



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

AGENDA

Thursday, June 1, 2023; 12:30 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

<p>In-Person</p> <p>County of El Dorado Board of Supervisors Meeting Room 330 Fair Lane, Bldg. A Placerville, CA 95667</p>	<p>Remotely</p> <p>By Computer: https://edcgov-us.zoom.us/j/86134567267</p> <p>By Phone: 669-219-2599</p> <p>Meeting ID: 861 3456 7267</p>
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Members of the public may call in during the meeting and are encouraged to submit public comment via email to mwilcher@eldoradotransit.com up until 2 hours before the start of the meeting. Written comments will be entered into the meeting’s minutes and the Board will consider all comments at the appropriate time. Members of the public may address any item on the agenda prior to board action, comments will be limited to no more than three (3) minutes.

If you are joining the meeting via computer and wish to make a comment on an item, press the “raise a hand” button. If you are joining the meeting by phone, press *9 to indicate a desire to make a comment. The board secretary will call you by the last three digits of your phone number when it is your turn to comment.

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

CALL TO ORDER AND RECESS TO CLOSED SESSION

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

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

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.

1.	<u>CONSENT CALENDAR</u>	<u>PAGE</u>
	A. Approve Conformed Minutes of Regular Meeting May 4, 2023 Approve Conformed Minutes of Special Meeting May 18, 2023	5
	B. Receive and File April 2023 Check Registers	10
	C. Receive and File April 2023 Ridership Report	14
	D. Approve the reinstatement of the July 6, 2023 Board of Directors Meeting	17
	E. 1. Approve Purchase Order 29003 issued to the California Transit Indemnity Pool in the amount of \$346,385 for Liability Insurance	18
	2. Approve Purchase Order 29004 issued to the California Transit Indemnity Pool in the amount of \$23,796 for Physical Damage Insurance	
	3. Approve Purchase Order 29002 issued to the California Transit Indemnity Pool in the amount of \$28,000 for Employment Practices Liability Insurance	

1.	<u>CONSENT CALENDAR CONTINUED</u>	<u>PAGE</u>
	4. Approve Purchase Order 29024 issued to the Special District Risk Management Authority in the amount of \$190,000 for Workers' Compensation Insurance	
	F. Approve Charter Rate of \$270.00 per hour for Fiscal Year 2023/24	25
	G. Ratification of an amendment to the current Executive Director Employment Agreement, extending the term through July 14, 2023	27
	H. 1. Adopt Resolution No. 23-18 Authorizing the Executive Director to Execute All Documents for the California State of Good Repair Grant Program	29
	2. Adopt Resolution No. 23-19 Authorizing the California State of Good Repair Project List	
2.	<u>ACTION ITEMS</u>	
	TIMED ITEM 1:00 PM	
	A. 1. Public Hearing to Adopt Resolution No. 23-15 Finalizing the Operating Budget for Fiscal Year 2023/24	33
	2. Adopt Resolution No. 22-16 Approving the Fiscal Year 2023/24 Allocation Table	
	3. Adopt Fiscal Year 2023/24 Organizational Chart	
	TIMED ITEM 1:00 PM	
	B. Public Hearing to Adopt Resolution No. 22-17 Finalizing the Fiscal Year 2023/24 Capital Improvement Plan and Capital Budget	41
	C. 1. Authorize staff to open a recruitment on June 2, 2023, for the Executive Director position	60
	2. Appoint two (2) Board members to an Ad Hoc Evaluation Committee to participate in an initial round of interviews with qualified candidates	
	3. Set a tentative date for conducting the initial round of interviews by the Ad Hoc Evaluation Committee, staff, and selected panelists	
	4. Approve a revised salary range for the Executive Director classification, effective June 2, 2023	
	D. Approve the My Ride Mileage Reimbursement Program Policy Update as Proposed	64

3. INFORMATION ITEMS

PAGE

A. Free El Dorado County Fair Shuttle Flyer

65

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED
EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING
Thursday, July 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*



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING CONFORMED MINUTES

Thursday, May 4, 2023; 12:00 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

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

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Neau called the meeting to order at 12:00 PM and the pledge of allegiance was recited.

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.

Adoption of the Agenda and Approval of Consent Calendar

M/S: Parlin/Hidahl

Ayes: Hidahl, Neau, Parlin, Turnboo, Yarbrough

OPEN FORUM

None

1. CONSENT CALENDAR

- A. Approve Conformed Minutes of Regular Meeting April 6, 2023
- B. Receive and File March 2023 Check Registers
- C. Receive and File March 2023 Ridership Report
- D. Receive and file the Quarterly Investment Report for the Quarter Ending 03/31/2023
- E. Adopt Resolution No. 23-14 Identifying Fuel as Exempt from Competitive Bidding and Approve Fuel Purchase Orders for Fiscal Year 2023/24
- F. Approval of Blanket Purchase Orders above \$25,000 for Fiscal Year 2023/24

2. ACTION ITEMS

- A. Board of Directors Workshop for the Short-Range Transit Plan Update facilitated by DanTec Associates consultants

Workshop only. No action taken.

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

Chair Neau adjourned the meeting at 1:25 PM.

Respectfully Submitted,

**Megan Wilcher
Secretary to the Board**

* Verbal Report



EL DORADO TRANSIT

**El Dorado County Transit Authority
6565 Commerce Way
Diamond Springs, CA 95619
Thursday, May 18, 2023; 2:30 PM**

EL DORADO COUNTY TRANSIT AUTHORITY Special Meeting CONFOMRED MINUTES

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

CALL TO ORDER

Chair Neau called the meeting to order at 2:40 PM.

ROLL CALL

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

ADOPTION OF AGENDA

**M/S: Hidahl/Turnboo
Ayes: Hidahl, Neau, Turnboo
Absent: Parlin, Yarbrough**

RECESS TO CLOSED SESSION

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

Recessed to Closed Session at 2:41 PM

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

Reconvened to Open Session at 3:28 PM

The Board provided direction to staff regarding the potential recruit for the Executive Director Position

ADJOURNMENT

Chair Neau adjourned the meeting at 3:29 PM.

Respectfully Submitted,

**Megan Wilcher
Secretary to the Board**

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: June 1, 2023
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Receive and File April 2023 Check Register

REQUESTED ACTION:
BY MOTION, Receive and File April 2023 Check Register

BACKGROUND

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

DISCUSSION

Three (3) item merits further detail:

Check #37621 – City National Bank.....\$65,415.53
This check pays an obligation for Payment #19 of the Capital Purchase of five (5) MCI Commuter Coaches using Local Transportation Funds (LTF).

Check #37622 – Dantec Associates.....\$9,356.91
This check pays the obligation for the Short-Range Transit Plan (SRTP) update for local routes using Local Transportation Funds (LTF).

Check #37691 – LSC Transportation Consultants Inc.....\$9,120.00
This check pays the obligation for the Park & Ride Master Plan update through 03/31/23, using Local Transportation Funds (LTF).

EL DORADO COUNTY TRANSIT AUTHORITY

Check Register

April 2023

Date	Num	Name	Memo	Amount
04/03/2023	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Health Premium - April 2023	49,058.53
04/03/2023	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE MARCH 31, 2023	3,271.35
04/03/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #7 CLASSIC	8,280.89
04/03/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #7 PEPRA	10,113.24
04/05/2023	37621	CITY NATIONAL BANK	MCI Lease Agreement - #19	65,415.53
04/05/2023	37622	DANTEC ASSOCIATES	SRTP Progress Payment - March 2023	9,356.91
04/05/2023	37623	DAWSON OIL	March 2023 Fuel Purchases	41,179.48
04/05/2023	37624	GILLIG LLC	Parts and Supplies	5,396.21
04/05/2023	37625	OPERATING ENGINEERS PUBLIC & MISC	April 2023 Medical Premiums	36,205.00
04/05/2023	37626	RTS IT INC	ITCare Gold Service Plan - April 2023	5,133.50
04/05/2023	37627	THE AFTERMARKET PARTS CO LLC	Parts and Supplies	7,974.56
04/07/2023	37628	49ER LIVE SCAN	Live Scan Fingerprinting	42.00
04/07/2023	37629	ADM SCREENING	Drug Screens, Physicals, 2nd Qtr. Consortium Fee	755.00
04/07/2023	37630	AMERICAN HERITAGE LIFE INSURANCE CO	Employee Paid Premiums - March 2023	29.10
04/07/2023	37631	AT&T	Monthly Utilities	545.67
04/07/2023	37632	AT&T MOBILITY	Surveillance Cameras @ Park & Rides	185.12
04/07/2023	37633	AUTOZONE INC	Parts and Supplies	691.86
04/07/2023	37634	BUS & EQUIPMENT REPAIR OF CA	Parts and Supplies	3,707.65
04/07/2023	37635	C & H MOTOR PARTS	Parts and Supplies	128.10
04/07/2023	37636	CAL.NET	April 2023 Camera Service	176.92
04/07/2023	37637	CAPITOL CLUTCH & BRAKE INC	Parts and Supplies	3,580.00
04/07/2023	37638	CDW GOVERNMENT	(10) USB to MicroUSB Cables	61.13
04/07/2023	37639	COMCAST	High-Speed Intern - March 2023	255.30
04/07/2023	37640	CUSTOM EMBROIDERY CONCEPTS	New Hire Uniform Order- Shirts (4), Jackets (1)	109.66
04/07/2023	37641	D&K AUTO GLASS	Parts and Supplies	450.00
04/07/2023	37642	DIGITAL DEPLOYMENT INC	Employee Intranet Service April 2023	240.00
04/07/2023	37643	EL DORADO DISPOSAL SERVICE	Disposal Service COMM0323	396.45
04/07/2023	37644	FASTENAL	Parts and Supplies	164.55
04/07/2023	37645	FLEMING DISTRIBUTING CO.	Advanced Formula MOA, 44K, Axle Additive	159.59
04/07/2023	37646	GRAINGER	Gloves for Accounting	33.42
04/07/2023	37647	GWP HOLDINGS LLC	VOID:	0.00
04/07/2023	37648	HUNT & SONS INC	Fuel Purchases 03/01/23-03/31/23	41.19
04/07/2023	37649	JANI-KING OF CALIFORNIA INC - SACRAMENTO	Janitorial Services - April 2023	1,103.59
04/07/2023	37650	KIMBALL MIDWEST	Parts and Supplies	114.52
04/07/2023	37651	MAG LANDSCAPING INC	Landscaping Maintenance - March 2023	1,290.00
04/07/2023	37652	MISSION UNIFORM SERVICE	Uniforms, Towels, & Mats Service	762.82
04/07/2023	37653	NAPA AUTO PARTS	Volt Passenger, Wheel Bearings - Steam Cleaner	60.54
04/07/2023	37654	NORCAL SPIT SHINE LLC	Monthly Bus Cleaning Service	2,925.00
04/07/2023	37655	O'REILLY AUTO PARTS	Parts and Supplies	466.47
04/07/2023	37656	OPERATING ENGINEERS LOCAL UNION #3	Union Dues April 2023	1,140.00
04/07/2023	37657	PACIFIC GAS & ELECTRIC	Monthly Utilities	563.01
04/07/2023	37658	PEST CONTROL CENTER INC	Pest Control - Admin. Building	65.00
04/07/2023	37659	QUILL LLC	Misc. Office Supplies	504.46
04/07/2023	37660	RESCO PRINTING	(1000) "My Ride" Brochures	777.56
04/07/2023	37661	ROBERTS & COMPANY INC	CPA Services - March 2023	100.00
04/07/2023	37662	RON DUPRATT FORD	Element Kit & Filter AS	35.01
04/07/2023	37663	SUBURBAN PROPANE-1612	Propane for Shop	1,035.42
04/07/2023	37664	TRUE VALUE HARDWARE	Parts and Supplies	232.81
04/07/2023	37665	UNITED TEXTILE	Floor Sweep & Gloves - Shop Supplies	320.68
04/07/2023	37666	UNIVERSAL SECURITY & FIRE INC	Burglar Alarm Monitoring - 1/2023-6/2023	270.00
04/07/2023	37667	VALLEY POWER SYSTEMS INC	Seal-oil, Tube	13.21
04/07/2023	37668	VERIZON WIRELESS	Cellular Service March 2023	1,844.81
04/07/2023	37669	VISUAL EDGE IT, INC.	Contract Chrg for 02/22-03/21/23 & Base Rate	530.40

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
April 2023

Date	Num	Name	Memo	Amount
04/07/2023	37670	XEROX FINANCIAL SERVICES	February/March 2023 Lease Payment	1,018.88
04/07/2023	37671	ZEP MANUFACTURING CO.	Zep TNT & Citrus Cleaner- Bus Wash	349.37
04/07/2023	37672	GWP HOLDINGS LLC	Parts and Supplies	4,456.08
04/07/2023	37673	EMP. MISC. REIMBURSEMENT	DMV Permit	89.00
04/07/2023	37674	EMP. MISC. REIMBURSEMENT	SDRM Spring Education Day Mileage Reimbursement	60.75
04/07/2023	37675	EMP. MISC. REIMBURSEMENT	Permit Reimbursement	89.00
04/07/2023	37676	EMP. MISC. REIMBURSEMENT	Permit Reimbursement	90.87
04/07/2023	37677	EMP. MISC. REIMBURSEMENT	Permit Reimbursement	90.87
04/07/2023	37678	EMP. MISC. REIMBURSEMENT	Permit Reimbursement	89.00
04/07/2023	37679	EMP. MISC. REIMBURSEMENT	VOID:	0.00
04/12/2023	37680	ARNOLDS FOR AWARDS INC	Safe Driving Awards	108.52
04/12/2023	37681	AT&T	Monthly Utilities	456.14
04/12/2023	37682	CITY OF PLACERVILLE	Bus Shelter Maintenance - April-June 2023	330.00
04/12/2023	37683	EDC CHAMBER OF COMMERCE	Annual Membership Dues	162.00
04/12/2023	37684	EDWARDS, STEVENS & TUCKER LLP	General Legal Service	1,147.50
04/12/2023	37685	PACIFIC GAS & ELECTRIC	Monthly Utilities	3,151.10
04/12/2023	37686	PROTELESIS	Yealink WH62 Headsets QTY 18	2,759.15
04/12/2023	37687	SMALL BUSINESS BENEFIT PLAN TRUST	Dental & Vision Premiums May 2023	4,693.30
04/12/2023	37688	SPECIAL DISTRICT RISK MANAGEMENT AUTH	Employee Assistance Program Benefits	163.56
04/12/2023	37689	EMP. MISC. REIMBURSEMENT	DMV PERMIT	89.00
04/17/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #8 CLASSIC	8,294.14
04/17/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #8 PEPRA	10,320.39
04/17/2023	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE APR 14, 2023	3,269.35
04/19/2023	37690	EDC RISK MANAGEMENT	Health Insurance April 2023	10,180.17
04/19/2023	37691	LSC TRANSPORTATION CONSULTANTS INC	Park and Ride Master Plan Update through 03/31/23	9,120.00
04/19/2023	37692	UMPQUA BANK	Reconciled Visa	3,372.15
04/21/2023	37693	RODNEY E CHRONISTER	My Ride- March 2023	218.75
04/21/2023	37694	VERONICA COOK	My Ride- March 2023	434.25
04/21/2023	37695	VIRGINIA DIEHL	My Ride- March 2023	434.38
04/21/2023	37696	MARTHA DUPONT	My Ride- March 2023	55.63
04/21/2023	37697	LARA L GULARTE	My Ride- March 2023	218.75
04/21/2023	37698	SAMANTHA HEDGE	My Ride- March 2023	218.75
04/21/2023	37699	SUSAN L HENDRIX	My Ride- March 2023	307.94
04/21/2023	37700	DAWN E HUBBARD	My Ride- March 2023	211.13
04/21/2023	37701	JAMES IMMER	My Ride- March 2023	27.50
04/21/2023	37702	DENISE KAMENA	My Ride- March 2023	123.81
04/21/2023	37703	CATHERINE LAWSON	My Ride- March 2023	56.25
04/21/2023	37704	GLENN LAWSON	My Ride- March 2023	45.00
04/21/2023	37705	LINA MARTIN	My Ride- March 2023	210.00
04/21/2023	37706	DOREENE ELIZABETH MILLER	My Ride- March 2023	218.75
04/21/2023	37707	KIM PARKER	My Ride- March 2023	95.19
04/21/2023	37708	BRENDA SUE PIGNATA	My Ride- March 2023	69.38
04/21/2023	37709	DEBBIE K PINO	My Ride- March 2023	110.06
04/21/2023	37710	JORDAN POSTLEWAIT	My Ride- March 2023	218.75
04/21/2023	37711	JANET C TODD	My Ride- March 2023	264.50
04/21/2023	37712	BEVERLY VIETOR	My Ride- March 2023	44.13
04/21/2023	37713	ANNETTE WAHLGREN	My Ride- March 2023	125.63
04/21/2023	37714	CYNTHIA WOJAN	My Ride- March 2023	184.50
04/21/2023	37715	RONALD WOJAN	My Ride- March 2023	86.69
04/21/2023	37716	49ER LIVE SCAN	Live Scan Fingerprinting	21.00
04/21/2023	37717	4IMPRINT INC	Swag for EDC Fair and Events	3,797.91
04/21/2023	37718	ACC BUSINESS	Fiber Internet - April 2023	85.87
04/21/2023	37719	AFLAC	Employee Paid Premiums - April 2023	836.08

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
April 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
04/21/2023	37720	ALLIANT INSURANCE SERVICES, INC	Property Insurance Coverage	2,115.42
04/21/2023	37721	ALPHA ANALYTICAL LABORATORIES INC	Lab Testing of Stormwater	335.00
04/21/2023	37722	CAL.NET	May 2023 Camera Service	176.92
04/21/2023	37723	CALIFORNIA DEPT OF TAX & FEE ADMIN	Diesel Fuel Exempt Tax QTR 1 2023	302.00
04/21/2023	37724	EDC HHSA-PUBLIC HEALTH DIVISION	Pre-Employment - TB Evaluation	252.00
04/21/2023	37725	EDCTC	Federal Advocacy Contract Q3	1,625.00
04/21/2023	37726	EL DORADO IRRIGATION DISTRICT	Water Service EDH P&R 02/03/23-04/04/23	119.38
04/21/2023	37727	GLOBAL DATA VAULT LLC	Monthly Disaster Recovery Cloud Back Up Service	330.00
04/21/2023	37728	GRAINGER	Storage Totes for Safety and Emergency Gear	81.59
04/21/2023	37729	KINETICO WATER OF PLACERVILLE	Drinking Water Service April 2023	42.90
04/21/2023	37730	STATE OF CA - DEPT OF JUSTICE	State & FBI Criminal Background Checks	98.00
04/21/2023	37731	STATE WATER RESOURCES CONTROL BOARD	Annual Fee for 4/1/08-3/31/09	1,738.00
04/21/2023	37732	EMP. MISC. REIMBURSEMENT	DMV Permit Reimbursement	89.00
04/21/2023	37733	EMP. MISC. REIMBURSEMENT	DMV Permit Reimbursement	89.00
04/21/2023	37734	EMP. MISC. REIMBURSEMENT	DMV Permit Reimbursement	89.00
04/21/2023	37735	EMP. MISC. REIMBURSEMENT	DMV Permit Reimbursement	89.00
04/26/2023	37736	OPERATING ENGINEERS PUBLIC & MISC	Medical Premiums for April 2023	2,058.00
04/27/2023	37737	EL DORADO HILLS COMMUNITY SERVICES DIST	Pavilion Rental for Public Meeting on 05/03/23	1,376.15
04/28/2023	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE APR 28, 2023	3,271.66
04/28/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #9 CLASSIC	8,250.92
04/28/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #9 PEPRA	10,697.32
				<u>373,190.35</u>
Total				<u>373,190.35</u>

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

DATE: June 1, 2023
TO: El Dorado County Transit Authority
FROM: Brian James, Planning and Marketing Manager
SUBJECT: April 2023 Ridership Report

REQUESTED ACTION:

BY MOTION,

Receive and File the April 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 April 2023, ridership across all three (3) modes of service continued to trend up despite the ongoing suspension of some revenue services. Fiscal Year-to-date ridership was up 28.4% overall.

Systemwide monthly passenger trips increased by 18.8% compared to the previous year. Demand Response ridership increased by 59.6% due primarily to the addition of 736 trips provided under the My Ride mileage reimbursement program. Local Fixed Route ridership increased by 13.2% despite the comparative absence of Saturday fixed route service, and Commuter ridership increased by 11.5%.

The attached Fiscal Year-to-Date Ridership Report compares the first ten (10) months of the current fiscal year to the same period in the previous four (4) fiscal years to analyze pre-Covid and current ridership trends.

April 2023 Ridership Report

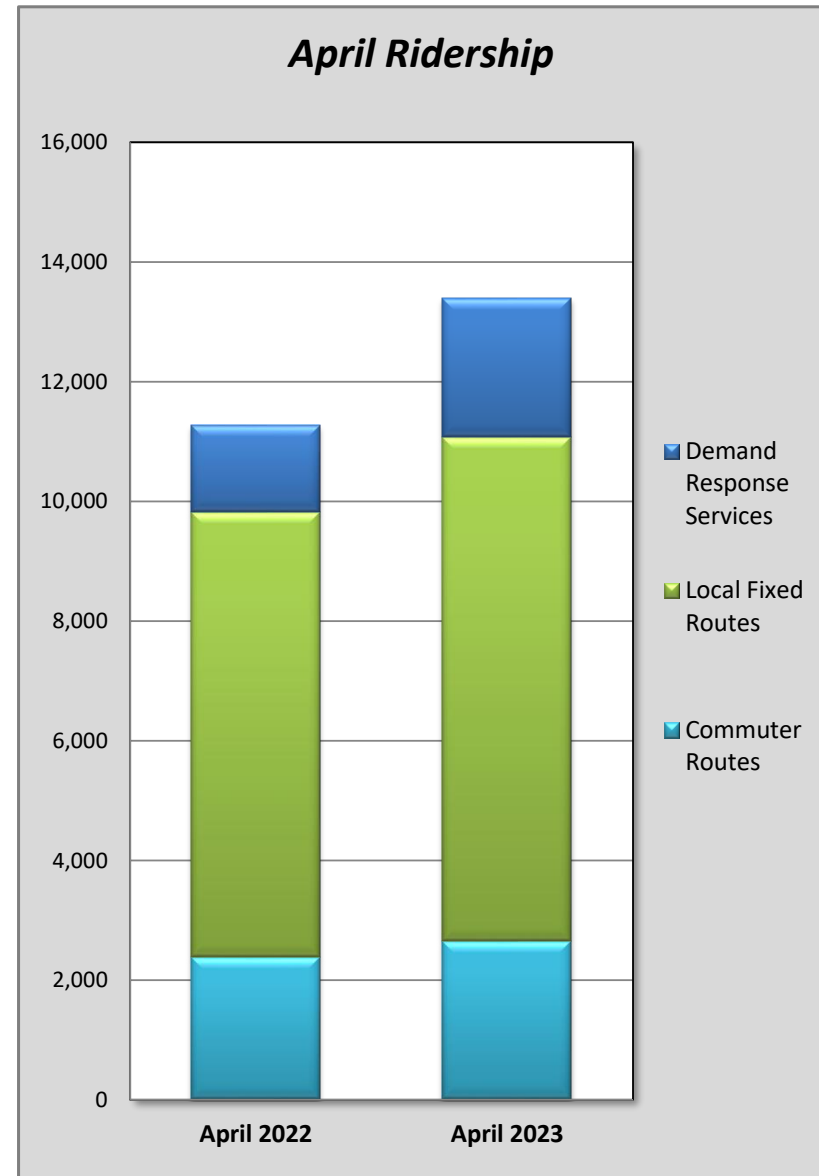


Demand Response Services	April 2022	April 2023	% Change
Dial-a-Ride	595	695	16.8%
Sac-Med	27	30	11.1%
ADA Paratransit	279	263	-5.7%
M.O.R.E.*	551	593	7.6%
Senior Day Care*	0	0	0.0%
My Ride	0	736	100.0%
Total Demand Response	1,452	2,317	59.6%

Local Fixed Routes	April 2022	April 2023	% Change
20 - Placerville	1,120	1,160	3.6%
25 - Saturday Express	109	0	-100.0%
30 - Diamond Springs	874	1,193	36.5%
35 - Diamond Springs Saturday	28	0	-100.0%
40 - Cameron Park	846	986	16.5%
50x - 50 Express	3,032	3,759	24.0%
60 - Pollock Pines	1,429	1,321	-7.6%
Total Local Fixed Routes	7,438	8,419	13.2%

Commuter Routes	April 2022	April 2023	% Change
Sacramento Commuter	1,782	1,926	8.1%
Reverse Commuter	24	24	0.0%
Sacramento/Tahoe Connector	573	703	22.7%
Total Commuter Routes	2,379	2,653	11.5%

	April 2022	April 2023	% Change
Systemwide	11,269	13,389	18.8%
Passengers per Revenue Hour	4.2	4.5	7.1%



*Contracted Services - Ridership Determined by Client Enrollment

Fiscal Year-to-Date Ridership Report

July - April

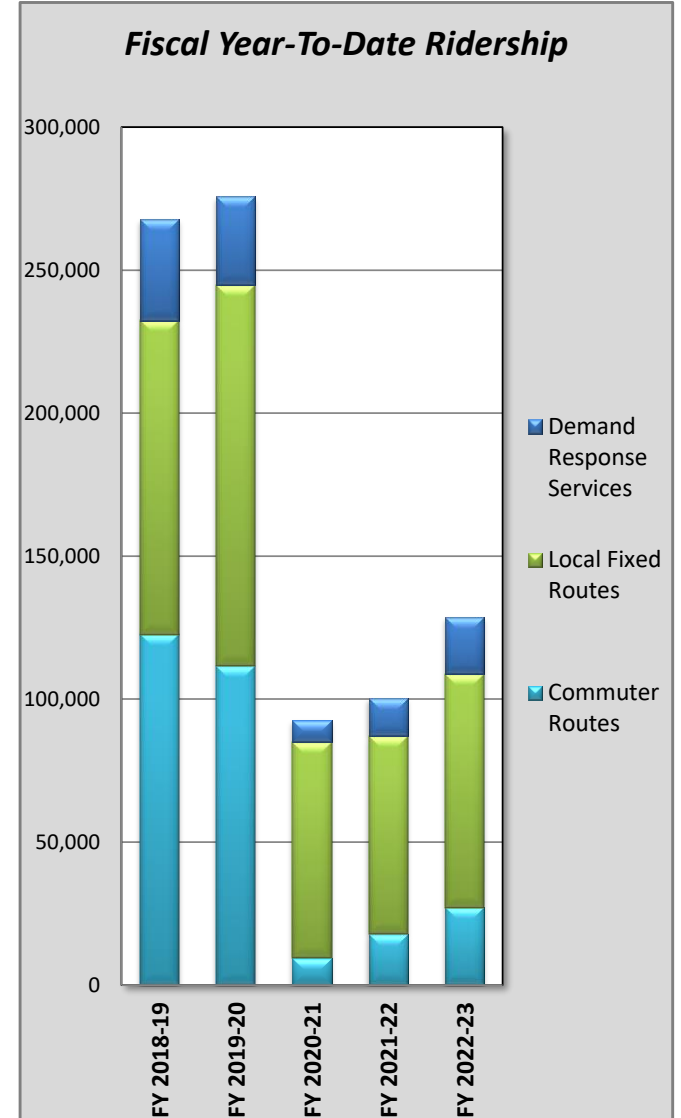


Demand Response Services	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	% Year Change
Dial-a-Ride	13,882	11,598	5,033	5,676	7,199	26.8%
Sac-Med	294	237	201	326	236	-27.6%
ADA Paratransit	623	536	1,408	2,302	2,345	1.9%
M.O.R.E.*	15,617	15,244	1,104	4,975	5,827	17.1%
Senior Day Care*	4,950	3,291	0	0	0	0.0%
My Ride	0	0	0	0	4,362	100.0%
Total Demand Response	35,366	30,906	7,746	13,279	19,969	50.4%

Local Fixed Routes	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	% Year Change
20 - Placerville	3,262	32,990	10,485	10,175	12,949	27.3%
25 - Saturday Express	3,773	3,998	2,917	2,301	0	-100.0%
30 - Diamond Springs	24,502	20,644	8,067	7,890	10,948	38.8%
35 - Diamond Springs Saturday	1,090	1,178	844	710	0	-100.0%
40 - Cameron Park	11,008	12,337	8,812	8,364	10,177	21.7%
50x - 50 Express	35,380	32,269	30,213	27,978	34,608	23.7%
60 - Pollock Pines	30,754	29,696	14,078	11,804	12,946	9.7%
Total Local Fixed Routes	109,769	133,112	75,416	69,222	81,628	17.9%

Commuter Routes	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	% Year Change
Sacramento Commuter	121,973	111,033	9,505	12,357	18,783	52.0%
Reverse Commuter	626	640	77	174	212	21.8%
Sacramento/Tahoe Connector	0	0	0	5,173	8,048	55.6%
Total Commuter Routes	122,599	111,673	9,582	17,704	27,043	52.8%

	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	% Year Change
Systemwide	267,734	275,691	92,744	100,205	128,640	28.4%
Passengers per Revenue Hour	6.0	6.8	3.4	3.6	4.4	23.2%



*Contracted Services - Ridership Determined by Client Enrollment

AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: June 1, 2023

TO: El Dorado County Transit Authority

FROM: Megan Wilcher, Administrative Coordinator

SUBJECT: El Dorado County Transit Authority Board of Directors Meeting Schedule Update for 2023

REQUESTED ACTION:

BY MOTION,

Approve the reinstatement of the July 6, 2023 Board of Directors Meeting

BACKGROUND

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

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

At the December 1, 2022 Board Meeting, the Board of Directors approved the 2023 Meeting Schedule which included a staff recommendation to cancel the July 6th, 2023 Board Meeting.

DISCUSSION

Staff is recommending the reinstatement of the July 6, 2023 meeting in anticipation of business requiring action prior to the August 3, 2023 meeting.

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: June 1, 2023
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Purchase Orders for Insurance Coverage for Fiscal Year 2023/24

REQUESTED ACTION:
BY MOTION,

1. Approve Purchase Order 29003 issued to the California Transit Indemnity Pool in the amount of \$346,385 for Liability Insurance
2. Approve Purchase Order 29004 issued to the California Transit Indemnity Pool in the amount of \$23,796 for Physical Damage Insurance
3. Approve Purchase Order 29002 issued to the California Transit Indemnity Pool in the amount of \$28,000 for Employment Practices Liability Insurance
4. Approve Purchase Order 29024 issued to the Special District Risk Management Authority in the amount of \$190,000 for Workers' Compensation Insurance

BACKGROUND

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

March 2, 2023, Board reviewed the Preliminary Operating Budget for FY 2023/24

April 6, 2023, Board adopted the Preliminary Operating Budget for FY 2023/24 and formed an ad hoc committee for budget review

DISCUSSION

The presented purchase orders address El Dorado Transit's liability, physical damage, employment practices and worker's compensation insurance premiums for the upcoming fiscal year. The Preliminary Operating Budget was based on estimates. Some final premium quotes have now been received; therefore, the following budget and purchase orders have been revised and are recommended for final approval:

- California Transit Indemnity Pool – Liability Purchase Order No. 29003 in the amount of \$346,385
- California Transit Indemnity Pool – Physical Damage Purchase Order No. 29004 in the amount of \$23,796
- California Transit Indemnity Pool – Employment Practices Purchase Order No. 29002 in the amount of \$28,000
- Special District Risk Management Authority Purchase Order No. 29024 in the amount of \$190,000

The Executive Director certifies that these purchases are processed within approved Purchasing Procedures per the El Dorado Transit Procurement Policies and Procedures Manual:

“Chapter 3; Section 14 Sole Sources Procurements:

- b) *Sole source procurement may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances applies:*
 - 5. *The unique nature of the property or service required precludes competitive bidding.*
- c) *The exemption provided by subsection (b) herein shall apply only to the purchase of such items as listed or that have been identified by resolution of the El Dorado Transit Board of Directors:*
 - c. *Insurance”*

Premiums for Employment Practices Liability and Workers’ Compensation have not yet been received and are therefore still estimates. These items will be brought back to the Board if necessary.

FISCAL IMPACT

Purchase Order amounts are within the overall budget in the proposed Final Fiscal Year 2023/24 Operating Budget presented as a part of this agenda packet.

	FY 2023/24 Adopted Preliminary <u>Budget</u>	FY 2023/24 Proposed Final <u>Budget</u>
5060.01 – Public Liability	\$387,000	\$347,000
5060.02 – Physical Damage	\$27,000	\$24,000

5060.04 – EPLI Coverage	\$25,500	\$28,000
5020.05 – Workers’ Compensation	\$190,000	\$190,000

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

PURCHASE ORDER NO. 29003

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

DATE: 07/01/23

ACCOUNT: 1300

CLASS: 125

TO: CalTIP
 c/o SEDGWICK
 1750 CREEKSIDE OAKS DRIVE STE 200
 SACRAMENTO, CA 95833

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

Contact: Vicky Quintrall

Vendor Phone No: (916) 244-1104

Fax No: (916) 244-1199

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		LIABILITY PROGRAM ANNUAL RENEWAL FOR FISCAL YEAR 07/01/23 THROUGH 06/30/24 COVERAGE PERIOD 05/01/23 THROUGH 04/30/24 COVERAGE LIMITS ARE AS FOLLOWS: CalTIP \$2M SELF-INSURED RETENTION GEM AT \$4M XS OF \$2M EVEREST AT \$4M XS OF \$6M HALLMARK AT \$5M XS OF \$10M AWAC AT \$10M XS OF \$15M TOTAL LIABILITY LIMIT OF \$25M		\$346,385.00
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	\$346,385.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$346,385.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

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

PURCHASE ORDER NO. 29004

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

DATE: 07/01/23

ACCOUNT: 1300

CLASS: 125

TO: CalTIP
 c/o SEDGWICK
 1750 CREEKSIDE OAKS DRIVE STE 200
 SACRAMENTO, CA 95833

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

Contact: Vicky Quintrall
 Vendor Phone No: (916) 244-1104

Fax No: (916) 244-1199

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		VEHICLE PHYSICAL DAMAGE PROGRAM ANNUAL RENEWAL FOR FISCAL YEAR 07/01/23 THROUGH 06/30/24 COVERAGE PERIOD 05/01/23 THROUGH 04/30/24 COVERAGE LIMITS ARE AS FOLLOWS: CalTIP \$100K SELF-INSURED RETENTION EVANSTON/MARKEL \$14.9M XS \$100K LANDMARK \$5M XS \$15M		\$23,796.00
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	\$23,796.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$23,796.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

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

PURCHASE ORDER NO. 29002

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

DATE: 07/01/23

ACCOUNT: 1300

CLASS: 125

TO: CalTIP
 c/o SEDGWICK
 1750 CREEKSIDE OAKS DRIVE STE 200
 SACRAMENTO, CA 95833

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

Contact: Vicky Quintrall

Vendor Phone No: (916) 244-1104

Fax No: (916) 244-1199

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		EMPLOYMENT PRACTICES LIABILITY INSURANCE ANNUAL RENEWAL FOR FISCAL YEAR 07/01/23 THROUGH 06/30/24 COVERAGE PERIOD 05/01/23 THROUGH 04/30/24 COVERAGE LIMITS ARE AS FOLLOWS: \$50K SELF-INSURED RETENTION Pending \$50K XS \$1M		\$28,000.00
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	\$28,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$28,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

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

PURCHASE ORDER NO. 29024

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

DATE: 07/01/23

ACCOUNT: 1300

CLASS: 125

TO: SPECIAL DISTRICT RISK MANAGEMENT
 AUTHORITY
 PO BOX 15677
 SACRAMENTO, CA 95852

SHIP & INVOICE TO:

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

Contact: Jennifer Chilton

Email: jchilton@sdrma.org

Vendor Phone No: (800) 537-7790

Fax No: (916) 231-4111

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		WORKERS' COMPENSATION INSURANCE PREMIUMS FOR FISCAL YEAR 07/01/23 THROUGH 06/30/24		\$190,000.00
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	\$190,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$190,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: June 1, 2023
TO: El Dorado County Transit Authority
FROM: Brian James, Planning and Marketing Manager
SUBJECT: Charter Rate for Fiscal Year (FY) 2023/24

REQUESTED ACTION:

BY MOTION,

Approve Charter Rate of \$270.00 per hour for Fiscal Year 2023/24

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) currently provides limited charter services as allowed per State and Federal guidelines. El Dorado Transit establishes an hourly charter rate as per the guidelines set forth in the *Transportation Development Act (TDA), Statutes and California Codes of Regulations, January 2005*.

DISCUSSION

The State of California TDA regulations Section 99250 include the following guidance regarding charter services performed by a public transit agency:

1. "...charter bus service rates and minimums shall be established which are...at least equal to the average of the three lowest current rates charged by private charter bus carriers actually operating charters originating in the same service area of the public transportation system during the prior year."
2. "All charter bus service rates shall be reviewed and adjusted not less than semiannually to reflect variations in actual and assumed costs, as well as private charter bus carrier rates."

Staff solicited quotes from private charter providers operating in the service area. The participating operators quotes were based on at least a seven (7) hour charter to include deadhead and fuel surcharges where applicable. Average hourly rates were calculated and ranked from \$170.00 to \$265.71 per hour. The average of the three (3) lowest quotes was \$214.17 per hour. This rate is lower than the current commuter operations cost per hour of \$267.52 as reported in the El Dorado Transit Fiscal Year 2022/23 6-Month Administrative Operations Report.

Staff recommends El Dorado Transit's rate for charter service be set at \$270.00 per service hour for FY 2023/24. Consistent with the TDA regulations, this rate will be non-competitive with private operator's lowest three (3) average rates for similar service and will adequately cover El Dorado Transit's operating costs.

FISCAL IMPACT

<u>Item</u>	<u>Period</u>	<u>Rate</u>
Charter Service Rate	Effective July 1, 2023	\$270.00/hour

AGENDA ITEM 1 G
Consent Item

MEMORANDUM

DATE: June 1, 2023
TO: El Dorado County Transit Authority
FROM: Maria Harris, Human Resources Manager
SUBJECT: Executive Director Employment Contract Extension

REQUESTED ACTION:
BY MOTION,

Ratification of an amendment to the current Executive Director Employment Agreement, extending the term through July 14, 2023.

BACKGROUND

May 2, 2019 The El Dorado County Transit Authority Board (Board) negotiated the employment contract with the current Executive Director. The term of the employment contract will end on June 30, 2023.

May 18, 2023 The current Executive Director notified the Board of his intent to resign the position, effective July 14, 2023.

DISCUSSION

The matter before the Board today is ratification of an employment contract extension for the current Executive Director and public comment. The amendment extends the end of the contract term for two (2) weeks from June 30, 2023, to July 14, 2023. The contract extension will maximize the time for current staff to support the transitioning of duties to an interim Executive Director and the recruitment of a permanent replacement for the position.

All other terms of the agreement, including compensation, are unchanged. The proposed employment contract amendment is attached as Exhibit A.

FISCAL IMPACT

The estimated salary and benefit related costs for the recommended two (2) week term extension of the Executive Director employment contract is \$8,198.47.

**EMPLOYMENT AGREEMENT AMENDMENT BETWEEN THE
EL DORADO COUNTY TRANSIT AUTHORITY AND
THE EXECUTIVE DIRECTOR**

This Amendment, effective June 30, 2023, is entered into by and between the El Dorado County Transit Authority located at 6565 Commerce Way, Diamond Springs, California (hereinafter referred to as “EDCTA”), and Matthew Mauk (hereinafter referred to as the “Executive Director,” collectively referred to as the “Parties”) hereby amends the Employment Agreement dated July 1, 2020, as detailed below. The remaining Agreement shall remain in full force and effect.

VII. Term of Agreement.

This Agreement shall be for the period beginning on July 1, 2020, and ending July 14, 2023.

El Dorado County Transit Authority

DATED: _____

By: _____
Matthew Mauk
Executive Director

DATED: _____

By: _____
Jackie Neau
Chairperson, EDCTA

AGENDA ITEM 1 H
Consent Item

MEMORANDUM

DATE: June 1, 2023

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Adopt Resolutions to File and Execute Documents for the FY 2023/24 California State of Good Repair Grant Program

REQUESTED ACTION:
BY MOTION,

- 1. Adopt Resolution No. 23-18 Authorizing the Executive Director to Execute All Documents for the California State of Good Repair Grant Program**
- 2. Adopt Resolution No. 23-19 Authorizing the California State of Good Repair Project List**

BACKGROUND

On April 28, 2017 Senate Bill 1 (SB1) known as the Road Repair and Accountability Act of 2017 was signed into law by Governor Brown. SB1 provides new on-going funding under several programs for a variety of transportation purposes. The State of Good Repair (SGR) Program which is managed by Caltrans provides \$105 million annually to transit operators to invest in the upgrade, repair, and improvement of their agency's infrastructure. The SGR Program is funded from a Transportation Improvement Fee on vehicle registrations. These funds are allocated to eligible agencies under the existing State Transit Assistance (STA) Program formula – according to population and farebox revenues. The only eligible entity to receive the direct allocation on the Western Slope is the El Dorado County Transportation Commission (EDCTC). The El Dorado County Transit Authority (El Dorado Transit) is the only transit operator eligible for the sub-allocation of SGR funds on the Western Slope of El Dorado County.

Prior to receiving an apportionment of SGR funds in a given fiscal year, a potential recipient agency must submit to Caltrans a resolution for authorization for the execution of the certifications and assurances and a resolution listing the projects proposed for funding. Each proposal must include a description and location of the project, a proposed schedule for the project's completion, the estimated useful life of the improvement and description of the project benefits. Caltrans will then establish a list of all agencies that have submitted the required information and are eligible to receive an apportionment of funds.

El Dorado Transit staff is recommending the following projects that are eligible for SGR funding:

1. Primary Project – Bus Parking Lot Rehabilitation
Repaving of bus parking lot, and upgrades for charging infrastructure
2. Secondary Project – Fleet Repair and Rehabilitation
Preventative maintenance for revenue vehicles

DISCUSSION

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

Adoption of these resolutions allows agency staff to move forward with the submittal process for the SGR program. Funds would be spent on the primary project Bus Parking Lot Rehabilitation first and the secondary project Fleet Repair and Rehabilitation second. Staff recommends the Board consider the above projects for submission to the EDCTC and authorize the Executive Director to execute all documents for the FY 2023/24 California SB1 State of Good Repair Grant Program.

FISCAL IMPACT

The FY 2023/24 allocation represents an estimated total of \$297,741 for projects that are submitted to the EDCTC for the California SB1 State of Good Repair Grant program.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 23-19**

RESOLUTION OF THE BOARD OF DIRECTORS OF
THE EL DORADO COUNTY TRANSIT AUTHORITY
AUTHORIZATION FOR THE EXECUTION OF THE PROJECT LIST
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM

WHEREAS, the El Dorado County Transit Authority is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing SGR funds to eligible project sponsors (local agencies); and

WHEREAS, the El Dorado County Transit Authority wishes to implement the projects listed on the SGR project list,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the El Dorado County Transit Authority that it hereby authorizes the submittal of the following project nominations to the Department for FY 2023-24 SGR funds:

Project #1: Bus Parking Lot Rehabilitation

Project #2: Fleet Repair and Rehabilitation

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a meeting of said Board, held on the 1st Day of June, 2023, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jackie Neau, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 2 A
Action Item

TIMED ITEM

1:00 PM

PUBLIC HEARING

MEMORANDUM

DATE: June 1, 2023
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Fiscal Year 2023/24 Final Operating Budget

REQUESTED ACTION:

BY MOTION,

- 1. Open Public Hearing**
- 2. Accept Public Comment**
- 3. Close Public Hearing**
- 4. Adopt Resolution No. 23-15 Finalizing the Operating Budget for Fiscal Year 2023/24**
- 5. Adopt Resolution No. 23-16 Finalizing the Fiscal Year 2023/24 Personnel Allocation Table**
- 6. Adopt Fiscal Year 2023/24 Organizational Chart**

BACKGROUND

The Bylaws of the El Dorado County Transit Authority (El Dorado Transit) state: *“The Executive Director shall propose a final operating budget...to the Board on or before June 15 of each year. Final operating...budget shall be adopted by the Board on or before July 15 of each year.”*

Board actions to date related to the Fiscal Year (FY) 2023/24 Operating Budget:

March 2, 2023, Presentation of the preliminary Operating Budget for FY 2023/24

Adoption of Resolution No. 23-07 authorizing the Executive Director to claim Transportation Development Act (TDA) funds for the FY 2023/24 Operating Budget

Approval of the Proposed Personnel Allocation Table and Proposed Organizational Chart for Fiscal Year 2023/24

April 6, 2023, Adoption of Resolution No. 23-10 for the preliminary Operating Budget for FY 2023/24, and appointment of an Ad Hoc Budget Committee

The El Dorado Transit, Transit Advisory Committee (TAC) met on April 26, 2023, and approved the presentation of the FY 2023/24 Operating Budget to the Board.

The Ad Hoc Budget Review Committee met on May 18, 2023, for a complete review and discussion covering the Proposed Operating Budget. This included Chair Jackie Neau, Vice-Chair George Turnboo, Executive Director Matthew Mauk and Finance Manager Julie Petersen.

DISCUSSION

The proposed final Operating Budget for FY 2023/24 presented for consideration is balanced to projected revenues and includes total operating expenses of \$9,578,767. As noted in the attached budget report there are ten (10) changes, highlighted in bold, between the proposed FY 2023/24 Operating Budget approved on April 6, 2023, and the final version proposed for adoption. These changes include the following:

Revenue

- 4270.01 – Allocation being programmed to Capital Project 23-02 Bus Parking Lot renovation.
- 4100.05 – Adjusted revenue to actual grant award.
- 4310.00 – Removed to recognize the lack of a long-term contract for services.
- 4107.03 – Addition to recognize the AB2766 grant award amount as provided by the El Dorado County Air Quality Management District (EDCAQMD) for the 2023 Fair Shuttle service.
- 4109.04 – Addition to recognize grant funds to offset reduced fare on local routes.
- 4112.00 – Removed to reallocate funds to Capital.

Total reduction of \$265,672 in budgeted revenue.

Salary and Benefit Accounts

No adjustments have been made to this budget group and no further revisions are recommended to the Personnel Allocation Table or Proposed Organizational Chart approved on March 2, 2023.

Service and Supply Accounts

- 5060.01 – Reduction based on premium estimates provided by carrier.
- 5060.02 – Reduction based on premium estimates provided by carrier.
- 5060.04 – Increase based on premium estimates provided by carrier.
- 5160.07 – Increased in anticipation of possible cost share for building rehabilitation.
- 4108.03 – Addition to recognize the estimated costs associated with the 2023 Fair Shuttle service.

- 5008.01 – MY RIDE Mileage reimbursement increase from \$25,000 to \$65,000
- 6270.00 – Contingency has been reduced by \$339,672 to balance proposed budget.

All other revenue and expenditure projections remain unchanged from the last Operating Budget presented for approval in April 2023. The Executive Director and Finance Manager will continue to closely monitor actual revenues and expenses. Per the El Dorado Transit Bylaws, the Board delegates authority to the Executive Director to adjust expenditures between line items within the same major budget categories, provided that total expenditures remain within the adopted budget.

The annual Operating Budget is typically brought before the Board at least one more time at the mid-year point for approval of significant adjustments. Any recommended revisions to the Board adopted FY 2023/24 Operating Budget will be presented for full consideration in open session.

Staff recommends adoption of the attached Resolution No. 23-15 finalizing the El Dorado Transit Operating Budget for FY 2023/24 and Resolution No. 23-16 finalizing the Personnel Allocation Table for FY 2023/24.

FISCAL IMPACT

The proposed final Operating Budget for FY 2023/24 reflects \$9,578,767 in total operating expenditures balanced to projected available Federal, State and project specific revenues.

**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED FINAL OPERATING BUDGET 2023/2024**

OPERATING BUDGET		FY 2023/2024	FY 2023/2024	
		Final Preliminary	Final	
REVENUE ACCOUNTS		Adopted 04/06/23	Proposed 06/01/23	Difference
4000.00	Transportation Development Act (TDA/LTF)	\$7,293,579	\$7,293,579	\$0
4270.01	State of Good Repair (SGR) Program	\$297,741	\$0	-\$297,741
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	\$165,000	\$96,250
4100.06	Federal Transit Administration (FTA) ARPA Act Section 5311 Grant	\$138,875	\$138,875	\$0
4970.00	Interest Income	\$82,000	\$82,000	\$0
4300.00	Cash Fares	\$97,000	\$97,000	\$0
4310.00	Contract Services	\$140,000	\$0	-\$140,000
4330.00	Commuter Route Fare Media	\$418,000	\$418,000	\$0
4350.00	Local Route Fare Media	\$32,000	\$32,000	\$0
4360.00	Paper Scrip	\$9,000	\$9,000	\$0
4370.00	CCJPA	\$185,000	\$185,000	\$0
4400.00	Advertising Revenue	\$15,000	\$15,000	\$0
4990.00	Misc. Revenue	\$400	\$400	\$0
4107.03	Fair Shuttle AB2766 Grant	\$0	\$32,000	\$32,000
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant	\$0	\$75,000	\$75,000
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$31,181	\$0	-\$31,181
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		\$9,844,439	\$9,578,767	-\$265,672
SALARY & BENEFIT ACCOUNTS				
5010.00	Regular Employees	\$3,551,705	\$3,551,705	\$0
5010.02	Temporary Employees	\$50,000	\$50,000	\$0
5010.07	Overtime	\$50,000	\$50,000	\$0
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	\$1,094,000	\$1,094,000	\$0
5070.01	(OASDI - Payroll Tax) FICA	\$8,400	\$8,400	\$0
5070.02	MEDICARE - Payroll Tax	\$54,000	\$54,000	\$0
5020.02	Health Insurance	\$1,585,000	\$1,585,000	\$0
5020.03	Unemployment Insurance	\$5,000	\$5,000	\$0
5020.04	LT Disability/Life Ins	\$32,000	\$32,000	\$0
5020.05	Worker's Comp	\$190,000	\$190,000	\$0
TOTAL SALARY & BENEFITS		\$6,647,105	\$6,647,105	\$0
SERVICE & SUPPLY ACCOUNTS				
5090.02	Shop Clothing & Supplies	\$10,000	\$10,000	\$0
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	\$18,000	\$18,000	\$0
5060.01	Insurance Premiums/Public Liability	\$387,000	\$347,000	-\$40,000
5060.02	Insurance Premiums/Physical Damage	\$27,000	\$24,000	-\$3,000
5060.03	Insurance Premiums/Commercial	\$20,000	\$20,000	\$0
5060.04	Insurance Premium EPLI Package	\$25,500	\$28,000	\$2,500
5090.06	Service Contracts/Equipment	\$200,000	\$200,000	\$0
5160.07	Park and Ride Maintenance	\$15,000	\$47,500	\$32,500
5160.01	Maintenance/Buildings	\$8,000	\$8,000	\$0
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)	\$417,000	\$417,000	\$0
5040.02	Vehicle Maintenance/Tires & Tubes	\$99,000	\$99,000	\$0
5040.03	Vehicle Maintenance/Lubricants	\$29,700	\$29,700	\$0
5040.04	Vehicle Maintenance/Small Tools - Shop	\$5,000	\$5,000	\$0
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$45,000	\$45,000	\$0
5090.50	Safety Equipment/Training	\$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	\$250,000	\$250,000	\$0
5030.10	Employee Medical Exams	\$11,500	\$11,500	\$0
5030.30	Background Checks	\$3,000	\$3,000	\$0
5090.08	Pubs/Legal Notices	\$6,000	\$6,000	\$0
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	\$11,000	\$11,000	\$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	\$0	\$42,000	\$42,000
5008.01	MY RIDE - Mileage Expenses	\$25,000	\$65,000	\$40,000
6270.00	Contingency	\$591,334	\$251,662	-\$339,672
TOTAL SERVICES AND SUPPLIES		\$3,197,334	\$2,931,662	-\$265,672
TOTAL OPERATING EXPENSES		\$9,844,439	\$9,578,767	-\$265,672

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 23-15**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING THE FINAL OPERATING
BUDGET FOR FISCAL YEAR 2023/24

WHEREAS, Section 11.1 of the Joint Powers Agreement (JPA) establishing the El Dorado County Transit Authority states, *“For each fiscal year, the Board shall adopt capital and operating budgets which are consistent with the requirements of the Regional Transportation Planning Agency, the California Transportation Development Act, the Federal Highway Act of 1973, and the Federal Transit Administration Act as amended from time to time, and all other funding and regulatory agencies involved in the execution of the purpose of EDCTA.”*; and

WHEREAS, Section 7.2 of the Bylaws further require, *“Final operating budget shall be adopted by the Board on or before July 15 of each year.”*; and

WHEREAS, the preliminary Fiscal Year 2023/24 operating budget was presented at public meeting on March 2, 2023: and

WHEREAS, the preliminary Fiscal Year 2023/24 operating budget was adopted at public meeting on April 6, 2023: and

WHEREAS, the proposed operating budget for Fiscal Year 2023/24 ending June 30, 2024, is based upon the current level of service; and

WHEREAS, the proposed Fiscal Year 2023/24 operating budget projected revenue is based on known levels of anticipated funding.

NOW THEREFORE, BE IT RESOLVED, the El Dorado County Transit Authority hereby adopts the final operating budget for Fiscal Year 2023/24 ending June 30, 2024, considered at the June 1, 2023, Board meeting.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 1st day of June 2023 by the following vote:

AYES: NOES: ABSTAIN: ABSENT:

Jackie Neau, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 23-16**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING A PERSONNEL ALLOCATION TABLE FOR FISCAL
YEAR 2023/24

WHEREAS, the Governing Board of El Dorado County Transit Authority is authorized to adopt an annual fiscal year personnel allocation plan; and

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

1. The Board adopts the attached Personnel Allocation Table as a maximum allocation of personnel for the fiscal year 2023/24.
2. The Board authorizes the Executive Director to utilize extra-help employees as necessary to meet the service needs of the public.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 1st day of June 2023, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jackie Neau, Chairperson

ATTEST:

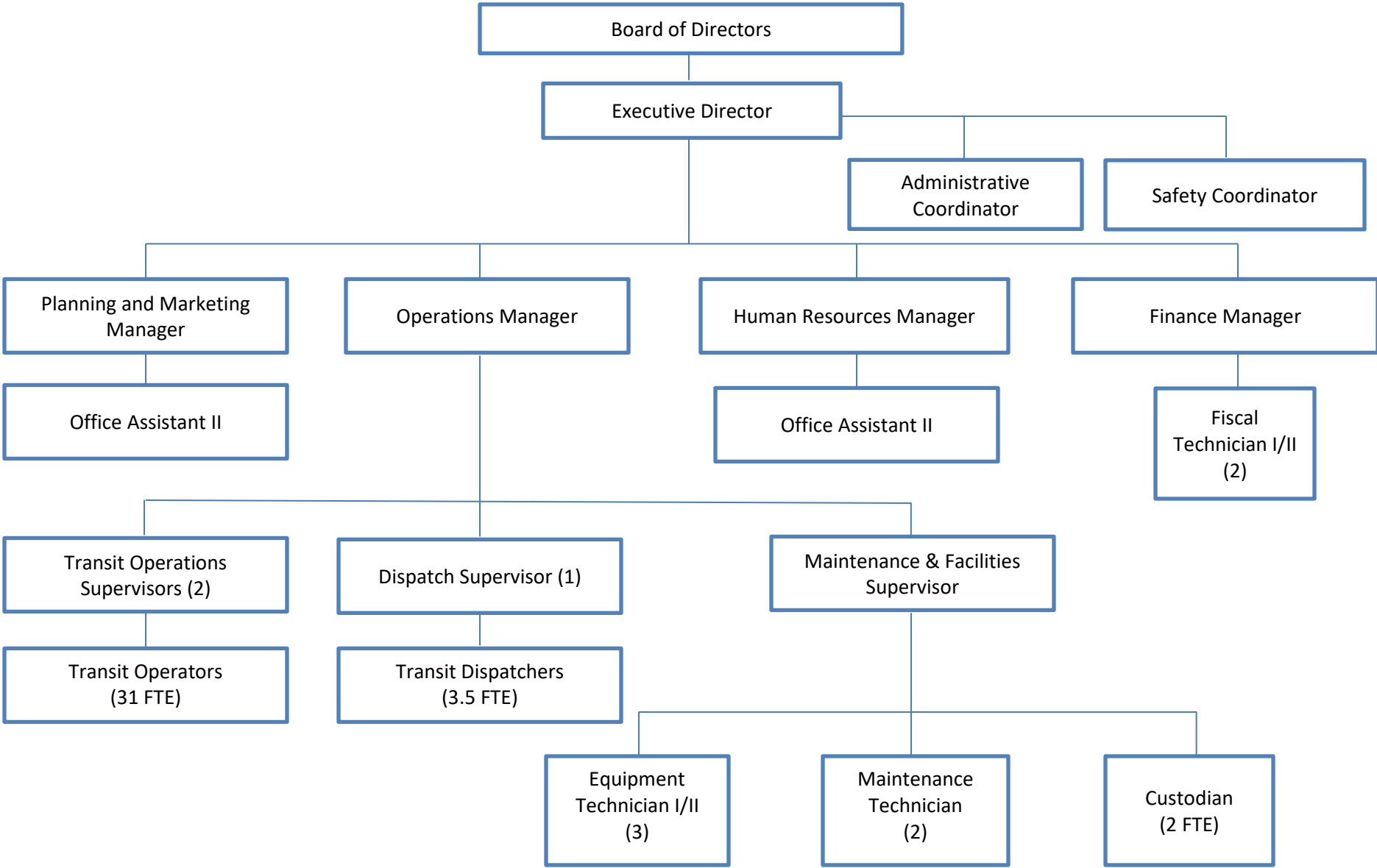
Megan Wilcher, Secretary to the Board

EL DORADO COUNTY TRANSIT AUTHORITY
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
<i>TOTAL ALLOCATED POSITIONS</i>	<i>50.5</i>	<i>56.5</i>

* fte = Full Time Equivalent

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



Mauk and Finance Manager Julie Petersen.

DISCUSSION

The El Dorado County Transit Authority Capital Improvement Plan, Fiscal Year 2023/24 recommends capital projects and identifies funding for maintenance facility projects, vehicle purchase, software and hardware upgrades, safety and security, and park and ride improvements. Staff recommends adoption of Resolution 23-17 finalizing the FY 2023/24 CIP and corresponding Capital Budget as presented.

As noted in the attached CIP four (4) changes have been made, highlighted in bold.

- Project 22-03, Zero Emissions Vehicles, and Infrastructure; updated to include the FY 2022/23 Low Carbon Transit Operations Program (LCTP) and State Transit Assistance (STA) funds.
- Project 22-04 Bass Lake P&R Phase I; Updates have been made to the project description and funding.
- Project 22-05 Scheduling and Dispatching Software Replacement; includes increased funding from Federal Transit Administration (FTA) grants.
- Project 23-02 Bus Parking Lot Rehabilitation; updated to include FY 2023/24 State of Good Repair (SGR) funds.

FISCAL IMPACT

The proposed Final FY 2023/24 Capital Budget as presented today reflects an overall budget of \$10,443,844.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 23-17**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING THE FINAL CAPITAL
BUDGET FOR FISCAL YEAR 2023/24

WHEREAS, Section 11.1 of the Joint Powers Agreement (JPA) establishing the El Dorado County Transit Authority states, *“For each fiscal year, the Board shall adopt capital and operating budgets which are consistent with the requirements of the Regional Transportation Planning Agency, the California Transportation Development Act, the Federal Highway Act of 1973, and the Federal Transit Administration Act as amended from time to time, and all other funding and regulatory agencies involved in the execution of the purpose of EDCTA.”*; and

WHEREAS, Section 7.2 of the Bylaws further require, *“Final capital budget shall be adopted by the Board on or before July 15 of each year.”*; and

WHEREAS, the preliminary Fiscal Year 2023/24 capital budget was presented at public meeting on March 2, 2023: and

WHEREAS, the preliminary Fiscal Year 2023/24 capital budget was adopted at public meeting on April 6, 2023: and

WHEREAS, the proposed capital budget for Fiscal Year 2023/24 ending June 30, 2024, is based upon the current level of service; and

WHEREAS, the proposed Fiscal Year 2023/24 capital budget projected revenue is based on known levels of anticipated funding.

NOW THEREFORE, BE IT RESOLVED, the El Dorado County Transit Authority hereby adopts the final capital budget for Fiscal Year 2023/24 ending June 30, 2024, considered at the June 1, 2023, Board meeting.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 1st day of June 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

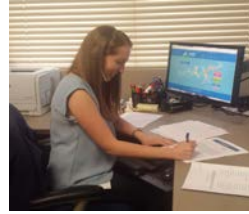
Jackie Neau, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board



EL DORADO TRANSIT



Fiscal Year 2023/24

Capital Improvement Plan

June 1, 2023

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

EL DORADO COUNTY TRANSIT AUTHORITY
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 fiscal 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.

Table of Contents

Maintenance Facility Swamp Cooler and Steam Cleaner Modifications	4
Vehicle Replacement – Demand Response	5
Vehicle Replacement – Maintenance Truck	6
Park and Ride Parking Lot Resurfacing	7
Zero Emission Vehicles and Infrastructure	8
Bass Lake Park & Ride – Phase I	9
Scheduling and Dispatching Software Replacement	10
Bus Parking Lot Rehabilitation.....	11
Administration / Maintenance Facility Equipment.....	12
Passenger Security Surveillance & Lighting - Bus Stops.....	13
Bus Stop Improvements, Maintenance and Repairs	14
Budget.....	15

Maintenance Facility Swamp Cooler and Steam Cleaner Modifications

Project No. 20-04 (3)

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, install 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	\$63,500
Contingency	<u>\$ 6,825</u>
	\$70,325
Steam Cleaner Modifications	\$90,000
Contingency	<u>\$ 8,850</u>
	\$98,350
<i>Total Project Cost</i>	<i>\$168,675</i>

FUNDING SOURCES

Transportation Development Act (TDA)	<u>\$168,675</u>
<i>Total Revenue</i>	<i>\$168,675</i>

Adopted into CIP	Status	Estimated Completion Date
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 <u>08/30/2019</u>
1304	2013 Dodge Caravan	185,094

COST SUMMARY (ESTIMATE)

	<u>Adopted Budget</u>
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>

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

Vehicle Replacement – Maintenance Truck

Project No. 21-02 (3)

This project will replace one (1) current 2007 Dodge Dakota truck with one (1) Dodge Ram 1500 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
0702	Dodge Dakota Truck	79,287

COST SUMMARY (ESTIMATE)

	Adopted Budget
One (1) Dodge	\$42,963.00
Contingency 10%	\$ 4,297.00
<i>Total Project Cost</i>	<i>\$47,260.00</i>

FUNDING SOURCES

Transportation Development Act (TDA)	<u>\$47,260.00</u>
<i>Total Revenue</i>	<i>\$47,260.00</i>

Adopted into CIP	Status	Estimated Completion Date
FY 2020 / 2021	Active	FY 2023 / 2024

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)

	<u>Adopted Budget</u>
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>

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

Zero Emission Vehicles and Infrastructure

Project No. 22-03 (2)

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>Proposed 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
Low Carbon Transit Operations Program (LCTOP) FY 2022/23	\$ 305,959
State Transit Assistance	\$3,800,000
Funding Pending	<u>\$3,655,303</u>
<i>Total Revenue</i>	<u>\$8,280,000</u>

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

Bass Lake Park & Ride – Phase I

Project No. 22-04 (3)

All work related to the completion of the first phase 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 parcels on the southwest 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. The Condition of Approval for the Bass Lake North subdivision requires the developer to construct the first half (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. Construction is now scheduled to begin in May 2023.

Additional improvements that will be needed to complete the first phase of the facility construction include signage, landscape design and installation, water supply, electric utilities, and lighting. Due to recently added design requirements and an accelerated construction schedule, staff expects to incur costs associated with the completion of Phase 1 construction within FY 2023/24. This shorter timeframe necessitates the use of local Transportation Development Act (TDA) funds for this project.

<i>COST SUMMARY (ESTIMATE)</i>	Adopted <u>Budget</u>	Proposed <u>Budget</u>
Bass Lake Park & Ride	\$ 780,000	\$360,000
Contingency	<u>\$ 38,000</u>	<u>\$ 40,000</u>
<i>Total Project Cost</i>	<i>\$ 818,000</i>	<i>\$400,000</i>

FUNDING SOURCE

Federal Transit Administration (FTA)		
Section 5307 – Capital FY 2021	\$ 300,000	\$ - 0 -
Section 5307 – Capital FY 2022	\$ 400,000	\$ - 0 -
Transportation Development Act (TDA)	<u>\$ 118,000</u>	<u>\$400,000</u>
<i>Total Revenue</i>	<i>\$ 818,000</i>	<i>\$400,000</i>

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

Scheduling and Dispatching Software Replacement

Project No. 22-05 (2)

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)

	Proposed Budget
Dispatching Software	\$215,000
Contingency	<u>\$ 15,000</u>
<i>Total Project Cost</i>	<i>\$230,000</i>

FUNDING SOURCES

Federal Transit Administration (FTA) Rural 5310 Grant	\$ 90,000
Federal Transit Administration (FTA) Urban 5310 Grant	\$ 90,000
Transportation Development Act	<u>\$ 50,000</u>
<i>Total Revenue</i>	<i>\$230,000</i>

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

Bus Parking Lot Rehabilitation

Project No. 23-02 (2)

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. **Including “Area A” in the ZEB study.**

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>Proposed Budget</u>
Bus Parking Lot Rehabilitation	\$519,076
Contingency 10%	<u>\$ 63,962</u>
<i>Total Project Cost</i>	<u>\$583,038</u>

FUNDING SOURCES

SB1 State of Good Repair Grant FY22/23	\$285,297
SB1 State of Good Repair Grant FY23/24	<u>\$297,741</u>
<i>Total Revenue</i>	<u>\$583,038</u>

Adopted into CIP	Status	Estimated Completion Date
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.

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

FUNDING SOURCES

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

Proposed into CIP	Status	Estimated Completion Date
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

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

Bus Stop Improvements, Maintenance and Repairs

Project No. 24-03

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 trash receptacles, benches, landscaping, shelter repairs and other items of this nature.

Adoption of the project and budget allows transit staff to procure items and conduct needs/repairs 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.

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

FUNDING SOURCES

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

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

El Dorado County Transit Authority
Final Capital Improvement Plan Budget FY 2023/24

Status	CIP Project Number	Project Description	Completion Estimate (FY)	Project Budget	FY 2023/24 Expenditures	STA* \$6,373,678	FTA Section 5307 \$700,000	FTA Section 5310 \$236,000	LCTOP \$824,697	SB1 / SGR \$583,038	Restricted \$12,200	Unfunded
ACTIVE	20-04	Maintenance Facility Swamp Cooler and Steam Cleaner Modifications	2024/25	\$168,675	\$168,675	\$168,675						\$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	2023/24	\$47,260	\$47,260	\$47,260						\$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			\$824,697			\$3,655,303
ACTIVE	22-04	Bass Lake Park & Ride - Phase I	2023/24	\$400,000	\$0	\$400,000						\$0
ACTIVE	22-05	Scheduling and Dispatching Software Replacement	2023/24	\$230,000	\$0	\$50,000		\$180,000				\$0
ACTIVE	23-02	Bus Parking Lot Rehabilitation	2024/25	\$583,038	\$134,076	\$0				\$583,038		\$0
PROPOSED	24-01	Administration / Maintenance Facility Equipment	2023/24	\$40,000	\$40,000	\$40,000						\$0
PROPOSED	24-02	Passenger Security Surveillance & Lighting	2025/26	\$300,000	\$300,000	\$300,000						\$0
PROPOSED	24-03	Bus Stop Improvement, Maintenance and Repairs	2023/24	\$40,000	\$40,000	\$40,000						\$0
Project Totals				\$10,443,844	\$864,882	\$5,132,606	\$0	\$236,000	\$824,697	\$583,038	\$12,200	\$3,655,303
Remaining Funds Available						\$1,241,072	\$700,000	\$0	\$0	\$0	\$0	-\$3,655,303

*Balance Per FY 2021/22 Audited Financials

Project Status: In Progress Funded Unfunded

AGENDA ITEM 2 C
Action Item

MEMORANDUM

DATE: June 1, 2023
TO: El Dorado County Transit Authority
FROM: Maria Harris, Human Resources Manager
SUBJECT: Executive Director Recruitment and Salary Range

REQUESTED ACTION:
BY MOTION,

1. Authorize staff to open a recruitment on June 2, 2023, for the Executive Director position.
2. Appoint two (2) Board members to an Ad Hoc Evaluation Committee to participate in an initial round of interviews with qualified candidates.
3. Set a tentative date for conducting the initial round of interviews by the Ad Hoc Evaluation Committee, staff, and selected panelists.
4. Approve a revised salary range for the Executive Director classification, effective June 2, 2023.

BACKGROUND

October 4, 2018 The El Dorado County Transit Authority Board of Directors (Board) adopted the current salary range for the Executive Director classification.

July 9, 2020 The Board ratified the terms of an employment contract with the current Executive Director. The term of the employment contract ends on June 30, 2023.

May 18, 2023 The current Executive Director notified the Board of his intent to resign the position, effective July 14, 2023.

The El Dorado County Transit Authority (El Dorado Transit) Joint Exercise of Powers Agreement (agreement) defines the Executive Director as the person appointed by the Board to be its Secretary and Chief Administration Officer. Per the terms of the agreement, the Executive Director shall serve at the pleasure of the Board as a management and supervisory employee who is not entitled to any overtime or compensatory time off. The Executive Director's employment is typically subject to the terms of a separate employment contract as negotiated by the parties.

The Board has the authority to review the Executive Director's salary and adjust it at its sole discretion. Although recommended, the salary range for the position may not necessarily be aligned to a particular salary band within the adopted salary structure for unrepresented and management employees. However, the salary range is typically represented in the agency's adopted Salary Schedule and shown as having seven (7) potential merit steps at five percent (5%) increments, similar to all other job classifications.

DISCUSSION

The current Executive Director notified the Board of his intent to step down from the position as of July 14, 2023. This presents El Dorado Transit with an opportunity to recruit new leadership to the agency. By conducting an open recruitment, the agency can attract a diverse pool of talented individuals who can contribute their expertise and drive Transit towards continued success. With approval, the open recruitment for the Executive Director position will commence on June 2, 2023, and remain open until filled. An initial screening of applicants will be done by staff following the close of business on June 29, 2023, and the first round of interviews with qualified candidates is anticipated for the week of July 10, 2023.

As a part of the requested actions, the staff is recommending the appointment of two (2) Board members to participate on the panel conducting this first round of interviews. It is anticipated that the first interview panel will also include agency staff and executive level leadership from partner agencies and member jurisdictions. A second and potentially final round of interviews with selected finalists will be conducted by the full Board at a later meeting.

To attract top-tier candidates and remain competitive in the market, staff proposes an increase in the base salary range for the Executive Director classification to be effective with the opening of the recruitment. This adjustment would be the first for the position since 2018 and is deemed necessary to align the compensation package with current industry standards and the high level of responsibility associated with the role. A competitive salary range will enable the agency to attract highly qualified candidates who can provide stable leadership and achieve its strategic objectives. The proposed salary range increase for the Executive Director classification sends a strong message to the industry about the agency's commitment to attracting and retaining top talent.

Staff conducted an informal market review of nine (9) comparator agencies using recently published salary and benefit data and peer survey responses to develop the recommendation for a salary range adjustment. Three (3) of the agencies are considered close, regional comparator agencies. With respect to these local comparators, the current top monthly base salary for the Executive Director classification (\$12,887.51) was determined to be thirty-four percent (34%) below the market median. When adjusted to account for total compensation, including the value of the considerable benefits offered with the position, the current compensation package was determined to be eighteen percent (18%) below the market median. Based on these findings and in consideration of maintaining parity within the agency's overall salary structure, staff recommends placement of the base salary at band sixty (60) of the Salary Structure adopted October 6, 2022. This adjustment would represent an increase of six percent (6%) from the current pay rate and align the range at thirty percent (30%) above that of the highest level of

employee supervised (Operations Manager). If approved, the Executive Director classification would have a top monthly base salary range of \$10,194 to \$13,660 and top annual base salary range of \$122,325 to \$163,925. The full proposed salary range, including hourly and monthly pay rates for all seven (7) potential merit steps, is attached as Exhibit A.

Per Article 4 of the adopted El Dorado Transit Personnel Policies and Procedures Manual, revised December 2, 2021, any current employee assigned to serve in the Executive Director position on an interim basis for more than ten (10) consecutive workdays, would receive the rate of pay established for the classification for the duration of the assignment.

FISCAL IMPACT

The actual salary and benefits costs for the new Executive Director will be determined by the starting salary and benefits package negotiated with the selected candidate for the position. If calculating based on the maximum total compensation presented above, the recommended change to the Executive Director salary range is estimated to increase costs no more than \$10,105 annually. The recommended change does not require a budget adjustment to the Fiscal Year 2023/24 Operating Budget as proposed elsewhere in this agenda.

El Dorado County Transit Authority

JOB CLASSIFICATION	STEP	1	2	3	4	5	6	7
EXECUTIVE DIRECTOR - CONTRACT	Hourly	55.48	58.25	61.17	64.23	67.44	70.81	74.35
	Monthly	9,616.53	10,097.36	10,602.28	11,132.51	11,689.25	12,273.73	12,887.51

Approved October 4, 2018

JOB CLASSIFICATION	STEP	1	2	3	4	5	6	7
EXECUTIVE DIRECTOR - CONTRACT	Hourly	58.81	61.75	64.83	68.08	71.48	75.05	78.81
	Monthly	10,193.01	10,702.66	11,237.80	11,799.69	12,389.67	13,009.15	13,659.61

Proposed: Effective June 2, 2023

AGENDA ITEM 2 D
Action Item

MEMORANDUM

DATE: June 1, 2023
TO: El Dorado County Transit Authority
FROM: Brian James, Planning and Marketing Manager
SUBJECT: My Ride - Mileage Reimbursement Program Policy Update

REQUESTED ACTION:

BY MOTION,

Approve the My Ride Mileage Reimbursement Program Policy Update as Proposed

BACKGROUND

The My Ride Mileage Reimbursement Program enables seniors (60 or older), veterans, or disabled residents of El Dorado County who are registered for the My Ride program at El Dorado Transit to reimburse their friends, neighbors, or family members for providing them with transportation in their personal vehicles. Trips can be for any purpose, and there are no fees to participate in this program. The trips are free for the passenger, and the driver receives reimbursement for providing a valuable service for the passenger.

Since implementation in August 2022, the My Ride program has provided 4,362 passenger trips or an average of 485 passenger trips per month. It is becoming an invaluable program for many residents of our community.

DISCUSSION

Staff have been overseeing the program to look for any signs of unintended use by participants. Since the program's inception, a pattern has emerged with a few participants benefiting as both a driver and passenger for opposite legs of the same round trip. This use case is outside the intent of the program to assist eligible passengers that would otherwise be unable to transport themselves. Based on this assertion, staff is recommending policy clarification.

The current program rules state, "Participants cannot be both the passenger and the driver," which leaves room for misinterpretation. Staff recommends that this policy be clarified to state, "Registrants may only take part in the program as either a Participant or as a Volunteer Driver in any given calendar month." This restriction should prevent unintended use by multiple registrants as both a passenger and driver for the same trips.

FREE EL DORADO COUNTY FAIR SHUTTLE & PARKING JUNE 15-18, 2023

Shuttle Hours

Thursday.....11:30am to CLOSE
Friday.....11:30am to CLOSE
Saturday.....9:30am to CLOSE
Sunday.....11:30am to CLOSE



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call (530) 642-5383
for more information

No animals except service animals allowed on shuttle



EL DORADO TRANSIT

Funding provided by the El Dorado County Air Quality Management District with AB2766 funds,
the El Dorado County Fair Association and El Dorado Transit