



# EL DORADO TRANSIT

## EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

### AGENDA

**Thursday, August 3, 2023; 1:00 PM**

Regular Meeting

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

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

Interim Executive Director: Brian James

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

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

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

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

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

**OPEN FORUM**

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

<b>1.</b>	<b><u>CONSENT CALENDAR</u></b>	<b><u>PAGE</u></b>
	A. Approve Conformed Minutes of Regular Meeting June 1, 2023	4
	B. Receive and File May and June 2023 Check Registers	9
	C. Receive and File May and June 2023 Ridership Reports	15
	D. Approve Reimbursement Agreement with Toll West Coast LLC for construction work at the Bass Lake Hills Park and Ride	19
	E. Adopt Resolution No. 23-20 authorizing Financial Transactions by Elected Officers and Interim Executive Director including revisions	26
	F. 1. Adopt Resolution No. 23-21 approving Board Policy G-5 for Surplus Property and Disposition	30
	2. Approve designation of surplus property per itemized inventory list	
<b>2.</b>	<b><u>ACTION ITEMS</u></b>	
	A. Recommend the Board of Directors approve the El Dorado County Transit Authority Passenger Code of Conduct	36
	B. Approve the My Ride Mileage Reimbursement Program Policy Update as Proposed	46

<b>3.</b>	<b><u>INFORMATION ITEMS</u></b>	<b><u>PAGE</u></b>
	A. 2023 Fair Shuttle Ridership	48
	B. Newsletter	50

**INTERIM EXECUTIVE DIRECTOR REPORT \***

**BOARD MEMBER COMMENTS \***

**ADJOURNMENT**

\* Verbal Report

NEXT REGULARLY SCHEDULED  
 EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING  
 Thursday, September 7, 2023 1:00 P.M.  
 County of El Dorado  
 Board of Supervisors Meeting Room  
 330 Fair Lane, Bldg A  
 Placerville, CA 95667

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

*The Agenda is also available on the website [www.eldoradotransit.com](http://www.eldoradotransit.com)*



# EL DORADO TRANSIT

**EL DORADO COUNTY TRANSIT AUTHORITY  
BOARD OF DIRECTORS MEETING  
CONFORMED MINUTES  
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 style="text-align: center;"><b>In-Person</b></p> <p style="text-align: center;">County of El Dorado Board of Supervisors Meeting Room 330 Fair Lane, Bldg. A Placerville, CA 95667</p>	<p style="text-align: center;"><b>Remotely</b></p> <p style="text-align: center;"><b>By Computer:</b> <a href="https://edcgov-us.zoom.us/j/86134567267">https://edcgov-us.zoom.us/j/86134567267</a></p> <p style="text-align: center;"><b>By Phone:</b> 669-219-2599</p> <p style="text-align: center;"><b>Meeting ID:</b> 861 3456 7267</p>
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**CALL TO ORDER AND RECESS TO CLOSED SESSION**

**Chair Neau called the meeting to order at 12:30 PM and immediately recessed into 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**

**The board reconvened to open session at 1:00 PM.**

**The board recessed to closed at 1:43 PM**

**The board reconvened to open session at 2:33 PM**

**The board voted 5/0 to designate Brian James the Interim Executive Director pending resignation of current Executive Director effective July 14, 2023**

**PLEDGE OF ALLEGIANCE**

**The Pledge of Allegiance was recited.**

**ROLL CALL**

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

**A quorum was present.**

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

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

**Adoption of the Agenda and Approval of Consent Calendar**

**M/S: Turnboo/Hidahl**

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

**OPEN FORUM**

**None**

**1. CONSENT CALENDAR**

- A. Approve Conformed Minutes of Regular Meeting May 4, 2023  
Approve Conformed Minutes of Special Meeting May 18, 2023
- B. Receive and File April 2023 Check Registers
- C. Receive and File April 2023 Ridership Report
- D. Approve the reinstatement of the July 6, 2023 Board of Directors Meeting
- E. **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
- F. Approve Charter Rate of \$270.00 per hour for Fiscal Year 2023/24
- G. Ratification of an amendment to the current Executive Director Employment Agreement, extending the term through July 14, 2023
- H. **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

**2. ACTION ITEMS**

**TIMED ITEM 1:00 PM**

- A. **1.** Public Hearing to Adopt Resolution No. 23-15 Finalizing the Operating Budget for Fiscal Year 2023/24
- 2.** Adopt Resolution No. ~~22-16~~ **23-16** Approving the Fiscal Year 2023/24 Allocation Table
- 3.** Adopt Fiscal Year 2023/24 Organizational Chart

**Action: Chair Neau opened the Public Hearing to accept public comment on the proposed final Operating Budget for Fiscal Year 2023/24. There was no public comment on this item.**

**M/S: Hidahl/Turnboo**  
**Ayes: Clerici, Hidahl, Neau, Parlin, Turnboo**

**TIMED ITEM 1:00 PM**

- B. Public Hearing to Adopt Resolution No. ~~22-17~~ 23-17 Finalizing the Fiscal Year 2023/24 Capital Improvement Plan and Capital Budget**

**Action: Chair Neau opened the Public Hearing to accept public comment on the proposed final Capital Improvement Plan and Capital Budget for Fiscal Year 2023/24. There was no public comment on this item.**

**M/S: Hidahl/Turnboo**  
**Ayes: Clerici, Hidahl, Neau, Parlin, Turnboo**

- C. 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**

**Action: Item was approved as requested by staff. Director Hidahl and Director Yarbrough have been appointed to the Ad Hoc Evaluation Committee with the tentative interview date of July 12, 2023.**

**M/S: Clerici/Hidahl**  
**Ayes: Clerici, Hidahl, Neau, Parlin, Turnboo**

- D. Approve the My Ride Mileage Reimbursement Program Policy Update as Proposed**

**Director Parlin made a motion to continue the item to a future meeting pending legal review and strengthening the policy language.**

**M/S: Parlin/Hidahl**  
**Ayes: Clerici, Hidahl, Neau, Parlin, Turnboo**

**3. INFORMATION ITEMS**

A. Free El Dorado County Fair Shuttle Flyer

**EXECUTIVE DIRECTOR REPORT \***

**BOARD MEMBER COMMENTS \***

**ADJOURNMENT**

**Chair Neau adjourned the meeting at 2:32 PM. The next regularly scheduled meeting is Thursday, August 3, 2023.**

**Respectfully Submitted,**

**Megan Wilcher  
Secretary to the Board**

\* Verbal Report



AGENDA ITEM 1 B  
Consent Item

**MEMORANDUM**

**DATE:** August 3, 2023  
**TO:** El Dorado County Transit Authority  
**FROM:** Julie Petersen, Finance Manager  
**SUBJECT:** Receive and File May and June 2023 Check Registers

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

**Receive and File May and June 2023 Check Registers**

**BACKGROUND**

The following check registers include routine transactions for the months of May and June 2023. These expenditures fall within budgets adopted by the El Dorado County Transit Authority Board of Directors.

**DISCUSSION**

Six (6) item merits further detail:

EFT TRANS; 05/05/2023 – Public Employers’ Retirement System.....\$1,649,704.00  
This transfer pays an obligation for an Additional Contribution towards Annual Unfunded Liability for CLASSIC Employees for fiscal year (FY) 2022/23 using Local Transportation Funds (LTF). Approved at the regular Board meeting of March 2, 2023; Consent Item 1E.2.

Check #37797 – Dantec Associates.....\$10,865.00  
This check pays the obligation for April 2023 progress on the Short-Range Transit Plan (SRTP) update for local routes using Local Transportation Funds (LTF).

Check #37836 – Employment Development Department (EDD).....\$2,568.00  
This check pays the obligation for Unemployment Insurance benefit for the 1<sup>st</sup> Quarter 2023 using Local Transportation Funds (LTF).

Check #37905 – BikeLid LLC.....\$5,063.33  
This check pays the obligation for 25% deposit on new bike cover units replacing the old style “bike lockers” at Park & Ride locations using Local Transportation Funds (LTF); CIP #24-03.

Check #37906 – Dantec Associates.....\$8,759.16  
This check pays the obligation for May 2023 progress on the Short-Range Transit Plan (SRTP) update for local routes using Local Transportation Funds (LTF).

Check #37965 – RLS & Associates, Inc.....\$122.75  
This check pays the obligation for March 2023 progress on the Cost Allocation Procedure Review, using Local Transportation Funds (LTF).

**EL DORADO COUNTY TRANSIT AUTHORITY**

**Check Register**

**May through June 2023**

Date	Num	Name	Memo	Amount
05/02/2023	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Medical Premium - May 2023	48,230.19
05/05/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	Unfunded Liability Additional Contrib. Classic FY 2022/23	1,649,704.00
05/03/2023	37738	ACCO ENGINEERED SYSTEMS INC	Backflow Replacement Service- Shop	8,160.00
05/03/2023	37739	DAWSON OIL	April 2023 Fuel Purchases	41,946.78
05/03/2023	37740	EL DOB ENTERPRISES LLC	Fleet Vehicle Tires	11,350.73
05/03/2023	37741	GILLIG LLC	Parts and Supplies	10,291.57
05/03/2023	37742	OPERATING ENGINEERS PUBLIC & MISC	May 2023 Medical Premiums	44,433.00
05/03/2023	37743	ROUTEMATCH SOFTWARE LLC	Quarterly Fees for Software	17,248.80
05/03/2023	37744	RTS IT INC	ITCare Gold Service Plan	5,133.50
05/03/2023	37745	TOLAR MFG CO INC	Solar Panels, Batteries, Light Bars	5,390.75
05/04/2023	37746	EDC RISK MANAGEMENT	Health Insurance May 2023	8,800.61
05/04/2023	37747	EMP. MISC. REIMBURSEMENT	Mileage and Meal Reimbursements for CalAct Conf.	125.54
05/08/2023	37749	3D DATACOM	ExacqVision Software 1 Year Renewal	2,779.96
05/08/2023	37750	4IMPRINT INC	(500) Color Changing Cups & (500) Hats	3,210.73
05/08/2023	37751	ADVANCED GASES AND EQUIPMENT INC	Lens ADF Cover Inside and Out - Shop Supplies	55.51
05/08/2023	37752	AMERICAN HERITAGE LIFE INSURANCE CO	Employee Paid Premiums - April 2023	29.10
05/08/2023	37753	ARNOLDS FOR AWARDS INC	EOM Name Plate - April & May	34.00
05/08/2023	37754	AT&T	Monthly Utilities	414.94
05/08/2023	37755	AT&T MOBILITY	Wireless Service for Surveillance Cameras @ Park & Rides	185.52
05/08/2023	37756	AUTOZONE INC	Parts and Supplies	36.83
05/08/2023	37757	BUS & EQUIPMENT REPAIR OF CA	Parts and Supplies	550.65
05/08/2023	37758	CAPITOL CLUTCH & BRAKE INC	Parts and Supplies	1,028.98
05/08/2023	37759	COMCAST	High-Speed Intern - April 2023	255.30
05/08/2023	37760	CUSTOM EMBROIDERY CONCEPTS	(2) Edward Pants & (4) Edward Shirts	217.18
05/08/2023	37761	D&K AUTO GLASS	Fleet Vehicle Window Repairs	615.00
05/08/2023	37762	DIGITAL DEPLOYMENT INC	Employee Intranet Service May 2023	240.00
05/08/2023	37763	EL DORADO DISPOSAL SERVICE	Disposal Service - 04/23	396.45
05/08/2023	37764	EL DORADO IRRIGATION DISTRICT	Water Service - 03/23	96.96
05/08/2023	37765	FASTENAL	Parts and Supplies	213.61
05/08/2023	37766	FLEMING DISTRIBUTING CO.	Advanced Formula MOA, Lmt. Slip Axle Additive - # 1909	92.99
05/08/2023	37767	FRANCOTYP POSTALIA INC.	Post Base Meter Rental 04/13/23-07/12/23	93.15
05/08/2023	37768	GWP HOLDINGS LLC	Parts and Supplies	4,088.48
05/08/2023	37769	HUNT & SONS INC	Fuel Purchases 04/01/23-04/30/23	127.92
05/08/2023	37770	J.C. NELSON SUPPLY CO	Paper Towels - Janitorial Supplies	346.10
05/08/2023	37771	JANI-KING OF CALIFORNIA INC - SACRAMENTO	Janitorial Service - May 2023	1,103.59
05/08/2023	37772	KIMBALL MIDWEST	Primer/ Drain Cleaner/Ties - Shop Supplies	347.06
05/08/2023	37773	MAG LANDSCAPING INC	Landscaping Maintenance - April 2023	1,290.00
05/08/2023	37774	MISSION UNIFORM SERVICE	Uniforms, Towels, & Mats Service	674.52
05/08/2023	37775	MOTIVE ENERGY LLC	DEKA 12 V Batteries - # 1909	498.57
05/08/2023	37776	NATIONAL FIRE SYSTEMS INC	Annual Fire Inspection Extinguisher Inspection	1,695.65
05/08/2023	37777	NORCAL SPIT SHINE LLC	Bus Cleaning Service (29 Vehicles)	3,600.00
05/08/2023	37778	O'REILLY AUTO PARTS	Parts and Supplies	486.89
05/08/2023	37779	PACIFIC GAS & ELECTRIC	CAMB - May 2023 SERVICE	517.28
05/08/2023	37780	QUILL LLC	Misc. Office Supplies	328.20
05/08/2023	37781	SAFETY-KLEEN SYSTEMS INC	Used Oil Pick Up	756.36
05/08/2023	37782	SPECIAL DISTRICT RISK MANAGEMENT AUTH	Employee Assistance Program Benefits	166.38
05/08/2023	37783	SPOT-ON SIGNS & GRAPHICS	48x96 Sheet of Aluminum - # 1705	205.92
05/08/2023	37784	SUN LIFE FINANCIAL	May 2023 Life/LTD Benefits	2,456.20
05/08/2023	37785	SUN LIFE FINANCIAL	May 2023 Supplemental Life Benefit	918.09
05/08/2023	37786	THE AFTERMARKET PARTS CO LLC	Parts and Supplies	3,842.46
05/08/2023	37787	TRUE VALUE HARDWARE	Parts and Supplies	128.50
05/08/2023	37788	UNITED TEXTILE	Astro Grip Disposable Gloves	202.70
05/08/2023	37789	UPS	Parts Returned to MCI	28.84
05/08/2023	37790	VALLEY POWER SYSTEMS INC	Seal-oil, Tube - 1706	20.21
05/08/2023	37791	VAN DE POL ENTERPRISES INC	Gear Oil for Buses	529.34
05/08/2023	37792	VERIZON WIRELESS	Cellular Service - April 2023	1,865.24
05/08/2023	37793	VISUAL EDGE IT, INC.	Monthly Copy Charges 04/22/23-05/21/23	598.60
05/08/2023	37794	XEROX FINANCIAL SERVICES	Lease Payment	509.44
05/08/2023	37795	ZEP MANUFACTURING CO.	Zep TNT 5 Gal & Tuff Green - Bush Wash Soap	909.87
05/08/2023	37796	ZONAR SYSTEMS INC	Inspection Service & Zonar Essentials - Zonar Services	153.59
05/12/2023	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE MAY 12, 2023	3,269.35
05/12/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #10 CLASSIC	8,296.32
05/12/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #10 PEPRA	10,822.78
05/18/2023	37797	DANTEC ASSOCIATES	SRTP Update - April 2023	10,865.00
05/18/2023	37798	UMPQUA BANK	Reconciled Charges	6,506.92
05/19/2023	37799	CHRONISTER, RODNEY E	My Ride - April 2023	218.75
05/19/2023	37800	COOK, VAUGHAN	My Ride - March/April 2023	437.50
05/19/2023	37801	COOK, VERONICA	My Ride - March/April 2023	656.13
05/19/2023	37802	COOK, VICKI	My Ride - April 2023	36.63
05/19/2023	37803	DUPONT, MARTHA	My Ride - April 2023	146.25
05/19/2023	37804	GULARTE, LARA L	My Ride - April 2023	218.75
05/19/2023	37805	HEDGE, SAMANTHA	My Ride - April 2023	218.75
05/19/2023	37806	HENDRIX, SUSAN L.	My Ride - April 2023	430.88
05/19/2023	37807	HENRIKSON, SUSAN	My Ride - April 2023	46.63
05/19/2023	37808	HUBBARD, DAWN E	My Ride - April 2023	218.75
05/19/2023	37809	IMMER, JAMES	My Ride - April 2023	58.75
05/19/2023	37810	KAMENA, DENISE	My Ride - April 2023	389.44

**EL DORADO COUNTY TRANSIT AUTHORITY**

**Check Register**

May through June 2023

Date	Num	Name	Memo	Amount
05/19/2023	37811	KOLL, THOMAS	My Ride - Feb/March/April 2023	437.50
05/19/2023	37812	KURTZ, STORM	My Ride - April 2023	25.00
05/19/2023	37813	LAWSON, CATHERINE	My Ride - April 2023	130.63
05/19/2023	37814	LAWSON, GLENN	My Ride - April 2023	33.75
05/19/2023	37815	MARTIN, LINA	My Ride - April 2023	184.38
05/19/2023	37816	MILLER, DOREENE ELIZABETH	My Ride - April 2023	218.75
05/19/2023	37817	PIGNATA, BRENDA SUE	My Ride - April 2023	45.00
05/19/2023	37818	PINO, DEBBIE K	My Ride - April 2023	146.31
05/19/2023	37819	POSTLEWAIT, JORDAN	My Ride - April 2023	218.75
05/19/2023	37820	PREMOCK, SHONNA	My Ride - April 2023	218.75
05/19/2023	37821	RASLEAR, BARBARA	My Ride - April 2023	151.25
05/19/2023	37822	ROBERTS, VICTORIA	My Ride - April 2023	49.38
05/19/2023	37823	TODD, JANET C	My Ride - April 2023	437.50
05/19/2023	37824	VAN DEN BROEKE, SUSAN	My Ride - April 2023	5.00
05/19/2023	37825	VIETOR, BEVERLY	My Ride - April 2023	62.50
05/19/2023	37826	WAHLGREN, ANNETTE	My Ride - April 2023	68.75
05/19/2023	37827	WOJAN, CYNTHIA	My Ride - April 2023	96.06
05/19/2023	37828	WOJAN, RONALD	My Ride - April 2023	86.69
05/19/2023	37829	ACC BUSINESS	Fiber Internet - May 2023	85.87
05/19/2023	37830	ADM SCREENING	Drug Tests/Screens and DMV Physicals	790.00
05/19/2023	37831	AFLAC	Employee Paid Premiums - May 2023	836.08
05/19/2023	37832	AT&T	Monthly Utilities	446.20
05/19/2023	37833	BULLSEYE TELECOM, INC	POTS Phone Lines for Fire and Intrusion Alarms	480.35
05/19/2023	37834	EDWARDS, STEVENS & TUCKER LLP	General Legal Service	816.00
05/19/2023	37835	EL DORADO IRRIGATION DISTRICT	Water Service	1,437.42
05/19/2023	37836	EMPLOYMENT DEVELOPMENT DEPARTMENT	UI Benefit Charges for 1st Qtr. 2023	2,568.00
05/19/2023	37837	FEDEX	FedEx Priority Overnight	141.24
05/19/2023	37838	MOUNTAIN DEMOCRAT INC	Office Assistant II Online Ad & Public Notices	363.00
05/19/2023	37839	NATIONAL FIRE SYSTEMS INC	Fire Extinguisher Annual Inspection	1,127.78
05/19/2023	37840	OPERATING ENGINEERS LOCAL UNION #3	Union Dues - May 2023	1,083.00
05/19/2023	37841	PACIFIC GAS & ELECTRIC	MAINT May 2023 Service	2,660.46
05/19/2023	37842	QUILL LLC	Misc. Office Supplies	829.00
05/19/2023	37843	SMALL BUSINESS BENEFIT PLAN TRUST	Dental & Vision Premiums - June 2023	3,960.70
05/19/2023	37844	SPOT-ON SIGNS & GRAPHICS	Entrance Signs Reface	829.78
05/19/2023	37845	STATE OF CA - DEPT OF JUSTICE	State & FBI Criminal Background Checks	49.00
05/19/2023	37846	TRANSIT MARKETING LLC	Business Card & Monthly Pass Artwork	242.50
05/19/2023	37847	EMP. MISC. REIMBURSEMENT	DMV Permit	89.00
05/19/2023	37848	EMP. MISC. REIMBURSEMENT	Mileage Reimbursement	27.37
05/19/2023	37849	EMP. MISC. REIMBURSEMENT	Driver License Renewal	53.00
05/26/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #11 CLASSIC	8,369.52
05/26/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #11 PEPRA	10,631.11
05/26/2023	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE MAY 26, 2023	3,268.83
06/02/2023	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Health Premium - June 2023	46,396.68
06/06/2023	37850	49ER LIVE SCAN	Live Scan Fingerprinting	21.00
06/06/2023	37851	AMERICAN HERITAGE LIFE INSURANCE CO	Insurance Premiums - May 2023	29.10
06/06/2023	37852	ARNOLDS FOR AWARDS INC	Employee of the month Name Plate - June	17.00
06/06/2023	37853	AT&T	Monthly Utilities	450.47
06/06/2023	37854	AT&T MOBILITY	Monthly Utilities	184.88
06/06/2023	37855	BURKE, WILLIAMS, & SORENSEN, LLP	Legal Services	3,380.00
06/06/2023	37856	CAL.NET	June 2023 Camera Service	176.92
06/06/2023	37857	CDW GOVERNMENT	6FT USB to MicroUSB Cables (Maintenance)	35.71
06/06/2023	37858	COMCAST	High-Speed Internet - May 2023	255.30
06/06/2023	37859	DIGITAL DEPLOYMENT INC	Employee Intranet Service June 2023	240.00
06/06/2023	37860	EL DORADO DISPOSAL SERVICE	0523COMM- Disposal Service	396.45
06/06/2023	37861	GLOBAL DATA VAULT LLC	Monthly Disaster Recovery Cloud Back Up Service	330.00
06/06/2023	37862	GRAINGER	Cooling Bandana (60 units), Evap. Cooling Bandana (3 units)	184.84
06/06/2023	37863	LANGUAGE LINE SERVICES INC	Over-the-Phone Interpretation	11.25
06/06/2023	37864	OPERATING ENGINEERS PUBLIC & MISC	June 2023 Medical Premiums	40,319.00
06/06/2023	37865	PACIFIC GAS & ELECTRIC	CAMB June 2023 Service	469.05
06/06/2023	37866	QUILL LLC	Misc. Office Supplies	394.57
06/06/2023	37867	RESCO PRINTING	How Can We Serve - Qty: 300	203.77
06/06/2023	37868	RTS IT INC	ITCare Gold Service Plan	5,302.50
06/06/2023	37869	SUN LIFE FINANCIAL	June Life/LTD Benefits	2,491.12
06/06/2023	37870	SUN LIFE FINANCIAL	Supplemental Life Benefit June 2023	813.14
06/06/2023	37871	VERIZON WIRELESS	Cellular Service - May 2023	1,861.47
06/06/2023	37872	XEROX FINANCIAL SERVICES	Lease Payment	509.44
06/06/2023	37873	DAWSON OIL	Fuel Purchases - May 2023	42,935.80
06/06/2023	37874	GWP HOLDINGS LLC	Parts and Supplies	8,835.81
06/06/2023	37875	TRANSPORTATION SERVICES INC	Bodywork Repair - # 1601 Accident	5,402.70
06/06/2023	37876	ACCO ENGINEERED SYSTEMS INC	A/C Maintenance	550.00
06/06/2023	37877	AUTOZONE INC	Parts and Supplies	503.73
06/06/2023	37878	BUS & EQUIPMENT REPAIR OF CA	Parts and Supplies	1,157.19
06/06/2023	37879	C & H MOTOR PARTS	Parts and Supplies	404.13
06/06/2023	37880	CALIFORNIA STEAM INC	A/C Maintenance	564.76
06/06/2023	37881	CAPITOL CLUTCH & BRAKE INC	Parts and Supplies	280.66
06/06/2023	37882	EL DOB ENTERPRISES LLC	(8) 12R22.5/H 150L Tires - # 1706	4,775.39
06/06/2023	37883	FASTENAL	Washers, Brooms, & Paper Towels - Shop Supplies	330.68

**EL DORADO COUNTY TRANSIT AUTHORITY**

**Check Register**

May through June 2023

Date	Num	Name	Memo	Amount
06/06/2023	37884	FLEMING DISTRIBUTING CO.	(5) Advanced Formula MOA,(5) 44K,(5) Fuel Injector	262.23
06/06/2023	37885	GILLIG LLC	Parts and Supplies	1,025.38
06/06/2023	37886	HUNT & SONS INC	Fuel Purchases 05/01/23-05/15/23	88.68
06/06/2023	37887	J.C. NELSON SUPPLY CO	Paper Towels - Janitorial Supplies	377.04
06/06/2023	37888	KIMBALL MIDWEST	1/2 x 520 " Imp. PTFE TA-Shop Supplies	20.17
06/06/2023	37889	MAG LANDSCAPING INC	Landscaping Maintenance - May 2023	1,290.00
06/06/2023	37890	NORCAL SPIT SHINE LLC	Bus Cleaning Service (32 Vehicles)	4,075.00
06/06/2023	37891	O'REILLY AUTO PARTS	Parts and Supplies	530.68
06/06/2023	37892	PEST CONTROL CENTER INC	Pest Control Service for Admin. Building	65.00
06/06/2023	37893	SAFETY-KLEEN SYSTEMS INC	Used Engine Oil Pick Up	117.50
06/06/2023	37894	THE AFTERMARKET PARTS CO LLC	Parts and Supplies	3,814.24
06/06/2023	37895	TRUE VALUE HARDWARE	Parts and Supplies	128.39
06/06/2023	37896	UNITED TEXTILE	Orange Astro Grip Gloves - Shop Supplies	202.70
06/06/2023	37897	VALLEY POWER SYSTEMS INC	Case Gasket, Harness ASM, Solenoid-In Bore - # 1701	413.28
06/06/2023	37898	WESTERN SUPPLY INC	(20) 12 OZ Drop-IN Bags- MCI & Gillig Buses	306.52
06/06/2023	37899	ZEP MANUFACTURING CO.	TNT, Tuff Green, Citrus Cleaner - Bus Wash	1,059.43
06/06/2023	37900	ZONAR SYSTEMS INC	Zonar GSM Activation Fee	50.00
06/06/2023	37901	EMP. MISC. REIMBURSEMENT	Reimbursement for shorts	34.01
06/08/2023	37902	EDC COMMUNITY DEVELOPMENT SERVICES	Parcel Number: 119-100-059 & 119-100-061	124.00
06/08/2023	37903	MISSION UNIFORM SERVICE	Uniforms, Towels, & Mats Service	900.72
06/08/2023	37904	ROBERTS & COMPANY INC	CPA Services - May 2023	160.00
06/09/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #12 CLASSIC	8,352.48
06/09/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #12 PEPRA	10,672.12
06/12/2023	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE JUNE 9, 2023	3,275.25
06/13/2023	37905	BIKELID LLC	25% Deposit for (6) Bike Cover Units	5,063.33
06/13/2023	37906	DANTEC ASSOCIATES	May Progress/Expenses for SRTP	8,759.16
06/13/2023	37907	EDC RISK MANAGEMENT	Health Insurance June 2023	8,800.61
06/22/2023	37908	BURBANO, GINGER	My Ride - May 2023	75.46
06/22/2023	37909	CARVO, DANIEL	My Ride - May 2023	14.87
06/22/2023	37910	CHRONISTER, RODNEY E	My Ride - May 2023	269.34
06/22/2023	37911	COOK, VAUGHAN	My Ride - May 2023	271.25
06/22/2023	37912	COOK, VERONICA	My Ride - May 2023	516.62
06/22/2023	37913	COOK, VICKI	My Ride - May 2023	50.35
06/22/2023	37914	DAVIS, JANET	My Ride - January 2023	10.50
06/22/2023	37915	DIEHL, VIRGINIA	My Ride - May 2023	29.19
06/22/2023	37916	DUPONT, MARTHA	My Ride - May 2023	233.69
06/22/2023	37917	GOODSPEED, DIANE CAROL	My Ride - May 2023	20.46
06/22/2023	37918	GULARTE, LARA L	My Ride - May 2023	271.25
06/22/2023	37919	HEDGE, SAMANTHA	My Ride - May 2023	271.25
06/22/2023	37920	HENDRIX, SUSAN L.	My Ride - May 2023	319.24
06/22/2023	37921	HENRIKSON, SUSAN	My Ride - April 2023	2.23
06/22/2023	37922	HOLBROOK, CASSANDRA	My Ride - May 2023	131.00
06/22/2023	37923	HUBBARD, DAWN E	My Ride - May 2023	237.48
06/22/2023	37924	IMMER, JAMES	My Ride - May 2023	186.42
06/22/2023	37925	KAMENA, DENISE	My Ride - May 2023	416.80
06/22/2023	37926	KOLL, THOMAS	My Ride - Feb/March/April 2023	21.00
06/22/2023	37927	KURTZ, STORM	My Ride - May 2023	206.87
06/22/2023	37928	LAWSON, CATHERINE	My Ride - May 2023	17.07
06/22/2023	37929	LAWSON, GLENN	My Ride - May 2023	7.56
06/22/2023	37930	MAHONEY, LESLIE	My Ride - May 2023	229.25
06/22/2023	37931	MARTIN, LINA	My Ride - May 2023	261.77
06/22/2023	37932	MILLER, DOREENE ELIZABETH	My Ride - May 2023	270.23
06/22/2023	37933	MUFF, MARGARET	My Ride - May 2023	52.17
06/22/2023	37934	PARKER, KIM	My Ride - March 2023	4.57
06/22/2023	37935	PIGNATA, BRENDA SUE	My Ride - May 2023	15.99
06/22/2023	37936	PINO, DEBBIE K	My Ride - May 2023	127.21
06/22/2023	37937	POSTLEWAIT, JORDAN	My Ride - May 2023	260.45
06/22/2023	37938	PREMOCK, SHONNA	My Ride - May 2023	216.23
06/22/2023	37939	RASLEAR, BARBARA	My Ride - May 2023	229.96
06/22/2023	37940	REGALIA, KATHRYN T	My Ride - January 2023	2.89
06/22/2023	37941	ROBERTS, VICTORIA	My Ride - April 2023	2.37
06/22/2023	37942	TODD, JANET C	My Ride - May 2023	609.66
06/22/2023	37943	VAN DEN BROEKE, SUSAN	My Ride - April 2023	0.24
06/22/2023	37944	VIETOR, BEVERLY	My Ride - May 2023	46.43
06/22/2023	37945	WAGNER, DEBRA IRENE	My Ride - May 2023	11.79
06/22/2023	37946	WAHLGREN, ANNETTE	My Ride - May 2023	145.43
06/22/2023	37947	WOJAN, CYNTHIA	My Ride - May 2023	52.54
06/22/2023	37948	WOJAN, RONALD	My Ride - May 2023	121.42
06/22/2023	37949	WOODS, ELIZABETH	My Ride - May 2023	229.25
06/22/2023	37950	ACC BUSINESS	Fiber Internet - June 2023	85.87
06/22/2023	37951	ADM SCREENING	Drug Tests/Screens and DMV Physicals	380.00
06/22/2023	37952	AFLAC	Employee Paid Premiums - June 2023	836.08
06/22/2023	37953	ALLIANT INSURANCE SERVICES, INC	ACIP Crime Insurance Premium	321.00
06/22/2023	37954	AT&T	Central Billing-05/01/23-05/30/23	446.20
06/22/2023	37955	BULLSEYE TELECOM, INC	POTS Phone Lines for Fire and Intrusion Alarms	267.08
06/22/2023	37956	EDWARDS, STEVENS & TUCKER LLP	General Legal Services	3,310.50
06/22/2023	37957	EL DORADO IRRIGATION DISTRICT	VOID: Water Service EDH P&R 04/05/23-06/06/23	0.00

**EL DORADO COUNTY TRANSIT AUTHORITY**

**Check Register**

May through June 2023

Date	Num	Name	Memo	Amount
06/22/2023	37958	J.C. NELSON SUPPLY CO	Liners & Hand Soap- Janitorial Supplies	161.33
06/22/2023	37959	KINETICO WATER OF PLACERVILLE	Drinking Water Service June 2023	42.90
06/22/2023	37960	MOUNTAIN DEMOCRAT INC	Public Notice: Bass Lake Road 5/22, 5/24, 5/26, 5/31	154.00
06/22/2023	37961	OPERATING ENGINEERS LOCAL UNION #3	Union Dues June 2023	1,140.00
06/22/2023	37962	PACIFIC GAS & ELECTRIC	Monthly Utilities	2,525.57
06/22/2023	37963	QUILL LLC	Misc. Office Supplies	662.71
06/22/2023	37964	RESCO PRINTING	Attention Dial-A-Ride - QTY: 300	203.77
06/22/2023	37965	RLS & ASSOCIATES, INC	Cost Allocation Procedural Review- March Progress Pymt	122.75
06/22/2023	37966	ROUTEMATCH SOFTWARE LLC	Hardware Labor	950.00
06/22/2023	37967	SAFETY-KLEEN SYSTEMS INC	Used Oil Pick Up	75.00
06/22/2023	37968	SMALL BUSINESS BENEFIT PLAN TRUST	Dental & Vision Premiums July 2023	3,960.70
06/22/2023	37969	SPECIAL DISTRICT RISK MANAGEMENT AUTH	Employee Assistance Program Benefits	165.68
06/22/2023	37970	STATE OF CA - DEPT OF JUSTICE	State & FBI Criminal Background Checks	49.00
06/22/2023	37971	UMPQUA BANK	Reconciled Charges	4,246.12
06/22/2023	37972	VISUAL EDGE IT, INC.	Monthly Copy Charges 05/22/23-06/21/23	367.26
06/22/2023	37973	WASTE CONNECTIONS OF CA INC	Aerosol Cans, Non-Lead Battery, Bulbs, Paint, /Toxic Waste	321.95
06/22/2023	37974	EL DORADO IRRIGATION DISTRICT	Water Service EDH P&R 04/05/23-06/06/23	121.68
06/22/2023	37975	PETTY CASH	Petty Cash Reconciliation 06/07/2023	102.00
06/22/2023	37976	EMP. MISC. REIMBURSEMENT	VTT & Permit Reimbursement	99.00
06/22/2023	37977	EMP. MISC. REIMBURSEMENT	License Renewal	53.00
06/22/2023	37978	EMP. MISC. REIMBURSEMENT	McKesson Wheelchair	216.53
06/22/2023	37979	EMP. MISC. REIMBURSEMENT	Misc. Reimbursement	84.90
06/22/2023	37980	EMP. MISC. REIMBURSEMENT	Mileage Reimbursement	1.32
06/22/2023	37981	EMP. MISC. REIMBURSEMENT	Mileage and Meal Reimbursements for CalAct Conf.	3.06
06/22/2023	37982	EMP. MISC. REIMBURSEMENT	Food and Mileage Reimbursement	8.43
06/23/2023	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE JUNE 23, 2023	3,269.51
06/23/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #13 CLASSIC	8,277.77
06/23/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #13 PEPRA	10,764.87
				<u>2,256,846.79</u>
<b>Total</b>				<b><u>2,256,846.79</u></b>

AGENDA ITEM 1 C  
Consent Item

**MEMORANDUM**

**DATE:** August 3, 2023  
**TO:** El Dorado County Transit Authority  
**FROM:** Brian James, Interim Executive Director  
**SUBJECT:** May and June 2023 Ridership Reports

**REQUESTED ACTION:**

**BY MOTION,**

**Receive and File the May and June 2023 Ridership Reports**

**BACKGROUND**

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

**DISCUSSION**

For the months of May and June 2023, ridership across all three (3) modes of service continued to trend up despite the comparative absence of Saturday fixed route service. Fiscal Year-to-date ridership was up 26.9% overall.

In May, Systemwide monthly passenger trips increased by 21.3% compared to the previous year. Demand Response ridership increased by 62.8%, Local Fixed Route ridership increased by 16.1%, and Commuter ridership increased by 13.5%.

In June, Systemwide monthly passenger trips increased by 20.0% compared to the previous year. Demand Response ridership increased by 58.1%, Local Fixed Route ridership increased by 15.8% and Commuter ridership increased by 10.4%.

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

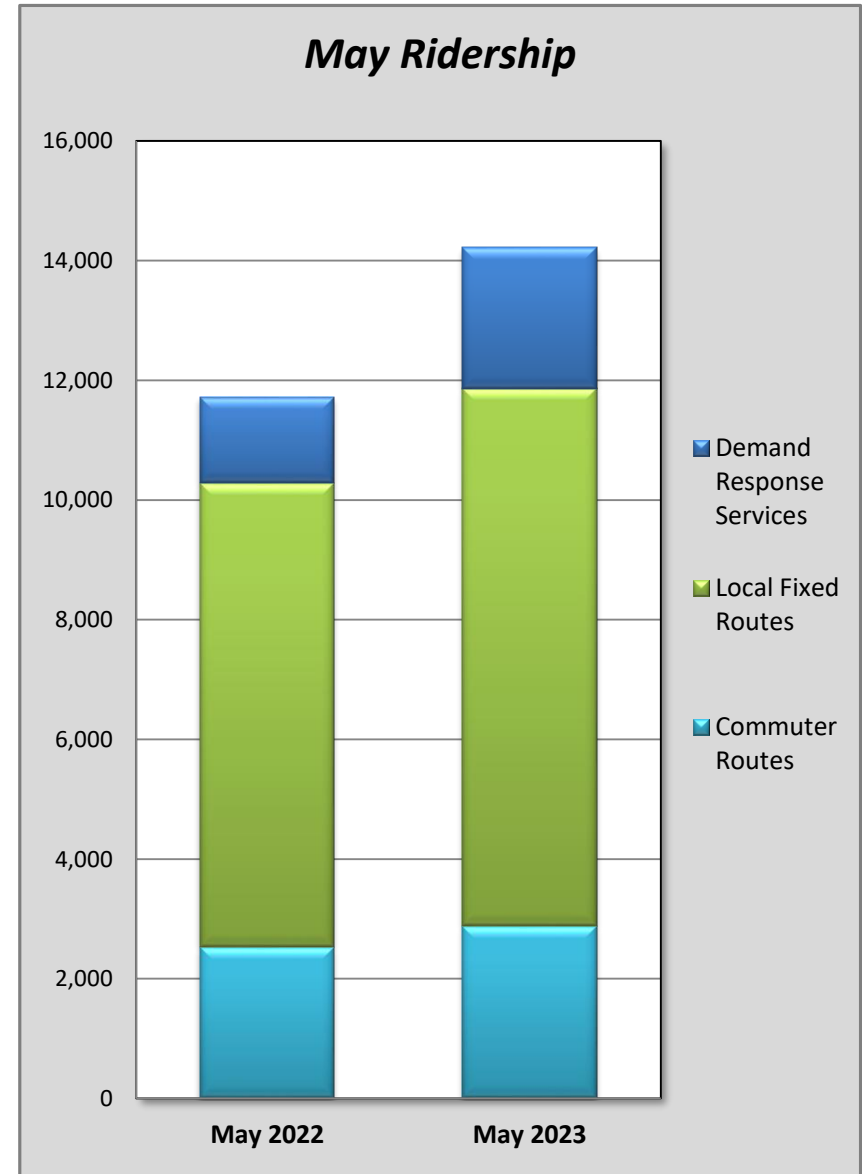
# May 2023 Ridership Report

Demand Response Services	May 2022	May 2023	% Change
Dial-a-Ride	622	829	33.3%
Sac-Med	18	23	27.8%
ADA Paratransit	238	257	8.0%
M.O.R.E.*	568	583	2.6%
Senior Day Care*	0	0	0.0%
My Ride	0	662	100.0%
<b>Total Demand Response</b>	<b>1,446</b>	<b>2,354</b>	<b>62.8%</b>

Local Fixed Routes	May 2022	May 2023	% Change
20 - Placerville	1,227	1,210	-1.4%
25 - Saturday Express	0	0	0.0%
30 - Diamond Springs	923	1,215	31.6%
35 - Diamond Springs Saturday	0	0	0.0%
40 - Cameron Park	922	1,117	21.1%
50x - 50 Express	3,185	4,110	29.0%
60 - Pollock Pines	1,483	1,335	-10.0%
<b>Total Local Fixed Routes</b>	<b>7,740</b>	<b>8,987</b>	<b>16.1%</b>

Commuter Routes	May 2022	May 2023	% Change
Sacramento Commuter	1,902	2,199	15.6%
Reverse Commuter	29	16	-44.8%
Sacramento/Tahoe Connector	601	658	9.5%
<b>Total Commuter Routes</b>	<b>2,532</b>	<b>2,873</b>	<b>13.5%</b>

	May 2022	May 2023	% Change
<b>Systemwide</b>	<b>11,718</b>	<b>14,214</b>	<b>21.3%</b>
Passengers per Revenue Hour	4.4	4.4	0.4%



\*Contracted Services - Ridership Determined by Client Enrollment



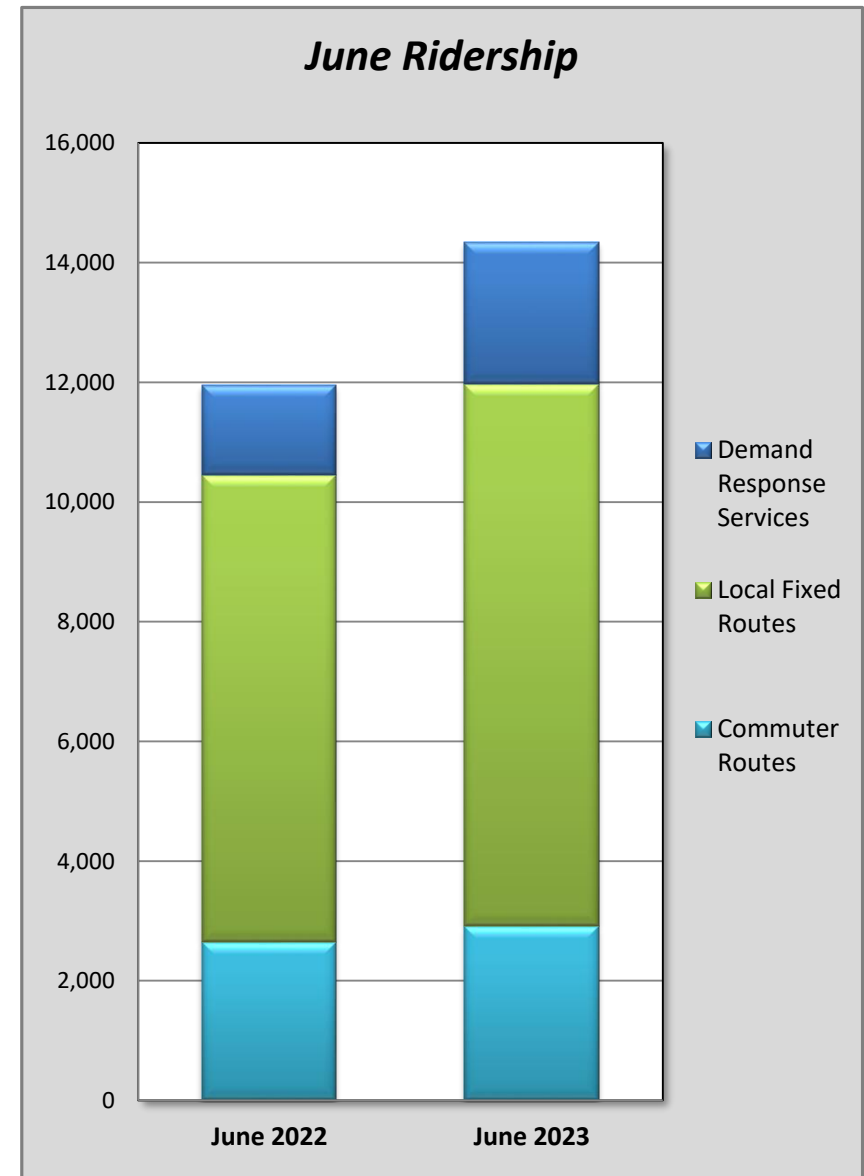
# June 2023 Ridership Report

Demand Response Services	June 2022	June 2023	% Change
Dial-a-Ride	688	903	31.3%
Sac-Med	26	57	119.2%
ADA Paratransit	239	221	-7.5%
M.O.R.E.*	554	584	5.4%
Senior Day Care*	0	0	0.0%
My Ride	0	618	100.0%
<b>Total Demand Response</b>	<b>1,507</b>	<b>2,383</b>	<b>58.1%</b>

Local Fixed Routes	June 2022	June 2023	% Change
20 - Placerville	1,138	1,313	15.4%
25 - Saturday Express	0	0	0.0%
30 - Diamond Springs	831	1,005	20.9%
35 - Diamond Springs Saturday	0	0	0.0%
40 - Cameron Park	1,047	979	-6.5%
50x - 50 Express	3,244	4,260	31.3%
60 - Pollock Pines	1,551	1,492	-3.8%
<b>Total Local Fixed Routes</b>	<b>7,811</b>	<b>9,049</b>	<b>15.8%</b>

Commuter Routes	June 2022	June 2023	% Change
Sacramento Commuter	1,826	2,150	17.7%
Reverse Commuter	27	21	-22.2%
Sacramento/Tahoe Connector	786	742	-5.6%
<b>Total Commuter Routes</b>	<b>2,639</b>	<b>2,913</b>	<b>10.4%</b>

	June 2022	June 2023	% Change
<b>Systemwide</b>	<b>11,957</b>	<b>14,345</b>	<b>20.0%</b>
Passengers per Revenue Hour	4.3	4.3	0.4%



\*Contracted Services - Ridership Determined by Client Enrollment

# Fiscal Year-to-Date Ridership Report

## July - June

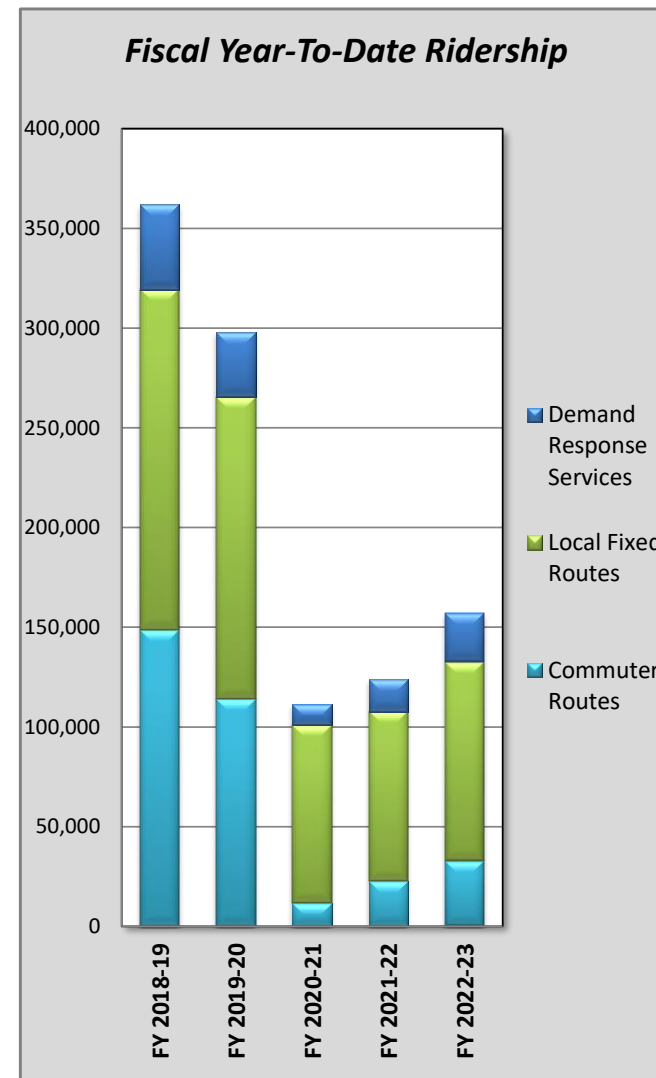


Demand Response Services	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	% Year Change
Dial-a-Ride	16,817	12,685	6,258	6,986	8,931	27.8%
Sac-Med	344	248	247	370	316	-14.6%
ADA Paratransit	786	647	1,718	2,779	2,823	1.6%
M.O.R.E.*	18,702	15,336	2,238	6,097	6,994	14.7%
Senior Day Care*	5,906	3,291	0	0	0	0.0%
My Ride	0	0	0	0	5,642	100.0%
<b>Total Demand Response</b>	<b>42,555</b>	<b>32,207</b>	<b>10,461</b>	<b>16,232</b>	<b>24,706</b>	<b>52.2%</b>

Local Fixed Routes	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	% Year Change
20 - Placerville	43,373	38,192	12,442	12,540	15,472	23.4%
25 - Saturday Express	4,565	4,941	3,516	2,301	0	-100.0%
30 - Diamond Springs	28,931	22,573	9,463	9,644	13,168	36.5%
35 - Diamond Springs Saturday	1,319	1,423	1,003	710	0	-100.0%
40 - Cameron Park	13,400	14,336	10,246	10,333	12,273	18.8%
50x - 50 Express	41,865	35,338	35,835	34,407	42,978	24.9%
60 - Pollock Pines	37,379	35,014	16,893	14,838	15,773	6.3%
<b>Total Local Fixed Routes</b>	<b>170,832</b>	<b>151,817</b>	<b>89,398</b>	<b>84,773</b>	<b>99,664</b>	<b>17.6%</b>

Commuter Routes	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	% Year Change
Sacramento Commuter	147,658	113,139	11,503	16,085	23,132	43.8%
Reverse Commuter	789	657	143	230	249	8.3%
Sacramento/Tahoe Connector	0	0	0	6,560	9,448	44.0%
<b>Total Commuter Routes</b>	<b>148,447</b>	<b>113,796</b>	<b>11,646</b>	<b>22,875</b>	<b>32,829</b>	<b>43.5%</b>

	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	% Year Change
<b>Systemwide</b>	<b>361,834</b>	<b>297,820</b>	<b>111,505</b>	<b>123,880</b>	<b>157,199</b>	<b>26.9%</b>
Passengers per Revenue Hour	6.7	6.4	3.4	3.7	4.4	18.7%



\*Contracted Services - Ridership Determined by Client Enrollment

AGENDA ITEM 1 D  
Consent Item

**MEMORANDUM**

**DATE:** August 3, 2023

**TO:** El Dorado County Transit Authority

**FROM:** Brian James, Interim Executive Director

**SUBJECT:** Approve Reimbursement Agreement between Toll West Coast LLC and the El Dorado County Transit Authority for construction work at the Bass Lake Hills Park and Ride

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

1. Approve Reimbursement Agreement with Toll West Coast LLC for construction work at the Bass Lake Hills Park and Ride
2. Authorize the Interim Executive Director, Executive Director or his/her designee to approve revisions to the Reimbursement Agreement for construction of the Park and Ride and any related documents necessary to manage the project within the adopted budget for Capital Improvement Plan Project #22-04
3. Find that under the terms of the Reimbursement Agreement that reimbursement to Toll West Coast LLC for work performed as a change order between Toll and Veerkamp General Engineering, Inc. is in the best public interest for El Dorado County Transit Authority.

**BACKGROUND**

The Bass Lake Hills Park and Ride is an active capital project that is included in the El Dorado County Transit Authority (El Dorado Transit) Capital Improvement Project #22-04 for the build-out of a new park and ride at 1900 Old Bass Lake Road in El Dorado Hills. See Attachment A for the project layout.

In 2018, through Irrevocable Offers of Dedication provided by a developer, El Dorado Transit took title to portions of two parcels on the west side of Bass Lake Road at the future Country Club Drive, totaling 2.4 acres for the planned Bass Lake Hills Park and Ride. 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 Conditions of Approval for the Bass Lake North subdivision which is now owned by Toll West Coast LLC (Toll) 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.

Additional required improvements that will need to be completed as part of the first phase of the facility construction that will be the responsibility of El Dorado Transit will include signage, landscape design and installation, water supply, electric utilities, and lighting.

**DISCUSSION**

El Dorado Transit staff coordinated with Toll staff to prepare a Reimbursement Agreement to facilitate the completion of the additional electric utilities and lighting work that is required by El Dorado County as part of the first phase of the facility construction. The draft agreement included as Attachment B lists the scope of work for the project. The agreement has received approval as to form by legal counsel.

In order to meet the County requirements for landscaping pursuant to the Bass Lake Hills Specific Plan, Transit has contracted with Fuhrman Leamy Land Group to prepare a comprehensive landscape plan, which upon review and approval by the County, will require a separate public bidding process. It is anticipated that the results of the public bid by Transit will be brought back to the Board of Directors for formal contract approval in the September 7, 2023.

With the requested action, staff is seeking approval to execute the attached Reimbursement Agreement with Toll West Coast LLC, including the proposed Scope of Work in the amount of \$130,835.50 (“Work Reimbursement Amount”) plus \$50,000 (Additional Work Reimbursement Amount”) for unforeseen construction tasks, for a total of \$180,835.50; and authorize the Interim Executive Director, Executive Director or his/her designee to approve revisions to the Reimbursement Agreement for construction of the Park and Ride and any related documents necessary to manage the project within the adopted budget for Capital Improvement Plan Project #22-04.

**FISCAL IMPACT**

<i>COST SUMMARY (ESTIMATE)</i>	<b>Proposed <u>Budget</u></b>
Bass Lake Hills Lighting and Electrical Installation	\$130,836
Work Reimbursement Amount	
Additional Work Reimbursement Amount	<u>\$ 50,000</u>
<i>Total Project Cost</i>	<u>\$180,836</u>

*FUNDING SOURCES*

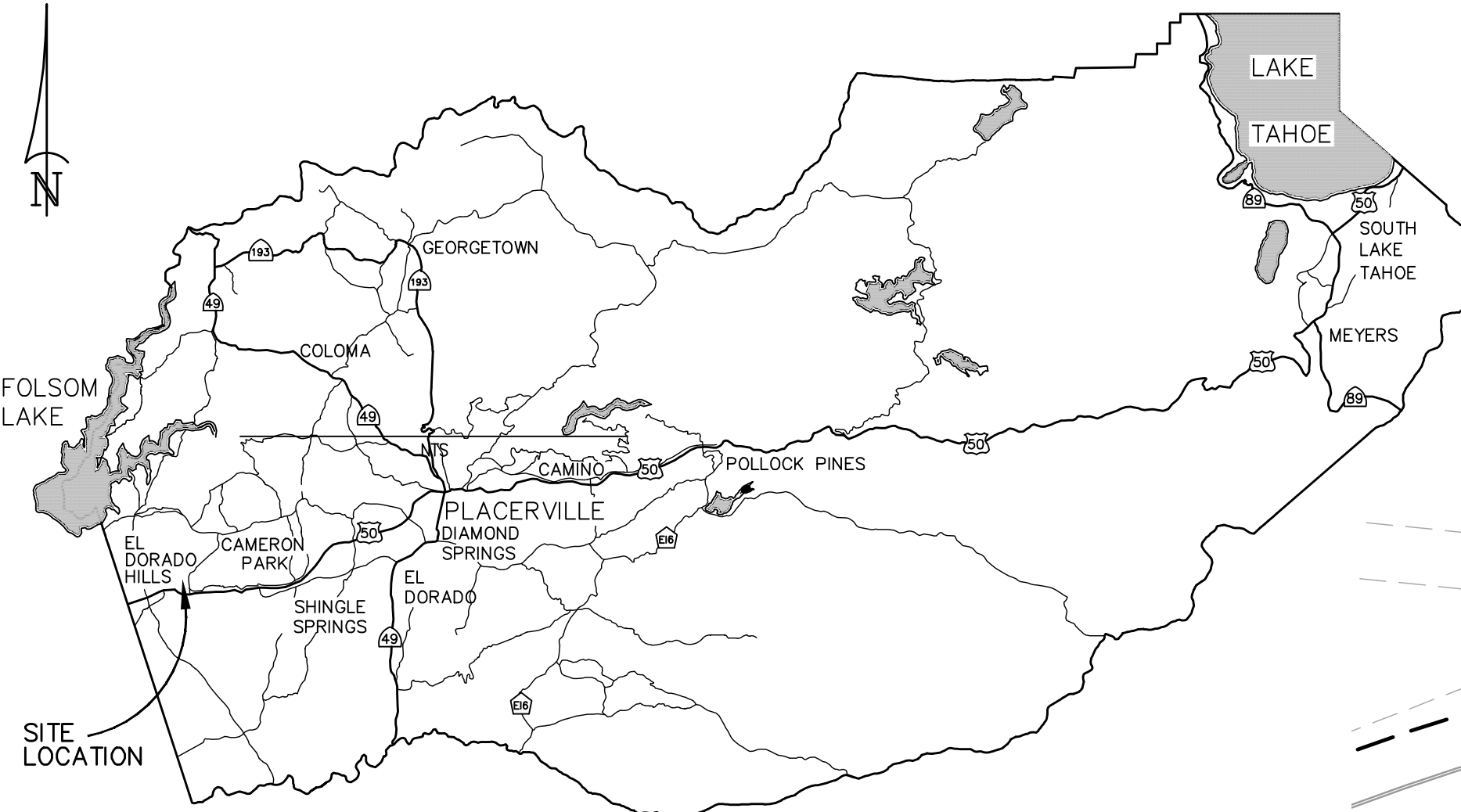
Transportation Development Act (TDA)	<u>\$180,836</u>
<i>Total Revenue</i>	<u>\$180,836</u>



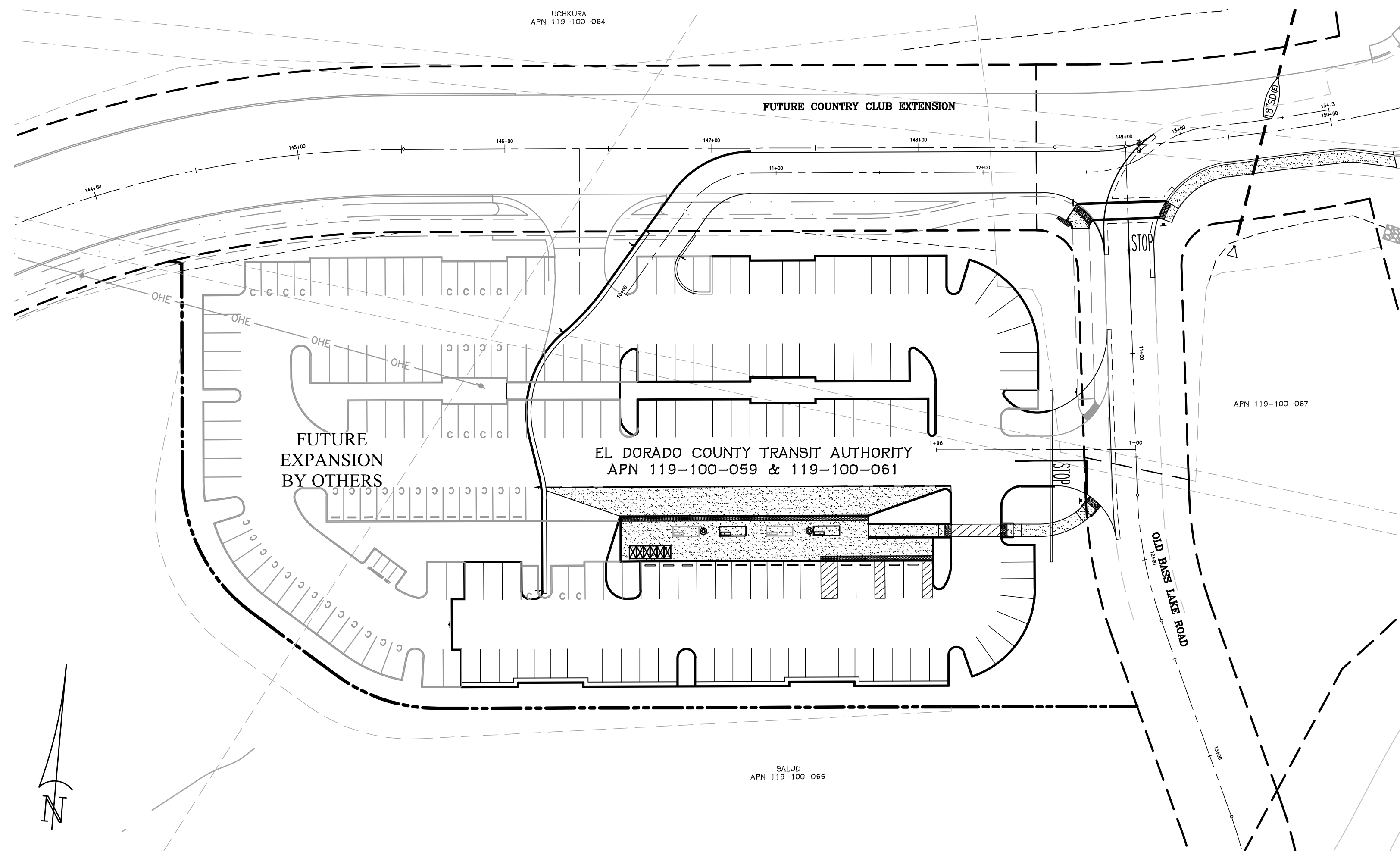
# IMPROVEMENT PLANS FOR BASS LAKE HILLS PARK & RIDE AH 21-0003

SHEET INDEX

1. COVER SHEET
2. CONSTRUCTION NOTES
3. CONDITIONS OF APPROVAL - SHEET 1
4. CONDITIONS OF APPROVAL - SHEET 2
5. CONSTRUCTION DETAILS - SHEET 1
6. CONSTRUCTION DETAILS - SHEET 2
7. SECTIONS
8. DIMENSIONED SITE PLAN
9. IMPROVEMENT PLAN
10. TEMPORARY ACCESS DRIVE - PLAN AND PROFILE
11. EROSION CONTROL NOTES
12. EROSION CONTROL PLAN
13. STRIPING AND SIGNAGE PLAN
- EL-000 ELECTRICAL GENERAL NOTES AND LEGEND
- EL-001 ELECTRICAL SPECIFICATIONS
- EL-002 ELECTRICAL SPECIFICATIONS
- EL-101 ELECTRICAL PLAN
- EL-102 ELECTRICAL PLAN DETAILS
- EL-103 ELECTRICAL PHOTOMETRIC PLAN
- EL-104 ELECTRICAL POWER DISTRIBUTION WORKSHEET
- EL-105 ELECTRICAL OUTDOOR LIGHTING WORKSHEET
- SD1 STRUCTURAL NOTES



VICINITY MAP



### ABBREVIATIONS

AB	AGGREGATE BASE
AC	ASPHALT CONCRETE
ARV	AIR RELIEF VALVE
BC	BEGIN CURVE
BNDR	BOUNDARY
BF	BLIND FLANGE
BOV	BLOW OFF VALVE
BV	BUTTERFLY VALVE
BW	BOTTOM OF WALL
C	CONCRETE
CDS	CONTINUOUS DEFLECTIVE SEPARATION
C&G	CURB & GUTTER
CL	CENTERLINE
CMF	CORRUGATED METAL PIPE
CONST	CONSTRUCT
CR	CURB RETURN
DI	DRAIN INLET
DIA	DIAMETER
DWG	DRAWING
DRWY	DRIVEWAY
(E)	EXISTING
EC	END CURVE
EG	EXISTING GROUND
EP	EDGE OF PAVEMENT
ESMT	EMERGENCY SERVICE TRAIL
EVA	EMERGENCY VEHICLE ACCESS
FES	FLARED END SECTION
FC	FACE OF CURB
FH	FIRE HYDRANT
FL	FLOW LINE
FG	FINISHED GRADE
GR	GRATE
GV	GATE VALVE
HDC	HIGH DEFLECTION CURBING
HDPE	HIGH DENSITY POLYETHYLENE
HP	HIGH POINT
INTX	INTERSECTION
INV	INVERT ELEVATION
LF	LINEAR FEET
LIP	LIP OF GUTTER
LP	LOW POINT
MH	MANHOLE
NTS	NOT TO SCALE
(P)	PROPOSED
PC	POINT OF CURVATURE
PCC	POINT OF COMPOUND CURVATURE
PCC	PORTLAND CEMENT CONCRETE
PG	PROPOSED GRADE
PL	PROPERTY LINE
PCC	POINT OF CONNECTION
PRC	POINT OF REVERSE CURVATURE
PT	POINT OF TANGENCY
PUE	PUBLIC UTILITY EASEMENT
PSE	PUBLIC SERVICE EASEMENT
PV	PVC PAVEMENT
PVC	POLYVINYL CHLORIDE
R	RADIUS
RCF	REINFORCED CONCRETE PIPE
RP	REDUCED PRESSURE OR RADIUS POINT
RW	RECYCLED WATER
R/W	RIGHT-OF-WAY
S/E	SLOPE EASEMENT
SBL	SET BACK LINE
SD	STORM DRAIN
SDE	STORM DRAIN EASEMENT
SDMH	STORM DRAIN MANHOLE
SS	SANITARY SEWER
SSCO	SANITARY SEWER CLEAN OUT
SSE	SANITARY SEWER EASEMENT
SSMH	SANITARY SEWER MANHOLE
STA	STATION
STD	STANDARD
TBC	TOP BACK OF CURB
TBW	TOP BACK OF WALK
TC	TOP OF CURB
TC	TEMPORARY CONSTRUCTION EASEMENT
TOE	TOE OF SLOPE
TOP	TOP OF SLOPE
TW	TOP OF WALL
TY	TYPICAL
W	WATER LINE
WLE	WATER LINE EASEMENT
WWF	WELDED WIRE FABRIC

### LEGEND

#### ROADS & MISCELLANEOUS

	PROPOSED		EXISTING
	PROJECT BOUNDARY		CENTERLINE
	RIGHT OF WAY		EASEMENT
	TYPE 2 C&G		STREET SIGN
	STOP SIGN		STOP SIGN

#### GRADING & DRAINAGE

	CUT OR FILL SLOPE		DITCH
	TREE PROTECTION FENCE		TREE TO BE REMOVED
	PIPE SHOWING DIRECTION OF FLOW & PIPE SIZE		MANHOLE (MH)
	DROP INLET (DI) / CATCH BASIN (CB)		

### REVISIONS

NUMBER	DESCRIPTION	BY	DATE



### GRADING AND GEOTECHNICAL SPECIFICATIONS

ALL GRADING SHALL BE DONE UNDER OBSERVATION AND TESTING BY A QUALIFIED CIVIL ENGINEER OR GEOTECHNICAL ENGINEER AND IF REQUIRED BOTH A QUALIFIED CIVIL ENGINEER OR GEOTECHNICAL ENGINEER AND AN ENGINEERING GEOLOGIST. ALL GRADING MUST BE PERFORMED IN ACCORDANCE WITH APPLICABLE COUNTY ORDINANCES AND THE RECOMMENDATIONS AND SPECIFICATIONS SET FORTH IN THE SOILS REPORT OR GEOLOGICAL/GEOCHEMICAL INVESTIGATION ENTITLED:

### REFERENCES

CALTRANS STANDARD PLANS  
MAY 2018 ISSUE

CALTRANS STANDARD SPECIFICATIONS  
MAY 2018 ISSUE

COUNTY OF EL DORADO  
DESIGN AND IMPROVEMENT STANDARDS MANUAL  
ADOPTED, MAY 27, 1986 RESOLUTION No. 136-86  
REVISED: MAY 18, 1990 RESOLUTION No. 128-90  
REVISED: MARCH 8, 1994 RESOLUTION No. 58-94

### SOILS ENGINEER

YOUNGDAHL CONSULTING GROUP, INC.  
1234 GLENHAVEN COURT  
EL DORADO HILLS, CA 95762  
PH: (916)933-0833

### STORM WATER QUALITY PRESERVATION

I ACKNOWLEDGE THAT THIS PROJECT IS SUBJECT TO THE STORM WATER QUALITY REQUIREMENTS OF APPLICABLE GOVERNING AGENCIES, INCLUDING THE COUNTY OF EL DORADO. IN-LIEU OF PROVIDING A SITE SPECIFIC EROSION AND SEDIMENT CONTROL PLAN (ESCP), THE PROJECT WILL PREPARE AND IMPLEMENT A STORM WATER POLLUTION PREVENTION PLAN (SWPPP). I AUTHORIZE THE COUNTY OF EL DORADO TO REVIEW AND REQUIRE REVISIONS TO THE SWPPP, AND TO INSPECT AND ENFORCE ALL TEMPORARY AND PERMANENT STORM WATER QUALITY AND EROSION AND SEDIMENT CONTROL MEASURES AT THE SITE DURING CONSTRUCTION, AT THE COUNTY'S DISCRETION.

ENGINEER \_\_\_\_\_ DATE \_\_\_\_\_

OWNER/DEVELOPER \_\_\_\_\_ DATE \_\_\_\_\_

REGISTERED CIVIL ENGINEER \_\_\_\_\_ RCE NO. \_\_\_\_\_ DATE \_\_\_\_\_

### EARTHWORK QUANTITIES

CUT: 137 CY  
FILL: 6280 CY

### AREA OF DISTURBANCE

1.824 AC

### UTILITY REPRESENTATIVES

UTILITY	REPRESENTATIVE	TELEPHONE
GAS	PG & E	SARABETH PANELA (628)200-1824
ELECTRICITY	PG & E	SARABETH PANELA (628)200-1824
TELEPHONE	AT&T	ASTRID WILLARD (916)453-6136
WATER	EID	MIKE BRINK (530)642-4054
SEWER	EID	MIKE BRINK (530)642-4054
DRAINAGE	EL DORADO COUNTY	CONTACT INSPECTOR (530)621-5900
U.S.A		(800) 227-2600
FIRE	EL DORADO HILLS FIRE	MARSHALL COX (916)933-6623
CABLE	COMCAST	AVGOSTIN MARCHENKO (916)376-7783

### RECORD DRAWING CERTIFICATE

THIS SET OF PLANS, HAVING BEEN REVIEWED BY ME, REFLECT ALL APPROVED REVISIONS TO THE PROJECT KNOWN TO ME, AND ALL FIELD DEVIATIONS TO THE PLANNED IMPROVEMENTS BY THE CONSTRUCTION CONTRACTOR, AS REPORTED TO ME AS OF \_\_\_\_\_. IT DOES NOT REPRESENT FIELD VERIFICATION OF PLANNED IMPROVEMENTS BY ME.

WDID: TBD  
APN: 119-100-059 & 119-100-061

BENCH MARK: ELEV.=693.54

2 1/2" ALUMINUM DISK IN WELL MONUMENT STAMPED DEPARTMENT OF TRANSPORTATION CA-HPGN-DENSIFICATION STA 03-DL 1994 ±100' NORTH OF HIGHWAY 50 BRIDGE AND ±75' WEST OF SILVA VALLEY ROAD, ±3' EAST OF FENCE.

### BASIS OF BEARING:

THE BASIS OF BEARINGS IS BASED UPON THE CALIFORNIA COORDINATE SYSTEM, ZONE 11, NAD83, EPOCH DATE 1991.35, BASED UPON GPS OBSERVATIONS BETWEEN THE FOLLOWING NGS STATIONS AND THEIR PUBLISHED COORDINATE VALUES:

HPGN D CA 03 DL N 2,002,758.65 E 6,830,811.18 CF=0.99991352  
SHINGLE (HPGN D C 03 BL) N 2,004,431.78 E 6,865,232.32 CF=0.99987261

THE BEARING BETWEEN THESE STATIONS TAKEN AS N87°13'02"E PER COUNTY OF EL DORADO RECORD OF SURVEY 37-29.

PREPARED UNDER THE DIRECTION OF:

*Thomas A. Cassera*  
THOMAS A. CASSERA  
10/06/2022  
DATE

### FIRE DEPARTMENT APPROVAL

EL DORADO HILLS FIRE DEPT. \_\_\_\_\_ DATE \_\_\_\_\_

### COUNTY OF EL DORADO PLANNING & BUILDING DEPARTMENT

DATE \_\_\_\_\_

### COUNTY OF EL DORADO DEPARTMENT OF TRANSPORTATION

ADAM J BANE, R.C.E. 61363 \_\_\_\_\_ DATE \_\_\_\_\_

APN: 119-100-059 & 119-100-061

BENCH MARK: ELEV.=693.54

2 1/2" ALUMINUM DISK IN WELL MONUMENT STAMPED DEPARTMENT OF TRANSPORTATION CA-HPGN-DENSIFICATION STA 03-DL 1994 ±100' NORTH OF HIGHWAY 50 BRIDGE AND ±75' WEST OF SILVA VALLEY ROAD, ±3' EAST OF FENCE.

### BASIS OF BEARING:

THE BASIS OF BEARINGS IS BASED UPON THE CALIFORNIA COORDINATE SYSTEM, ZONE 11, NAD83, EPOCH DATE 1991.35, BASED UPON GPS OBSERVATIONS BETWEEN THE FOLLOWING NGS STATIONS AND THEIR PUBLISHED COORDINATE VALUES:

HPGN D CA 03 DL N 2,002,758.65 E 6,830,811.18 CF=0.99991352  
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PREPARED UNDER THE DIRECTION OF:

*Thomas A. Cassera*  
THOMAS A. CASSERA  
10/06/2022  
DATE

### FIRE DEPARTMENT APPROVAL

EL DORADO HILLS FIRE DEPT. \_\_\_\_\_ DATE \_\_\_\_\_

### COUNTY OF EL DORADO PLANNING & BUILDING DEPARTMENT

DATE \_\_\_\_\_

### COUNTY OF EL DORADO DEPARTMENT OF TRANSPORTATION

ADAM J BANE, R.C.E. 61363 \_\_\_\_\_ DATE \_\_\_\_\_

DEVELOPER  
TOLL BROTHERS  
2330 E. BIDWELL ST., SUITE 201  
FOLSOM, CA 95130  
PHONE # (916)461-4412

ctae Engineering & Surveying  
Civil Engineering - Land Surveying - Land Planning  
3233 Mokler Circle, Rancho Cordova, CA 95742  
T (916) 838-2179 F (916) 838-2179 www.ctae.net

IMPROVEMENT PLANS FOR:  
BASS LAKE HILLS PARK & RIDE  
AH 21-0003  
COVER SHEET

COUNTY OF EL DORADO

DRAWN BY: T. TRAN  
DESIGNED BY: T. TRAN  
CHECKED BY: T. CASSERA  
SCALE: AS SHOWN  
DATE: OCTOBER 2022  
SHEET NO. 1 / 22  
JOB NO.: 05-012-002

## REIMBURSEMENT AGREEMENT

This REIMBURSEMENT AGREEMENT (this “**Agreement**”), dated August 3, 2023, is made by and between EL DORADO COUNTY TRANSIT AUTHORITY (“**Transit**”), and TOLL WEST COAST LLC, a Delaware limited liability company (“**Toll**”), who agree as follows:

1. Property; Purpose. Transit is the owner of certain property described as APN 111-100-059-000 and APN 119-100-061-000 (collectively, the “**Transit Property**”). As provided in that certain Permit to Enter and Construct, dated as of June 2, 2023, by and among Transit, Toll, the County of El Dorado and Doug Veerkamp General Engineering, Inc., Transit has authorized Toll and its agents to enter onto the Transit Property for purposes of performing certain work. As set forth herein, Transit has agreed to reimburse Toll for the costs of certain portions of that work, as further set forth below.

2. Obligation to Reimburse. Transit shall reimburse to Toll the actual costs incurred by Toll to perform the work shown on the proposal attached hereto as Exhibit A (the “**Work**”) at the costs shown on such proposal, plus a fifteen percent (15%) management fee, resulting in a total reimbursement amount to Toll of **\$130,835.50** (the “**Work Reimbursement Amount**”). Following completion of the Work, Toll shall provide Transit with invoices evidencing the actual costs incurred by Toll to complete the Work (the “**Reimbursement Application**”). Transit shall then pay Toll the Work Reimbursement Amount within thirty (30) days of Transit's receipt of the Reimbursement Application. In addition to the foregoing, Toll has agreed to complete certain additional work on the Transit Property as necessary to avoid future replacement and removal of asphalt and concrete, including without limitation, (i) additional landscape sleeves for the irrigation system, (ii) an additional electrical conduit from the main service panel to water well or tank location, and (iii) concrete base for the monument sign (collectively, the “**Additional Work**”). Transit hereby agrees to reimburse Toll the lesser of (A) the actual costs incurred by Toll to perform the Additional Work or (B) **\$50,000** (the “**Additional Work Reimbursement Amount**”). Following its completion of the Additional Work, Toll shall provide Transit with a Reimbursement Application for the Additional Work, and Transit shall reimburse Toll the Additional Work Reimbursement Amount within thirty (30) days of Transit's receipt of the Reimbursement Application for the Additional Work.

3. Miscellaneous.

3.1. Attorneys' Fees. In the event any of the parties shall commence legal proceedings for the purpose of enforcing any provision or condition hereof, or by reason of any breach arising under the provisions hereof, then the successful party in such proceeding shall be entitled to court costs and reasonable attorneys' fees to be determined by a court of competent jurisdiction. Without limiting the generality of the foregoing, the prevailing party shall be entitled to recover its attorneys' fees and other legal expenses incurred in connection with a bankruptcy or other insolvency-related proceeding of the other party (and including such fees and expenses incurred in efforts, whether successful or not, to obtain adequate protection, annulment, modification or termination of the automatic stay).



3.2. Notices. Any notices, requests, demands or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given on the date of service if served personally (FedEx and similar services shall be considered to be personal service), and upon receipt, if mailed to the party to whom notice is to be given, by first-class mail, registered or certified, postage prepaid, return receipt requested, and properly addressed as follows:

TOLL: Toll Bros., Inc.  
Attn: Greg Van Dam  
110 Woodmere Road, Suite 120  
Folsom, California 95630  
Telephone: (916) 223-3827  
e-mail: [gvandam@tollbrothers.com](mailto:gvandam@tollbrothers.com)

Transit: El Dorado County Transit Authority  
Attn: Executive Director  
6565 Commerce Way  
Diamond Springs, CA 95619  
e-mail: [mwilcher@eldoradotransit.com](mailto:mwilcher@eldoradotransit.com)

Any party may change its address for purposes of this section by giving the other party written notice of the new address in the manner set forth above.

3.3. Counterparts; Facsimile and PDF Signatures; Amendment. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but which together shall constitute a single document. Signatures transmitted by facsimile and signatures transmitted by e-mailing an executed "pdf" of this Agreement shall be binding; provided, however, that any person transmitting his or her signature by facsimile or email shall promptly send an original signature to the other parties. This Agreement may not be amended or waived except with the written consent of each of the parties hereto.

3.4. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.5. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

[SIGNATURE PAGE FOLLOWS]

**TRANSIT:**

EL DORADO COUNTY TRANSIT  
AUTHORITY

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

**TOLL:**

TOLL WEST COAST LLC, a California limited  
liability company

By: \_\_\_\_\_  
Name: Greg Van Dam  
Its: Vice President – Land Development

DRAFT



EXHIBIT A

	507 1st Street, Woodland, CA 95695 CA Lic# 1048635 DIR# 1000063331 www.shanebrownelectric.com info@shanebrownelectric.com
-----------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------

6/12/2023

**PROPOSAL FOR: Bass Lake Hills Park & Ride Lot**

We are pleased to submit our proposal for your consideration on the above referenced project. We hereby propose to furnish all material, labor, equipment, and services required to provide the complete work in accordance with the project plans and specifications and per our scope of work and exclusions as follows:

**SCOPE OF WORK – Added Lighting & Electrical**

**INCLUSIONS:**

1. Provide and install (1) Millbank U3320-R/K6497 meter enclosure. (See attached) (Meter enclosure does not have main breaker, panelboard included is a service rated panel with main breaker)
2. Provided and install (1) 400a, single phase, 3r, MCB panelboard on new Unistrut rack.
3. Provide and install rigid conduits above grade to panelboard.
4. Provide and install (2) sets of (3) 3/0 copper from transformer location to meter enclosure.
5. Provide and install (2) sets of (3) 3/0 copper conductors from meter enclosure to new panelboard.
6. Provide and install (1) receptacle in lockable enclosure at panelboard location.
7. Provide and install (1) astronomical clock in lockable 18x18" enclosure at panelboard location.
8. Provide and install grounding for new service.
9. Provide and install (19) light poles as shown on electrical drawings.
10. Provide and install all lighting conductors for light poles.
11. Perform grounding of poles.
12. Grout light bases.
13. Provide and install #6 EV conductors from panelboard to charger pull boxes.

**EXCLUSIONS:**

1. Well pump wiring excluded. (not shown)
2. Fuse holders at light poles (not shown)
3. Trans pad (shown by Utility company)

**PROPOSAL AMOUNTS**

DESCRIPTION	TOTAL PRICE
Lighting and Electrical Installation	\$113,770

AGENDA ITEM 1 E  
Consent Item

**MEMORANDUM**

**DATE:** August 3, 2023  
**TO:** El Dorado County Transit Authority  
**FROM:** Megan Wilcher, Secretary to the Board/Administrative Coordinator  
**SUBJECT:** Authorizing Financial Transactions for Newly Appointed Interim Executive Director

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

**Adopt Resolution No. 23-20 authorizing Financial Transactions by Elected Officers and Interim Executive Director including revisions.**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) banks with Umpqua Bank and Bank of America. The recent appointment of Interim Executive Director Brian James requires a new authorization for signature approval on accounts at these financial institutions.

**DISCUSSION**

Resolution No. 23-20 authorizes El Dorado Transit Chairperson Jackie Neau, Vice-Chairperson George Turnboo, and Interim Executive Director Brian James to perform financial transactions required to complete normal banking business.

This updated red-line version of the resolution which includes revisions recommended by El Dorado Transit Legal Counsel is attached for review.

**FISCAL IMPACT**

None.

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**RESOLUTION NO. ~~23-06~~23-20**

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

A. I, Megan Wilcher, certify that I am the Secretary to the Board for the above named organization (referred to as the “~~association~~Association”) organized under the laws of the State of California, Federal Employer I.D. Number 68-0316621, and that the following is a correct copy of resolution adopted at a meeting of the ~~association~~Association duly and properly called and held on this ~~2<sup>nd</sup>~~3<sup>rd</sup> day of ~~March~~August 2023. This resolution appears in the minutes of this meeting and has not been rescinded or modified.

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

1. ~~1.~~ 1.—The Financial Institution Umpqua Bank is designated as a depository for the funds of this ~~association~~Association.

2. ~~2.~~ 2.—This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by this Financial Institution.

3. ~~3.~~ 3.—All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowing by or on behalf of this ~~association~~Association with this Financial Institution prior to the adoption of this resolution are hereby ratified, approved, and confirmed.

4. ~~4.~~ 4.—Any of the persons named below, so long as they act in a representative capacity as agents of this ~~association~~Association, are authorized to make any and all other contracts, agreements, stipulations, and orders which they may deem advisable for the effective exercise of the powers indicated below, from time to time with this Financial Institution, concerning funds deposited in this Financial Institution, moneys borrowed from this Financial Institution or any other business transacted by and between this ~~association~~Association and this Financial Institution subject to any restrictions stated below or as may be required by law and/or Association policy.

5. ~~5.~~ 5.—Any and all prior resolutions adopted by this ~~association~~Association and certified to this Financial Institution as governing the operation of this ~~association~~Association's account(s), are in full force and effect, unless supplemented or modified by this authorization.

~~6. 6.—This association~~Association ~~agrees to the terms and conditions of any account agreement, properly opened by an authorized representative(s) of this association~~Association~~, and authorizes the Financial Institution named above, at any time, to charge this association~~Association ~~for all checks, drafts, or other orders, for the payment of money, that are drawn on this Financial Institution, regardless of by whom or by what means the facsimile signature(s) may have been affixed so long as they resemble the facsimile signature specimens in Section C. (or the facsimile signature specimens that this association~~Association ~~files with this Financial Institution from time to time) and contain the required number of signatures for this purpose.~~

~~7.6.~~ 7.—Any checks or drafts shall have two (2) signatures for amounts over \$5,000.00.

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

- (A) Jackie Neau - Chairperson
- (B) George Turnboo - Vice-Chairperson
- (C) ~~Matthew Mauk~~ Brian James – Interim Executive Director

Please see signature approval below.

~~A,B,C (1) Exercise all of the powers listed in (2) through (6).~~

C (2) Open any deposit or checking account(s) in the name of this ~~association~~ Association.

A,B,C (3) Endorse checks and orders for the payment of money and withdraw funds on deposit with this Financial Institution.

~~A,B,C Board Action~~ (4) Borrow money on behalf and in the name of this ~~association~~ Association, sign, execute and deliver promissory notes or other evidence of indebtedness.

~~A,B,C Board Action~~ (5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts or bills of lading.

Requires Board Action (6) Endorse, assign, transfer stocks, bonds, real estate, or other property now owned or hereafter owned or acquired by this ~~association~~ Association as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.

~~A,B,C Board Action~~ (7) Enter into written lease for the purpose of renting and maintaining a Safe Deposit Box in this Financial Institution.

A,B,C (8) Deposit and withdrawal of monies in the Local Agency Investment Fund (LAIF) in the State Treasury in accordance with Section 16429.1 of Government Code.

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

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of said Board, held on the ~~2<sup>nd</sup> Day of March~~ 3<sup>rd</sup> Day of August 2023, by the following vote of said Board:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

Jackie Neau, Chairperson

ATTEST:

---

Megan Wilcher, Secretary to the Board

AGENDA ITEM 1 F  
Consent Item

**MEMORANDUM**

**DATE:** August 3, 2023  
**TO:** El Dorado County Transit Authority  
**FROM:** Scott A. Ousley, Operations Manager  
**SUBJECT:** Surplus Property Resolution, policy adoption, and designation of surplus property

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

1. **Adopt Resolution No. 23-21 approving Board Policy G-5 for Surplus Property and Disposition**
2. **Approve designation of surplus property per itemized inventory list**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) was established as a Joint Powers Agency (JPA) between the County of El Dorado and the City of Placerville on January 1, 1994. The newly established JPA adopted a purchasing policy based on the County of El Dorado purchasing procedures. The El Dorado Transit Board periodically adopts revisions to that initial document. Purchasing Procedures Section 3.12.150 titled Surplus Property Sale has not been updated since the last adopted revisions on August 6, 1998.

**DISCUSSION**

El Dorado Transit staff recommends adoption of Resolution No. 23-21 approving the attached draft Board Policy G-5 for Surplus Property and Disposition.

The purpose of the Surplus Property and Disposition policy is to establish uniform guidelines for the disposal or transfer of surplus, or obsolete equipment and supplies. This policy shall apply to all tangible property, including rolling stock and technology equipment. This policy excludes the transfer, sale or other disposal of real property.

The Interim Executive Director has determined that El Dorado Transit owns personal property that is no longer required for public use, has a zero value on the fixed asset account and/or not entered into the Depreciation Schedule.

The list of proposed surplus property is included as an attachment.

El Dorado County Transit Authority  
August 3, 2023

EL DORADO COUNTY TRANSIT AUTHORITY  
ITEMIZED SURPLUS PROPERTY INVENTORY  
August 3, 2023

<u>Quantity</u>	<u>Description</u>
Multiple	Miscellaneous Kodiak Parts
1	APC Back up UPS 600 S/N: 4B1315P36877
1	Bluetooth headset replacement battery
1	HP LaserJet P2035 Printer
1	Glory Change Counter CCS-60
1	Chevy 8.1 Engine
1	Allison/World Transmission C5S00
1	Dell Latitude 5500 Service Tag: CHM40R2
1	Dell PowerEdge R320 Server Service Tag: 11YV382
1	Mitel HX Controller
1	Multi-Tech Fax Server
2	Sonicwall Power over Ethernet (PoE) Injector
2	Chevy 8.1 Cycle Heads
2	MiVoice Conference Phones UC360
4	5320e IP Phone
6	Honeywell Motorola Batteries
6	Motorola Lithium Batteries
6	Bluebird Wheels and Tires 275/70R 22.5
6	Kodiak Wheels and Tires 245/70R 19.5
19	5330e IP Phone
20	DECT Cordless Headset & Module Bundle
1	Kodiak Differential

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 23-20**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
EL DORADO COUNTY TRANSIT AUTHORITY  
ADOPTING BOARD POLICY G-5 FOR SURPLUS PROPERTY AND DISPOSITION**

**WHEREAS**, El Dorado County Transit Authority (“El Dorado Transit”) was established as a Joint Powers Agency (JPA) between the County of El Dorado and the City of Placerville on January 1, 1994; and

**WHEREAS**, The newly established JPA adopted a purchasing policy based on the County of El Dorado purchasing procedures; and

**WHEREAS**, The El Dorado Transit Board periodically adopts revisions to that initial document; and

**WHEREAS**, The purchasing procedures Section 3.12.150 titled Surplus Property Sale has not been updated since the last adopted revision on August 6, 1998; and

**WHEREAS**, the proposed Policy has been updated to establish uniform guidelines for the disposal or transfer of surplus, or obsolete equipment and supplies; and

**WHEREAS**, the proposed Policy shall apply to all tangible property, including rolling stock and technology equipment; and

**WHEREAS**, the proposed Policy includes guidelines for the Disposition of Federal Transit Administration (FTA) funded equipment and supplies

**NOW, THEREFORE**, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY TRANSIT AUTHORITY: The Board adopts the attached revised Personnel Policies and Procedures Manual of the El Dorado County Transit Authority.

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of the Board held on the 3<sup>rd</sup> day of August 2023, by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Jackie Neau, Chairperson

ATTEST:

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Megan Wilcher, Secretary to the Board



# EL DORADO COUNTY TRANSIT AUTHORITY

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Subject	Policy Number	Date Adopted
Surplus Property and Disposition	G-5	TBD

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## SURPLUS PROPERTY AND DISPOSITION

### 1. Purpose

The purpose of the Surplus Property and Disposition policy is to establish uniform guidelines for the disposal or transfer of surplus, or obsolete equipment and supplies. This policy shall apply to all tangible property, including rolling stock and technology equipment. This policy excludes the transfer, sale or other disposal of real property.

### 2. Surplus Property

The term “surplus property” shall mean any property other than real property that is no longer needed or usable by the El Dorado County Transit Authority (Transit).

### 3. Definitions

**“Equipment”** shall mean all tangible property of Transit that has a useful life of more than one (1) year and an acquisition cost of \$1,000 or more per unit. This definition includes rolling stock and other tangible (movable) property used in the provision of public transit service.

**“Supplies”** shall mean all tangible property of Transit other than equipment having a useful life of less than one (1) year and an acquisition cost under \$1,000.

**“Surplus or obsolete equipment”** means tangible property which Transit determines is no longer required for its needs or for the fulfillment of its responsibilities.

**“Fair Market Value”** means the most probable price which equipment or supplies should bring in a competitive and open market.

**“Net proceeds from the sale of surplus or excess property”** means the amount realized from the sale of property no longer needed for transit purposes less the expenses of any actual and reasonable selling fixing-up expenses.

**“Service Life or Useful Life”** of rolling stock begins on the date the vehicle is placed in revenue service and continues until it is removed from service.

**“Straight Line Depreciation”** means the method by which the value of Transit equipment is depreciated (reduced) over its service or useful life as a percentage of its cost.

## **4. Policy**

### **4.1 Disposition of FTA Funded Tangible Property**

#### **A. Rolling Stock**

With respect to rolling stock originally funded by Federal Transit Administration (FTA) funds, any disposition before the end of its service life requires prior FTA approval. In addition, if rolling stock is removed from service and disposed of before the end of its useful life, the return to FTA is the greater of the FTA share of the unamortized value of the remaining service life per unit, based on straight line depreciation of the original acquisition cost, or the Federal share of the sales price (even though the unamortized value is \$5,000 or less).

In order to maintain proper inventory valuation and management practices, when the last bus in a fleet is sold, or when otherwise warranted, an analysis of related bus parts in inventory needs to be completed by the maintenance department. Bus parts that are specific to the disposed fleet, which cannot be used by another fleet, must be disposed. This will keep the parts inventory accurate, and immune to “obsolete inventory” audit findings.

#### **B. Equipment and Supplies over \$5,000 Value**

After the service life of equipment is reached, equipment with a current market value exceeding \$5,000 per unit, or unused supplies with a total aggregate fair market value of more than \$5,000, may be retained or sold, with reimbursement to FTA of an amount calculated by multiplying the total aggregate fair market value at the time of disposition, or the net sale proceeds, by the percentage of FTA’s participation in the original acquisition.

#### **C. Equipment and Supplies less than \$5,000 Value**

Equipment with a unit market value of \$5,000 or less, or supplies with a total aggregate market value of \$5,000 or less, may be retained, sold or otherwise disposed of with no obligation to reimburse FTA, providing the useful service life requirements have been met. Records of this action must be retained.

### **4.2 Methods of Disposition of Tangible Property**

Approved methods for the disposition of surplus or obsolete tangible property shall include: (1) trade-in as part of a new procurement; (2) transfer or sale to other public agencies within the United States; (3) transfer to non-profit agencies or organizations within the United States consistent with established legal parameters; (4) sale by auction open to the public; (5) solicitation of sealed bids or negotiated sale; whichever maximizes the disposal value to Transit; or (6) disposal through scrapping.

## **5. Prohibited Sales**

Except in the case where surplus or obsolete Transit property is sold at public auction conducted by an independent third party auctioneer, members of the Board of Directors and/or employees of Transit, or persons acting as agents of the foregoing, shall not be permitted to purchase at the sale.

## **6. Authority**

### **6.1 Board Authority – Disposition Authorization**

The Board of Directors may authorize the disposal of any surplus or obsolete tangible equipment or supplies having an original acquisition cost exceeding \$100,000. The Staff Report to the Board recommending disposition shall include acquisition cost, source of funding, funding agency and reimbursement to the funding agency, if required.

### **6.2 Executive Director’s Authority – Disposition Authorization**

The Executive Director may authorize the disposal of any surplus or obsolete tangible equipment or supplies having an original acquisition cost not exceeding \$100,000, providing the useful life of said equipment or supplies have been met. The Executive Director is authorized to sell or dispose of surplus or obsolete tangible equipment or supplies, when it is judged to be in the best interest of the organization that the property concerned is an estimated market value of up to \$25,000 per unit.

## **7. Effective Date**

This Policy shall be effective upon its adoption and shall supersede all prior policies, amendments, letters of intent, or positions of El Dorado Transit on this subject.

## **8. Board Resolutions**

Resolution Number  
23-21

Date Board Approved  
Proposed August 3, 2023

AGENDA ITEM 2 A  
Action Item

**MEMORANDUM**

**DATE:** August 3, 2023  
**TO:** El Dorado County Transit Authority  
**FROM:** Christine Parker, Safety Coordinator  
**SUBJECT:** Passenger Code of Conduct

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

**Recommend the Board of Directors approve the El Dorado County  
Transit Authority Passenger Code of Conduct**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) has traditionally posted passenger rules in transit vehicles and in printed brochures. These rules are guidelines for passengers while using transit vehicles and facilities. In an effort to support El Dorado Transit’s goal, “to provide safe, reliable, courteous, attractive, and comfortable public transit” staff has developed a Passenger Code of Conduct to update passenger rules and to provide a comprehensive approach to passenger discipline.

**DISCUSSION**

The attached draft Passenger Code of Conduct aims to provide a safe, comfortable, and enjoyable experience for all passengers, staff, and the community. It will assist in maintaining order, preventing conflicts and ensure the smooth operation of El Dorado Transit while prioritizing the well-being and satisfaction of everyone involved.

The Passenger Code of Conduct will set forth expectations for passengers while maintaining support for operators and other front line staff. This policy identifies a series of actions and behaviors some of which are supported by the California Penal Codes, Public Utility Codes and other statues that may lead to disciplinary action. The intention of the Passenger Code of Conduct is not to discipline, but to create an expectation and understanding where the presence of poor conduct can cause safety risks, discomfort and disturbances to all involved parties and may lead to corrective action if poor behaviors are conducted within El Dorado Transit vehicles and properties.

**FISCAL IMPACT**

None

# I. Passenger Code of Conduct

The El Dorado County Transit Authority (El Dorado Transit) is committed to providing a safe, secure, and comfortable transit environment. By establishing the passenger code of conduct it sets forth expectations and guidelines for passengers to follow to ensure the safety and comfort of all passengers and El Dorado Transit Staff. Behavior on transit property is governed by California Penal Code 640 and other statutes.

If a passenger notices offensive or illegal activity by another passenger, the person is highly encouraged to notify El Dorado Transit.

## 1. Fare

All passengers must show a valid pass or pay a fare upon boarding. Failure to pay the appropriate fare or present a valid pass or willfully present an invalid pass or transfer is prohibited.

## 2. Animals

Guide dogs, signal dogs and other service animals are permitted to accompany individuals with disabilities who board El Dorado Transit vehicles. If an operator is unsure the animal performs a service function, the operator may ask the following:

- a. Is the animal a service animal?
- b. What service has the animal been trained to provide?

The animal must not interfere with other passengers and must be under constant supervision and control by the owner. Service animals are not permitted on seats or to block the aisleway in vehicles.

If a service animal misbehaves and the passenger is unable to correct the behavior, the passenger will be asked to remove the animal from the vehicle.

If the misbehavior continues, the animal's boarding privileges may be revoked for an established time period. Please refer to Section II: Suspension of Service for further details.

For safety reasons, it is recommended that service animals do not ride the passenger lift platform on vehicles where lifts are available. Their tails, paws, head, or equipment may catch in the lift mechanism.

### 2.1. Pets

Animals such as comfort animals, emotional support animals or pets that do not meet the definition of a service animal are not permitted on El Dorado Transit vehicles\*.

*\*Exception (Public Utilities Code 99166): In the event of an Evacuation Order established by the Governor of California or Local Emergency Management*

*Officials, pets may be permitted if space allows, pet is in full control of the passenger, and safety of passengers, operator or others is not jeopardized.*

*Pets means a cat or a dog as those terms are defined in section 1799.109 of the Health and Safety Code.*

### **3. Carry-Ons**

#### **3.1. Recyclables**

Bags of recyclable cans, bottles and other such items are prohibited.

#### **3.2. Limits**

Passengers must limit their carry-ons to only those items the passenger can safely carry on the vehicle in one boarding without any assistance from the operator or, another passenger. Passengers must have control over carry-on items at all times. Carry-ons shall not block aisles or seats.

#### **3.3. Strollers**

Passengers are encouraged to fold up strollers, if possible. However, it is not required. Children must not be transported in the stroller. Strollers may not be boarded using the lift and must be stored and secured and not block aisles at any time or block seats. Children and carriers must be under personal control at all times. If space is available within the wheelchair station, the stroller may be stowed in the areas as long as the passenger can hold the stroller and secure any belongings without impeding the aisle. Mobility devices at all times have priority in the wheelchair securement area.

#### **3.4. Utility Carts and Walkers**

Passengers are encouraged to fold up carts, when possible. Utility carts, walkers, and personal possessions must be stored and secured and cannot block aisles at any time or block seats. Only if available, carts can be stored in the wheelchair space as long as the passenger can hold on to their belongings. Mobility devices at all times have priority in the wheelchair securement area. The wheelchair lift may not be used for loading a utility cart. Large carts, such as shopping carts, are not allowed.

#### **3.5. Bicycles**

Bicycles must be stored on the bicycle rack on a first come, first served basis. The bicycles must be able to fit on the bike rack. Bicycles that do not fit the bicycle rack may not be loaded inside the vehicle. Non-folding bicycles may not be brought on board\*. Folding bicycles may be brought on board the vehicle provided it is stored away safely and appropriately. Before being brought aboard, it remains under personal control at all times, and stored so as not to block aisles or seats at any time.

Electric bicycles can be transported after approval from El Dorado Transit. Approval is completed at El Dorado Transit offices. The electric bike will be weighed and if the bike meets the weight criteria of 55lbs or less, the bike will receive an approval sticker. Gas powered bicycles may not be transported on all El Dorado Transit vehicles, due to

the dangers of flammable liquids.

*\*Exception – the last vehicle of the day (provided space is available) may allow one to two (1-2) non-folding bicycles on board. Bicycle(s) must be stowed in the mobility device securement area. Passengers traveling in mobility devices have priority. If a passenger in a mobility device needs to board the vehicle after the bicycle(s) have been boarded, the bicycle(s) must vacate the space and disembark the vehicle.*

## 2.6 Life Support Equipment

Respirators, portable oxygen, or other non-emergency life support equipment in use may be brought on board as long as such items do not violate laws or rules related to transportation of hazardous materials. Equipment must be managed by the passenger or Personal Care Attendant (PCA).

## 4. Distractions

### 4.1. Operator Distractions

Passengers must avoid actions that promote distractions to the operator.

Passengers must remain behind the standee line.

### 4.2. Cell Phones

Cell phone ringers and conversations shall be kept at a volume level that does not disturb other passengers or the operator.

### 4.3. Electronic Devices:

Headphones must be used by passengers with all sound emitting electronic devices, or the sound feature must be turned off.

## 5. Consuming Food and Drinks

### 5.1 Eating

Eating is prohibited aboard El Dorado Transit Vehicles

### 5.2 Non-Alcoholic Beverages

Drinking non-alcoholic beverages is permitted provided the beverage is in a spill-proof or spill resistant container.

### 5.3 Alcoholic Beverage

Consuming any alcoholic beverage or possessing an open container of any alcohol beverage is prohibited.

## 6. Vandalizing and Unauthorized Signage on Transit Property

### 6.1 Graffiti (Penal Code 640.5)

It is unlawful for any person to intentionally place graffiti upon any El Dorado Transit vehicle, bus shelter or bus stop.

## 6.2 Defacing Property

Willfully tampering with, removing, displacing, injuring, or destroying any part of a facility or vehicle of a public transportation system is prohibited. (Penal Code 640(d)(5). Defacing, destroying or otherwise vandalizing transit property or any sign, notices or advertisements is prohibited. This includes posting or affixing leaflets or unauthorized signs to transit property.

## 7. **Literature Distribution**

Distribution or posting of literature is prohibited on vehicles, at bus shelters or bus stops.

## 8. **Loitering**

Loitering or congregating at a bus shelter or bus stop in any way is prohibited.

## 9. **Panhandling, Soliciting, Asking or Begging (Penal Code 640(b)(6))**

Panhandling, soliciting, asking, or begging other passengers or transit employees for money or fare on the vehicle, at bus stops or within 25 feet of a bus stop is prohibited.

## 10. **Priority Seating**

Designated priority seating shall be given to seniors and persons with disabilities near the doors of the vehicle as posted. Other passengers in these seats will be asked to volunteer their seat if the need arises. Operators are not required to enforce compliance with a request to move passenger(s) from priority seating.

### 10.1 Mobility Device Securement

El Dorado Transit requires that passengers in mobility devices ride with their devices secured to the floor during transportation.

## 11. **Public Health Standards, Dress and Hygiene**

All persons using El Dorado Transit services must comply with current public health standards while on the vehicle or at bus stops. Passengers are expected to maintain personal hygiene and behaviors or actions that may be reasonably offensive, cause discomfort or inconvenience to others.

### 11.1 Unsanitary Conditions:

Willfully creating unsanitary conditions through presence of blood, urine, feces, vomit, or other bodily fluids.

### 11.2 Body Odor or Physical Hygiene

A passenger may not be permitted on a vehicle if the person's body odor or physical hygiene disturbs the reasonable comfort of other passengers. The passenger will be given notice and an opportunity to correct the odor or hygiene problem prior to discontinuing riding privileges, unless in the judgment of El Dorado Transit staff, the person places existing passengers in extreme discomfort or is considered a health risk to others.



### 11.3 Clothing

Passengers must be fully clothed, including footwear.

As a courtesy, passengers are asked to respect those sensitive to fragrances by avoiding wearing scents.

### 11.4 Public Health Emergency

In the event of a Public Health Emergency, El Dorado Transit will take lead from local and state guidance.

## 12. **Seat Belts**

If the vehicle is equipped, seat belts are required to be worn at all times while riding.

## 13. **Smoking**

Smoking within twenty (20) feet of transit vehicles and/or bus stops is prohibited.

## 14. **Social Behavior**

Passengers are expected to exhibit appropriate social behavior while on board the vehicle, at bus stop locations, on the phone or in person with El Dorado Transit personnel. Inappropriate social behavior includes, but is not limited to, the following:

14.1. Engaging in sexual conduct or sexual harassment, including, but not limited to, obscene or lewd acts, sexual touching, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct has the effect of creating an intimidating, hostile, or offensive atmosphere.

14.2. Federal laws prohibit discrimination based on a person's national origin, race, color, religion, disability, sex, and familial status. Engaging in discriminatory behavior such as slurs or aggressive behavior, will not be tolerated.

14.3. Engaging in disorderly conduct as the result of being under the influence of any drug, controlled substance, or intoxicating liquor.

14.4. Fighting, intentionally causing a loud disturbing noise, or using offensive words that are inherently likely to provoke an immediate violent reaction.

14.5. Disrupting or interfering with the normal operations of El Dorado Transit or disturbing transit staff, volunteers, or customers, including, but not limited to creating unreasonable noise, or engaging in loud or boisterous physical behavior or talking.

14.6. Willfully blocking the free movement of another person in or on El Dorado Transit property, including placing objects that block aisles, stairways seats

14.7. Interfering with the provision of transportation services (i.e., failure to properly

board or alight, blocking progress of a transit vehicle, disturbing the operator, etc.)

14.8. Throwing objects at El Dorado Transit property or at persons in or on transit property.

14.9. Disobeying the reasonable direction of El Dorado Transit employees.

14.10. Repeatedly annoying a person for inappropriate purposes

14.11. Sleeping on El Dorado Transit premises after being requested not to do so.

## **15. Unaccompanied Children**

Passengers should have the maturity to be able to react to unexpected situations that may arise in any transportation system, such as delays, cancellations or other service disruptions. For this reason, El Dorado Transit recommends that children 11 years of age and under be accompanied by an adult or a responsible youth (at least 12 years old) when riding El Dorado Transit.

If it is necessary for children to travel alone, the following is strongly suggested:

- Children should carry identification showing their name, address, home phone number and the name and phone number of a responsible adult to contact if necessary.
- Parents and/or guardians should review the details of the trip with their child prior to travel, including the route the person will be riding and the stop where the person will disembark. For young children, this information should be given to the child in writing.

## **16. Hazardous Materials**

Carrying the following items onto El Dorado Transit vehicles is prohibited:

- Explosives, ammunition, dynamite, fireworks
- Gases such as propane, oxygen, helium flammable gasoline fuel, acetone
- Flammable solid matches, fuses
- Oxidizers, ammonium nitrate, hydrogen peroxide
- Poisons, pesticides, arsenic
- Radioactive uranium, plutonium
- Corrosives - hydrochloric acid, battery acid
- Miscellaneous hazardous materials - formaldehyde, asbestos, non-ORM-D (other regulated material), hair spray
- Charcoal, non-combustible liquids, fuel oils and lighter fluid

## **II. Suspension of Service**

El Dorado Transit understands passengers rely on our transit services for transportation throughout the community. However, passengers must behave appropriately and respectfully

when aboard a transit vehicle and on transit facility property. El Dorado Transit Staff may issue verbal warnings to any passenger, reminding them of the expected behavior and requesting compliance before an unacceptable behavior is elevated to revoking transportation privileges.

Suspension of privileges to use any El Dorado Transit facilities or services may be enforced by law enforcement in the event an individual is unwilling or unable to comply with these El Dorado Transit service policies and EL Dorado Staff requirements. If a suspended passenger is asked to leave any El Dorado Transit facility or vehicle and refuses or insists on trying to board a vehicle after being refused service, may be subject to citation or arrest and possible prosecution. Suspension will increase in severity with repeated violations and serious misconduct.

Some behaviors may constitute MAJOR INFRACTION and may increase suspension level up to the termination of privileges.

MAJOR INFRACTION behaviors may include, but are not limited to, the following:

- Threats or causing fear of physical assault or verbal abuse.
- Unlawful harassment, including unwelcome verbal or physical behavior having sexual or racial connotations.
- Damaging transit property.
- Violence of any kind

In extreme cases where the law has been violated, such as assault, vandalism or other criminal acts, a passenger may face legal charges and potential penalties as determined by the local authorities and/or may have their riding privileges terminated permanently by El Dorado Transit.

## 1. Suspension Enforcement

### 1.1. Suspension Level 1

Any person who is observed violating and/or refusing to comply with these El Dorado Transit Service Policies will be provided an opportunity to correct and modify their behavior. Failure to comply after reasonable attempts by El Dorado Transit staff to cooperate may result in immediate denial of service. This type of infraction typically will result in suspension for the remainder of the day.

**This will constitute the first violation of El Dorado Transit policies.**

### 1.2. Suspension Level 2

Any person who is observed a 2<sup>nd</sup> time, violating and/or refusing to comply with El Dorado Transit Policies may be subject to suspension of service privileges for a period not to exceed seven (7) calendar days.

### 1.3. Suspension Level 3

Any person who is observed a 3<sup>rd</sup> time or 1<sup>st</sup> MAJOR INFRACTION of violating and/or refusing to comply with El Dorado Transit Policies may be subjected to a suspension of service privileges for a period of no less than seven (7) days and no

more than thirty (30) days.

#### 1.4. Suspension Level 4

Any person who is observed a 4<sup>th</sup> time or 2<sup>nd</sup> MAJOR INFRACTION of violating and/or refusing to comply with El Dorado Transit policies may be subjected to a suspension of service privileges for a period of no less than 180 calendar days and no more than one (1) year.

#### 1.5. Termination of Transit Services

Any person engaging in criminal or dangerous behavior on transit vehicles or at El Dorado Transit facilities may have their services permanently terminated without the suspension enforcement process.

Termination of transit services may also be a result based on repetitive disruptive behavior after multiple suspensions.

#### 1.6 Suspension of Animal

In the event the animal accompanying the passenger misbehaves, there is an appropriate process to follow.

The first occurrence will result in the animal being removed immediately from the vehicle and transit privileges suspended for the remainder of the day.

A second occurrence may result in a suspension of up to seven (7) calendar days,

A third occurrence the Operations Manager, at their discretion, may issue a suspension of service greater than seven (7) calendar days.

Passengers will be notified they have the right to appeal against the decision as per the appeal process described in Section 4.

### III. Notification of Suspension and Termination

El Dorado Transit Staff will make every attempt possible to notify a passenger of a suspension or termination of privileges in writing. Given the nature of public transit, and the anonymity of passengers, it can present a challenge in some circumstances when notifying passengers of their status.

### IV. Appeal of Suspension and Termination of Services

All persons have a right to appeal against the suspension or termination of their riding privileges. The authority to administer these actions is at the discretion of the Operations Manager or designee. The process of appealing is in the following order:

#### 1. **Appeal to the Operations Manager**

An appeal of a suspension or termination of privileges must be submitted in writing

to the Operation's Manager or their designee within ten (10) days of the date of suspension notification.

Appeals should present information supporting a reconsideration of the decision leading to the action and identify other parties and/or information that would support the individual's case.

Based on the review of the appeal, and any new information submitted, the Executive Director may reverse or reduce the original suspension. The Operations Manager will respond if possible in writing within fourteen (14) days from the date the appeal was received.

**2. Appeal to the Executive Director**

If the person wishes to appeal the Operations Manager's decision, the person may appeal to the Executive Director. The appeal must be submitted in writing to the El Dorado Transit office within ten (10) days of the notification of the Operations Manager's decision.

**3. Appeal to the El Dorado Transit Board of Directors**

If a person wishes to appeal the decision of the Executive Director, the appeal must be in writing and submitted to the Board of Directors within ten (10) days of the Executive Director's decision and will be heard next regularly scheduled meeting. Their decision will be provided to the individual in writing with the reasons for the decision within thirty (30) calendar days of such a hearing. The Board's decision shall be final.

AGENDA ITEM 2 B  
Action Item

**MEMORANDUM**

**DATE:** August 3, 2023  
**TO:** El Dorado County Transit Authority  
**FROM:** Brian James, Interim Executive Director  
**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 5,642 passenger trips or an average of just over 500 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 obtained help from LSC Transportation Consultants (LSC) to analyze best practices from other transit agencies who operate similar programs. With the help of LSC, and with advice from our Legal Counsel Mike Tucker, staff recommends that the policy be clarified with the following:

1. That the passenger and the driver be limited to 350 miles per trip and cannot share driving responsibilities to increase the mileage limitation.
2. That the program is intended to assist El Dorado County residents who are unable to drive or may otherwise not have access to transportation.
3. That the reimbursement is subject to El Dorado Transit's sole discretion.

In addition, it is recommended that a statement asserting that the volunteer driver is not a professional driver should be added to the waiver. This would help alleviate potential claims that the volunteer driver is actually a Transit employee.

Staff recommends that the Board approve the My Ride Mileage Reimbursement Program Policy Update as proposed to help alleviate the unintended use of the program by participants, and to help strengthen the language in the waiver.

**FISCAL IMPACT**

None

AGENDA ITEM 3 A  
Information Item

**MEMORANDUM**

**DATE:** August 3, 2023  
**TO:** El Dorado County Transit Authority  
**FROM:** Brian James, Interim Executive Director  
**SUBJECT:** 2023 Fair Shuttle Ridership

**REQUESTED ACTION:**

**BY MOTION,**

**No action. Information item.**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) once again provided the El Dorado County Fair Shuttle on June 15-18, 2023. The shuttle ran from ½ hour before opening to ½ hour after closing each of the four days of the Fair. This was the thirty-first (31st) year that El Dorado Transit has provided an El Dorado County Fair Shuttle. Service was provided from two (2) different parking locations including the Library/Government Center on Ray Lawyer Drive and the Ray Lawyer Drive Park and Ride.

The Fair shuttle service was funded by a grant from the El Dorado County Air Quality Management District under the AB2766 program, and with support from the El Dorado County Fair Association.

**DISCUSSION**

During the 2023 Fair Shuttle, El Dorado Transit provided 12,877 passenger trips for an average of just over 3,200 people per day. This was an increase of 2,334 passengers or 26.2 percent compared to the previous year. The following page contains ridership data per day compared to 2022. Overall, the 2023 Fair Shuttle operation went smoothly with very positive feedback from passengers. The only disruptions in service were caused by traffic stoppages on Placerville Drive.

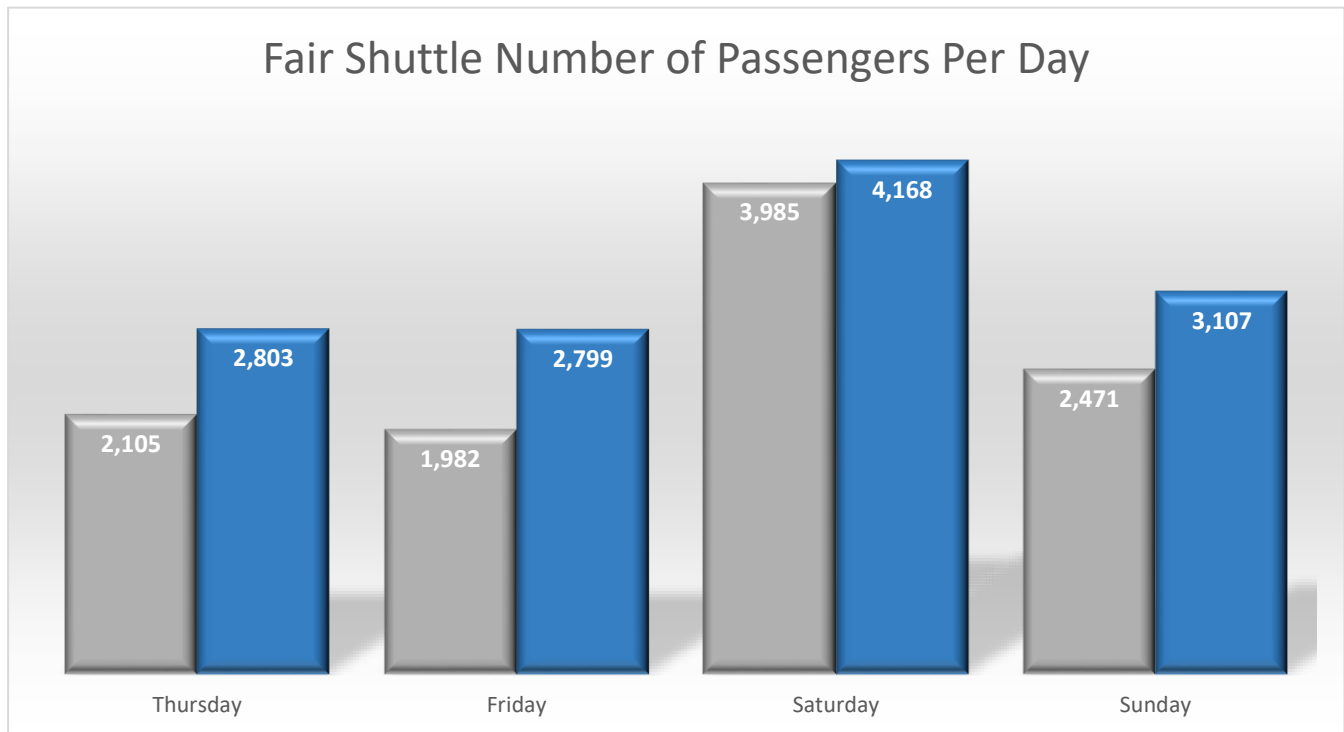
El Dorado Transit acknowledges the support of our community partners, including the El Dorado County Air Quality Management District, the El Dorado County Fair Association, the El Dorado County Library, and the Government Center staff, for their efforts in providing the free parking and shuttle services. Management commends El Dorado Transit staff for running another productive, safe, and friendly shuttle operation.



# El Dorado County Fair Shuttle Ridership Comparison



Day	2022 Trips	2023 Trips	Difference	% Difference
Thursday	2,105	2,803	698	33.2%
Friday	1,982	2,799	817	41.2%
Saturday	3,985	4,168	183	4.6%
Sunday	2,471	3,107	636	25.7%
<b>Total</b>	<b>10,543</b>	<b>12,877</b>	<b>2,334</b>	<b>26.2%</b>





# Newsletter

July – September 2023

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## El Dorado Transit Annual Safety Awards

El Dorado Transit is pleased to honor twenty-three (23) of its eligible transit bus operators for earning a Safe Driving Award for 2022. Safety awards are presented annually to El Dorado Transit bus operators that have not been involved in any on-the-job moving violations or chargeable accidents, having worked a minimum of 1800 hours during the calendar year.

El Dorado Transit bus operators are trained and licensed to operate a wide variety of transit vehicles. They skillfully navigate a wide array of driving conditions from downtown Sacramento to the mountains in eastern El Dorado County. In 2022, El Dorado Transit bus operators provided 134,322 passenger trips, traveled 712,726 miles, and clocked 33,573 hours in passenger service.

El Dorado Transit bus operators continued to demonstrate exceptional driving skill in 2022 and consistently provided safe service to the riding public. The El Dorado Transit Board of Directors and management is proud to highlight the outstanding caliber of all our operators and thanks them for their exceptional service to the public.



## El Dorado Transit Operated Another Successful Free Shuttle for the County Fair

El Dorado Transit is pleased to report that 12,877 passengers took advantage of the free fair shuttle service for the 2023 El Dorado County Fair. The shuttle operated from 30 minutes before opening to 30 minutes after closing all four days of the Fair.

This was the thirty-first (31<sup>st</sup>) year that El Dorado Transit has provided an El Dorado County Fair Shuttle. Service was provided from two (2) different parking locations including the Placerville Library/Government Center on Ray Lawyer Drive, and the Ray Lawyer Drive Park and Ride.

The Fair Shuttle is funded by a grant from the El Dorado County Air Quality Management District with AB2766 grant funds, and with support from the El Dorado County Fair Association. El Dorado Transit would like to acknowledge our community partners at the El Dorado County Library and Government Center in Placerville for their support in providing free parking for shuttle riders.



## Summer Sale on Local Fixed Route Monthly Passes

El Dorado Transit is offering a spring sale on Local Fixed Route monthly passes for July, August, and September 2023.

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

For pass sales information please visit [eldoradotransit.com/faresandpasses/](http://eldoradotransit.com/faresandpasses/).

This discount is made possible by a grant from the Low Carbon Transit Operations Program (LCTOP) from the State of California.



Get **YOUR GO PASS** and GO!  
Ride all local buses June & July for only \$5!

## Student Summer GO Pass

Students in grades K-12 can get unlimited rides on all El Dorado Transit's Local Fixed routes for just \$5.00. The pass is valid in June and July, 2023.

The Local routes provide service to the following locations that can be enjoyed all summer long:

- Library
- Movie Theaters
- Parks and Pools
- Recreational Centers
- The Apex at Red Hawk

The Summer GO Pass can be purchased and loaded onto a Connect Card online or at a Connect Card sales outlet. Connect Cards can be obtained from the El Dorado Transit Office.

For more information regarding the Summer GO Pass visit [www.eldoradotransit.com/news](http://www.eldoradotransit.com/news) or call El Dorado Transit at (530) 642-5383.



Tuesday, July 4th .....Independence Day  
Monday, September 4<sup>th</sup> .....Labor Day

The Sacramento/ South Lake Tahoe Connecting bus will be the only operating service on listed holidays.

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

SIGN UP FOR RIDER ALERTS



Routeshout 2.0