\_  
Jackie Neau, Chairperson

ATTEST:

\_\_\_\_\_  
Megan Wilcher, Secretary to the Board



AGENDA ITEM 1 E  
Consent Item

**MEMORANDUM**

**DATE:** March 2, 2023

**TO:** El Dorado County Transit Authority

**FROM:** Julie Petersen, Finance Manager

**SUBJECT:** Revised Transportation Development Act Claim for Fiscal Year (FY) 2022/23

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

1. **Adopt Resolution No. 23-07 Authorizing the Executive Director to file a revised Transportation Development Act (TDA) Claim for Fiscal Year (FY) 2022/23**
2. **Authorize the Executive Director to execute all documentation needed to allow for the excess Local Transportation Funds (LTF) from Fiscal Year 2021/22 of \$1,649,704 be deposited towards the Unfunded Liability for the California Public Employees Retirement System Classic Retirement plan**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) operates with funding support from Federal, State, and local sources. The primary State funding source is derived from the Transportation Development Act (TDA) which includes the Local Transportation Fund (LTF) and State Transit Assistance (STA) programs.

The TDA statute establishes the Local Transportation Fund (LTF) by designating that ¼ cent of the state sales tax revenue collected within each region be used primarily for public transportation. TDA statute establishes STA from a statewide excise tax on gasoline and diesel fuel.

As a recipient of TDA, El Dorado Transit files annual claims for these funds with the El Dorado County Transportation Commission (EDCTC). Annual fiscal and compliance audits of TDA recipients include a compliance report to verify that allocations are made according to the California Code of Regulations.

## **DISCUSSION**

In December 2022 the Board was presented the Fiscal Year 2021/22 Independent Financial Audit. Discussion included the use of Federal operating funds first as directed by the bylaws. The use of one-time Federal funds triggered an excess of LTF for use in subsequent years.

Management is recommending the Board authorize the use of these excess LTF funds from FY 2021/22 to pay down the estimated Unfunded Liability with CalPERS currently estimated at \$2,261,053.

In August 2022 the State Controllers' Office provided a revised allocation schedule for State Transit Assistance Funds (STA).

In February 2023 the EDCTC advised El Dorado Transit of additional STA funds from FY 2021/22 in the amount of \$400,618 and interest earned in the approximate amount of \$773.13 to claim.

El Dorado Transit Resolution No. 23-07 presented for adoption authorizes the Executive Director to file a revised FY 2022/23 claim per California Code of Regulations Section 6649 reflecting the revised STA revenue.

## **FISCAL IMPACT**

Resolution No. 23-07, if adopted, will result in adjustments to the Final Amended Operating Budget.

	<u>Revised Mid-Year 2022/23</u>	<u>Final Amended 2022/23</u>
TDA (LTF) Revenue	\$ 6,030,361.97	\$ 6,030,361.97
<b>TDA (LTF) Carry-over</b>	<b>-</b>	<b>\$ 1,649,704.00</b>
STA	\$ 1,732,142.00	<b>\$ 2,673,910.13</b>
Total Claim FY 2022/23	<del>\$ 7,762,503.97</del>	<b>\$10,353,976.10</b>

<p style="text-align: center;"><b>TDA – 1</b> <b>TRANSPORTATION DEVELOPMENT ACT CLAIM</b></p>
---

To: El Dorado County Transportation Commission  
2828 Easy Street, Suite 1  
Placerville, California 95667-3907  
Attn: Administrative Services Officer

From: Claimant: El Dorado County Transit Authority  
  
Address: 6565 Commerce Way  
  
Diamond Springs, CA 95619-9454  
  
Contact: Julie Petersen, Finance Manager  
  
Phone: (530) 642-5383 extension 206

The above claimant hereby requests, in accordance with authority granted under the Transportation Development Act and applicable rules and regulations adopted by the El Dorado County Transportation Commission, that its request for funding be approved as follows:

Local Transportation Fund/State Transit Assistance Fund:

LTF or STA	Amount	Fiscal Year
LTF	\$ 6,030,361.97	2022/23
LTF	\$ 1,649,704.00	2021/22
STA	\$ 2,673,910.13	2022/23

Submitted by: Matthew C. Mauk

Title: Executive Director

Date: March 2, 2023

EDCTC Date of Approval: \_\_\_\_\_

EDCTC Resolution #: \_\_\_\_\_

El Dorado County Transit Authority  
March 2, 2023

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 23-07**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE EL DORADO COUNTY TRANSIT AUTHORITY  
AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT A REVISED  
CLAIM FOR TRANSPORTATION DEVELOPMENT ACT (TDA) FUNDS**

**WHEREAS**, the El Dorado County Transit Authority intends to use its TDA Article 4 funding to finance transit services for the Western Slope of El Dorado County;

**NOW, THEREFORE, BE IT RESOLVED**, that the Executive Director or the designated representative shall be authorized to file a revised claim for TDA Article 4 funding for transit services for fiscal year 2022/23 as follows:

Article 4	Operating Expenses	\$ 6,030,361.97
Article 4	Operating Expenses FY 21/22	<u>\$ 1,649,704.00</u>
Total Article 4 Allocation Available		\$ 7,680,065.97

**BE IT FURTHER RESOLVED**, that the Executive Director or the designated representative shall be authorized to file a claim for STA Article 4 Sub-Chapter 2.5, Section 6730 (b) projects as follows:

2022/23 Claim	\$ 2,272,519.00
2021/22 Additional	\$ 400,618.00
Interest (estimate)	<u>\$ 773.13</u>
Total 2022/23 Claim	\$ 2,673,910.13

**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 March 2023 by the following vote of said Board:

AYES:                      NOES:                      ABSTAIN:                      ABSENT:

\_\_\_\_\_  
Jackie Neu, Chairperson

ATTEST:

\_\_\_\_\_  
Megan Wilcher, Secretary to the Board

AGENDA ITEM 1 F  
Consent Item

**MEMORANDUM**

**DATE:** March 2, 2023

**TO:** El Dorado County Transit Authority

**FROM:** Julie Petersen, Finance Manager

**SUBJECT:** Fiscal Year 2023/24 Proposed Allocation Table and Proposed Organizational Chart

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

**Approve Proposed Allocation Table and Proposed Organizational Chart for Fiscal Year 2023/24**

**BACKGROUND**

The Bylaws of the El Dorado County Transit Authority (El Dorado Transit) require submission of a preliminary operating budget on or before the March meeting of each year. The Board shall adopt a preliminary operating budget by April 15 of each year.

**DISCUSSION**

The single highest expense of each operating budget is personnel wages and benefits. These costs are closely monitored and are restricted to maximums using an allocation table and organizational chart. Each year during the budget process management reviews current staffing levels and plans for anticipated changes.

For Fiscal Year (FY) 2023/24 staff is planning for restoration of weekend local fixed route and some commuter services. The budget assumes employment for the fifty-six and one-half (56.5) regular full-time equivalents including the Executive Director; Operations Manager; Finance Manager; Human Resources Manager; Planning and Marketing Manager; Administrative Coordinator; Safety Coordinator; Office Assistant II (2); Finance Technician I/II (2); Dispatch Supervisor (1); Transit Dispatcher (3.5); Transit Operations Supervisor (2); Maintenance & Facilities Supervisor (1); Equipment Technician I/II (3); Maintenance Technician (2); Custodian (2); Full-time Transit Operators (13) and Part-time Transit Operators (36). In addition to regular staff El Dorado Transit employs temporary employees and “Extra-Help” Transit Operators, Transit Dispatchers and support staff.

For comparison purposes, we have provided a breakdown of staffing levels prior to the COVID-19 Pandemic.

## **FISCAL IMPACT**

Expenses are included in the preliminary operating budget item included in this agenda packet.

EL DORADO COUNTY TRANSIT AUTHORITY  
COMPARISON / PROPOSED  
PERSONNEL ALLOCATION TABLE  
2019/20 - 2023/24

Classification	Proposed FY 2019/20 (fte*)	Adopted FY 2022/23 (fte*)	Proposed FY 2023/24 (fte*)
Administrative Coordinator	1	1	1
Custodian	1	2	2
Dispatch Supervisor	-	1	1
Equipment Technician I/II	4	3	3
Executive Director	1	1	1
Finance Manager	1	1	1
Fiscal Technician I/II	2	2	2
Human Resources Manager	1	1	1
Information Technology Analyst	1	0	0
Maintenance and Facilities Supervisor	1	1	1
Maintenance Technician	2	2	2
Office Assistant I/II	2	2	2
Operations Manager	1	1	1
Planning and Marketing Manager	1	1	1
Transit Operations Supervisor	3	2	2
Safety Coordinator	1	1	1
Transit Dispatcher	5	3.5	3.5
Transit Operator	35	25	31
<b><i>TOTAL ALLOCATED POSITIONS</i></b>	<b>63</b>	<b>50.5</b>	<b>56.5</b>

\* fte = Full Time Equivalent

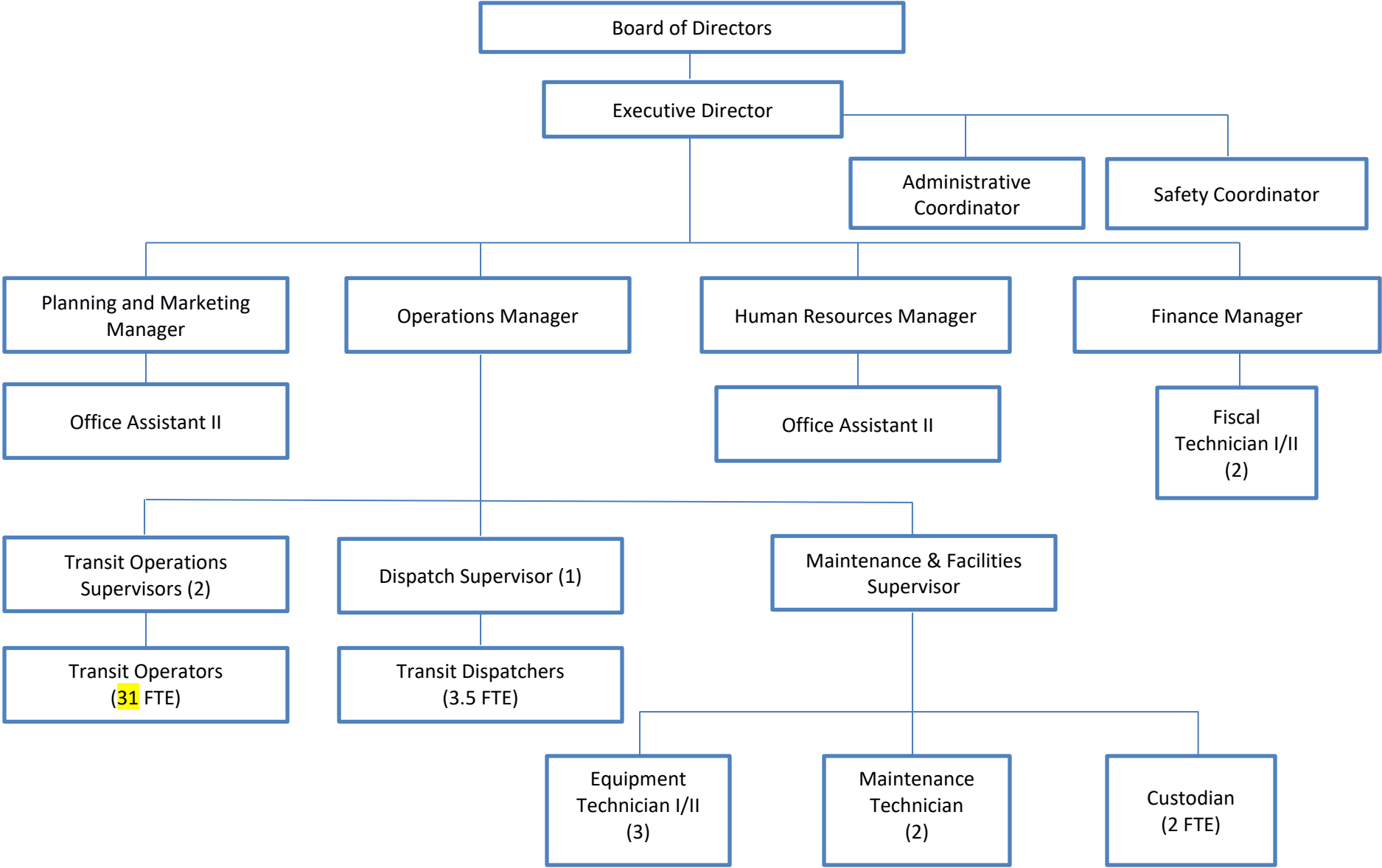
EL DORADO COUNTY TRANSIT AUTHORITY  
PROPOSED  
PERSONNEL ALLOCATION TABLE  
Fiscal Year (FY) 2023/24

Classification	Adopted FY 2022/23 (fte*)	Proposed FY 2023/24 (fte*)
Administrative Coordinator	1	1
Custodian	2	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	31
<b><i>TOTAL ALLOCATED POSITIONS</i></b>	<b><i>50.5</i></b>	<b><i>56.5</i></b>

\* fte = Full Time Equivalent



**EL DORADO COUNTY TRANSIT AUTHORITY  
PROPOSED ORGANIZATIONAL CHART  
FISCAL YEAR 2023/2024**



AGENDA ITEM 1 G  
Consent Item

**MEMORANDUM**

**DATE:** March 2, 2023

**TO:** El Dorado County Transit Authority

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

**SUBJECT:** Fiscal Year 2022/23 6-Month Administrative Operations Report

**REQUESTED ACTION:**

**BY MOTION,**

Receive and File the Fiscal Year 2022/23 6-Month Administrative  
Operations Report

**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 2022/23 6-Month Administrative Operations Report (Administrative Operations Report) provides an overview of El Dorado Transit operations for the reporting period July 1, 2022 through December 31, 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.

It should be noted that continuing pandemic related factors, and service interruptions from severe winter weather events 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 2022 to December 2022 reporting period.

- Demand Response services ridership increased by 1,509 one-way passenger trips or 19.2% during the period. The goal for on-time performance for Demand Response services is 90%, and El Dorado Transit achieved 91.2%.
- Motor Bus (Local Fixed Route) ridership increased by 9,636 one-way passenger trips or 23.9% during the period. The goal for on-time performance for Motor Bus services is 85%, and El Dorado Transit achieved 85.0%.
- Commuter Bus (Commuter Services) ridership increased by 6,736 one-way passenger trips or 70.3% during the period. The goal for on-time performance for Commuter Bus services is 90%, and El Dorado Transit achieved 90.4%.
- Special Event Service ridership includes the El Dorado County Fair Shuttle in June of each year. El Dorado Transit did not provide any Special Event Services during the reporting period.
- System wide ridership increased by 17,881 one-way passenger trips or 31.0%. Systemwide passenger trips per revenue hour increased from 3.3 to 4.6 or 39.4%.

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

### **FISCAL IMPACT**

None



**Fiscal Year 2022/23**

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## 6-Month Administrative Operations Report

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March 2, 2023

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

# Fiscal Year 2022/23

## 6-Month Administrative Operations Report

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### El Dorado County Transit Authority

#### 2023 Board of Directors

Chair: Jackie Neau, Placerville City Council

Vice Chair: George Turnboo, El Dorado County Board of Supervisors, District 2

Directors: David Yarbrough, Placerville City Council

Lori Parlin, El Dorado County Board of Supervisors, District 4

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

Alternate Directors: John Clerici, 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 2022/23 6-Month Administrative Operations Report is prepared to apprise the board and public on transit operations over the first six (6) months of fiscal year (FY) 2022/23 (July 1, 2022 to December 31, 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.

## 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 4,441 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 1,364 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 118 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 3,430 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, 2022 – December 31, 2022				
	FY 2022/23 (current)	FY 2021/22 (prior)	Difference	Percentage +/-
<b>TRIPS</b>	9,353	7,844	+1,509	+19.2%
<b>HOURS</b>	4,333	4,024	+309	+7.7%
<b>MILES</b>	85,002	76,672	+8,330	+10.9%

## 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. 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, 2022 – December 31, 2022				
	FY 2021/22 (current)	FY 2020/21 (prior)	Difference	Percentage +/-
<b>TRIPS</b>	49,903	40,267	+9,636	+23.9%
<b>HOURS</b>	9,541	11,066	-1,525	-13.8%
<b>MILES</b>	181,528	209,086	-27,558	-13.2%

## Commuter Bus

Sacramento 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 11,202 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. El Dorado Transit provided 5,113 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 due to more passengers on the Sacramento Commuter and the Tahoe services.

COMMUTER BUS COMPARISON				
Reporting Period: July 1, 2022 – December 31, 2022				
	FY 2022/23 (current)	FY 2021/22 (prior)	Difference	Percentage +/-
<b>TRIPS</b>	16,315	9,579	+6,736	+70.3%
<b>HOURS</b>	2,633	2,235	+398	+17.8%
<b>MILES</b>	87,315	76,139	+11,176	+14.7%

## Special Event Services

El Dorado Transit operates special event services which include grant funded annual public shuttle services. There were no special event services provided during the reporting period.

## 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:

SYSTEM WIDE COMPARISON				
Reporting Period: July 1, 2022 – December 31, 2022				
	FY 2022/23 (current)	FY 2021/22 (prior)	Difference	Percentage +/-
<b>TRIPS</b>	75,571	57,690	+17,881	+31.0%
<b>HOURS</b>	16,507	17,324	-817	-4.7%
<b>MILES</b>	353,845	361,897	-8,052	-2.2%

The following tables (Figures 1 and 2) summarize system wide performance measures for FY 2022/23 and FY 2021/22 as defined in the TDA guidelines:

**Figure 1 Comparative Report for All Services**

FISCAL YEAR KEY PERFORMANCE MEASURES FOR ALL SERVICES	2022/23	2021/22	Difference	Percentage Change +/-
Farebox Recovery Ratio (FBR)	8.97%	6.44%	+2.53	+39.3%
Passenger Fares	\$336,301	\$227,112	+\$109,189	+48.1%
Average Fare/Passenger	\$4.45	\$3.94	+\$0.51	+12.9%
Operating Expenses	\$3,750,342	\$3,525,055	+\$225,287	+6.4%
Operating Cost/Passenger	\$49.63	\$61.10	-\$11.50	-18.8%
Operating Cost/Revenue Hour	\$227.20	\$203.47	-\$19.42	+11.7%
Operating Cost/Revenue Mile	\$10.60	\$9.74	+\$0.86	+8.8%
Road Calls	30	37	-7	-18.9%
Employees per TDA Guidelines (FTE)	50	50	+0	+0.0%

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 8.97% in FBR during the reporting period for an increase of 39.3% 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 increases in Demand Response, Local, and Commuter services. This in turn increased the Farebox Recovery Ratio and the Average Fare per Passenger. We averaged 11,795 miles between road calls, which is 47.4% better than the national average of 8,000 miles between road calls.

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

<b>PASSENGER TRIPS PER REVENUE HOUR</b>	<b>2022/23</b>	<b>2021/22</b>	<b>Difference</b>	<b>Percentage Change +/-</b>
Demand Response	2.2	1.9	+0.3	+15.8%
Motor Bus (Local Fixed Routes)	5.2	3.6	+1.6	+44.4%
Commuter Bus	6.2	4.3	+1.9	+44.2%
<b>Systemwide Passenger Trips per Revenue Hour</b>	<b>4.6</b>	<b>3.3</b>	<b>+1.3</b>	<b>+39.4%</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 3.3 to 4.6 due to the increased ridership systemwide.

## **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:

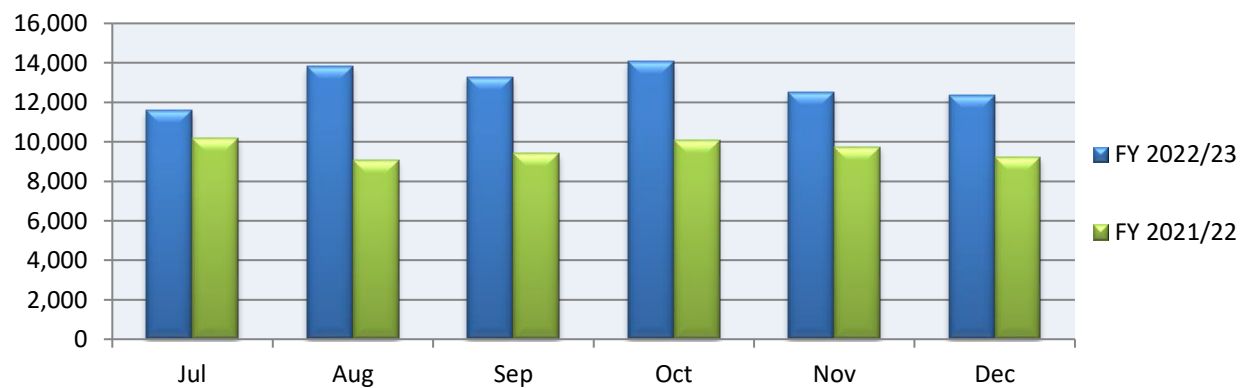
**Figure 3** Comparative Report between Actual 2021/22 and Performance Standards

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	2.29%	\$34.47	5.4
Route 25 – Saturday Express	0.00%	\$0.00	0.0
Route 30 – Diamond Springs/El Dorado	1.82%	\$44.22	4.6
Route 35 – Diamond Springs Saturday	0.00%	\$0.00	0.0
Route 40 – Cameron Park/Shingle Springs	3.19%	\$51.22	4.0
Route 50X – 50 Express	2.65%	\$38.48	5.9
Route 60 – Pollock Pines	2.90%	\$42.15	5.6
<b>Total Motor Bus Routes – Average</b>	<b>2.61%</b>	<b>\$40.74</b>	<b>5.2</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>9.45%</b>	<b>\$92.78</b>	<b>2.2</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>27.15%</b>	<b>\$31.45</b>	<b>6.2</b>

## Monthly Ridership Trends

The following graph (Figure 4) compares monthly passenger boardings for FY 2022/23 and FY 2021/22 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 2022/23

Service Type	Adopted Target	Actual Performance
Demand Response	90%	91.2%
Motor Bus Routes	85%	85.0%
Commuter Bus Routes	90%	90.4%

## 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:

### 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 2022 / 2023

Reporting Period July 1, 2022 through December 31, 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	4,441	118	3,430	0	1,364	9,353	6,156	6,493	0	8,286	8,275	0	20,693	49,903	11,097	105	5,113	16,315	0	0	75,571		
HOURS	3,083	112	475	0	663	4,333	1,555	1,425	0	1,486	1,546	0	3,530	9,541	1,539	101	993	2,633	0	0	16,507		
MILES	55,785	2,644	14,431	0	12,142	85,002	25,221	21,294	0	38,503	15,405	0	81,105	181,528	45,978	3,775	37,562	87,315	0	0	353,845		
REVENUES:																							
TDA	\$ 358,362.51	\$ 14,994.21	\$ 7,256.14	\$ -	\$ 79,232.07	\$ 459,844.93	\$ 235,271.84	\$ 213,789.39	\$ -	\$ 272,727.77	\$ 205,588.98	\$ -	\$ 614,574.58	\$ 1,541,952.56	\$ 252,574.64	\$ 23,097.89	\$ (6,622.94)	\$ 269,049.59	\$ -	\$ -	\$ 2,270,847.08		
STA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
5311	\$ 263,364.37	\$ 9,713.68	\$ 40,528.87	\$ -	\$ 56,904.10	\$ 370,511.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 370,511.02		
CRRSAA 5311	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,204.46	\$ 55,160.10	\$ -	\$ 57,555.64	\$ 59,876.54	\$ -	\$ 136,561.79	\$ 369,358.53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 369,358.50		
5311(i)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,375.20	\$ 34,375.20	\$ -	\$ -	\$ 34,375.20		
5307	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,117.97	\$ 596.05	\$ 5,876.51	\$ 15,590.53	\$ -	\$ -	\$ 15,590.55		
CRRSAA 5307	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,661.76	\$ 3,507.94	\$ 34,584.84	\$ 91,754.54	\$ -	\$ -	\$ 91,754.54		
SGR	\$ 26,626.30	\$ 977.10	\$ 4,095.40	\$ -	\$ 5,743.45	\$ 37,442.25	\$ 13,434.97	\$ 12,308.81	\$ -	\$ 12,840.78	\$ 13,361.59	\$ -	\$ 30,479.81	\$ 82,425.96	\$ 13,308.95	\$ 875.99	\$ 8,595.32	\$ 22,780.26	\$ -	\$ -	\$ 142,648.50		
LCTOP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,417.97	\$ 5,879.51	\$ -	\$ 6,132.27	\$ 6,380.17	\$ -	\$ 14,563.19	\$ 39,373.11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,373.12		
CCIPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 79,583.01	\$ 79,583.01	\$ -	\$ -	\$ 79,583.01		
FARES	\$ 17,889.48	\$ 724.00	\$ 70,403.64	\$ -	\$ 1,515.80	\$ 90,532.92	\$ 10,402.98	\$ 5,311.82	\$ -	\$ 10,438.09	\$ 6,691.33	\$ -	\$ 21,684.34	\$ 54,528.56	\$ 64,534.87	\$ 445.00	\$ 126,259.55	\$ 191,239.42	\$ -	\$ -	\$ 336,300.90		
TOT. REV	\$ 666,242.66	\$ 26,408.99	\$ 122,284.05	\$ -	\$ 143,395.42	\$ 958,331.12	\$ 325,732.22	\$ 292,449.63	\$ -	\$ 359,694.55	\$ 291,898.61	\$ -	\$ 817,863.71	\$ 2,087,638.72	\$ 393,198.19	\$ 28,522.87	\$ 282,651.49	\$ 704,372.55	\$ -	\$ -	\$ 3,750,342.39		
WHEELCHAIR PSGR	660	32	0	0	221	913	8	22	0	274	145	0	116	565	0	0	5	5	0	0	1,483		
EXPENDITURES:																							
EMPLOYEES	\$ 276,360.65	\$ 10,148.83	\$ 42,527.49	\$ -	\$ 59,310.59	\$ 388,347.56	\$ 139,325.93	\$ 127,705.81	\$ -	\$ 133,327.28	\$ 138,610.74	\$ -	\$ 316,161.12	\$ 855,130.88	\$ 138,253.01	\$ 8,982.24	\$ 89,611.03	\$ 236,846.28	\$ -	\$ -	\$ 1,480,324.71		
BENEFITS	\$ 203,498.28	\$ 7,450.75	\$ 31,283.03	\$ -	\$ 43,947.09	\$ 286,179.15	\$ 102,451.01	\$ 93,898.91	\$ -	\$ 97,942.32	\$ 102,058.05	\$ -	\$ 232,386.63	\$ 628,736.92	\$ 101,558.71	\$ 6,731.22	\$ 65,713.30	\$ 174,003.23	\$ -	\$ -	\$ 1,088,919.26		
VEHICLE OP	\$ 88,439.36	\$ 4,113.89	\$ 22,890.99	\$ -	\$ 19,101.71	\$ 134,545.95	\$ 39,921.99	\$ 33,683.84	\$ -	\$ 60,990.82	\$ 24,431.49	\$ -	\$ 128,569.75	\$ 287,597.89	\$ 72,899.11	\$ 5,771.89	\$ 59,560.85	\$ 138,231.85	\$ -	\$ -	\$ 560,375.71		
OTHER OP	\$ 97,944.37	\$ 4,695.52	\$ 25,582.54	\$ -	\$ 21,036.03	\$ 149,258.46	\$ 44,033.29	\$ 37,161.07	\$ -	\$ 67,434.13	\$ 26,798.33	\$ -	\$ 140,746.21	\$ 316,173.03	\$ 80,487.36	\$ 7,037.52	\$ 67,766.31	\$ 155,291.19	\$ -	\$ -	\$ 620,722.68		
TOTAL EXP	\$ 666,242.66	\$ 26,408.99	\$ 122,284.05	\$ -	\$ 143,395.42	\$ 958,331.12	\$ 325,732.22	\$ 292,449.63	\$ -	\$ 359,694.55	\$ 291,898.61	\$ -	\$ 817,863.71	\$ 2,087,638.72	\$ 393,198.19	\$ 28,522.87	\$ 282,651.49	\$ 704,372.55	\$ -	\$ -	\$ 3,750,342.36		
FARE BOX RECOVERY	2.69%	2.74%	57.57%	#DIV/0!	1.06%	9.45%	3.19%	1.82%	#DIV/0!	2.90%	2.29%	#DIV/0!	2.65%	2.61%	16.41%	1.56%	44.67%	27.15%	#DIV/0!	#DIV/0!	8.97%		
OPERATING COST PER / PSGR	\$150.02	\$223.81	\$35.65	#DIV/0!	\$105.13	\$102.46	\$52.91	\$45.04	#DIV/0!	\$43.41	\$35.27	#DIV/0!	\$39.52	\$41.83	\$35.43	\$271.65	\$55.28	\$43.17	#DIV/0!	#DIV/0!	\$49.63		
OPERATING COST PER / HOUR	\$216.07	\$235.88	\$257.66	#DIV/0!	\$216.20	\$221.16	\$209.51	\$205.30	#DIV/0!	\$242.09	\$188.85	#DIV/0!	\$231.70	\$218.82	\$255.55	\$281.71	\$284.62	\$267.52	#DIV/0!	#DIV/0!	\$227.20		
OPERATING COST PER / MILE	\$11.94	\$9.99	\$8.47	#DIV/0!	\$11.81	\$11.27	\$12.92	\$13.73	#DIV/0!	\$9.34	\$18.95	#DIV/0!	\$10.08	\$11.50	\$8.55	\$7.56	\$7.52	\$8.07	#DIV/0!	#DIV/0!	\$10.60		
PASSENGER TRIPS PER / REVENUE HOUR	1.4	1.1	7.2	#DIV/0!	2.1	2.2	4.0	4.6	#DIV/0!	5.6	5.4	#DIV/0!	5.9	5.2	7.2	1.0	5.1	6.2	#DIV/0!	#DIV/0!	4.6		
AVERAGE FARE PER / PASSENGER	\$4.03	\$6.14	\$20.53	#DIV/0!	\$1.11	\$9.68	\$1.69	\$0.82	#DIV/0!	\$1.26	\$0.81	#DIV/0!	\$1.05	\$1.09	\$5.82	\$4.24	\$24.69	\$11.72	#DIV/0!	#DIV/0!	\$4.45		
OPERATING SUBSIDY PER / PASSENGER	\$145.99	\$217.67	\$15.13	#DIV/0!	\$104.02	\$92.78	\$51.22	\$44.22	#DIV/0!	\$42.15	\$34.47	#DIV/0!	\$38.48	\$40.74	\$29.62	\$267.41	\$30.59	\$31.45	#DIV/0!	#DIV/0!	\$45.18		
ROAD CALLS	1	0	4	0	0	5	5	4	0	4	0	0	6	19	5	0	1	6	0	0	30		
EMPLOYEE FULL-TIME EQUIVALENT (FTE)																					50		





El Dorado County Transit Authority

6-Month Administrative Operations Report

Fiscal Year 2021 / 2022

Reporting Period July 1, 2021 through December 31, 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	SLT	Subtotal	ED COUNTY FAIR	Subtotal	TOTALS		
3,415	184	2,897	0	1,348	7,844	4,931	4,460	1,632	6,216	5,919	496	16,613	40,267	6,850	68	2,661	9,579	0	0	57,690		
2,489	181	402	0	953	4,024	1,518	1,429	387	1,298	1,525	202	4,709	11,066	1,426	52	757	2,235	0	0	17,324		
43,438	4,036	12,508	0	16,690	76,672	23,654	21,795	7,144	34,160	15,556	2,529	104,248	209,086	45,546	1,904	28,689	76,139	0	0	361,897		
\$ 274,437.67	\$ 21,874.39	\$ 11,497.99	\$ -	\$ 107,374.85	\$ 415,184.90	\$ 212,725.92	\$ 201,008.47	\$ 58,852.76	\$ 223,627.55	\$ 191,587.17	\$ 27,261.16	\$ 752,405.03	\$ 1,667,468.06	\$ 192,488.94	\$ 8,341.02	\$ 90,840.18	\$ 291,670.14	\$ -	\$ -	\$ 2,374,323.10		
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
\$ 172,892.08	\$ 12,666.75	\$ 27,847.01	\$ -	\$ 66,194.18	\$ 279,600.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 279,600.00		
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,686.77	\$ 47,692.46	\$ 12,898.21	\$ 43,300.10	\$ 50,908.59	\$ 6,722.91	\$ 157,149.46	\$ 369,358.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 369,358.49		
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,171.33	\$ 508.26	\$ 7,080.48	\$ 21,760.07	\$ -	\$ -	\$ 21,760.07		
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AGENDA ITEM 1 H  
Consent Item

**MEMORANDUM**

**DATE:** March 2, 2023

**TO:** El Dorado County Transit Authority

**FROM:** Matthew Mauk, Executive Director

**SUBJECT:** Contract Award for Development of the Short-Range Transit Plan Update

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

1. Authorize the Executive Director to execute the attached draft professional services agreement with DanTec Associates for development of a Local Short-Range Transit Plan Update per RFQ #22-01, pending final approval by legal counsel
2. Approve Purchase Order #28205 in the amount of \$125,000 for completion of professional services per the proposed Work Plan and Schedule
3. Authorize the Executive Director to execute change orders totaling an amount not to exceed five percent (5%) of the approved contract amount

**BACKGROUND**

An update to the local service elements of the 2019 El Dorado County Transit Authority (El Dorado Transit) Short- and Long-Range Transit 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 completion of the Local Short Range Transit Plan Update (Plan) 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 responses from consulting firms interested in leading the project. All three (3) consulting firms submitted detailed responses which highlighted the company's qualifications, experience, and recommended approach to the anticipated project scope. At the February 2, 2023 meeting, the El Dorado Transit Board approved staff's recommendation establishing a not-to-exceed contract budget of \$125,000 and authorized the Executive Director 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.

El Dorado County Transit Authority  
March 2, 2023

## **DISCUSSION**

Staff conducted an initial evaluation of the written proposals, with assistance from planning staff at the El Dorado County Transportation Commission and conducted reference interviews by phone with multiple former clients. Based on the written submissions and follow up research, staff identified the consultant team proposed by DanTec Associates as their preferred firm for advancement to negotiations. Following the Board direction at the February meeting, staff worked with DanTec Associates to finalize the attached project scope, timeline, and agreement terms for Board review and approval.

With the requested action, staff is seeking approval to execute the attached professional services agreement with DanTec Associates, including the proposed Work Plan and Schedule, pending final approval as to form by legal counsel. In addition, the requested actions will approve Purchase Order # 28205 in the amount of \$125,000 and grant the Executive Director minor change order authority.

## **FISCAL IMPACT**

The requested action is for contracting authority of \$125,000 for professional consulting services to complete a Local Short Range Transit Plan Update. The project related expenses anticipated for the current fiscal year (FY) ending June 30, 2023, were included in the adjusted FY 2022/23 Operating Budget, Service and Supply Account No. 5030.00 line item, approved by Board on February 2, 2023. Remaining project related expenses anticipated for the upcoming FY 2023/24 beginning July 1, 2023, are included in the Preliminary Operating Budget proposed later in this agenda.

Proposal to Prepare

# **El Dorado Transit Short Range Transit Plan Update**



Prepared by  
**DanTec Associates**  
February 2023

Dan Levy, Principal DanTec Associates  
760.213.0961 • [dantec1@sbcglobal.net](mailto:dantec1@sbcglobal.net)

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**Proposal to Prepare**

# **El Dorado Transit Short-Range Transit Plan Update**

Submitted to



Submitted by

**DanTec Associates**

Dan Levy, Principal

760.213.0961

[Dantec1@sbcglobal.net](mailto:Dantec1@sbcglobal.net)

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## Letter of Transmittal

February 21, 2023

Matthew Mauk, Executive Director  
El Dorado Transit Authority  
6565 Commerce Way  
Diamond Springs, CA 95619  
mmauk@eldoradotransit.com

Dear Matt:

I am pleased to attach our proposal and budget for the El Dorado Transit Short-Range Transit Plan Update.

The task list from the original statement of qualifications has been maintained, but the descriptions have been edited to reflect a three-year time horizon and remove any references to commuter services. The analysis section has been modified to reflect the use of driver-collected boardings and alightings data. The public outreach task descriptions have also been revised to reflect your concerns.

We look forward to working with you on this important project. Please let me know if you have any questions or require clarification of any tasks.

Sincerely,

A handwritten signature in blue ink, appearing to read "Daniel Levy", written over the printed name.

Daniel Levy  
Principal, DanTec Associates

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# 1. Project Approach

## 1.1 Understanding the Challenge

This is a time of unprecedented challenges for transit systems across the United States. During the pandemic, ridership and revenue plummeted. Now, as the public health crisis eases, it has become evident that transportation, work, and daily living patterns may have been significantly changed. Program closures, telehealth, home delivery services, internet shopping, and remote work are all affecting the future of public transportation demand. Transit agencies are entering uncharted territory.

El Dorado Transit ridership was declining in the years before the pandemic, and monthly ridership currently is about 30 percent lower than pre-COVID-19 when the last Short-Range Transit Plan was completed. The change is so profound that all options should be on the table, and a complete reimagining of transit may be appropriate. The services that evolved over the past 40 years, including local fixed routes, Dial-a-Ride, and medical transportation, need to be reevaluated in light of the apparent and ongoing changes in transportation demand and changing demographics, particularly the aging population.

Considering the circumstances facing El Dorado Transit, staff members have chosen a Short-Range Transit Plan Update as an opportunity to undertake a meaningful review of the transit system to address current short-term challenges facing the local service including the following:

- Reversing the decline of ridership for both conventional fixed-route transit and Dial-a-Ride transit
- Addressing competition from ride hailing
- Responding to the recent inability to attract demand from specific communities such as El Dorado Hills
- An aging population with anticipated demand for basic mobility and a desire to age in place
- Cost pressures and the need for a sustainable future
- New expectations for fleet conversion to electric propulsion
- Changing travel behavior and demand
- Increasing operating costs

DanTec will undertake a comprehensive evaluation of current conditions and a review of lessons learned from peer systems and extensive public and stakeholder engagement processes, including the development of goals and objectives specifically for the local service

provided by El Dorado Transit. Based on all of those inputs, DanTec will develop a Short-Range Transit Plan Update with actionable recommendations to restore services where appropriate and improve services where feasible. The structural changes the pandemic has brought mean that this Plan Update will depend less on past trends to project future results. This highlights the need for a review of peer actions because most transit systems are facing the same challenges. The Plan Update will include service changes and potential pilot projects to assess new ways of delivering transit services in this unfamiliar environment. The entire Plan Update will focus on developing a sustainable future for the agency.

Financial sustainability must be a top priority for any agency. Although the pandemic has wreaked havoc on ridership and revenue, it has also brought financial opportunities with increased support from state and federal governments. This support has come in the form of relaxed performance requirements (e.g., TDA farebox targets), increased formula funding, and new grant programs. This Short-Range Transit Plan Update will focus on maximizing the potential benefits of these new incentive programs.

El Dorado Transit also recognizes the need to explore and refine the scope for this project before committing to a work plan. DanTec understands the range of issues that transit agencies in smaller communities face; understands the pressures, challenges, and priorities of public agencies; and has experience collaborating with agency staff and boards to explore, refine, and customize work programs to meet their specific needs.

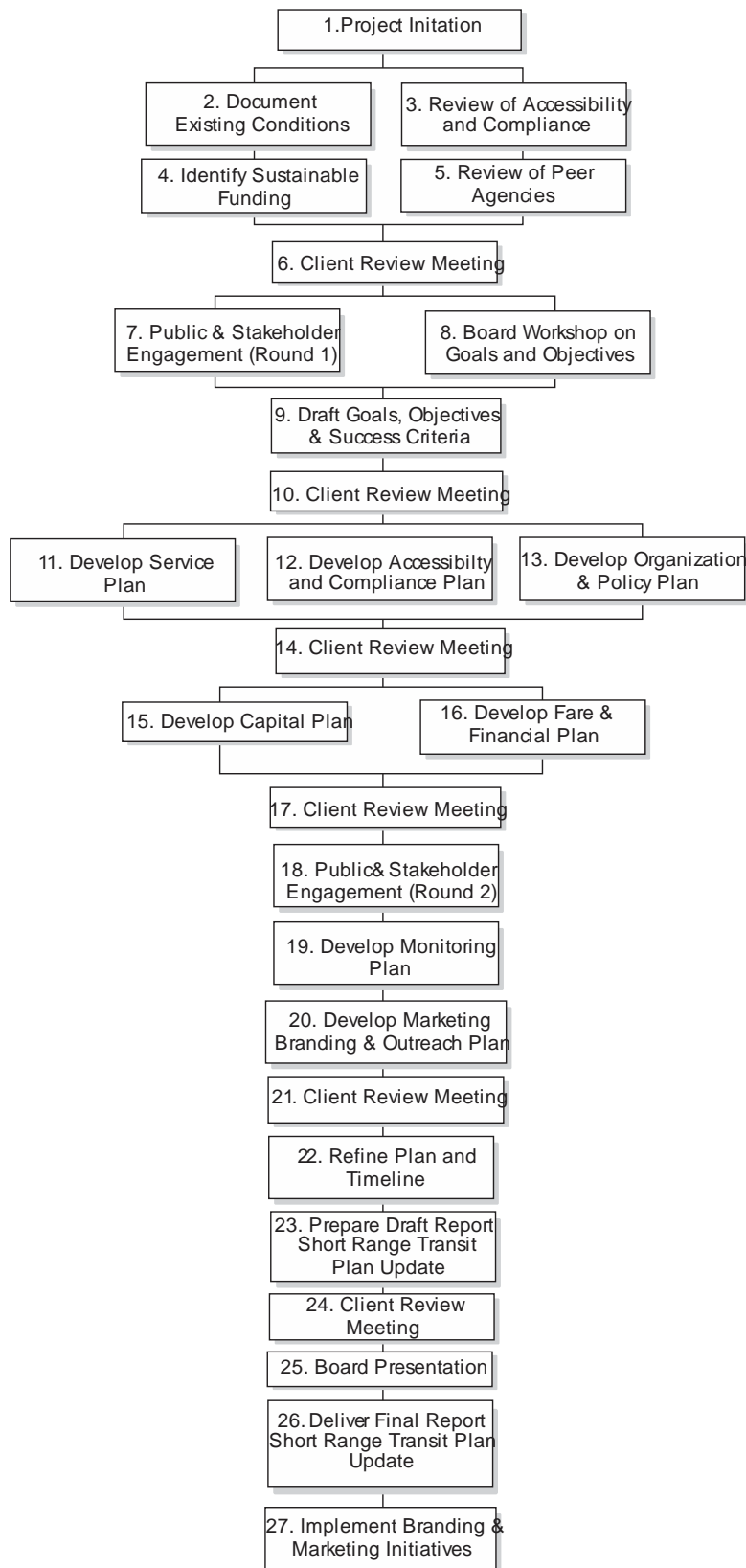
The Proposed Work Plan in Section 1.2 outlines best practices for a Short-Range Transit Plan Update in today's environment. We will work closely with El Dorado Transit to enhance, refine, and adjust it to address the specific and local requirements of your agency.

The DanTec team has expertise in assessing a broad range of needs and formulating plans including reviewing service; analyzing performance; assessing organization and governance structures; leading genuine stakeholder and public engagement; leading decision support; advising on requirements for policy, revenue, fare policies, and fare structures; advising on system design; resource allocation; fleet electrification impacts and facility requirements; siting and design concepts; advising on technology; customer service; marketing; communications; and branding.

## 1.2 Proposed Work Plan and Schedule

DanTec has prepared a scope for your consideration. Figure 1 illustrates the major tasks and the flow of the work plan with detailed explanations on the following pages.

Figure 1. Flow of Tasks



In summary, we anticipate it will be appropriate to:

- work with the agency to confirm its goals and objectives for local service are consistent with agency vision and mission—an essential step that fosters alignment and reduces conflict;
- document existing conditions and evaluate the system’s performance, accessibility, and compliance compared with peer systems, including identifying sustainable limits for the system;
- engage with stakeholders and the public in two rounds of engagement, initially to listen to and understand their experience and expectations and later to share concepts and scenarios for potential changes and to receive input;
- develop draft guidelines, standards, and plans for local service for review by the organization and for discussion with stakeholders and the public; these may include a service plan, accessibility and compliance plan, organization or policy plan, capital plan, and fare, revenue, and funding plan; where appropriate, we would draft multiple concepts or scenarios as input to the engagement; and
- develop a final plan, refined based on all appropriate engagement, with supporting action plans, including an implementation plan; monitoring plan; and a marketing, branding, and outreach plan.

The following illustrative tasks describe these elements in more detail.

### **Task 1: Initiate Project**

A project initiation meeting will be held on site to finalize the scope, schedule, and deliverables. Before the meeting, the consultant team will review pertinent documents, including the 2019 Short-Range Transit Plan, current performance statistics, and any available strategic plans and policy documents.

Deliverables: Meeting record

### **Task 2: Document Existing Conditions**

In this task, the consulting team will document existing conditions for the transit system and the community. This will include evaluation of ridership trends and patterns, travel behaviors, scheduling practices and performance, fleet utilization, staffing, and financial results.

The evaluation of ridership will be based on count data El Dorado Transit will provide. We understand that El Dorado has driver-collected boarding data.

During this task, the consulting team will also ride the system to obtain an overview of operating conditions, typical traffic, schedule practices, and delays and passenger behavior.



This will also provide an opportunity to speak with passengers and operators regarding the current system, challenges, and issues. The rides will also allow the team to observe issues related to compliance with the Americans with Disabilities Act (ADA) regulations for both fixed-route and Dial-A-Ride services. This will include but not be limited to issues such as securement of people in wheelchairs and provision of assistance to passengers with disabilities, missed trips, reasonable modification, suspensions of service, and service animals.

The team will review how the system has dealt with the challenge of balancing coverage and productivity and identify the relationship between the service and land uses. The team will look at recent growth trends, particularly in the western portion of the service area, and identify future potential growth areas by discussing with appropriate staff at the county and municipal governments.

El Dorado Transit is located between Sacramento and Lake Tahoe, with major attractors and generators in the east and west. This means connections between El Dorado Transit and other local and regional transportation operators are important. DanTec will document these connections and how well they work and, where possible, identify how many passengers make inter-operator transfers.

Demographic trends will be assessed and analyzed. The State of California projects that the population over the age of 65 will increase 88 percent from 2010 to 2060. This is potentially a significant factor because El Dorado has a relatively young population and because, as the population ages in place, there may be a greater need for specialized transportation services such as paratransit and medical transportation. Understanding where minority populations and people with limited income reside is also important to ensure that service changes do not discriminate. Although El Dorado Transit falls below the FTA threshold to conduct equity analysis, the agency is still required to meet the intent of Title VI and Environmental Justice service regulations; we will review and provide advice on these factors.

Deliverables: Existing Conditions Interim Report

### **Task 3      Review of Accessibility and Compliance**

Transit systems must comply with many state and federal regulations to be eligible for government formula funds and grants. Failure to comply with the regulations can result in ineligibility for new grants and even financial penalties or grant claw backs. Under state civil rights law, fines and damages can also be awarded for violations of federal regulations. It is therefore critical that El Dorado Transit be in full compliance with regulations such as the ADA, Title VI and Environmental Justice, Equal Employment Opportunity, and Drug and Alcohol Testing. We will examine the most recent TDA audit of El Dorado Transit to understand what areas were found to have concerns. The staff members at DanTec have managed responses to

state and federal audits and reviews and know areas that often create compliance issues at transit agencies.

DanTec will review operations, equipment, and facilities as well as policy documents and administrative procedures and recommend areas it may be possible to make changes to improve compliance and avoid potential issues.

The delivery of ADA paratransit service is often the most challenging form of public transportation. It is also, without a doubt, the most expensive form of public transportation per ride. Given these real and constant challenges, agencies struggle to both deliver compliant services while also being budget conscious. Therefore, we will complete an evaluation of El Dorado Transit's ADA paratransit services to ensure compliance with the ADA as well as identify opportunities for more efficient paratransit operations.

As a part of this comprehensive paratransit review, the DanTec team will review El Dorado Transit's service by understanding, evaluating, and/or identifying the following:

- El Dorado Transit's administrative policies and operating practices, including requirements to comply with the following:
  - o Providing reasonable assistance to riders with disabilities
  - o Wheelchair securement
  - o Boarding and alighting practices
  - o Reasonable modification of services
  - o Service animals
  - o Eligibility determination process
  - o On-time percentage
  - o Missed trips
  - o Telephone hold times
  - o Reservations and scheduling practices
  - o Shared rides
  - o Stranded passengers
  - o Service area
  - o Fare structure
  - o Personal care attendants
  - o Hours of operation
  - o Premium services
  - o Other general equivalency requirements with fixed-route services

Identifying inefficiencies in service is vital to ensuring that transit agencies maximize the funding available to a community. The DanTec team will seek to identify opportunities for El Dorado Transit to maximize the value for each dollar budgeted for paratransit services. This may include addressing the scheduling of shared rides and ways to better take advantage of the ability to schedule trips up to one hour before or after a requested pickup time to increase efficiency.



We will ensure that existing and recommended operating policies and practices are viewed through a fiscal reality lens. All transit agencies want to provide the highest-quality services possible, but agencies regularly face fiscal constraints that often limit the level of customer service provided. Fiscal constraints do not, of course, apply to an agency's requirement to comply with the ADA and other federal

requirements. They may, though, affect how an agency is able to exceed the minimum requirements that typically lead to higher-quality services. All these issues will be considered during the DanTec team's evaluation process.

The DanTec team understands that there is a number of other demand-responsive services in addition to ADA paratransit such as medical transportation and Dial-a-Ride. We will also evaluate these services for compliance to ensure that delivered services are meeting standards such as providing a reasonable level of service and wheelchair securement.

Deliverables: Interim Report on Accessibility

## **Task 4      Identify Sustainable Funding**

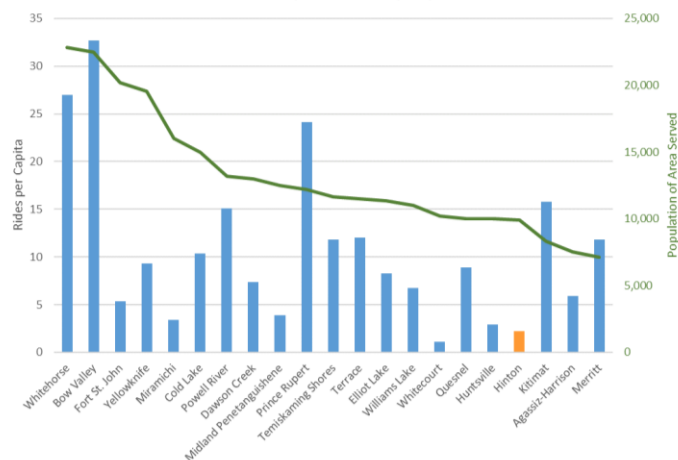
DanTec has found it desirable to identify the likely sustainable levels of funding available to an agency early in the planning process. This allows the team to develop solutions knowing what is possible and what may be a financial challenge for the agency. DanTec is aware of planning projects where solutions were developed that were not within the financial capacity of the agency, but the limitations were not uncovered until late in the process. Knowing the limits of sustainability early in the process will help us identify options are realistic and achievable.

The goal of this task is to familiarize DanTec with the current budget and revenue sources and identify likely new sources of funding for operations and capital as early as possible.

Deliverables: Interim Report on Financial Sustainability

## Task 5 Review Peer Agencies

We will conduct a review of peers or best practices analysis. Rather than simply comparing published statistical information as other consultants often do, this analysis will critically look at peer systems to identify lessons learned and innovative service concepts or fares that could be implemented at El Dorado Transit. This exercise may be particularly valuable because many agencies are developing innovative programs and services to respond to the loss of ridership due to the pandemic. Knowing what has worked well or not worked at other similarly sized transit agencies or communities will be useful as the future direction of the service is being discussed. It will include relevant factors including understanding the reasons behind the decisions affect transit network design, fleet size and composition, scheduling practices, and fare policies. The peers will be selected not only based on population or fleet size. We will also strive to include systems that mirror the urban, suburban, rural linear configurations of El Dorado Transit and a mix of commuter, local, and Dial-a-Ride services. We will identify six to eight systems that meet this profile.



The review of peer agencies will be conducted through personal contacts, telephone interviews, and internet surveys. Our team has completed projects at many transit agencies and has excellent contacts that will facilitate this task.

Deliverables: Interim Report on Peers

## Task 6 Client Review Meeting

A client review meeting will be held to review the work completed to date on Tasks 2 to 5. The meeting will also be used to review the plan for the public, stakeholder, and board of directors engagement and outreach. If the agreed-upon scope of work includes a survey, drafts of the proposed surveys will be presented for review.

Deliverable: Meeting notes

## **Task 7      Start Public and Stakeholder Engagement (Round 1)**

The first round of a multifaceted public, stakeholder, and board outreach process will be conducted to reach a broad range of users, residents, and interested parties throughout the county. It will involve listening and learning from stakeholders and the public about what they know about local transit options, why they do or do not use it, what attracts them to try it or to use it more, and what is necessary and what are nice-to-haves with transit options. This will help the organization understand community wants and aspirations and develop appropriate new mission and vision statements as well as evaluation criteria to be used to evaluate the service and fare options.

Outreach activities will draw from a menu of options and be tailored to accommodate suggestions from El Dorado Transit staff in consultation with our team and drawing on our team's experience engaging on transit issues across a diverse transit system and dispersed county-wide communities. The menu of potential outreach elements may include the following:

- Public workshops
- Teletown halls
- Open house for El Dorado drivers and staff
- One-on-one meetings with board members
- Listening sessions with small groups
- A web-based survey for riders and future rides (non-riders)
- An onboard survey of riders
- Workshops with key stakeholders

We will support engagement and awareness through existing social media channels with sample content and key messages. The team will prepare e-blasts, posters and flyers, take-ones, and other promotional materials for public events that El Dorado Transit can distribute in advance of events and activities. Through a strategic process that starts with research and communications planning and ends with measurement and evaluation, DanTec with Lucy & Company will ensure El Dorado Transit's future communications plans are based on public and rider input and strategies that work. Most importantly we believe that informed dialog enriches planning processes. Our team will create opportunities to engage stakeholders and the public in a dialogue to explore the perspectives, ideas, concerns, expectations, and ideas for improvement. The dialogue with and among stakeholders and the public is key to identifying the community's needs and desires from the transit system and helping the public and stakeholders understand the constraints facing transit.

The Round 1 engagement will include a workshop. It will include a presentation by the consultant team of the results of the review of peer systems and best practices and El Dorado Transit system performance and challenges as well as financial sustainability. It will be followed by an opportunity for participants to comment on their needs and expectations as input on issues and to help formulate the agency's mission and vision.

A web survey will collect similar information from people unable or unwilling to attend the public workshop. The survey will be linked to the El Dorado Transit home page and be promoted through other local government sources, local stakeholder groups with similar missions, community organizations, and nonprofits. We will work with local organizations to help promote the program and survey and supply sample content and images for use by other organizations.

Stakeholder input will include meeting one-on-one and in small listening sessions with representatives of diverse agencies, institutions, government, or business organizations such as these:

- County Planning and Economic Development
- Municipal governments such as Placerville or Community Service Districts
- School districts
- Chamber of Commerce
- Major employers
- Seniors' organizations
- Organizations representing persons with disabilities
- Others identified in consultation with El Dorado Transit

The input received will help DanTec draft a proposed mission statement and vision for the transit system that is consistent with the expectations of the public and the fiscal limits of the agency.

Deliverables: Memo on process and what we heard

## **Task 8      Board Workshop on Goals and Objectives**

We will facilitate a workshop session with the board of directors. The session will begin with an overview of the project and the findings of Tasks 2 to 6. The second half of the session will be dedicated to obtaining board input on proposed goals and objectives statements for the local service consistent with the agency vision and mission.

The input received will help DanTec draft a goals and objectives for the local services that are consistent with the expectations of the public and the fiscal limits of the agency. As a part of

this task, some specific evaluation or success criteria will be developed for use in evaluating the options considered in the later tasks.

Deliverables: PowerPoints for board presentation

## **Task 9      Draft Goals, Objectives and Success Criteria**

DanTec will formulate goals, objectives, and success criteria for local service consistent with the agency vision and mission. The goals, objectives, and success criteria will be based on the input received from the public, stakeholders, and board and the results of other earlier tasks, including identification of sustainability funding.

It is critical for El Dorado Transit to have goals and objectives that establish a strategic direction for the local service. Adoption of these statements clarifies what success looks like, providing focus for future outcomes and efforts to achieve them. The success criteria will help evaluate the options developed in the later tasks of this study. This input will also be used to craft any service design standards or guidelines consistent with goals and objectives.

During the first round of outreach, we will have sought input on key trade-offs such as having a service that comes closer to respondents' homes and operates less frequently versus a service that operates from major roads or collection points and is more frequent. Effectiveness standards are used to assess how well the services achieve their objectives and vary according to the service intent. Services that exist for the purpose of attracting ridership should be measured on their ridership, levels of crowding, speed, and directness, and the cost per customer should be relatively low. Conversely, services that exist to serve neighborhoods, provide basic mobility, and maximize coverage while accepting lower number of customers per hour and higher cost per customer should be measured based on walking distance to bus stops and social measures such as satisfaction.

A transit system needs service standards or guidelines to operate effectively, transparently, and equitably. These service standards are needed to let councils and the public understand what to expect from the system. Creating service standards or guidelines based on goals and objectives tied to the mission and vision will create a formal policy framework. The measurement of performance and evaluation of the system can then be tied to the standards. The standards are also helpful during budget approvals. Rather than distracting decision makers with the details of routes or schedule adjustments, the board can focus on adjustments to the policy issues (service standards). This would allow staff to make service adjustments to meet any policy revisions and the budget target. For example, budget discussions can be based on the financial ramifications of adjusting walking distance from  $\frac{1}{4}$  mile to either  $\frac{1}{3}$  mile or  $\frac{3}{4}$  mile rather than



looking at the specific route and service changes. This will create a policy discussion that the board can understand rather than focusing on the details of routes or schedules.

We will develop a set of draft goals for the local service consistent with the agency vision and mission. For each goal, specific objectives with indicators and performance targets or success criteria will be set. The service standards will be in the form of objectives, indicators, and targets. Using this methodology, the goals will be made firm, but the objectives, indicators, and targets can be adjusted in the future based on funding levels or public demand. The service standards would guide staff in making both small tweaks to the service as well as major expansions such as determining when to start a new service. One of the advantages of this structure is that the vision, mission, and goals can remain unchanged between short-range plan updates, but the objectives and targets can change if necessary based on annual or periodic reviews due to financial constraints or other factors.

Figure 2 provides examples of this hierarchical approach with vision, goals, objectives, and targets.

It is recommended that service standards address the following key issues:

#### Quality of service

- Frequency of service (e.g., headways)
- Span of service (e.g., service start and finish times)
- Access to service (e.g., walking distance to stops, stop spacing)
- Passenger amenities (e.g., shelters and heated shelters)
- Transfers and travel times (e.g., maximum transfers, travel time relative to auto)

#### Effectiveness

- Frequency of service (e.g., headways)

Figure 2. Sample Vision Goal Objective Hierarchy

*Vision: A convenient and reliable transit system for all residents*

**Goal A:** *A coverage-based transit service within reach of all urban residents*

**Objective 1:** *Service is provided within ¼ mile of all urban residential addresses.*

**Target:** *Service is provided to meet objectives for 95 percent of residential addresses*

**Goal B:** *Reliable service*

**Objective 1:** *Services never leave a stop early and are not more than 5 minutes late.*

**Target:** *90 percent of services operate on time as defined in objective*

**Objective 2:** *Timed connections are well coordinated.*

**Target:** *90% of connections are achieved as published*



- Span of service (e.g., service start and finish time)
- Productivity (e.g., passenger km, per seat km, boardings per hour)
- Cost recovery (e.g., percentage of cost recovered from farebox)

### **Efficiency**

- Labor productivity (layover, delays, scheduling efficiency)
- Spare ratio (e.g., revenue vehicles to spare vehicles)

### **Reliability (on-time performance, cancellations)**

- Access to service (e.g., walking distance to stops, stop spacing)
- Passenger amenities (e.g., shelters and heated shelters)
- Transfers and travel times (e.g., maximum transfers, travel time relative to auto)
- Effectiveness
- Productivity (e.g., passenger km, per seat km, boardings per hour)
- Cost recovery (e.g., percentage of cost recovered from farebox)

Deliverables: Proposed goals, objectives and success criteria

## **Task 10      Hold Client Review**

A client review meeting will be held to review the results of Tasks 7 to 9. This will include a synopsis of the public, board, and stakeholder input and the draft mission and vision statements, which will be ready for board approval.

Deliverables: Meeting record

## **Task 11      Develop Service Plan**

In this task, the team will develop a series of service options that address each of the service questions raised in the request for qualifications consistent with the mission and vision statements drafted earlier in the project. The options will also address issues raised by riders, the public, or stakeholders during the outreach or other issues that became apparent through the analysis of existing conditions in Task 2.

The specific questions raised in the request for qualifications that we will address include the following:

- Coverage versus frequency
- Estimate ridership and revenues
- Innovative service types
- Social service transportation
- Route deviation versus fully on demand versus first or last mile
- Need for fixed, peak, express, evening, and weekend schedules
- Address service gaps, underserved generators
- Prioritization of service to Folsom and Light Rail
- Youth and student growth opportunities
- Better coordination with other local and regional providers
- Visitor and agritourism opportunities



El Dorado Transit falls below the FTA threshold requiring a Title VI analysis of services changes. However, we will scan all options for potential civil rights issues, and any option that has potential civil rights issues will be screened out unless directed by El Dorado Transit. The new service options we identify will support the existing or updated vision and mission statement and the goals developed through the engagement process.

Deliverables: Draft Interim Service Development Report

## Task 12      **Develop Accessibility and Compliance Plan**

In this task, the team will produce a plan to ensure full compliance with the ADA. The plan will also identify strategies to go beyond the ADA where financially feasible and improve service options for people with disabilities and seniors. The principals at DanTec have provided numerous transit agencies with service and equipment ideas that can be implemented at modest cost and can make travel easier or more comfortable for people with disabilities.

We will develop a plan for improved ADA services based on the goals, objectives, and service standards formulated earlier and the evaluation of needed changes documented in Task 3. The plan will include ridership forecasts, cost estimates, and strategies for compliance with ADA. The recommendations will include any changes to policies required to implement the service changes. The recommendations will address any issues identified with ADA Dial-A-Ride services.

El Dorado Transit is currently below the FTA threshold for completing a Title VI and Environmental Justice analysis of fare and service changes; however, the agency still has an obligation not to create disparate impacts or disproportionate burdens as a result of fare and service changes. DanTec will screen any proposed changes to ensure that there are no potential civil rights issues. The plan will also address any other compliance issues pertaining to areas such as Equal Employment Opportunity or Disadvantaged business Enterprise that we find in the review of existing conditions or in TDA or FTA audits and reviews.

Deliverables: Interim Compliance Plan

### **Task 13      Develop Organization & Policy Plan**

This element of the plan will examine organizational options, including purchase service models or public private partnership arrangements that could offer cost savings or service improvements. It will also investigate opportunities for consolidation, coordination, and future service options for social service transportation.

The recommendations will include any changes to policies required to implement the service changes in the interim report. The recommendations will address immediate needs (up to three years).

Deliverables: Interim Report on Organization and Policy

### **Task 14      Client Review Meeting**

A client meeting will be held to review the draft plans developed in Tasks 11, 12, and 13.

### **Task 15      Develop a Capital Plan**

DanTec will develop a short-range (three-year) asset plan including schedules, cost estimates, and potential funding sources for replacement, rehabilitation, and expansion of services. The plan will include at a minimum the following:

- Buses and nonrevenue vehicles
- Shelters
- Information systems
- Identification of lacking capital needs
- Cost-neutral improvements

The plan will include recommended roles for new technologies together with cost estimates for implementation. The plan will outline a systematic scheme for cost-effective maintenance,



replacement, or rehab of capital assets consistent with the Transit Asset Management Plan and California Air Resources Board Innovation Clean Transit zero-emission fleet purchase requirements:

- Fleet composition and electrification
- Accessibility
- Technology, passenger amenities, and infrastructure upgrades to improve user experience and safety

## Task 16 Develop Fare and Financial Plan

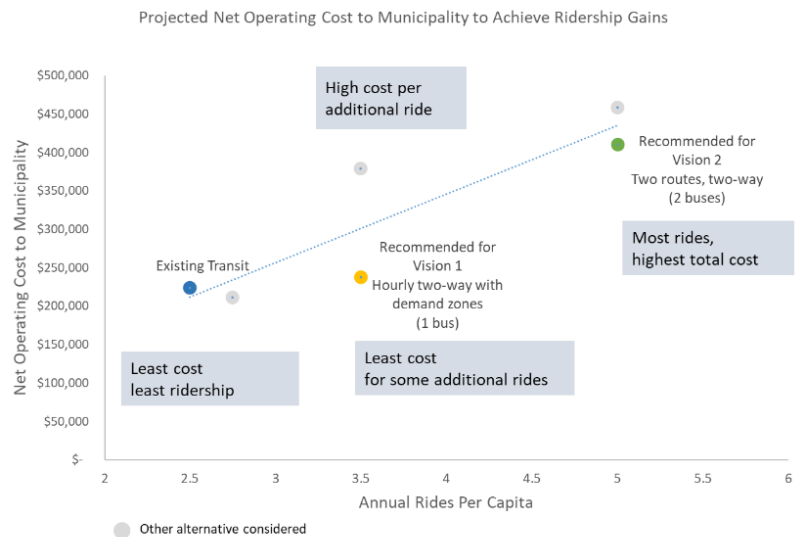
We will prepare a financial plan that will project the operating costs and revenues annually for each proposed service change option. The plan will cover the first three years. DanTec will identify and recommend an annual sustainable funding plan for operations based on current, expected, and potential funding sources, including new revenue sources.

There will also be an examination of the impact of fare increases or decreases such as free fares. To examine the costs and impacts of fare change options,

we will construct an elasticity model based on industry standard elasticity factors and the experience of other fare free transit systems. This will enable DanTec to estimate the ridership impacts of removing fares. Farebox recovery has declined from greater than 20 percent in 2017 to 3 percent in 2021. Many more systems are implementing a fare free system based on their

experience during the pandemic. If alternative revenue sources are available, it could be a viable alternative for El Dorado Transit. If fares are maintained, new discounts, particularly for students and youth, might also incentivize ridership. The fare element of the financial plan will address recommended fare changes and strategies for the short and longer terms.

Deliverables: Interim Fare and Financial Plan



## Task 17 Client Review Meeting

A review meeting will be held to review the findings from Tasks 15 and 16, which form the core of the Short-Range Transit Plan Update. The meeting will also be used to confirm the details of the upcoming second round of public and stakeholder engagement.

Deliverables: Meeting record

## Task 18 Public and Stakeholder Engagement (Round 2)

Using the input from round one, the DanTec team will develop an outreach and engagement strategy and relay the research findings and proposed communications strategy. They will also include high-level recommendations on select technical components of the Short Range Transit Plan Update.



The consultant team will focus on information sharing with community-based organizations, stakeholder groups, partner agencies, and El Dorado Transit.

The consultant team will support the logistics and staffing involved with project outreach meetings and serve as the community meeting and listening session facilitators. The meetings will be another opportunity for the project team to meet the community to share what we found in round one, how we have incorporated it into concepts for the future, and hear their feedback. The

outreach activities will be determined according to community needs and may include online open houses or pop-up events if needed. As in Round 1 we will also provide key materials to support engagement and awareness through the existing social media channels with sample content and key messages.

We will prepare a summary of the input received and incorporate the input from the engagement in the refinement of the plan elements.

Deliverables: Memo on process and what we heard

## Task 19 Develop Monitoring Plan

We will develop a monitoring plan. It will encompass procedures for monitoring and evaluating services, including performance metrics, frequency of review, and timeframes to be applied to pilot and experimental service enhancements or policy changes.

Deliverables: Memo on monitoring plan

## **Task 20      Develop Marketing Plan, Branding, and Outreach**

In this task we will develop outreach, branding, and marketing plans. This work will include the following:

- Conduct internal agency and market research to make strategic branding recommendations.
- Prepare an overview of a potential plan to guide promotion for the new service and brand for launch for a period of one to three years.
- Identify stakeholders and communities of interest that should be kept informed of El Dorado Transit initiatives and programs.
- Develop a plan for outreach and community engagement programs to keep stakeholders and the public informed about El Dorado Transit initiatives and programs.

Deliverables: Memo on outreach plan and overview of marketing and branding opportunities

## **Task 21      Client Review Meeting**

A client review meeting will be held to discuss the work completed in tasks 18 to 20, and work in upcoming tasks.

Deliverables: Meeting record

## **Task 22      Refine Plans and Timelines**

We will develop recommendations for each element of the plans presented in Tasks 12–16 where options were developed. The recommendations and refinements will be based on the previously developed success criteria and the input from Round 2 public and stakeholder outreach.

We will develop a timeline for implementation of short-term (up to three years) improvements. In some cases, the implementation targets will be based on milestones or thresholds rather than specific calendar dates.

Deliverables: Timeline for implementation

## **Task 23      Prepare Draft of the Short-Range Transit Plan Update**

We will prepare a draft final report and Short-Range Transit Plan Update and circulate it for comment.

Deliverables: Draft Short-Range Transit Plan Update (PDF)

#### **Task 24      Hold a Client Review**

A client review meeting will be held to discuss the draft Short-Range Transit Plan Update.

Deliverables: Meeting record

#### **Task 25      Present Draft of the Short-Range Transit Plan Update to Board**

We will prepare and deliver a PowerPoint presentation on the Short-Range Transit Plan Update to the board of directors.

Deliverables: PowerPoint presentation on completed plan

#### **Task 26      Finalize Report**

We will finalize the Short-Range Transit Plan Update and address comments, changes, and suggestions made by the board and staff during the review process.

Deliverables: Three bound copies of the Short-Range Transit Plan Update and a PDF electronic version

#### **Task 27      Complete Branding and Marketing Initiatives**

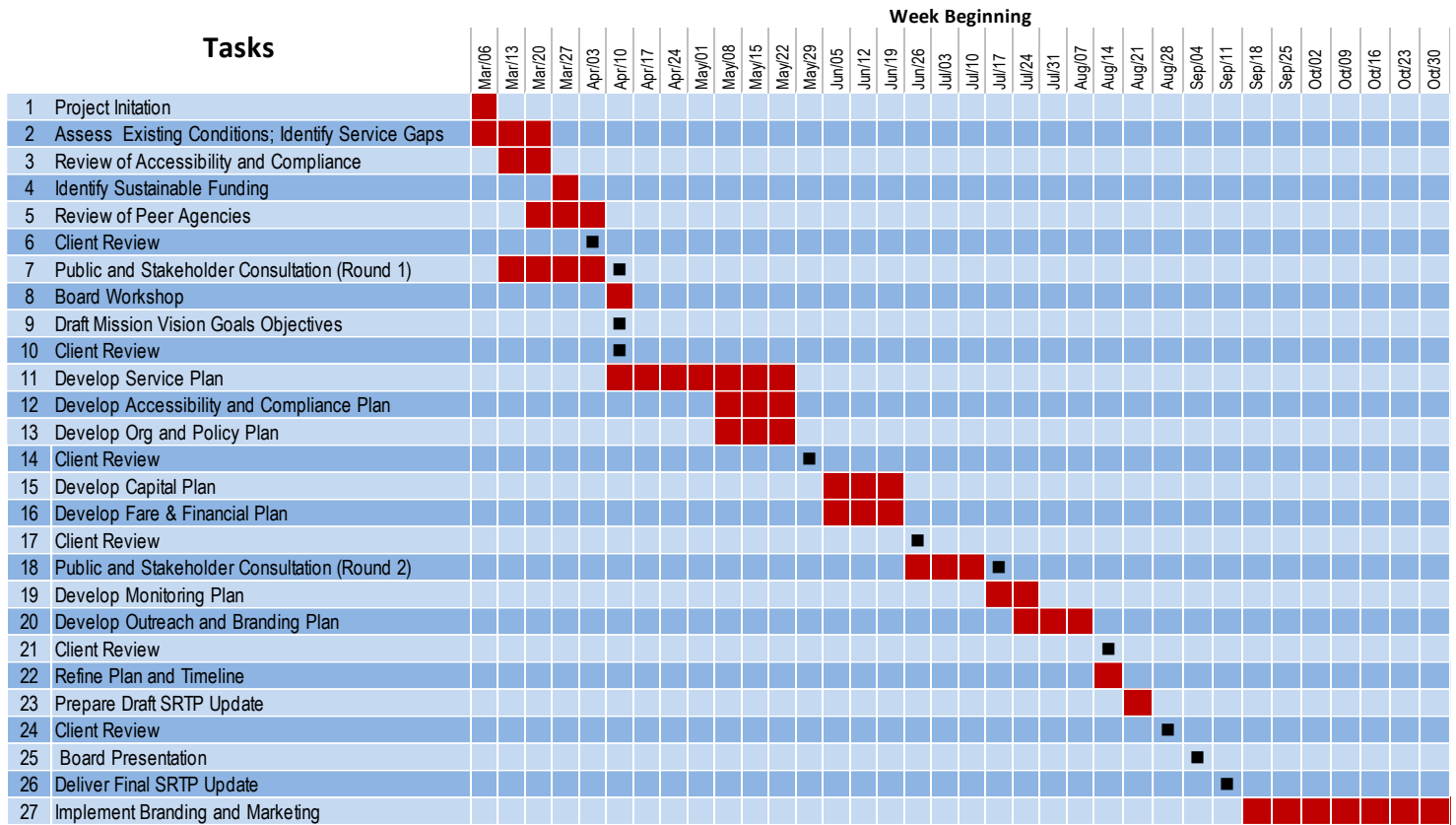
Following board acceptance of the service changes proposed in the Short-Range Transit Plan Update, work will begin on expanding the overview developed in Task 21 into a complete marketing and branding plan for the local service for the next three years.

Deliverables: Complete marketing and branding plan

### **Schedule**

The proposed schedule for the project is shown in Figure 3.

Figure 3. Schedule





## Budget

DanTec proposes to complete the project as described in this proposal for a firm fixed fee of \$125,000 (one hundred twenty five thousand, dollars). The detailed budget by task and consultant showing all travel and other disbursements is shown in Figure 4.

Figure 4. Proposed Budget

Project Tasks		Consultants					Hours	Disbursements	Total \$
		DanTec		Lucy & Co	Happy Transit				
		Dan Levy	Brian Mills	Jess Segovia	Lucy Crocker	Elea Carey	By task	Travel & Expenses	Total \$
Task	Hourly Rate	\$145	\$140	\$140	\$200	\$80			
1	Project Initiation	2	2		1		5		\$770
2	Document Existing Conditions	20	36				56	\$1,953	\$9,893
3	Review of Accessibility and Compliance	4		16			20	\$568	\$3,388
4	Identify Sustainable Funding	10					10		\$1,450
5	Review of Peer Agencies	24	4				28		\$4,040
6	Client Review	2	2	2	2		8		\$1,250
7	Public and Stakeholder Consultation (Round 1)	20	24		55		99	\$1,510	\$18,770
8	Board Workshop	8	8				16		\$2,280
9	Draft Mission Vision Goals Objectives	4	8				12		\$1,700
10	Client Review	2	2				4		\$570
11	Develop Service Plan	16	56				72		\$10,160
12	Develop Accessibility and Compliance Plan	4		16			20		\$2,820
13	Develop Org and Policy Plan	16	4				20		\$2,880
14	Client Review	2	2	2			6		\$850
15	Develop Capital Plan	8					8		\$1,160
16	Develop Fare & Financial Plan	24	4				28	\$1,510	\$5,550
17	Client Review	2	2		2	2	8		\$1,130
18	Public and Stakeholder Consultation (Round 2)	20	24		44		88		\$15,060
19	Develop Monitoring Plan	4	8				12		\$1,700
20	Develop Outreach Marketing and Branding Plan	4			44	50	98		\$13,380
21	Client Review	4	2		2	2	10		\$1,420
22	Refine Plan and Timeline	8	16			4	28		\$3,720
23	Prepare Draft SRTP Update	16	8			10	34		\$4,240
24	Client Review	2	2			2	6		\$730
25	Board Presentation	5					5	\$484	\$1,209
26	Deliver Final SRTP Update	4	2			2	8		\$1,020
27	Implement Branding and Marketing	4				166	170		
	Total Hours	239	216	36	150	238	879		
	Total Cost	\$ 34,655	\$ 30,240	\$ 5,040	\$ 30,000	\$ 19,040		\$6,025	\$125,000



# **EL DORADO TRANSIT**

## **EL DORADO COUNTY TRANSIT AUTHORITY**

### **PROFESSIONAL SERVICES AGREEMENT**

**with**

**DANTEC ASSOCIATES**

**for**

### **SHORT-RANGE TRANSIT PLAN UPDATE**

THIS AGREEMENT made and entered into this \_\_\_\_ day of March 2023, by and between the El Dorado County Transit Authority, hereinafter referred to as "EL DORADO TRANSIT," and DanTec Associates "CONSULTANT".

#### **WITNESSETH**

CONSULTANT and EL DORADO TRANSIT do mutually hereby agree as follows:

#### **SECTION 1 - ORGANIZATION AND CONTENTS**

- SECTION 1 ORGANIZATION AND CONTENTS
- SECTION 2 SCOPE OF CONSULTING SERVICES - BASIC
- SECTION 3 SCOPE OF CONSULTING SERVICES - ADDITIONAL  
COMPLETION SCHEDULE
- SECTION 4 NOTICE TO PROCEED AND EFFECTIVE DATE OF CONTRACT;  
PROGRESS; COMPLETION
- SECTION 5 TIME OF PERFORMANCE
- SECTION 6 COMPENSATION
- SECTION 7 CHANGES TO SCOPE - BASIC
- SECTION 8 COMPLIANCE WITH LAWS, RULES, REGULATIONS
- SECTION 9 EXHIBITS INCORPORATED
- SECTION 10 RESPONSIBILITY OF CONSULTANT
- SECTION 11 RESPONSIBILITY OF EL DORADO TRANSIT
- SECTION 12 TERM
- SECTION 13 TERMINATION FOR CONVENIENCE OF EL DORADO TRANSIT
- SECTION 14 TERMINATION OF AGREEMENT FOR CAUSE
- SECTION 15 INTEREST OF OFFICIALS AND CONSULTANT
- SECTION 16 SUBCONTRACTING
- SECTION 17 SUCCESSORS AND ASSIGNS
- SECTION 18 INDEPENDENT CONTRACTOR

SECTION 19 EQUAL EMPLOYMENT OPPORTUNITY  
SECTION 20 DISADVANTAGED BUSINESS ENTERPRISE  
SECTION 21 TITLE VI COMPLIANCE  
SECTION 22 PUBLICATIONS  
SECTION 23 INDEMNIFICATION  
SECTION 24 INSURANCE  
SECTION 25 OWNERSHIP OF DOCUMENTS  
SECTION 26 DOCUMENTATION/ ACCESS TO RECORDS  
SECTION 27 NOTICES  
SECTION 28 JURISDICTION  
SECTION 29 INTEGRATION

EXHIBIT A PROPOSAL OF CONSULTANT CONTAINING DESCRIPTION OF  
SCOPE OF WORK.

## SECTION 2 - SCOPE OF CONSULTING SERVICES - BASIC; SCHEDULE

CONSULTANT agrees to perform all work described in Exhibit "A" entitled DanTec Associates Proposal attached hereto and incorporated herein by this reference as if set forth in full.

## SECTION 3 - SCOPE OF CONSULTING SERVICES - ADDITIONAL

It is understood by EL DORADO TRANSIT and CONSULTANT that it may be necessary, in connection with this project, for CONSULTANT to perform or secure the performance of related services other than those set forth in Exhibit "A". In such instance, CONSULTANT shall advise EL DORADO TRANSIT, in advance and in writing, of the need for such additional services, their cost and the estimated time required to perform them (if appropriate). CONSULTANT shall not proceed to perform any such additional service until EL DORADO TRANSIT has determined that such service is beyond the scope of the basic services to be provided by CONSULTANT, is required, and has given its written authorization to perform or obtain it. Each additional service so authorized shall constitute an amendment to this Agreement.

## SECTION 4 - PURCHASE ORDER AND EFFECTIVE DATE OF CONTRACT; PROGRESS; COMPLETION

Upon execution of this Agreement by the parties, EL DORADO TRANSIT shall give CONSULTANT a 'Purchase Order' for the work. Such notice may authorize CONSULTANT to render all of the services contemplated herein, or such portions or phases as may be mutually agreed upon. In the latter event, EL DORADO TRANSIT shall, in its sole discretion, issue subsequent notices from time to time regarding further portions or phases of the work. Upon receipt of such notices, CONSULTANT shall

diligently proceed with the work authorized and complete it within the agreed time period.

#### SECTION 5 - TIME OF PERFORMANCE

CONSULTANT shall complete the performance of its obligations under this Agreement in accordance with the dates and times indicated in Exhibit "A", unless an extension of time is granted in writing by EL DORADO TRANSIT, which said extension, if any, shall be granted only for good cause as determined at the sole discretion of EL DORADO TRANSIT. CONSULTANT shall not be held responsible for delays beyond its reasonable control.

#### SECTION 6 - COMPENSATION

For services performed pursuant to this Agreement, EL DORADO TRANSIT agrees to pay, and CONSULTANT agrees to accept as payment in full, all identified project costs on a cost reimbursement basis up to \$125,000 maximum amount.

CONSULTANT shall submit a bill upon completion of each of the tasks identified in said Exhibit "A," attached hereto. Payment shall be made by EL DORADO TRANSIT within 30 days of receipt of the billing for the completed task. No statements shall be sent until the task has been accepted as complete by EL DORADO TRANSIT. It is mutually agreed between the parties to this Agreement that no payments made under the Agreement shall be conclusive evidence of the performance of the Agreement, either wholly or in part, against any claim of the CONSULTANT, and no payment shall be construed to be in acceptance of any defective work or improper materials.

#### SECTION 7 - CHANGES TO SCOPE - BASIC

EL DORADO TRANSIT may at any time, and upon a minimum of ten (10) days written notice, modify the scope of basic services to be provided under this Agreement. CONSULTANT shall, upon receipt of said notice, determine the impact on both time and compensation of such change in scope and notify EL DORADO TRANSIT in writing. Upon agreement between EL DORADO TRANSIT and CONSULTANT as to the extent of said impacts on time and compensation, an amendment to this Agreement shall be prepared describing such changes. Execution of the amendment by EL DORADO TRANSIT and CONSULTANT shall constitute the CONSULTANT'S notice to proceed with the changed scope.

#### SECTION 8 - COMPLIANCE WITH LAWS, RULES, REGULATIONS

All services performed by CONSULTANT pursuant to this Agreement shall be performed in accordance and full compliance with professional standards regarding the interpretation of all applicable and non-conflicting Federal, State or City statutes, and

any rules or regulations promulgated thereunder, as interpreted by the appropriate enforcement agency at the time of performance of this project.

#### SECTION 9 - EXHIBITS INCORPORATED

All Exhibits referred to in this Agreement and attached to it are hereby incorporated in it by this reference.

#### SECTION 10 - RESPONSIBILITY OF CONSULTANT

By executing this Agreement, CONSULTANT warrants to EL DORADO TRANSIT that he/she possesses, or will arrange to secure from others, all of the necessary professional consulting capabilities, licenses, certifications, experience, resources, and facilities to provide to EL DORADO TRANSIT the services contemplated under this Agreement. CONSULTANT further agrees that he/she will follow the current, prevailing, generally accepted practice of the consulting profession to make findings, render opinions, prepare factual presentations, and provide professional advice and recommendations regarding the project for which services are rendered under this Agreement.

#### SECTION 11 - RESPONSIBILITY OF EL DORADO TRANSIT

To the extent appropriate to the project contemplated by this Agreement, EL DORADO TRANSIT shall:

- A. Assist CONSULTANT by placing at his/her disposal all available information pertinent to the project, including previous reports and any other relevant data.
- B. Guarantee access to and make all provisions for CONSULTANT to enter upon public and private property as required for CONSULTANT to perform his/her services.
- C. Examine all studies, reports, proposals, and other documents presented by CONSULTANT, and render verbally or in writing as may be appropriate, decisions pertaining thereto within a reasonable time so as not to delay the services of CONSULTANT.
- D. Designate in writing a person to act as EL DORADO TRANSIT'S representative with respect to all work to be performed under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret, and define EL DORADO TRANSIT'S policies and decisions with respect to materials, equipment, elements, and systems pertinent to CONSULTANT'S services.

E. Furnish approvals and permits from all governmental authorities having jurisdiction over the project and such approvals and consents from others as may be necessary for completion of the Project.

#### SECTION 12 - TERM

The term of this Agreement shall commence upon EL DORADO TRANSIT'S issuance to CONSULTANT of a Purchase Order for all or a portion of the work as hereinabove provided and shall end upon EL DORADO TRANSIT'S acceptance and payment for such portion of the work as was authorized by such notice, but in no event beyond the end of December 2023.

#### SECTION 13 - TERMINATION FOR CONVENIENCE OF EL DORADO TRANSIT

EL DORADO TRANSIT may terminate this Agreement at any time by giving notice to CONSULTANT of such termination and specifying the effective date thereof, at least ten (10) days before the effective date of such termination. In such event, all finished or unfinished documents and other materials shall, at the option of EL DORADO TRANSIT, become its property. If this Agreement is terminated by EL DORADO TRANSIT as provided herein, CONSULTANT shall be paid a total amount that is the ratio of completed tasks, and mutually agreed percent-completed tasks, to total services as determined by EL DORADO TRANSIT, less payments already made under this contract. This proration shall be extended to cover any fixed fee charged for a fully completed product.

#### SECTION 14 - TERMINATION OF AGREEMENT FOR CAUSE

A. EL DORADO TRANSIT may, by written notice to CONSULTANT, terminate the whole or any part of this Agreement in any one of the following circumstances:

1. If CONSULTANT fails to perform the services called for by this Agreement within the time(s) specified herein, or any extension thereof; or
2. If CONSULTANT fails to perform the services called for by this Agreement or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and in either of these two circumstances does not substantially begin to correct such failure within a period of ten (10) days (or such longer period as EL DORADO TRANSIT may authorize in writing) after receipt of notice from EL DORADO TRANSIT specifying such failure.

B. In the event EL DORADO TRANSIT terminates this Agreement in whole or in part as provided in Paragraph "A" above, EL DORADO TRANSIT may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

C. Except with respect to defaults of subcontractors, CONSULTANT shall not be liable for any excess costs if the failure to perform arises out of causes beyond the control and without the fault or negligence of CONSULTANT. Such causes include, but are not limited to, acts of God or of the public enemy, acts of government, in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, and unusually severe weather. In the event the failure to perform is caused by the default of a subcontractor, CONSULTANT shall not be liable for failure to perform, unless the services to be furnished by the subcontractor were obtainable from other sources in sufficient time and within budgeted resources to permit CONSULTANT to meet the required delivery schedule or other performance requirements.

D. Should the Agreement be terminated as provided in Paragraph "A" above, CONSULTANT shall provide EL DORADO TRANSIT with all finished and unfinished documents, data, studies, services, drawings, maps, models, photographs, reports, etc., prepared by CONSULTANT pursuant to this Agreement. Upon termination as provided in Paragraph "A" above, CONSULTANT shall be paid the value of the work performed, as determined by EL DORADO TRANSIT, less payments of compensation previously made. Payments previously made by EL DORADO TRANSIT to CONSULTANT shall be credited to the amount payable to CONSULTANT for allowable costs as provided herein, except, however, CONSULTANT shall be entitled to a proportionate fixed fee, if any, which in the opinion of EL DORADO TRANSIT, it has legitimately earned and was not related to the cause for which this Agreement was terminated.

E. If after notice of termination of this Agreement, as provided for in this Section, it is determined for any reason that CONSULTANT was not in default under the provisions of this Section or that the default was excusable under the provisions of this Section, then the rights and obligations of the parties shall be the same as if the Agreement had been terminated for the convenience of EL DORADO TRANSIT.

#### SECTION 15 - INTEREST OF OFFICIALS AND CONSULTANT

A. No member of, or delegate to, the Congress of the United States of America nor any Resident Commissioner shall be admitted to any share or part hereof or to any benefits to arise herefrom.

B. CONSULTANT hereby covenants that he or she has, at the time of the execution of this Agreement, no interest, and that he or she shall not acquire any interest in the future, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed pursuant to this Agreement. CONSULTANT further covenants that in the performance of this work, no person having any such interest shall be employed.

## SECTION 16 - SUBCONTRACTING

- A. CONSULTANT shall not subcontract or otherwise assign any portion of the work to be performed under this Agreement without the prior written approval of EL DORADO TRANSIT.
- B. In no event shall CONSULTANT subcontract for work in excess of the amounts shown in Exhibit "A". Specialized services are those items not ordinarily furnished by a consultant performing the particular type of study.
- C. All subcontracts shall be subject to the provisions contained in this contract between EL DORADO TRANSIT and CONSULTANT.

## SECTION 17 - SUCCESSORS AND ASSIGNS

This Agreement shall be binding upon and shall inure to the benefit of any successors to, or assigns of, the parties. CONSULTANT shall not assign, delegate, or transfer the rights and duties under this Agreement or any part thereof without the prior written consent of the other party to this Agreement.

## SECTION 18 - INDEPENDENT CONTRACTOR

EL DORADO TRANSIT and CONSULTANT agree that CONSULTANT is an independent contractor. CONSULTANT shall be solely responsible for the conduct and control of the work performed under this Agreement. CONSULTANT shall be free to render consulting services to others during the term of this Agreement, so long as such activities do not interfere with or diminish CONSULTANT'S ability to fulfill the obligations established herein to EL DORADO TRANSIT.

## SECTION 19 - EQUAL EMPLOYMENT OPPORTUNITY

In connection with the performance of this Agreement, CONSULTANT shall not discriminate against any employee or applicant for employment because of race, color, age, creed, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

## SECTION 20 - DISADVANTAGED BUSINESS ENTERPRISE (DBE)

- A. To the extent that Federal funds are used, it is the policy of the U.S. Department of Transportation that minority and women-owned business enterprises (hereby referred to as DBEs), as defined in 49 CFR Part 23 shall have the maximum opportunity



to participate in the performance of contracts financed in whole or in part with Federal funds under this Agreement.

B. CONSULTANT agrees to ensure that DBEs have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this Agreement. In this regard, CONSULTANT shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that DBEs have the maximum opportunity to compete for and perform contracts. CONSULTANT shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

C. All subcontracts awarded by CONSULTANT shall contain the provisions included in paragraphs (A) and (B), as described immediately above.

#### SECTION 21 - TITLE VI COMPLIANCE

A. CONSULTANT agrees to comply with Title VI of the Civil Rights Act of 1964 (49 USC 2000d) and the regulations of the U.S. Department of Transportation issued thereunder in 49 CFR Part 21.

B. During the performance of this Agreement the CONSULTANT, for itself, its assignees, and successors in interest, agrees as follows:

1. Compliance with Regulations: The CONSULTANT shall comply with the Regulations relative to nondiscrimination in federally assisted programs, Title 49 Code of Federal Regulations, Parts 21, as they may be amended during the period of this contract (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
2. Nondiscrimination: The CONSULTANT, with regard to the work performed by it during the Agreement, shall not discriminate on the grounds of race, religion, color, sex, age or national origin in the selection or retention of subcontractors, including procurements of materials and leases of equipment. The CONSULTANT shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the Agreement covers a program set forth in Appendix B of the Regulations.
3. Solicitations for subcontractors, including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiations made by the CONSULTANT for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the CONSULTANT of the CONSULTANT'S obligations under this Agreement and the Regulations relative

to nondiscrimination on the grounds of race, religion, color, sex, age or national origin.

4. Information and Reports: The CONSULTANT shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by EL DORADO TRANSIT to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a consultant is in the exclusive possession of another who fails or refuses to furnish this information, the CONSULTANT shall so certify to EL DORADO TRANSIT, as appropriate, and shall set forth what efforts it has made to obtain the information.

C. Sanctions for Noncompliance: In the event of the CONSULTANT'S noncompliance with the nondiscrimination provisions of this Agreement, EL DORADO TRANSIT shall impose such contract sanctions as it may determine to be appropriate, including, but not limited to:

1. Withholding of payments to the CONSULTANT under the Agreement until the CONSULTANT complies, and/or;
2. Cancellation, termination, or suspension of the Agreement, in whole or in part.

D. Incorporation of Provisions: the CONSULTANT shall include the provisions of Paragraphs A and B (including all subparts) of this Section in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The CONSULTANT shall take such action with respect to any subcontract or procurement as EL DORADO TRANSIT may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the CONSULTANT may request EL DORADO TRANSIT to enter into such litigation to protect the interests of EL DORADO TRANSIT, and in addition, the CONSULTANT may request the United States to enter into such litigation to protect the interests of the United States.

E. Civil Rights: All subcontractors awarded by contractors shall contain provisions requiring compliance with Title VI of the Civil Rights Act of 1964, as amended. Accordingly, 49 CFR Part 21, through Appendix C and 23 CFR 710.405(b) shall be made applicable by reference in all subcontracts financed in whole or in part with Federal funds.

## SECTION 22 - PUBLICATION

A. Any and all reports published by CONSULTANT shall acknowledge that it was prepared in cooperation with EL DORADO TRANSIT.

B. Articles, reports, or works reporting on the work provided for herein, or on portions thereof, which are published by CONSULTANT shall contain in the foreword, preface, or footnote the following statement:

"The contents of this report reflect the view of the author who is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views of EL DORADO TRANSIT. This report does not constitute a standard, specification, or regulation."

C. Articles, reports, or works reporting on the work provided for herein, or on portions thereof, which are published by CONSULTANT shall contain in the inside cover page:

## SECTION 23 - INDEMNIFICATION

To the fullest extent allowed by law, the Consultant shall defend, indemnify, and hold the District, its officers, agents and employees, harmless against and from any all claims, suits, losses, damages and liability for damages, including reasonable attorney's fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, District employees, and the public, or damage to property, or any economic or consequential losses, to the extent caused by the negligent acts, errors or omissions, recklessness, or willful misconduct, of the Consultant or those for whom Consultant is legally liable and which are claimed to or in any way arise out of or are connected with the Work by Consultant, his agents or employees including Consultant's services, operations, or performance hereunder, regardless of the existence or degree of fault or negligence on the part of the District, Consultant, subcontractor(s) and employee(s) of Consultant, or any of these, except for the sole, or active negligence of the District, its officers and employees, and except as expressly prescribed by statute. This duty of Consultant to indemnify and save the District harmless includes the duties to defend set forth in California Civil Code Section 2778.

## SECTION 24 - INSURANCE

The CONSULTANT shall provide proof of a policy of insurance satisfactory to EL DORADO TRANSIT and documentation evidencing that the CONSULTANT maintains insurance that meets the following requirements.

- A. Full Workers' Compensation and Employer's Liability Insurance covering all employees of CONSULTANT as required by law in the State of

California. If CONSULTANT does not have any employees, CONSULTANT is not required to maintain Worker's Compensation Insurance.

- B. Commercial General Liability Insurance of not less than One Million Dollars (\$1,000,000) combined single limit per occurrence for bodily injury and property damage
- C. Automobile Liability Insurance of not less than Five Hundred Thousand (\$500,000) is required in the event motor vehicles are used by the CONSULTANT in performance of the Agreement.
- D. Proof of coverage satisfactory to EL DORADO TRANSIT as evidence that the insurance required herein is being maintained shall be provided. The insurance will be issued by an insurance company acceptable to EL DORADO TRANSIT or be provided through partial or total self-insurance likewise acceptable to EL DORADO TRANSIT.
- E. The certificate of insurance must include the following provisions stating that:
  - 1) The insurance required herein shall provide that no cancellation or material change in any policy shall become effective except upon thirty (30) days prior written notice to EL DORADO TRANSIT; and
  - 2) EL DORADO TRANSIT, its officers, officials, employees, and volunteers are included as additional insured, but only insofar as the operations under this Agreement are concerned. This provision shall apply to all liability policies except Workers' Compensation, automobile, and professional liability insurance policies. Proof that EL DORADO TRANSIT is named additional insured shall be made by providing EL DORADO TRANSIT with a certified copy, or other acceptable evidence, or an endorsement to insurance policy naming EL DORADO TRANSIT as additional insured.
- F. CONSULTANT agrees that the insurance required herein shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, CONSULTANT agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the Agreement, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of EL DORADO TRANSIT and CONSULTANT agrees that no work or services shall be performed prior to such approval. In the event CONSULTANT fails to

keep in effect at all times insurance coverage as herein provided, EL DORADO TRANSIT may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.

- G. Certificate of insurance shall meet such additional standards as may be determined by EL DORADO TRANSIT as essential for protection of EL DORADO TRANSIT.
- H. CONSULTANT shall not commence performance of this Agreement unless and until compliance with each and every requirement of the insurance policy is achieved.
- I. Failure of CONSULTANT to maintain the insurance required herein, or to comply with any of the requirements of the insurance provisions, shall constitute a material breach of the entire Agreement.
- J. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the District, its officers, officials, employees, or volunteers.
- K. The CONSULTANT's insurance coverage shall be primary insurance as respects EL DORADO TRANSIT, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by EL DORADO TRANSIT, its officers, officials, employees, or volunteers shall be in excess of the CONSULTANT's insurance and shall not contribute with it.
- L. The insurance companies shall have no recourse against EL DORADO TRANSIT, its officers, agents, employees, or any of them for payment of any premiums or assessments under any policy issued by an insurance company.
- M. CONSULTANT's indemnity and other obligations shall not be limited by the insurance required herein and shall survive the expiration of this Agreement.
- N. Any deductibles or self-insured retentions must be declared and approved by EL DORADO TRANSIT. At EL DORADO TRANSIT's option, either: Insurer shall reduce or eliminate such deductibles or self-insured retentions as respects EL DORADO TRANSIT, its officers, employees and volunteers, or CONSULTANT shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

- O. In the event CONSULTANT cannot provide an occurrence policy, CONSULTANT shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.

#### SECTION 25 - OWNERSHIP OF DOCUMENTS

Original documents, methodological explanations, computer programs, computer files, drawings, designs, and reports generated by this Agreement shall belong to and become the property of EL DORADO TRANSIT in accordance with accepted standards relating to public work contracts. Any additional copies, not otherwise provided for herein, shall be the responsibility of EL DORADO TRANSIT. Software used but not created in the performance of this agreement is not included. CONSULTANT shall not be held responsible for modification, re-use, or misuse of these various documents and other instruments of professional service.

#### SECTION 26 - DOCUMENTATION/ACCESS TO RECORDS

CONSULTANT shall document the results of the work to the satisfaction of EL DORADO TRANSIT. Such documentation may include preparation of progress and final reports, plans, specifications and estimates, or similar evidence of attainment of contract objectives.

CONSULTANT and its subcontractors shall maintain all books, documents, papers, accounting records, and other evidence pertaining to costs incurred, and make such materials available at their respective offices at all reasonable times during the contract period and for three years from the date of final payment to CONSULTANT. Such materials shall be available for inspection by authorized representatives of EL DORADO TRANSIT, or the copies thereof shall be furnished if requested. The U.S. Department of Transportation, Caltrans, the Comptroller General of the United States, or any authorized representatives of these agencies, shall have access to any books, documents, papers, and records of the CONSULTANT which are directly pertinent to that specific contract, for the purpose of making audit, examination, excerpts, and/or transcriptions.

#### SECTION 27 - NOTICES

Any notices required to be given pursuant to this Agreement shall be deemed to have been given by their deposit, postage prepaid, in the United States Postal Service, addressed to the parties as follows:

a. To EL DORADO TRANSIT: Matthew Mauk, Executive Director  
El Dorado County Transit Authority  
6565 Commerce Way  
Diamond Springs, CA 95619

b. To CONSULTANT: Dan Levy, Principal  
DanTec Associates  
700 West E Street, Suite 1001  
San Diego, CA 92101

Nothing hereinabove shall prevent either EL DORADO TRANSIT or CONSULTANT from personally delivering any such notices to the other.

#### SECTION 28 - JURISDICTION

Except as otherwise specifically provided, this Agreement shall be administered and interpreted under the laws of the State of California. Jurisdiction of litigation arising from this Agreement shall be in that State. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of the Agreement shall be in full force and effect.

#### SECTION 29 - INTEGRATION

This agreement represents the entire understanding of EL DORADO TRANSIT and CONSULTANT as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing signed by EL DORADO TRANSIT and CONSULTANT.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

EL DORADO TRANSIT:

CONSULTANT:

By \_\_\_\_\_  
Matthew Mauk, Executive Director

By \_\_\_\_\_  
Dan Levy, Principal

APPROVED AS TO FORM:

By \_\_\_\_\_  
Mike Tucker  
Attorney for El Dorado County Transit Authority

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

**PURCHASE ORDER NO. 28205**

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

**DATE: 02/21/23**

ACCOUNT: 5030

CLASS: 125

TO: DANTEC ASSOCIATES  
 700 WEST E STREET  
 SUITE 1001  
 SAN DIEGO, CA 92101

SHIP & INVOICE TO:

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

Contact: Daniel Levy

Vendor Phone No: (760) 213-0961

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		SERVICES TO BE PROVIDED AS OUTLINED IN THE FEBRUARY 21, 2023 PROPOSAL FOR EL DORADO TRANSIT SHORT RANGE TRANSIT UPDATE.		\$125,000.00
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	\$125,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	<b>\$125,000.00</b>
<b>PURCHASING AGENT</b>				

**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:** March 2, 2023

**TO:** El Dorado County Transit Authority

**FROM:** Julie Petersen, Finance Manager

**SUBJECT:** Fiscal Year 2023/24 Preliminary Operating Budget

**REQUESTED ACTION:**

**BY MOTION,**

**Receive and File the proposed Fiscal Year 2023/24 Preliminary  
Operating Budget**

**BACKGROUND**

The Bylaws of the El Dorado County Transit Authority (El Dorado Transit) require the Executive Director to submit preliminary operating and capital budgets on or before the March meeting of each year and Board adoption of the preliminary budgets by April 15<sup>th</sup> of each year. Final operating budgets are to be proposed to the Board on or before June 15<sup>th</sup> of each year with final adoption required by July 15<sup>th</sup>.

**DISCUSSION**

El Dorado Transit is required to operate within a balanced budget. The Fiscal Year (FY) 2023/24 Preliminary Operating Budget as presented is balanced to anticipated operating revenues and provides for the potential restoration and/or expansion of transit services.

The El Dorado Transit management team anticipates that Transportation Development Act (TDA) funding will remain stable as projected by the State Controller's Office (SCO) and the El Dorado County Auditor's office. This funding is based on sales tax revenue generated within the County of El Dorado and allocated through the El Dorado County Transportation Commission (EDCTC) for the provision of public transit services on the western slope.

***PRELIMINARY FISCAL YEAR 2023/24 OPERATING BUDGET***

The Fiscal Year (FY) 2023/24 Preliminary Operating Budget assumes full employment of the current allocated regular full-time and part-time positions including management, administrative staff, operations, and maintenance. The final operating budget and allocation plan may include additional staffing adjustments based on operational need.

The preliminary operating budget report presented includes a comparison of the current fiscal year adjusted mid-year budget utilizing the following factors:

- Projected expenses using an analysis of the first six (6) months of the current fiscal year's actual expenses and liabilities.
- Preliminary budget assumes current level of service with some restoration and/or expansion of services over the course of the fiscal period.
- Costs for insurance premiums are not available in March. Renewals go into effect on May 1, July 1, and January 1.

### **Revenue Accounts**

#### *Transportation Development Act (TDA)*

Following the draft apportionment of TDA funds by the El Dorado County Transportation Commission (EDCTC), the projected amount available to transit for operations is \$7,293,579. This amount is an increase from the prior years' allocation in the amount of \$1,263,218.

#### *State of Good Repair (SGR)*

Funding under Senate Bill 1 (SB 1) is allocated by the State Controller's Office. Estimates for FY 2023/24 were posted on February 9, 2023, of \$297,741, an increase of \$12,444 over prior years' revised allocation.

#### *Federal Transit Administration (FTA) Section 5311 Grant*

The FTA Section 5311 program provides funding, through the California Department of Transportation (Caltrans), 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. Historically, El Dorado Transit receives funds under the formula program for operating assistance or capital projects. This years' allocation has not been received so a placeholder of last years' amount has been provided.

#### *Federal Transit Administration (FTA) Section 5311 ARPA Grant*

Allocation of American Rescue Plan Act (APRA) to aid public health and economic recovery from the COVID-19 pandemic administered through the Caltrans FTA Section 5311 program.

#### *Contract Services*

Contract Services revenue is based on an agreement with ALTA Regional California (ALTA) to transport ALTA clients to Motherlode Rehabilitation Enterprises, Inc. (M.O.R.E.). El Dorado Transits' current agreement with ALTA has expired. Management is working closely with ALTA staff for contract resolution.

#### *Passenger Fares*

This includes the following line items: Cash Fares, Contract Service revenues, Commuter Route Fare Media, Local Route fare Media, and Paper Scrip sales. Estimates are based on the most recent six (6) month actual receipts. Management is predicting an increase in this revenue.

#### *Advertising Revenue*

El Dorado Transit has a third-party contract for bus shelter advertising.

#### *Fair Shuttle AB2766 Grant*

El Dorado Transit will submit a grant application to the El Dorado County Air Quality Management District (EDCAQMD) for shuttle service to the 2024 and 2025 County Fairs.

#### *Low Carbon Transit Operations Program (LCTOP) Grant*

These funds are allocated by the State Controllers' Office to provide operating and capital assistance for transit agencies to reduce greenhouse emissions. These grant funds are planned to subsidize Zero Emissions Bus (ZEB) Vehicles and Infrastructure (Capital Improvement Plan #22-03) and continuation of a discount fare program.

#### *Offset Reserve Fund – CalTIP (restricted)*

These funds are held by El Dorado Transit's liability and vehicle physical damage insurance pool. Each year revised amounts are provided to pool members in April or May. If available, these funds can be used to offset the current year's premiums or held for future premiums.

### **Salary and Benefits Accounts**

#### *Regular Employees and Overtime*

The regular employee and overtime line items include funding for eligible merit step increases and longevity.

#### *Temporary Employees*

The preliminary budget includes \$50,000 for Extra-Help employees to provide relief driving and fill-in Transit Dispatch assignments on an intermittent basis. These employees fill in when regular Operators and Dispatchers are off work.

#### *Employee Retirement*

Employee Retirement is based on a CalPERS formula. El Dorado Transit has a "Classic" and a "PEPRA" plan for regular employees. The employer contribution is approximately \$351,553 or a 6.63 % of base wages (based on actuarial reports); the employee contribution is estimated at \$270,639. The Employer current portion of the Unfunded Liability is \$374,260 and will be paid as a lump sum in July 2023.

#### *Health Insurance*

- The Health Insurance line item includes the El Dorado Transit contribution towards health, vision, and dental coverage for enrolled employees. Plan coverage is calendar year; therefore, premium increases will occur in January 2024.
- The Human Resources Department administers agreements and/or insurance policies for services and insurance coverage's that automatically renew each year. The following are perpetual contracts and agreements for employee insurance coverage and benefits:

- Health Insurances
  - **Regular Full/Part-Time Unrepresented Employees**
    - ❖ CalPERS Health Plan with OptumRX Pharmaceutical
    - ❖ Delta Dental
    - ❖ Vision Service Plan (VSP)
  - **Regular Full/Part-Time Represented Transit Drivers**
    - ❖ Operating Engineers Plan – Health, Pharmaceutical, Dental, Vision  
or
    - ❖ El Dorado County Plan – Health, Pharmaceutical, Dental, Vision
- Sun Life Financial - Long Term Disability  
Coverage provides wage loss protection for regular full/part-time employees in the event of prolonged disability.
- Sun Life Financial – Life Insurance  
\$10,000 policy coverage for regular full-time represented transit operators  
\$20,000 policy coverage for regular full-time unrepresented employees
- Paychex  
Flexible Benefits Plan (Cafeteria Plan) allows regular full/part-time employees to pay the employee portion of premiums and certain benefits offered under the plan with pre-tax dollars.

#### *Workers Compensation*

Workers Compensation premiums are a percentage of payroll (regular hours). Management and staff are taking the necessary steps to take advantage of credit incentives that could reduce premiums by up to 15%.

#### **Service and Supply Accounts**

Service and supply account budgets are based on the first six (6) months' actual expenses plus a projection for the upcoming fiscal year's needs. Minor adjustments have been made to accounts with the largest changes addressed below:

#### *Insurance Premiums/EPLI Package*

The preliminary budget is based on premium estimates only.

#### *Vehicle Maintenance/Sales Tax/Fuel & Lubricants*

This account includes sales tax charged on all fuel and lubricants used to maintain the entire fleet.

#### *Professional Services*

This line item includes costs associated with professional services such as legal counsel, outside CPA consulting, project management, engineering, and planning studies.

#### *Fuel Purchase*

Fuel budget assumptions are calculated based on prior fuel expenditures, planned service mileage and recent market volatility.

*Contingency*

Contingency is projected at \$444,953 representing 4.52% of the overall operating budget.

**SUMMARY**

Management's opinion is that the financial position of El Dorado Transit is stable. The proposed preliminary budget for fiscal year 2023/24 reflects \$9,844,439 in total operating expenditures balanced to projected available Federal, State and project specific revenues.

Staff is requesting that the Board receive and file the proposed Fiscal Year 2023/24 Preliminary Operating Budget as presented.

EL DORADO COUNTY TRANSIT AUTHORITY  
PROPOSED PRELIMINARY OPERATING BUDGET 2023/2024

OPERATING BUDGET		FY 2022/2023	FY 2023/2024	
		Mid Year	Preliminary	
REVENUE ACCOUNTS		Adopted 02/01/2023	Proposed 03/02/23	Difference
4000.00	Transportation Development Act (TDA/LTF)	\$6,030,361	\$7,293,579	\$1,263,218
4270.01	State of Good Repair (SGR) Program	\$285,297	\$297,741	\$12,444
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$741,022	\$741,022	\$0
4100.05	Federal Transit Administration (FTA) Section 5311(f) Grant	\$68,750	\$68,750	\$0
4100.06	Federal Transit Administration (FTA) ARPA Act Section 5311 Grant	\$0	\$138,875	\$138,875
4970.00	Interest Income	\$76,000	\$82,000	\$6,000
4300.00	Cash Fares	\$87,000	\$97,000	\$10,000
4310.00	Contract Services	\$140,000	\$140,000	\$0
4330.00	Commuter Route Fare Media	\$308,000	\$418,000	\$110,000
4350.00	Local Route Fare Media	\$31,000	\$32,000	\$1,000
4360.00	Paper Scrip	\$7,000	\$9,000	\$2,000
4370.00	CCJPA	\$185,000	\$185,000	\$0
4400.00	Advertising Revenue	\$0	\$15,000	\$15,000
4990.00	Misc. Revenue	\$0	\$400	\$400
4107.03	Fair Shuttle AB2766 Grant	\$32,000	\$0	-\$32,000
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant	\$75,000	\$0	-\$75,000
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)	\$111,382	\$111,382	\$0
TOTAL REVENUES		\$8,392,502	\$9,844,439	\$1,451,937
SALARY & BENEFIT ACCOUNTS				
5010.00	Regular Employees	\$2,940,530	\$3,551,705	\$611,175
5010.02	Temporary Employees	\$110,000	\$50,000	-\$60,000
5010.07	Overtime	\$90,000	\$50,000	-\$40,000
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	\$940,000	\$1,094,000	\$154,000
5070.01	(OASDI - Payroll Tax) FICA	\$5,200	\$8,400	\$3,200
5070.02	MEDICARE - Payroll Tax	\$50,000	\$54,000	\$4,000
5020.02	Health Insurance	\$1,094,000	\$1,585,000	\$491,000
5020.03	Unemployment Insurance	\$8,000	\$5,000	-\$3,000
5020.04	LT Disability/Life Ins	\$32,000	\$32,000	\$0
5020.05	Worker's Comp	\$275,000	\$290,000	\$15,000
TOTAL SALARY & BENEFITS		\$5,571,730	\$6,747,105	\$1,175,375
SERVICE & SUPPLY ACCOUNTS				
5090.02	Shop Clothing & Supplies	\$9,000	\$10,000	\$1,000
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	\$18,000	\$1,500
5060.01	Insurance Premiums/Public Liability	\$387,000	\$424,881	\$37,881
5060.02	Insurance Premiums/Physical Damage	\$27,000	\$29,500	\$2,500
5060.03	Insurance Premiums/Commercial	\$14,000	\$20,000	\$6,000
5060.04	Insurance Premium EPLI Package	\$25,000	\$25,500	\$500
5090.06	Service Contracts/Equipment	\$190,000	\$200,000	\$10,000
5160.07	Park and Ride Maintenance	\$14,000	\$15,000	\$1,000
5160.01	Maintenance/Buildings	\$17,500	\$8,000	-\$9,500
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	\$417,000	\$41,000
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	\$5,000	\$5,000	\$0
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	\$392,000	\$250,000	-\$142,000
5030.10	Employee Medical Exams	\$11,500	\$11,500	\$0
5030.30	Background Checks	\$3,000	\$3,000	\$0
5090.08	Pubs/Legal Notices	\$5,500	\$6,000	\$500
5090.75	Printing	\$10,000	\$10,000	\$0
5120.00	Rents/Leases	\$12,000	\$12,000	\$0
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	\$10,000	\$10,000	\$0
5090.30	Staff Development/Travel	\$30,000	\$30,000	\$0
5040.01	Fuel Purchase	\$750,000	\$750,000	\$0
5090.72	Bank Charges	\$1,500	\$1,500	\$0
5090.73	Credit Card Charge Fees	\$4,000	\$4,000	\$0
5090.74	Connect Card Administration Expenses	\$17,000	\$17,000	\$0
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	\$0	-\$42,000
5008.01	MY RIDE - Mileage Expenses	\$25,000	\$25,000	\$0
6270.00	Contingency	\$815,489	\$444,953	-\$370,536
TOTAL SERVICES AND SUPPLIES		\$3,559,489	\$3,097,334	-\$462,155
TOTAL OPERATING EXPENSES		\$9,131,219	\$9,844,439	\$713,220

AGENDA ITEM 2 B  
Action Item

**MEMORANDUM**

**DATE:** March 2, 2023

**TO:** El Dorado County Transit Authority

**FROM:** Julie Petersen, Finance Manager

**SUBJECT:** Fiscal Year 2023/24 Preliminary Capital Plan and Budget

**REQUESTED ACTION:**

**BY MOTION,**

**Receive and File the proposed Fiscal Year 2023/24 Preliminary  
Capital Plan and Budget**

**BACKGROUND**

The Bylaws of the El Dorado County Transit Authority (El Dorado Transit) require the Executive Director to submit preliminary operating and capital budgets on or before the March meeting of each year and Board adoption of the preliminary budgets by April 15<sup>th</sup> of each year. Final operating and capital budgets are to be proposed to the Board on or before June 15<sup>th</sup> of each year with final adoption required by July 15<sup>th</sup>.

**DISCUSSION**

The FY 2023/24 Preliminary Capital Improvement Plan (CIP) Budget recommends capital projects and identifies funding sources. Projects may carry over multiple fiscal years and include but are not limited to facility improvements, equipment purchases and replacement, vehicle purchases and replacements, software and hardware upgrades and replacements, safety and security systems and bus stop/park and ride improvements. New fiscal year projects proposed in the CIP are numbered as 24-XX (e.g., 24-01; 24-02, etc.).

In addition to ongoing projects, staff is recommending the following for inclusion in the FY 2023/24 CIP:

- 24-01 Administration / Maintenance Facility Equipment
- 24-02 Passenger Security Surveillance & Lighting - Bus Stops

**SUMMARY**

Due to the impact of the COVID-19 Pandemic, management is reassessing proposed start and completion dates of all projects including “Project No. 18-02 Bus Shelter Amenities – 5 Year Plan”.

El Dorado County Transit Authority  
March 2, 2023

Staff is requesting that the Board receive and file the proposed Fiscal Year 2023/24 Preliminary Capital Budget as presented.



EL DORADO COUNTY TRANSIT AUTHORITY  
PROPOSED PRELIMINARY  
CAPITAL IMPROVEMENT PLAN  
FISCAL YEAR 2023/2024

# EL DORADO COUNTY TRANSIT AUTHORITY

## CAPITAL IMPROVEMENT PLAN

The El Dorado County Transit Authority (El Dorado Transit) maintains a fleet of large, medium, and small buses, minivans, and sedans. Fleet vehicles are utilized in the delivery of public transportation; for administrative support travel; staff development training; on-going public outreach travel and maintenance of transit facilities such as bus stops and park-and-ride lots. The Capital Improvement Plan is designed to address the financial investment required to maintain the fleet and facilities owned or leased by El Dorado Transit. Continuing the current level of service and managing the potential expansion of service will succeed only if adequate consideration is given to capital needs.

The Capital Improvement Plan is a planning document setting goals with realistic revenue projections. Vehicle replacement is a component of the Capital Improvement Plan. This annual planning process maximizes available funding for capital investments necessary to provide public transportation at the current level of service and efficient management of the expansion of public services.

As a financial management tool, the Capital Improvement Plan is prepared to take full advantage of capital funding programs, avoid large annual claims against local transportation funds for capital expenditures and to assure capital reserves are available in case annual capital revenue sources diminish or are not consistent. Capital Improvement Plan funding is available for full replacement cost and provides local match funding required for capital grant programs.

California public transit operators have several sources of capital funding available. Each funding source has differing criteria for eligible projects. Bus replacement funding is the most challenging capital funding for public transit operators.

The Capital Improvement Plan and Capital Budget for 2023/24 identify transit capital funded with Transportation Development Act (TDA) funds, State of Good Repair (SGR) funds, Federal Transit Administration (FTA) Section 5307 funds, Federal Transit Administration (FTA) Section 5310 funds, and a proposed Low Carbon Transit Operations Program (LCTOP) grant from the State.

The Capital Improvement Plan includes a summary of projects and funding sources, the budget and project descriptions.

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## **Bus Shelters Amenities – 5 Year Plan**

Project No. 18-02

El Dorado Transit staff is looking towards improving the amenities for current and future bus stop locations. In order to meet the needs in a timely manner, this project would allow for the purchase and planning of amenities such as shelters, benches, waste receptacles and solar energy panels etc.

### *COST SUMMARY (ESTIMATE)*

	<u>Adopted Budget</u>
Bus Shelter Amenities	\$150,000
10% Contingency	<u>\$ 15,000</u>
<i>Total Project Cost</i>	<i>\$165,000</i>

### *FUNDING SOURCE*

Transportation Development Act (TDA)	<u>\$165,000</u>
<i>Total Revenue</i>	<i>\$165,000</i>

<b>Adopted into CIP</b>	<b>Status</b>	<b>Estimated Completion Date</b>
FY 2017 / 2018	Active	FY 2022 / 2023

## **Maintenance Facility Swamp Cooler and Steam Cleaner Modifications**

Project No. 20-04 (2)

In 2001, two (2) industrial swamp coolers were installed on the exterior of the maintenance facility to provide environmental control for maintenance staff performing maintenance in the three (3) bays. Over time, these large units are inefficient and do not provide the necessary cooling needed for personnel and require extensive maintenance.

This project would remove the existing units, patch the metal siding, installing new racking and two (2) more efficient swap coolers and proper ducting inside the bays.

In 2013, an engine steam cleaning system was constructed behind the maintenance facility for keeping the bus engines free of excessive oil and grease as required by California Highway Patrol Transit Operator Compliance requirement. The facility included a steel carport area with a contained drain system to prevent leakage into the storm water drain system. When not used for steam cleaning engines, the custodian uses this area to perform bus cleaning. Because the area has no siding it is not a conducive environment during adverse weather. It is not a large enough area to house a 45-foot bus.

This project would install pre-engineered metal siding to close off three (3) sides of the facility, install additional columns to extend the length of the facility by 10 – 15 and a rollup door to fit the larger buses to enable closing off the work area during adverse weather conditions.

### *COST SUMMARY (ESTIMATE)*

	<u>Adopted Budget</u>
Shop Swamp Cooler Modifications	\$53,975
10% Contingency	<u>\$ 5,397</u>
	\$59,372
 Steam Cleaner Modifications	 \$83,603
10% Contingency	<u>\$ 8,360</u>
	\$91,963
 <i>Total Project Cost</i>	 <i>\$151,335</i>

### *FUNDING SOURCES*

Transportation Development Act (TDA)	<u>\$151,335</u>
<i>Total Revenue</i>	<i>\$151,335</i>

<b>Adopted into CIP</b>	<b>Status</b>	<b>Estimated Completion Date</b>
FY 2019 / 2020	Active	FY 2024 / 2025

## **Vehicle Replacement – Demand Response**

Project No. 20-06 (2)

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 08/30/2019
1304	2013 Dodge Caravan	185,094

### *COST SUMMARY (ESTIMATE)*

#### **Adopted Budget**

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

### *FUNDING SOURCES*

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

<b>Adopted into CIP</b>	<b>Status</b>	<b>Estimated Completion Date</b>
FY 2019 / 2020	Active	FY 2022 / 2023

## Vehicle Replacement – Maintenance Truck

Project No. 21-02 (2)

This project will replace one (1) current 2007 Dodge Dakota truck with one (1) Ford F250 truck. This vehicle will be used by maintenance for various duties such as responding to vehicle breakdowns, transporting vehicle parts to and from vendors, transporting equipment for servicing and maintenance of bus stops and hauling waste for disposal. This vehicle will also be used by operations road supervisors for evaluating road conditions during adverse weather conditions. The replacement vehicle will be purchased off the State Contract.

This project replaces:

EDCTA #	Vehicle Type	Mileage <u>05/20/2022</u>
0702	Dodge Dakota Truck	79,287

### *COST SUMMARY (ESTIMATE)*

	<u>Adopted Budget</u>
One (1) Ford	\$28,269.00
Contingency 10%	<u>\$ 2,826.00</u>
<i>Total Project Cost</i>	<i>\$31,095.00</i>

### *FUNDING SOURCES*

Transportation Development Act (TDA)	<u>\$31,095.00</u>
<i>Total Revenue</i>	<i>\$31,095.00</i>

<b>Adopted into CIP</b>	<b>Status</b>	<b>Estimated Completion Date</b>
FY 2020 / 2021	Active	FY 2022 / 2023

## **Park and Ride Parking Lot Resurfacing**

Project No. 22-02

The El Dorado County Transit Authority (El Dorado Transit) maintains several park and ride locations within El Dorado County. These surface parking lots are primarily located adjacent to the Highway 50 corridor. On an annual basis El Dorado Transit maintains these lots for items such as lighting replacement, landscaping, and items of this nature.

This project will support evaluation of existing surface lot facilities and resurface or repairs within the approved budget.

### *COST SUMMARY (ESTIMATE)*

#### **Adopted Budget**

Park and Ride Parking Lot Resurfacing	<u>\$250,000</u>
<i>Total Project Estimate</i>	<i>\$250,000</i>

### *FUNDING SOURCES*

Transportation Development Act (TDA)	<u>\$250,000</u>
<i>Total Revenue</i>	<i>\$250,000</i>

<b>Adopted into CIP</b>	<b>Status</b>	<b>Estimated Completion Date</b>
FY 2021 / 2022	Active	FY 2025 / 2026



## **Zero Emission Vehicles and Infrastructure**

Project No. 22-03

El Dorado Transit (EDT), like all transit agencies in the state of California, are required to transition to zero-emission buses (ZEBs) by 2040. In 2018, the California Air Resources Board (CARB) adopted the Innovative Clean Transit ICT regulation that requires this gradual transition to ameliorate the air quality for all communities across California. While public transportation already replaces car trips, by transitioning away from diesel (which currently powers EDT's fleet) and other fossil fuels, transit agencies will further contribute to the sustainability of our natural environment.

EDT is classified under the ICT regulation as a small agency, meaning that beginning in 2026 through 2028, all new heavy-duty bus purchases must consist of at least 25% ZEBs. By 2029, all new purchases are to be 100% ZEB.

EDT is currently undertaking a ZEB study to determine the appropriate technologies for its fleet, whether battery-electric buses (BEBs), that 'fuel' or charge in the bus garage and/or on-route, or hydrogen fuel cell electric buses (FCEBs) that are fueled with hydrogen. BEBs and FCEBs are costly vehicles, nearly one-and-a-half to triple the cost of diesel-powered vehicles. EDT will need to replace its fleet of 35-ft buses according to the ICT schedule.

Furthermore, the ICT regulation also requires that beginning in 2026, if Altoona-test models are available, agencies must also begin replacing articulated, over-the-road, double-decker, or cutaway buses. EDT currently operates diesel-powered motor coaches on its commuter services, so these buses would need to be transitioned; moreover, gasoline-powered cutaways used for demand-response service will also need to be transitioned to ZE.

Finally, EDT will need to invest heavily in infrastructure for ZEBs, whether BEB or FCEB. For BEBs, electric utility upgrades will need to be coordinated with PG&E, and BEB chargers will need to be procured, installed, and hooked-up prior to BEB acceptance. For FCEBs, EDT may need to construct an on-site fueling yard for hydrogen or look for offsite opportunities, although currently, very few hydrogen fueling stations are available.

### *COST SUMMARY (ESTIMATE)*

	<u>Adopted Budget</u>
Zero Emission Vehicles and Infrastructure	<u>\$8,280,000</u>
<i>Total Project Estimate</i>	<u>\$8,280,000</u>

### *FUNDING SOURCES*

Low Carbon Transit Operations Program (LCTOP) FY 2020/21	\$ 140,523
Low Carbon Transit Operations Program (LCTOP) FY 2021/22	\$ 378,215
Funding Pending	<u>\$7,761,262</u>
<i>Total Revenue</i>	<u>\$8,280,000</u>

<b>Adopted into CIP</b>	<b>Status</b>	<b>Estimated Completion Date</b>
FY 2021 / 2022	Active	FY 2025 / 2026

## **Bass Lake Park & Ride – Phase I**

Project No. 22-04

All work related to the completion of the Bass Lake Hills Park and Ride, during or after preliminary construction of the facility.

The El Dorado County Transit Authority Park-and-Ride Facilities Master Plan (2017) identified the Bass Lake Hills Park and Ride location as the #3 Priority Site for development. The assumption was that the land for the facility would come from development activity within the Bass Lake Hill Specific Plan. In 2018, through Irrevocable Offers of Dedication provided by a developer, El Dorado Transit took title to portions of two parent parcels on the west side of Bass Lake Road at the future Country Club Drive, totaling 2.4 acres. Rough grading of the site, as part of the reconstruction of Bass Lake Road at the Country Club Drive intersection, was completed in 2020. More recently, a Condition of Approval for the Bass Lake North subdivision will require the developer to construct 100 spaces of the park and ride facility. That construction will create the basic park and ride facility, which includes drainage, finish grading and paving, and construction may begin in the 21/22 FY.

Additional improvements that will be needed to be able to place the facility in service, include signage, landscaping and lighting, bus shelters and EV charging stations.

### *COST SUMMARY (ESTIMATE)*

	<u>Adopted Budget</u>
Bass Lake Park & Ride	\$ 780,000
Contingency	<u>\$ 38,000</u>
<i>Total Project Cost</i>	<i>\$ 818,000</i>

### *FUNDING SOURCE*

Federal Transit Administration (FTA)	
Section 5307 – Capital FY 2021	\$ 300,000
Section 5307 – Capital FY 2022	\$ 400,000
Transportation Development Act (TDA)	<u>\$ 118,000</u>
<i>Total Revenue</i>	<i>\$ 818,000</i>

<b>Adopted into CIP</b>	<b>Status</b>	<b>Estimated Completion Date</b>
FY 2021 / 2022	Active	FY 2025 / 2026

## **Scheduling and Dispatching Software Replacement**

Project No. 22-05

This project will replace the current software that is used for Demand Response scheduling and dispatching that was purchased in 2012. New software technologies can offer a more robust system that will be more customer responsive.

### *COST SUMMARY (ESTIMATE)*

	<b><u>Adopted Budget</u></b>
Dispatching Software	\$120,000
Contingency 10%	<u>\$ 12,000</u>
<i>Total Project Cost</i>	<i>\$132,000</i>

### *FUNDING SOURCES*

Federal Transit Administration (FTA) Rural 5310 Grant	\$ 60,000
Federal Transit Administration (FTA) Urban 5310 Grant	\$ 60,000
Transportation Development Act	<u>\$ 12,000</u>
<i>Total Revenue</i>	<i>\$132,000</i>

<b>Adopted into CIP</b>	<b>Status</b>	<b>Estimated Completion Date</b>
FY 2021 / 2022	Active	FY 2023 / 2024

## **Bus Parking Lot Rehabilitation**

Project No. 23-02

The El Dorado County Transit Authority (El Dorado Transit) parks all vehicle assets on site at our facility located on the northeastern portion of the property. The parking area has interior and perimeter lighting, chain link fencing, a paved surface and mechanical entry gate.

The pavement condition is degraded significantly and needs repair. In addition, bus charging infrastructure and parking lot layout improvements were recommended in the Zero Emission Vehicle Rollout and Implementation Plan.

This project will include the removal and replacement of asphalt, moving concrete curbs, installation of underground conduit, new striping, and other improvements.

If the project is below budget, excess grant funds will go toward vehicle maintenance.

### *COST SUMMARY (ESTIMATE)*

	<u>Adopted Budget</u>
Bus Parking Lot Rehabilitation	\$350,000
Contingency 10%	<u>\$ 35,000</u>
<i>Total Project Cost</i>	<i>\$385,000</i>

### *FUNDING SOURCES*

SB1 State of Good Repair Grant	\$285,297
Transportation Development Act	<u>\$ 99,703</u>
<i>Total Revenue</i>	<i>\$385,000</i>

<b>Adopted into CIP</b>	<b>Status</b>	<b>Estimated Completion Date</b>
FY 2022 / 2023	Active	FY 2024 / 2025

## **Administration / Maintenance Facility Equipment**

Project No. 24-01

El Dorado Transit may have the need during the Fiscal Year 2023/24 to procure items considered incidental in nature, but are above the \$1,000 threshold that designates an asset posted to the depreciation schedule. Examples of this would include the replacement of small office equipment/furniture and/or replacement of Maintenance equipment.

Adoption of the project and budget allows transit staff to procure small items in a timely manner with the least amount of inconvenience to the public and staff. Individual purchase orders for this project will be presented to the Board for approval if they exceed the \$25,000 per purchase limit or if a budget increase is requested.

### *COST SUMMARY (ESTIMATE)*

	<u>Adopted Budget</u>
Admin./Maintenance Facility Equipment	<u>\$40,000</u>
<i>Total Project Cost</i>	<i>\$40,000</i>

### *FUNDING SOURCES*

Transportation Development Act (TDA)	<u>\$40,000</u>
<i>Total Revenue</i>	<i>\$40,000</i>

<b>Proposed into CIP</b>	<b>Status</b>	<b>Estimated Completion Date</b>
FY 2023 / 2024	Active	FY 2023 / 2024

## **Passenger Security Surveillance & Lighting - Bus Stops**

Project No. 24-02

The last installation of security lighting and surveillance equipment at primary bus stops, transfer points, and park & ride facilities occurred in 2016 for the route service. This project will replace current hardware and software to significantly enhance safety and security for transit passengers and property. The project proposes to reinstall security cameras and/or lighting including the following locations, Central Park and Ride, Placerville Station, Cambridge Road Park and Ride, El Dorado Hills Park and Ride and Ponderosa Road. Additional locations may be included depending on funding availability.

### *COST SUMMARY (ESTIMATE)*

Adopted  
Budget

Passenger Security Surveillance & Lighting - Bus Stops  
*Total Project Cost*

\$300,000  
\$300,000

### *FUNDING SOURCES*

Transportation Development Act (TDA) funds  
*Total Revenue*

\$300,000  
\$300,000

<b>Proposed into CIP</b>	<b>Status</b>	<b>Estimated Completion Date</b>
FY 2023 / 2024	Active	FY 2025 / 2026

El Dorado County Transit Authority

Preliminary Capital Improvement Plan Budget FY 2023/24

Status	CIP Project Number	Project Description	Completion Estimate (FY)	Project Budget	FY 2022/23 Expenditures	STA* \$6,373,678	FTA Section 5307 \$700,000	FTA Section 5310 \$176,000	LCTOP \$518,738	SB1 / SGR \$285,297	Restricted \$12,200	Unfunded
ACTIVE	18-02	Bus Shelter Amenities (5 yr. plan)	2022/23	\$165,000	\$50,000	\$165,000						\$0
ACTIVE	20-04	Maintenance Facility Swamp Cooler and Steam Cleaner Modifications	2024/25	\$151,335	\$59,372	\$151,335						\$0
ACTIVE	20-06	Vehicle Replacement - Demand Response - Transit Van	2022/23	\$104,871	\$104,871	\$36,671		\$56,000			\$12,200	\$0
ACTIVE	21-02	Vehicle Replacement - Maintenance Truck	2022/23	\$31,095	\$31,095	\$31,095						\$0
ACTIVE	22-02	Park and Ride Parking Lot Resurfacing	2025/26	\$250,000	\$30,000	\$250,000						\$0
ACTIVE	22-03	Zero Emission Vehicles and Infrastructure	2025/26	\$8,280,000	\$0	\$3,800,000			\$518,738			\$3,961,262
ACTIVE	22-04	Bass Lake Park & Ride - Phase I	2025/26	\$818,000	\$0	\$118,000	\$700,000					\$0
ACTIVE	22-05	Scheduling and Dispatching Software Replacement	2023/24	\$132,000	\$0	\$12,000		\$120,000				\$0
ACTIVE	23-02	Bus Parking Lot Rehabilitation	2025/26	\$385,000		\$99,703				\$285,297		\$0
	24-01	Administration / Maintenance Facility Equipment	2023/24	\$40,000	\$40,000	\$40,000						
	24-02	Passenger Security Surveillance & Lighting	2025/26	\$300,000	\$300,000	\$300,000						
Project Totals				\$10,657,301	\$615,338	\$5,003,804	\$700,000	\$176,000	\$518,738	\$285,297	\$12,200	\$3,961,262
Remaining Funds Available						\$1,369,874	\$0	\$0	\$0	\$0	\$0	-\$3,961,262

\*Balance Per FY 2021/22 Audited Financials

Project Status:

In Progress

Funded

Unfunded