



# EL DORADO TRANSIT

## EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

### AGENDA

**Thursday, September 7, 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

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

Members of the public may call in during the meeting and are encouraged to submit public comment via email to [mwilcher@eldoradotransit.com](mailto:mwilcher@eldoradotransit.com) up until 2 hours before the start of the meeting. Written comments will be entered into the meeting’s minutes and the Board will consider all comments at the appropriate time. Members of the public may address any item on the agenda prior to board action, comments will be limited to no more than three (3) minutes.

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

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

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

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

**OPEN FORUM**

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

<b>1.</b>	<b><u>CONSENT CALENDAR</u></b>	<b><u>PAGE</u></b>
	<b>A.</b> Approve Conformed Minutes of Regular Meeting August 3, 2023 Approve conformed Minutes of Special Meeting August 8, 2023	4
	<b>B.</b> Receive and File July 2023 Check Register	9
	<b>C.</b> Receive and File July 2023 Ridership Report	13
	<b>D.</b> Adopt Resolution No. 23-22 defining the El Dorado County Transit Authority’s health insurance premium contribution rates provided to unrepresented regular and management employees beginning January 1, 2024	16
	<b>E.</b> Workers Compensation Trending Report	22
	<b>F.</b> Approve Funding of Operating Reserve Fund utilizing Bike Locker, Advertising and Miscellaneous revenue accounts for Fiscal Year 2022/23	37
	<b>G. 1.</b> Receive and file Quarterly Investment Report for Quarter Ending 06/30/23	39
	<b>2.</b> Review Annual Interest Report for all Operating Funds	
	<b>H.</b> Recommend the Board of Directors Approve the El Dorado County Transit Authority Passenger Code of Conduct	42

<b>2.     <u>ACTION ITEMS</u></b>	<b><u>PAGE</u></b>
A. Receive and File the Final Amended Operating Budget for Fiscal Year 2022/23 as Proposed	54
B. Form an Ad Hoc Financial Audit Review Committee and Appoint Chair and Vice-Chair as members	59
C. Contract Award in Response to Request for Proposals #23-01 Transit On-Demand Scheduling Software	61

**INTERIM EXECUTIVE DIRECTOR REPORT \***

**BOARD MEMBER COMMENTS \***

**RECESS TO CLOSED SESSION**

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

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

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: 1 Potential Case

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

**ADJOURNMENT**

\* Verbal Report

NEXT REGULARLY SCHEDULED  
EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING  
Thursday, October 5, 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, 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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## **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Chair Neau called the meeting to order at 12:30 PM and the Pledge of Allegiance was recited.

## **ROLL CALL**

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

A quorum was present.

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

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

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

M/S: Turnboo/Hidahl

Ayes: Hidahl, Neau, Parlin, Turnboo, Yarbrough

## **OPEN FORUM**

None

### **1. CONSENT CALENDAR**

- A. Approve Conformed Minutes of Regular Meeting June 1, 2023
- B. Receive and File May and June 2023 Check Registers
- C. Receive and File May and June 2023 Ridership Reports
- D. Approve Reimbursement Agreement with Toll West Coast LLC for construction work at the Bass Lake Hills Park and Ride
- E. Adopt Resolution No. 23-20 authorizing Financial Transactions by Elected Officers and Interim Executive Director including revisions
- F. 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

**2. ACTION ITEMS**

- A. Recommend the Board of Directors approve the El Dorado County Transit Authority Passenger Code of Conduct

**The Board voted to bring this item back at a later meeting to give Legal Counsel the opportunity to review.**

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

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

**The Board approved this item pending Legal Counsel's approval of updates to the waiver language on the Volunteer Driver Application**

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

**3. INFORMATION ITEMS**

- A. 2023 Fair Shuttle Ridership

- B. Newsletter

**INTERIM EXECUTIVE DIRECTOR REPORT \***

**BOARD MEMBER COMMENTS \***

**ADJOURNMENT**

**Chair Neau adjourned the meeting at 1:38 PM. The next regularly scheduled meeting is Thursday, September 7, 2023.**

**Respectfully Submitted,**

**Megan Wilcher  
Secretary to the Board**

\* Verbal Report



# EL DORADO TRANSIT

El Dorado County Transit Authority  
6565 Commerce Way  
Diamond Springs, CA 95619  
Tuesday, August 8, 2023; 8:30 AM

## EL DORADO COUNTY TRANSIT AUTHORITY Special 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

### CALL TO ORDER

Chair Neau called the meeting to order at 8:35 AM.

### ROLL CALL

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

A quorum was present.

### ADOPTION OF AGENDA

Adoption of the Agenda.

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

### RECESS TO CLOSED SESSION

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

The board recessed to closed at 8:36 AM

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

**The board reconvened to open session at 10:30 AM. No report out.**

**ADJOURNMENT**

**Chair Neau adjourned the meeting at 10:30 AM. The next regularly scheduled meeting is Thursday, September 7, 2023.**



AGENDA ITEM 1 B  
Consent Item

**MEMORANDUM**

**DATE:** September 7, 2023  
**TO:** El Dorado County Transit Authority  
**FROM:** Julie Petersen, Finance Manager  
**SUBJECT:** Receive and File July 2023 Check Register

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

**BACKGROUND**

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

**DISCUSSION**

Ten (10) item merits further detail:

Check #37985 – Alliant Insurance Services, Inc.....\$9,383.36  
This check pays the obligation for Commercial Property Insurance coverage from 07/01/23 through 06/30/24 using Local Transportation Funds (LTF).

Check #37997 – City National Bank.....\$65,415.53  
This check pays the obligation for the Final Lease Payment for Five (5) MCI Motor Coaches using Local Transportation Funds (LTF).

Check #38011 – El Dorado County Department of Transportation.....\$1.00  
This check pays the obligation for the Annual Lease Payment for the Park & Ride lot located on Post Street in El Dorado Hills using Local Transportation Funds (LTF).

Check #38016 – Field & Associates.....\$15,975.00  
This check pays the obligation for Capital Project Management using Local Transportation Funds (LTF).

Check #38038 – Special District Risk Management Authority.....\$139,118.48  
This check pays the obligation for Fiscal year 2023/2024 Workers’ Compensation Annual Premium using Local Transportation Funds (LTF).

EFT TRANS; 07/07/2023 – Public Employers’ Retirement System.....\$362,149.00  
This transfer pays an obligation for the Annual Contribution towards Annual Unfunded Liability for CLASSIC Employees for fiscal year (FY) 2023/24 using Local Transportation Funds (LTF).

Check #38050 – Dantec Associates.....\$18,235.00  
This check pays the obligation for June 2023 progress on the Short-Range Transit Plan (SRTP) update for local routes using Local Transportation Funds (LTF).

Check #38054 – Alliant Insurance Services, Inc.....\$3,000.00  
This check pays the obligation for Crime Insurance coverage from 07/01/23 through 06/30/24 using Local Transportation Funds (LTF).

Check #38079 – LSC Transportation Consultants Inc.....\$23,620.00  
This check pays the obligation for the Park & Ride Master Plan update using Local Transportation Funds (LTF).

Check #38081 – RLS & Associates, Inc.....\$1,123.16  
This check pays the obligation for April 2023 progress on the Cost Allocation Procedure Review, using Local Transportation Funds (LTF).

**EL DORADO COUNTY TRANSIT AUTHORITY**

**Check Register**

July 2023

Date	Num	Name	Memo	Amount
07/03/2023	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Health Premium - July 2023	44,740.01
07/06/2023	37983	3D DATACOM	Troubleshoot EDH Park & Ride Camera	2,957.00
07/06/2023	37984	ACCESS SYSTEMS INC	Maintenance Panel Troubleshoot	280.00
07/06/2023	37985	ALLIANT INSURANCE SERVICES, INC	Property Insurance Premium: 07/01/23-06/30/23	9,383.36
07/06/2023	37986	AMERICAN HERITAGE LIFE INSURANCE CO	Employee Paid Premiums - July 2023	29.10
07/06/2023	37987	ARNOLDS FOR AWARDS INC	Employee of the Month Name Plates	34.00
07/06/2023	37988	AT&T	Central Billing - 05/24/23-06/23/23	452.54
07/06/2023	37989	AUTOZONE INC	Parts and Supplies	377.46
07/06/2023	37990	BURKE, WILLIAMS, & SORENSEN, LLP	Legal Services	3,217.50
07/06/2023	37991	BUS & EQUIPMENT REPAIR OF CA	Parts and Supplies	186.77
07/06/2023	37992	C & H MOTOR PARTS	Parts and Supplies	412.11
07/06/2023	37993	CAL.NET	July 2023 Camera Service	176.92
07/06/2023	37994	CALIFORNIA STEAM INC	Bleach for Water Maze	616.69
07/06/2023	37995	CalTIP - CAL TRANSIT INDEMNITY POOL	VOID:	0.00
07/06/2023	37996	CAPITOL CLUTCH & BRAKE INC	Parts and Supplies	760.91
07/06/2023	37997	CITY NATIONAL BANK	Agreement #18-005: Final Payment	65,415.53
07/06/2023	37998	COMCAST	High-Speed Internet - June 2023	255.30
07/06/2023	37999	D&K AUTO GLASS	Fleet Vehicle Glass Repair & Replacement	615.00
07/06/2023	38000	DAWSON OIL	Fuel Purchase - June 2023	44,141.02
07/06/2023	38001	DELUXE	Checks and Deposit Ticket Books	1,333.85
07/06/2023	38002	DIGITAL DEPLOYMENT INC	VOID:	0.00
07/06/2023	38003	EDC DEPARTMENT OF TRANSPORTATION	VOID:	0.00
07/06/2023	38004	EL DOB ENTERPRISES LLC	VOID:	0.00
07/06/2023	38005	EL DORADO DISPOSAL SERVICE	VOID:	0.00
07/06/2023	38006	EL DORADO IRRIGATION DISTRICT	VOID:	0.00
07/06/2023	38007	FASTENAL	VOID:	0.00
07/06/2023	38008	FEILD AND ASSOCIATES	VOID:	0.00
07/06/2023	38009	FLEMING DISTRIBUTING CO.	VOID:	0.00
07/06/2023	38010	DIGITAL DEPLOYMENT INC	Employee Intranet Service July 2023	240.00
07/06/2023	38011	EDC DEPARTMENT OF TRANSPORTATION	Annual Lease Payment for MMTF	1.00
07/06/2023	38012	EL DOB ENTERPRISES LLC	Fleet Vehicle Tires	2,163.16
07/06/2023	38013	EL DORADO DISPOSAL SERVICE	Disposal Service - June 2023	396.45
07/06/2023	38014	EL DORADO IRRIGATION DISTRICT	Water Service 04/21/23-06/26/23	92.30
07/06/2023	38015	FASTENAL	Wheel Chocks for Drivers	293.56
07/06/2023	38016	FEILD AND ASSOCIATES	Various Projects, Bass Lake P&R	15,975.00
07/06/2023	38017	FLEMING DISTRIBUTING CO.	LSII Limited Slip Axle Additive - All Buses	64.99
07/06/2023	38018	GILLIG LLC	Parts and Supplies	1,764.62
07/06/2023	38019	GLOBAL DATA VAULT LLC	Monthly Disaster Recovery Back Up Service	330.00
07/06/2023	38020	GWP HOLDINGS LLC	Parts and Supplies	3,243.61
07/06/2023	38021	HUNT & SONS INC	Fuel Purchases for 06/01/23-06/15/23	67.18
07/06/2023	38022	JAY A RESENDEZ	Legal Services- Investigation	2,958.00
07/06/2023	38023	KIMBALL MIDWEST	Zymex Plus, Shop Supplies	77.90
07/06/2023	38024	MAG LANDSCAPING INC	Landscaping Maintenance - June 2023	2,040.00
07/06/2023	38025	MISSION UNIFORM SERVICE	Uniforms, Towels, & Mats Service	500.10
07/06/2023	38026	MOTIVE ENERGY LLC	(2) 820 CCA 145 RC Batteries - # 1907 #1803	930.35
07/06/2023	38027	NAPA AUTO PARTS	Parts and Supplies	103.67
07/06/2023	38028	NATIONAL FIRE SYSTEMS INC	Shop Fire System Maintenance	2,938.34
07/06/2023	38029	O'REILLY AUTO PARTS	Parts and Supplies	393.23
07/06/2023	38030	OPERATING ENGINEERS LOCAL UNION #3	Union Dues July 2023	1,140.00
07/06/2023	38031	OPERATING ENGINEERS PUBLIC & MISC	July 2023 Medical Premiums	40,319.00
07/06/2023	38032	PACIFIC GAS & ELECTRIC	July 2023 Service	465.15
07/06/2023	38033	PACIFIC MATERIAL HANDLING SOLUTIONS	Fork Lift, Scissor Lift, Scrubber PM	866.51
07/06/2023	38034	RESCO PRINTING	Local Service Map	1,896.18
07/06/2023	38035	ROBERTS & COMPANY INC	CPA Services - June 2023	835.00
07/06/2023	38036	RON DUPRATT FORD	Parts and Supplies	3,423.09
07/06/2023	38037	RTS IT INC	ITCare Gold Service Plan	6,925.00
07/06/2023	38038	SPECIAL DISTRICT RISK MANAGEMENT AUTH	Workers' Compensation Premium for FY 23/24	139,118.48
07/06/2023	38039	STRATUS BUILDING SOLUTIONS	Janitorial Services - July 2023	795.00
07/06/2023	38040	SUN LIFE FINANCIAL	July Life/LTD Benefits	2,532.22
07/06/2023	38041	SUN LIFE FINANCIAL	Supplemental Life Benefit July 2023	813.14
07/06/2023	38042	THE AFTERMARKET PARTS CO LLC	Parts and Supplies	4,430.31
07/06/2023	38043	TRANSIT MARKETING LLC	Project Coordination, Update System Map	332.50
07/06/2023	38044	TRUE VALUE HARDWARE	Parts and Supplies	164.00
07/06/2023	38045	VERIZON WIRELESS	Cellular Service - May 2023	1,868.55
07/06/2023	38046	VISUAL EDGE IT, INC.	Contract Base Rate: 06/22/23-07/21/23	452.01
07/06/2023	38047	XEROX FINANCIAL SERVICES	Lease Payment	509.44
07/06/2023	38048	ZEP MANUFACTURING CO.	TNT/2000/DEO-3/Glass Cleaner	897.11
07/06/2023	38049	EMP. MISC. REIMBURSEMENT	Refund for Cash Value of Senior Connect Card	131.50
07/07/2023	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE JULY 7, 2023	3,268.96
07/07/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	Unfunded Liability Contrib. Classic FY 2023/24	362,149.00
07/07/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #14 CLASSIC	8,386.53
07/07/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #14 PEPPA	10,762.16
07/11/2023	38050	DANTEC ASSOCIATES	Short-Range Transit Plan Update Consulting	18,235.00

**EL DORADO COUNTY TRANSIT AUTHORITY**

**Check Register**

July 2023

Date	Num	Name	Memo	Amount
07/12/2023	38051	EDC RISK MANAGEMENT	Health Insurance July 2023	8,800.61
07/12/2023	38052	UMPQUA BANK	Reconciled Charges	8,061.22
07/13/2023	38053	49ER LIVE SCAN	Live Scan Fingerprinting	21.00
07/13/2023	38054	ALLIANT INSURANCE SERVICES, INC	Crime Insurance Premium 2023/2024	3,000.00
07/13/2023	38055	AT&T	Service 06/01/23-06/30/23	447.15
07/13/2023	38056	AT&T MOBILITY	Wireless Service Surveillance Cameras @ P&R	184.92
07/13/2023	38057	BULLSEYE TELECOM, INC	POTS Phone Lines for Fire and Intrusion Alarms	267.18
07/13/2023	38058	CALIFORNIA DEPT OF TAX & FEE ADMIN	Diesel Fuel Exempt Bus Operator QTR 2 2023	345.00
07/13/2023	38059	CALIFORNIA STEAM INC	250 Volts Greenlight	122.91
07/13/2023	38060	CITY OF PLACERVILLE	Bus Shelter Maintenance - July-Sept. 2023	330.00
07/13/2023	38061	EDWARDS, STEVENS & TUCKER LLP	Legal Services and Review	2,115.00
07/13/2023	38062	EMP. MISC. REIMBURSEMENT	Samsung Galaxy Tablet for Buses QTY 10	1,434.10
07/13/2023	38063	EMP. MISC. REIMBURSEMENT	DMV Road Test	41.00
07/13/2023	38064	EMP. MISC. REIMBURSEMENT	Refund for Cash Value of Connect Card	40.00
07/13/2023	38065	FLEMING DISTRIBUTING CO.	Advanced Formula MOA & 44K -Shop Stock	169.88
07/13/2023	38066	GILLIG LLC	Parts and Supplies	236.06
07/13/2023	38067	NORCAL SPIT SHINE LLC	July Bus Cleaning Service - 31 vehicles	3,950.00
07/13/2023	38068	PACIFIC GAS & ELECTRIC	July 2023 Service	2,352.41
07/13/2023	38069	PLATT ELECTRIC SUPPLY INC	40 Amp Breaker for Shop Compressor	109.67
07/13/2023	38070	PROTELESIS	Phone System Elevate Subscription Jun & Jul 23	1,412.74
07/13/2023	38071	QUILL LLC	Misc. Office Supplies	174.76
07/13/2023	38072	RON DUPRATT FORD	Filter & Plug - Shop Stock	34.15
07/13/2023	38073	SAFETY-KLEEN SYSTEMS INC	Picked Up Used Oil	50.00
07/13/2023	38074	SMALL BUSINESS BENEFIT PLAN TRUST	Dental & Vision Coverage August 2023	4,122.40
07/13/2023	38075	SPECIAL DISTRICT RISK MANAGEMENT AUTH	Employee Assistance Program Benefits	182.60
07/14/2023	38076	ACC BUSINESS	Fiber Internet - July 2023	85.87
07/14/2023	38077	EL DORADO HILLS CHAMBER OF COMMERCE	Annual Membership	225.00
07/14/2023	38078	GRAINGER	Receptacle & Ash Tray Sand	133.69
07/14/2023	38079	LSC TRANSPORTATION CONSULTANTS INC	Park and Ride Master Plan Update	23,620.00
07/14/2023	38080	RESCO PRINTING	Monthly Passes November 2023 - February 2025	1,512.23
07/14/2023	38081	RLS & ASSOCIATES, INC	Cost Allocation Review - April 2023	1,123.16
07/27/2023	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE JULY 21, 2023	3,571.49
07/27/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #15 CLASSIC	9,261.22
07/27/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #15 PEPRA	11,810.91
07/28/2023	38082	GINGER BURBANO	My Ride - June 2023	229.25
07/28/2023	38083	RODNEY E CHRONISTER	My Ride - June 2023	229.25
07/28/2023	38084	VAUGHAN COOK	My Ride - June 2023	229.25
07/28/2023	38085	VERONICA COOK	My Ride - June 2023	421.35
07/28/2023	38086	VICKI COOK	My Ride - June 2023	92.81
07/28/2023	38087	EILEEN JEAN CROZIER	My Ride - June 2023	174.23
07/28/2023	38088	MONICA DACOSTA	My Ride - June 2023	199.12
07/28/2023	38089	MARTHA DUPONT	My Ride - June 2023	47.16
07/28/2023	38090	JEREMY FILIPPELLI	My Ride - June 2023	123.80
07/28/2023	38091	LARA L GULARTE	My Ride - June 2023	229.25
07/28/2023	38092	SUSAN L. HENDRIX	My Ride - June 2023	408.98
07/28/2023	38093	SUSAN HENRIKSON	My Ride - June 2023	15.07
07/28/2023	38094	SANDRA HITCHCOCK	My Ride - June 2023	92.09
07/28/2023	38095	DAWN E HUBBARD	My Ride - June 2023	229.25
07/28/2023	38096	DENISE KAMENA	My Ride - June 2023	215.04
07/28/2023	38097	STORM KURTZ	My Ride - June 2023	229.25
07/28/2023	38098	CATHERINE LAWSON	My Ride - May/June 2023	281.00
07/28/2023	38099	LINA MARTIN	My Ride - June 2023	208.29
07/28/2023	38100	DOREENE ELIZABETH MILLER	My Ride - June 2023	229.25
07/28/2023	38101	DEBBIE K PINO	My Ride - June 2023	81.35
07/28/2023	38102	JORDAN POSTLEWAIT	My Ride - June 2023	229.25
07/28/2023	38103	SHONNA PREMOCK	My Ride - June 2023	227.80
07/28/2023	38104	VICTORIA ROBERTS	My Ride - June 2023	33.93
07/28/2023	38105	JANET C TODD	My Ride - June 2023	687.75
07/28/2023	38106	ROCHELLE VALENCIA	My Ride - June 2023	28.62
07/28/2023	38107	BEVERLY VIETOR	My Ride - June 2023	41.92
07/28/2023	38108	ANNETTE WAHLGREN	My Ride - June 2023	32.75
07/28/2023	38109	CYNTHIA WOJAN	My Ride - June 2023	50.24
07/28/2023	38110	RONALD WOJAN	My Ride - June 2023	210.16
07/28/2023	38111	ELIZABETH WOODS	My Ride - June 2023	229.25
07/28/2023	38112	EMP. MISC. REIMBURSEMENT	Pants Reimbursement	50.00
07/28/2023	38113	EMP. MISC. REIMBURSEMENT	Gas Mileage Reimbursement	21.62
				<u>915,831.03</u>
<b>Total</b>				<b><u>915,831.03</u></b>

AGENDA ITEM 1 C  
Consent Item

**MEMORANDUM**

**DATE:** September 7, 2023  
**TO:** El Dorado County Transit Authority  
**FROM:** Brian James, Interim Executive Director  
**SUBJECT:** July 2023 Ridership Report

**REQUESTED ACTION:**

**BY MOTION,**

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

**BACKGROUND**

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

**DISCUSSION**

For the month of July 2023, ridership across all three (3) modes of service continued to trend up despite the comparative absence of Saturday fixed route service which will be reinstated in September 2023. The Fiscal Year-to-date ridership only takes July into account as it is the first month of the new fiscal year.

Systemwide monthly passenger trips increased by 18.3% compared to the previous year. Demand Response ridership increased by 75.5%, Local Fixed Route ridership increased by 13.6%, and Commuter ridership increased by 1.9%.

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.

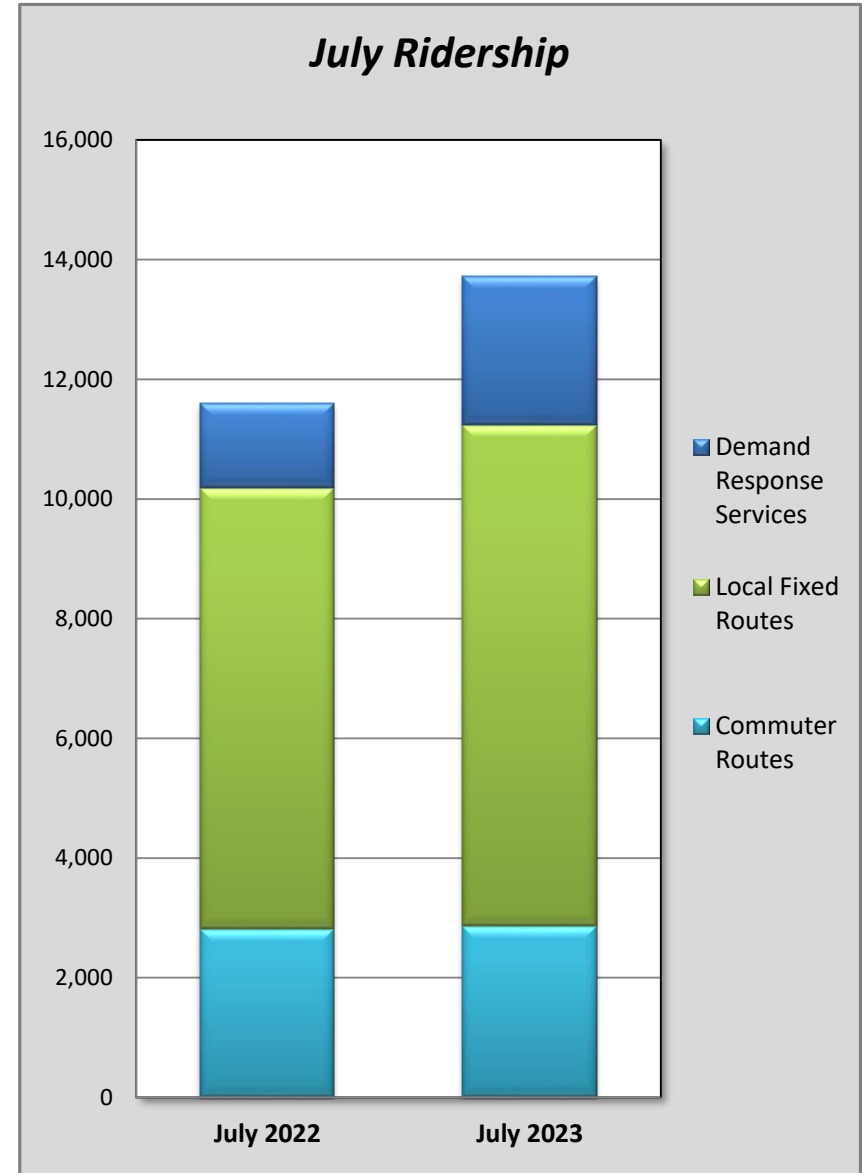
# July 2023 Ridership Report

Demand Response Services	July 2022	July 2023	% Change
Dial-a-Ride	652	985	51.1%
Sac-Med	18	29	61.1%
ADA Paratransit	225	188	-16.4%
M.O.R.E.*	526	560	6.5%
Senior Day Care*	0	0	0.0%
My Ride	0	732	0.0%
<b>Total Demand Response</b>	<b>1,421</b>	<b>2,494</b>	<b>75.5%</b>

Local Fixed Routes	July 2022	July 2023	% Change
20 - Placerville	1,137	1,223	7.6%
25 - Saturday Express	0	0	0.0%
30 - Diamond Springs	800	919	14.9%
35 - Diamond Springs Saturday	0	0	0.0%
40 - Cameron Park	913	933	2.2%
50x - 50 Express	3,121	3,781	21.1%
60 - Pollock Pines	1,393	1,508	8.3%
<b>Total Local Fixed Routes</b>	<b>7,364</b>	<b>8,364</b>	<b>13.6%</b>

Commuter Routes	July 2022	July 2023	% Change
Sacramento Commuter	1,678	1,948	16.1%
Reverse Commuter	24	17	-29.2%
Sacramento/Tahoe Connector	1,113	903	-18.9%
<b>Total Commuter Routes</b>	<b>2,815</b>	<b>2,868</b>	<b>1.9%</b>

	July 2022	July 2023	% Change
<b>Systemwide</b>	<b>11,600</b>	<b>13,726</b>	<b>18.3%</b>
Passengers per Revenue Hour	4.4	4.0	-8.0%



\*Contracted Services - Ridership Determined by Client Enrollment

# Fiscal Year-to-Date Ridership Report

## July

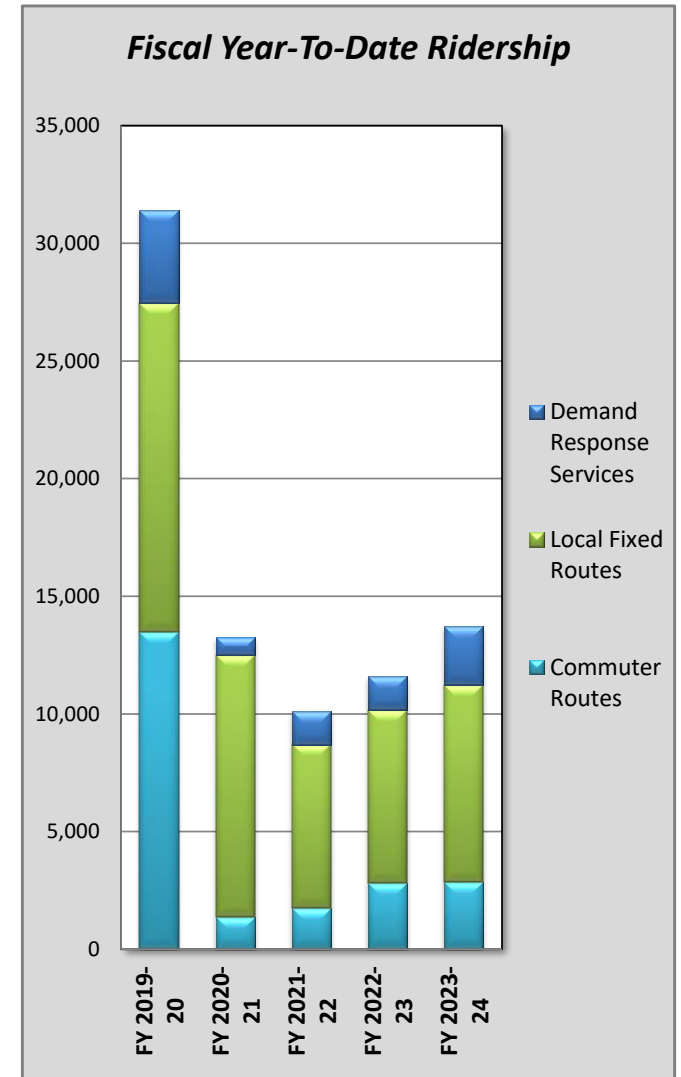


Demand Response Services	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	% Year Change
Dial-a-Ride	1,372	556	241	652	985	51.1%
Sac-Med	28	18	602	18	29	61.1%
ADA Paratransit	74	105	561	225	188	-16.4%
M.O.R.E.*	1,996	102	26	526	560	6.5%
Senior Day Care*	485	0	0	0	0	0.0%
My Ride	0	0	0	0	732	100.0%
<b>Total Demand Response</b>	<b>3,955</b>	<b>781</b>	<b>1,430</b>	<b>1,421</b>	<b>2,494</b>	<b>75.5%</b>

Local Fixed Routes	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	% Year Change
20 - Placerville	3,725	2,160	1,003	1,137	1,223	7.6%
25 - Saturday Express	429	277	335	0	0	0.0%
30 - Diamond Springs	1,932	1,105	618	800	919	14.9%
35 - Diamond Springs Saturday	119	47	84	0	0	0.0%
40 - Cameron Park	1,302	1,237	765	913	933	2.2%
50x - 50 Express	3,104	3,797	2,830	3,121	3,781	21.1%
60 - Pollock Pines	3,341	2,496	1,327	1,393	1,508	8.3%
<b>Total Local Fixed Routes</b>	<b>13,952</b>	<b>11,119</b>	<b>6,962</b>	<b>7,364</b>	<b>8,364</b>	<b>13.6%</b>

Commuter Routes	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	% Year Change
Sacramento Commuter	13,377	1,352	1,192	1,678	1,948	16.1%
Reverse Commuter	119	11	5	24	17	-29.2%
Sacramento/Tahoe Connector	0	0	544	1,113	903	-18.9%
<b>Total Commuter Routes</b>	<b>13,496</b>	<b>1,363</b>	<b>1,741</b>	<b>2,815</b>	<b>2,868</b>	<b>1.9%</b>

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	% Year Change
<b>Systemwide</b>	<b>31,403</b>	<b>13,263</b>	<b>10,133</b>	<b>11,600</b>	<b>13,726</b>	<b>18.3%</b>
Passengers per Revenue Hour	7.1	4.4	3.3	4.4	4.0	-8.0%



\*Contracted Services - Ridership Determined by Client Enrollment

AGENDA ITEM 1 D  
Consent Item

**MEMORANDUM**

**DATE:** September 7, 2023  
**TO:** El Dorado County Transit Authority  
**FROM:** Maria Harris, Human Resources Manager  
**SUBJECT:** Health Plan Year 2024 Agency Contributions for Health Premiums for Unrepresented Regular and Management Employees

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

**Adopt Resolution No. 23-22 defining the El Dorado County Transit Authority's health insurance premium contribution rates provided to unrepresented regular and management employees beginning January 1, 2024**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) agency's portion of health care insurance premium contributions is established annually by resolution. El Dorado Transit contracts with the California Public Employees' Retirement System (CalPERS) to provide health care benefits for unrepresented regular and management employees.

**DISCUSSION**

Resolution No. 23-22 defines agency contributions towards health premium benefits for unrepresented regular and management employees beginning January 1, 2024.

Rates reflect medical, dental and vision coverages. Dental and vision rates will not increase for the 2024 plan year. CalPERS health rates increased 10.95% overall across the Basic Health Maintenance Organization (HMO) plans and rates for the Basic Preferred Provider Organization (PPO) plans will see an overall average increase of 10.50%. The primary driver of premium increases is rising costs due to high medical inflation, with Kaiser HMO and the PPO plans experiencing the highest increase.

There are no changes to the plans offered within the El Dorado County region. Open enrollment period begins September 18, 2023 and ends on October 13, 2023. Changes made during the 2023 open enrollment will take effect January 1, 2024.



## **FISCAL IMPACT**

The adopted budget for Fiscal Year 2023/24 line item - Health Insurance is \$1,585,000 for unrepresented and represented employees. The budgeted amount for unrepresented health insurance is \$789,408 of that amount.

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 23-22**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
EL DORADO COUNTY TRANSIT AUTHORITY DEFINING AGENCY  
CONTRIBUTIONS FOR THE 2024 CALENDAR YEAR  
HEALTH PREMIUM BENEFITS  
FOR UNREPRESENTED REGULAR AND MANAGEMENT EMPLOYEES

**WHEREAS**, the El Dorado County Transit Authority (El Dorado Transit) has unrepresented regular employees and management employees; and

**WHEREAS**, the El Dorado County Transit Authority Personnel Policies and Procedures Manual Article 6.2 – Health Benefits/Eligibility allows El Dorado Transit to adjust contributions based upon budgetary constraints and fluctuating health care costs; and

**WHEREAS**, El Dorado Transit contracts with the California Public Employees’ Retirement system (CalPERS) to provide health care benefits for its employees; and

**WHEREAS**, El Dorado Transit currently has twenty-three (23) eligible allocated full – time positions, one (1) eligible allocated part-time position and six (6) eligible retirees enrolled in the health plan; and

**WHEREAS**, El Dorado Transit provides dental and vision insurance through separate carriers; and

**NOW, THEREFORE BE IT RESOLVED**, that El Dorado Transit shall provide the following contribution levels over twenty-six (26) pay periods toward health plan premiums of unrepresented regular and management employees, provided sufficient funds are available effective January 1, 2024:

<u>Full-Time Employees:</u>		<u>Part-Time Employees:</u>	
Employee Only	\$558.42	Employee Only	\$418.82
Employee + One	\$1,127.51	Employee + One	\$845.64
Employee + Two or More	\$1,484.56	Employee + Two or More	\$1,113.34

**BE IT FURTHER RESOLVED**, that El Dorado Transit shall provide current contribution and 80% of any adjustment of the 2024 calendar year premium for health care benefits benchmarked at the 2024 PERS Premium Plan (or equivalent) for the unrepresented regular and management employees.

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of said Board held on the 7<sup>th</sup> day of September 2023 by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

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Jackie Neau, Chairperson

ATTEST:

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Megan Wilcher, Secretary to the Board

# EDCTA SPONSORED PLAN UNREPRESENTED EMPLOYEES

RATES EFFECTIVE 01/01/2024

UPDATED 08/14/2023

		EDCTA MONTHLY * CONTRIBUTION	EMPLOYEE MONTHLY CONTRIBUTION	TOTAL MONTHLY PREMIUM	EMPLOYEE DEDUCTION PER PAY PERIOD
<b>Anthem Blue Cross Traditional HMO</b>					
FULL-TIME EMPLOYEES					
	Single	\$1,209.92	\$215.98	\$1,425.90	\$99.68
	2-Party	\$2,442.95	\$398.35	\$2,841.30	\$183.85
	Family	\$3,216.32	\$514.40	\$3,730.72	\$237.42
PART-TIME EMPLOYEES					
	Single	\$907.44	\$518.46	\$1,425.90	\$239.29
	2-Party	\$1,832.21	\$1,009.09	\$2,841.30	\$465.73
	Family	\$2,412.24	\$1,318.48	\$3,730.72	\$608.53
<b>Anthem Blue Cross Select HMO</b>					
FULL-TIME EMPLOYEES					
	Single	\$1,209.92	\$15.14	\$1,225.06	\$6.99
	2-Party	\$2,442.95	\$0.00	\$2,439.62	\$0.00
	Family	\$3,216.32	\$0.00	\$3,208.54	\$0.00
PART-TIME EMPLOYEES					
	Single	\$907.44	\$317.62	\$1,225.06	\$146.59
	2-Party	\$1,832.21	\$607.41	\$2,439.62	\$280.34
	Family	\$2,412.24	\$796.30	\$3,208.54	\$367.52
<b>Kaiser Permanente</b>					
FULL-TIME EMPLOYEES					
	Single	\$1,209.92	\$0.00	\$1,107.61	\$0.00
	2-Party	\$2,442.95	\$0.00	\$2,204.72	\$0.00
	Family	\$3,216.32	\$0.00	\$2,903.17	\$0.00
PART-TIME EMPLOYEES					
	Single	\$907.44	\$200.17	\$1,107.61	\$92.39
	2-Party	\$1,832.21	\$372.51	\$2,204.72	\$171.93
	Family	\$2,412.24	\$490.93	\$2,903.17	\$226.58

# EDCTA SPONSORED PLAN UNREPRESENTED EMPLOYEES

RATES EFFECTIVE 01/01/2024

UPDATED 08/14/2023

		EDCTA MONTHLY * CONTRIBUTION	EMPLOYEE MONTHLY CONTRIBUTION	TOTAL MONTHLY PREMIUM	EMPLOYEE DEDUCTION PER PAY PERIOD
<b>PERS Platinum</b>					
FULL-TIME EMPLOYEES					
	Single	\$1,209.92	\$190.55	\$1,400.47	\$87.95
	2-Party	\$2,442.95	\$347.49	\$2,790.44	\$160.38
	Family	\$3,216.32	\$448.28	\$3,664.60	\$206.90
PART-TIME EMPLOYEES					
	Single	\$907.44	\$493.03	\$1,400.47	\$227.55
	2-Party	\$1,832.21	\$958.23	\$2,790.44	\$442.26
	Family	\$2,412.24	\$1,252.36	\$3,664.60	\$578.01
<b>PERS Gold</b>					
FULL-TIME EMPLOYEES					
	Single	\$1,209.92	\$0.00	\$1,001.02	\$0.00
	2-Party	\$2,442.95	\$0.00	\$1,991.54	\$0.00
	Family	\$3,216.32	\$0.00	\$2,626.03	\$0.00
PART-TIME EMPLOYEES					
	Single	\$907.44	\$93.58	\$1,001.02	\$43.19
	2-Party	\$1,832.21	\$159.33	\$1,991.54	\$73.54
	Family	\$2,412.24	\$213.79	\$2,626.03	\$98.67
<b>Western Health Advantage HMO</b>					
FULL-TIME EMPLOYEES					
	Single	\$1,209.92	\$0.00	\$893.43	\$0.00
	2-Party	\$2,442.95	\$0.00	\$1,776.36	\$0.00
	Family	\$3,216.32	\$0.00	\$2,346.30	\$0.00
PART-TIME EMPLOYEES					
	Single	\$907.44	\$0.00	\$893.43	\$0.00
	2-Party	\$1,832.21	\$0.00	\$1,776.36	\$0.00
	Family	\$2,412.24	\$0.00	\$2,346.30	\$0.00

Coverage premiums include Medical, VSP Vision and Delta Dental

\* EDCTA contribution includes 2023 contribution plus, 80% of premium change using PERS Premium 2024

AGENDA ITEM 1 E  
Consent Item

**MEMORANDUM**

**DATE:** September 7, 2023  
**TO:** El Dorado County Transit Authority  
**FROM:** Maria Harris, Human Resources Manager  
**SUBJECT:** Workers Compensation Trending Report

**REQUESTED ACTION:**

**BY MOTION,**  
**Receive and File Only**

**BACKGROUND**

Through its membership in the Special Districts Risk Management Authority (SDRMA) Workers Compensation Insurance Pool which is a self-insurance program, the El Dorado County Transit Authority (El Dorado Transit) works in collaboration with Intercare (previously with Sedgwick). As a third-party administrator, Intercare manages all workers' compensation claims efficiently and concisely.

Beginning in 2017, El Dorado Transit began reviewing workers compensation trends for the previous years to develop strategies in maintaining a safe workplace and improving risk management. SDRMA's third party administrator prepares the annual report that provides an assessment of all claims from the previous five (5) fiscal years.

**DISCUSSION**

The prepared Workers Compensation Trending Report for El Dorado Transit provides a comprehensive review of workers' compensation claims over the past five (5) fiscal years. The report highlights trends, patterns, and identifies key insights. The analysis focuses on various aspects of all claims, including frequency, severity, causes, departments, and outcomes. This report aims to provide El Dorado Transit with a clear understanding of the agency's workers' compensation landscape and to identify potential opportunities for improvement in workplace safety, risk mitigation and employee well-being.

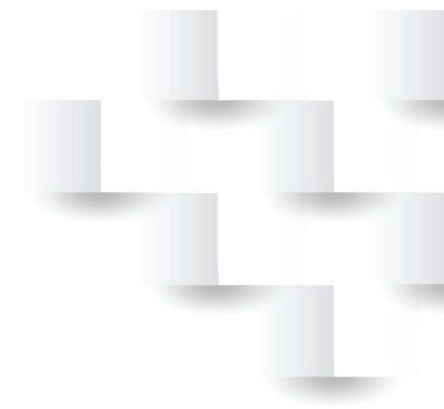
The Workers Compensation Trending Report shows a continued downward trend for claims filed within the last three (3) Fiscal Years. Notably, the report demonstrated there are no significant areas of concern for potential hazards. Consistent claims management focuses on reducing the amount paid-out in claims through an effective return-to-work program to reduce lost days of

work. As a standard practice, when an industrial injury occurs, staff evaluates any work restrictions for accommodation to return the employee back to work as soon as possible.

By proactively monitoring identified trends and implementing actionable strategies, El Dorado Transit can continue to foster a safer and more productive work environment while demonstrating a commitment to the health and success of our workforce. El Dorado Transit is dedicated to educating staff on industry trends and responding appropriately to claims in order to continue to reduce costs.

**FISCAL IMPACT**

None



# El Dorado County Transit Authority Workers' Compensation Trending Report

Fiscal Years 2019 - 2023

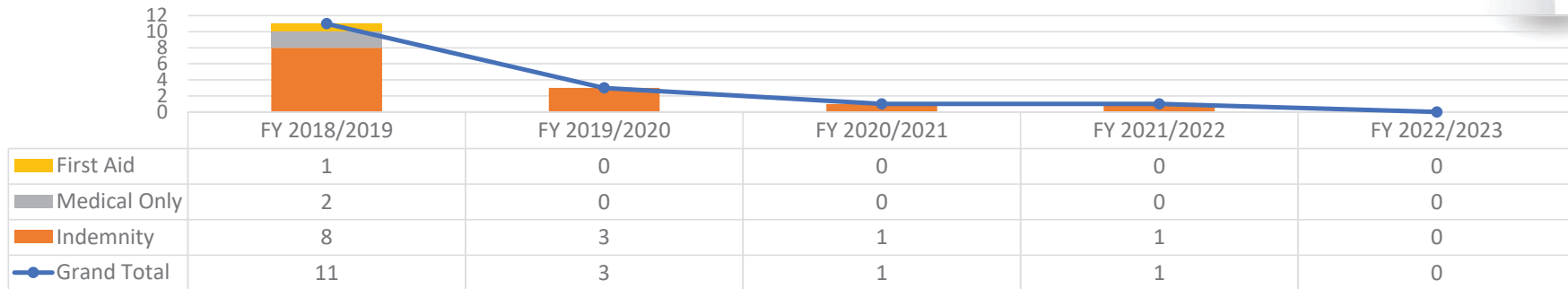
*Presented by:  
Connie Hampson, Account Manager*



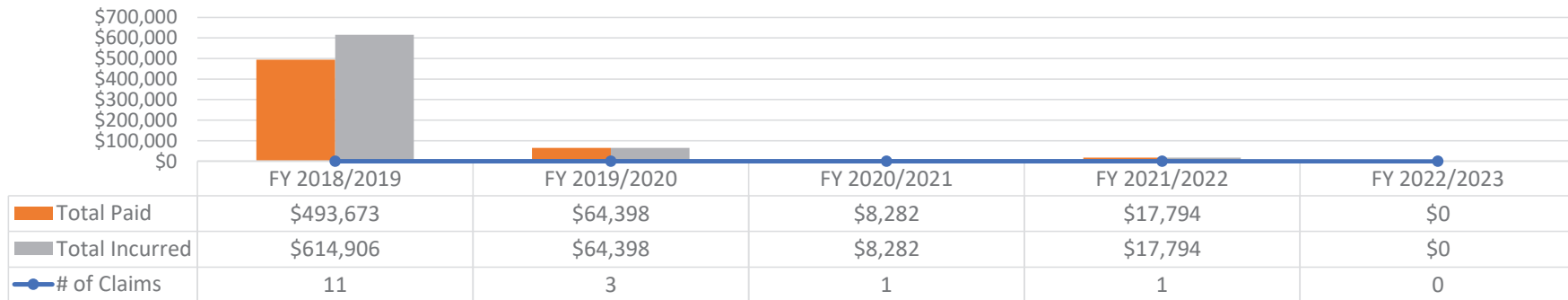
# El Dorado County Transit Authority - Workers' Compensation Trending Report

## Fiscal Years 2019 - 2023

**Claim Type By Fiscal Year of Injury**  
valued as of 6/30/23



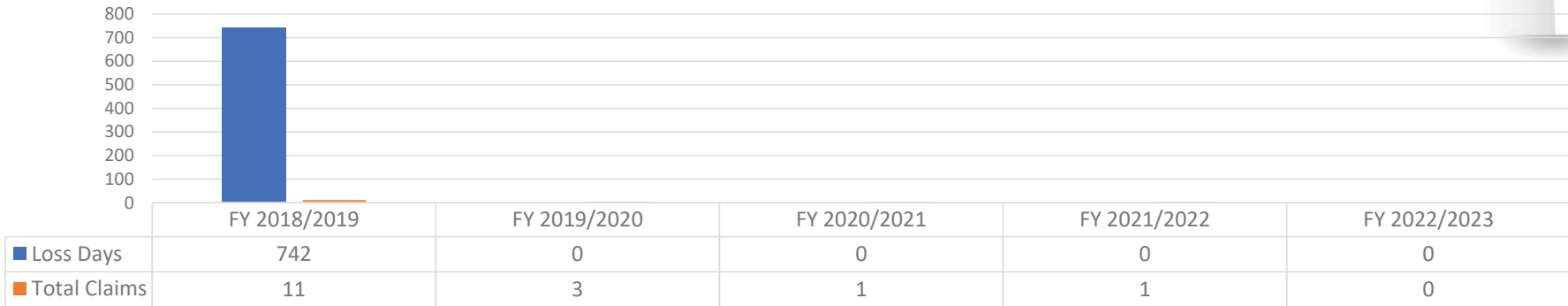
**Total Paid and Incurred by Fiscal Year of Injury**  
valued as of 6/30/23



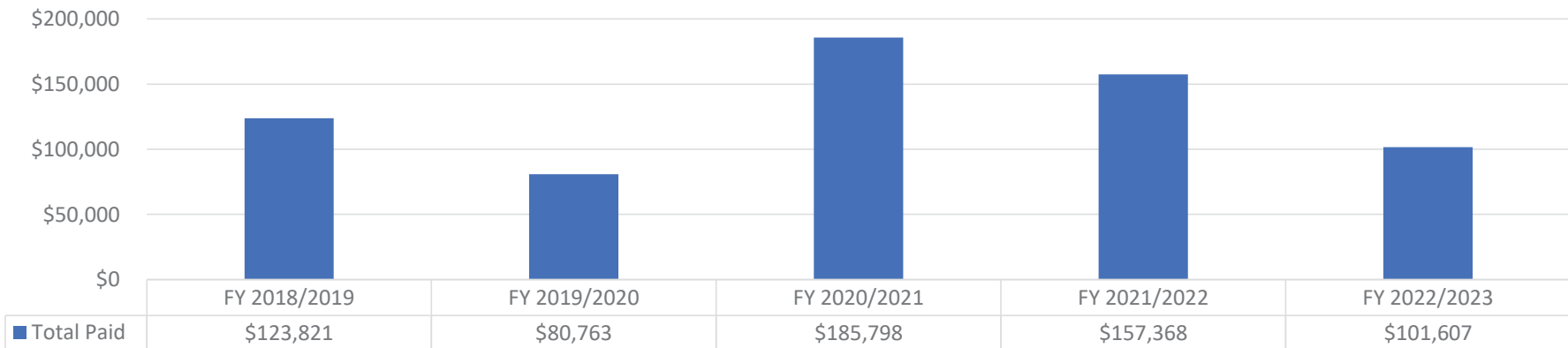
## El Dorado County Transit Authority - Workers' Compensation Trending Report

### Fiscal Years 2019 - 2023

**Loss Days for Injuries within Fiscal Year**



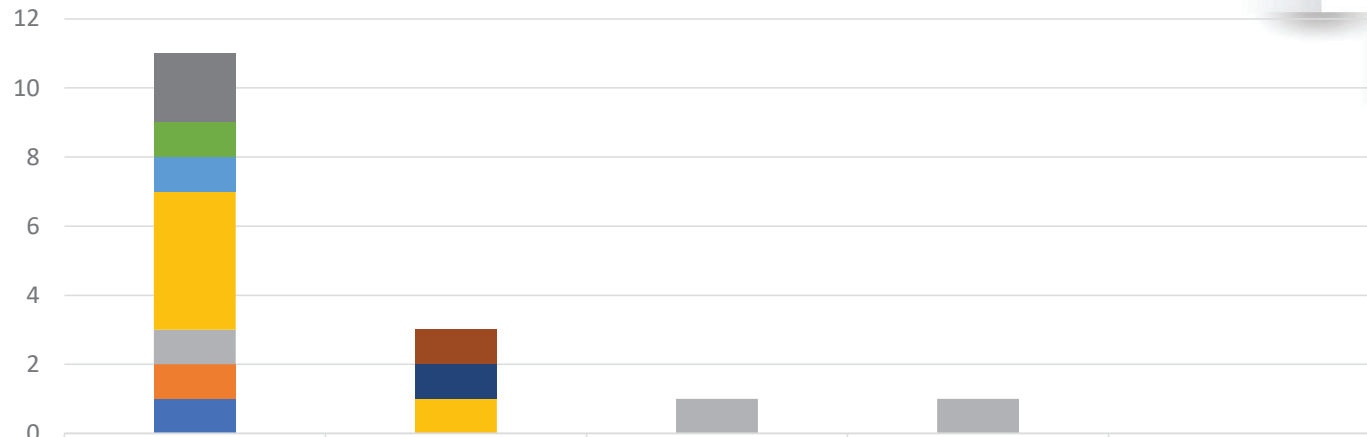
**Total Paid During Fiscal Year Regardless of Injury Date**



# El Dorado County Transit Authority - Workers' Compensation Trending Report

## Fiscal Years 2019 - 2023

Frequency by Body Part

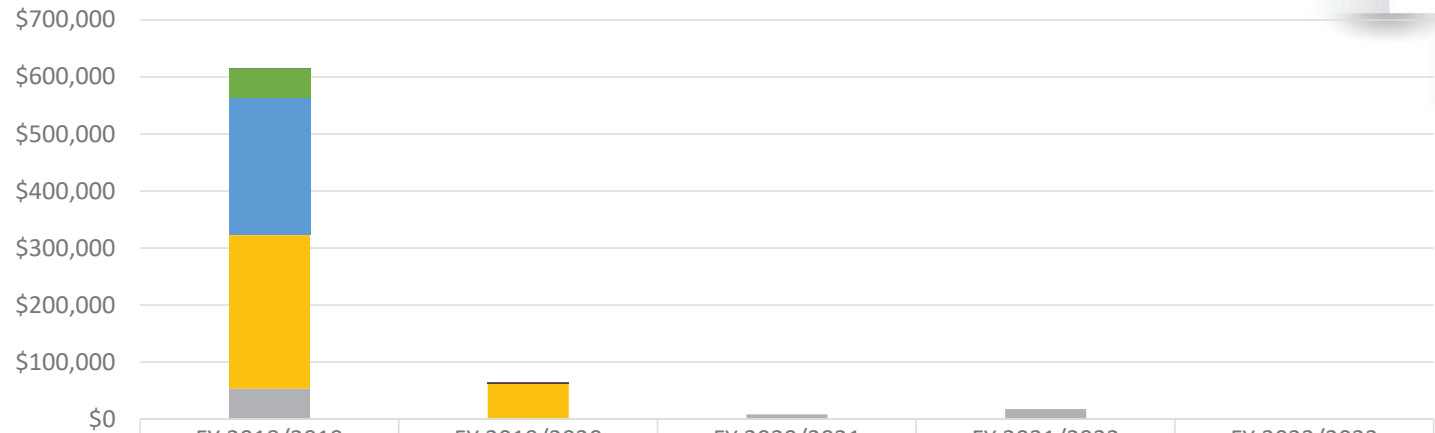


	FY 2018/2019	FY 2019/2020	FY 2020/2021	FY 2021/2022	FY 2022/2023
■ Body Systems & Multiple Body Systems	2	0	0	0	0
■ Buttocks	0	1	0	0	0
■ Heart	0	1	0	0	0
■ Knee	1	0	0	0	0
■ Lower Back Area - lumbar & lumbo-sacral	1	0	0	0	0
■ Multiple Body Parts	4	1	0	0	0
■ Shoulders	1	0	1	1	0
■ Thumb	1	0	0	0	0
■ Upper Back Area - thoracic area	1	0	0	0	0

# El Dorado County Transit Authority - Workers' Compensation Trending Report

## Fiscal Years 2019 - 2023

Severity by Body Part

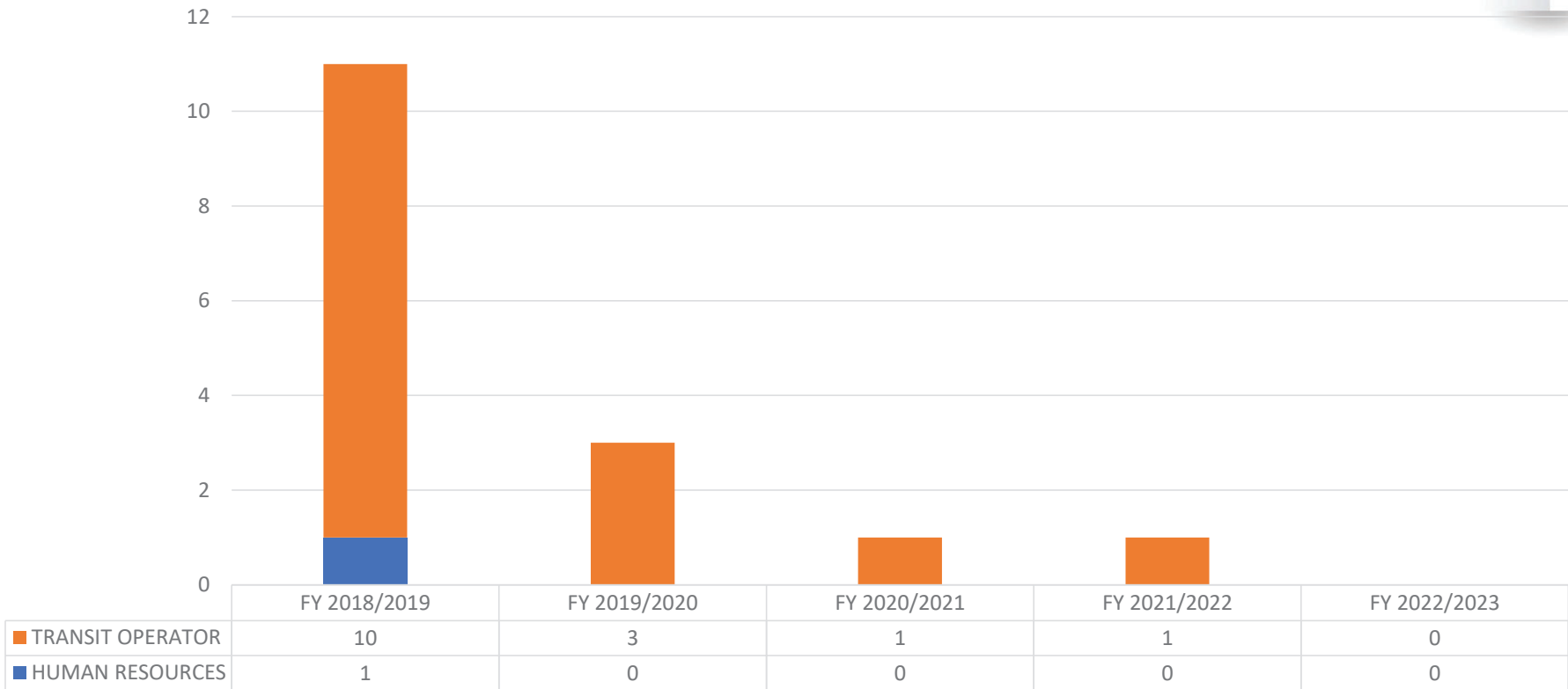


	FY 2018/2019	FY 2019/2020	FY 2020/2021	FY 2021/2022	FY 2022/2023
■ Body Systems & Multiple Body Systems	\$745	\$0	\$0	\$0	\$0
■ Buttocks	\$0	\$926	\$0	\$0	\$0
■ Heart	\$0	\$954	\$0	\$0	\$0
■ Knee	\$50,547	\$0	\$0	\$0	\$0
■ Lower Back Area - lumbar & lumbo-sacral	\$241,118	\$0	\$0	\$0	\$0
■ Multiple Body Parts	\$268,594	\$62,518	\$0	\$0	\$0
■ Shoulders	\$53,373	\$0	\$8,282	\$17,794	\$0
■ Thumb	\$192	\$0	\$0	\$0	\$0
■ Upper Back Area - thoracic area	\$337	\$0	\$0	\$0	\$0

# El Dorado County Transit Authority - Workers' Compensation Trending Report

## Fiscal Years 2019 - 2023

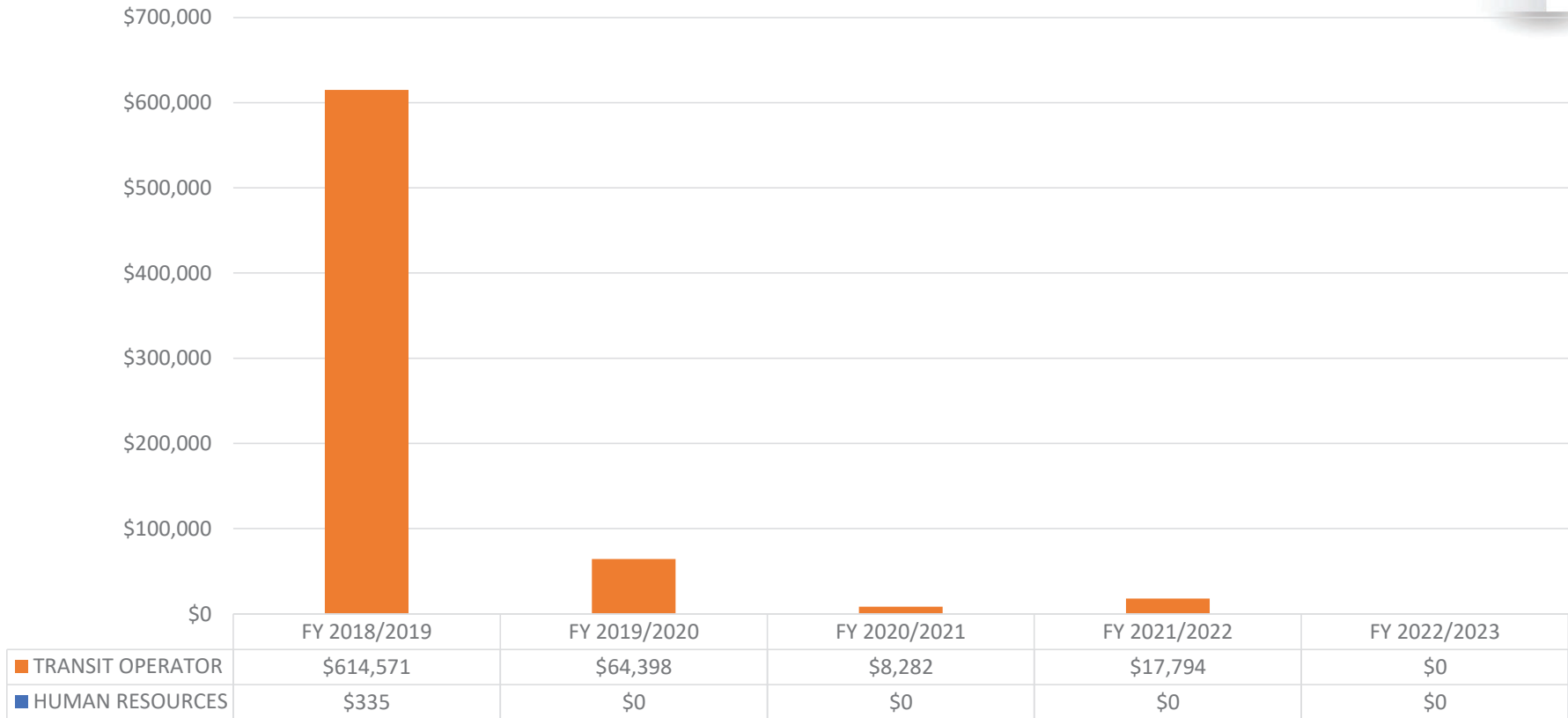
Frequency by Occupation



# El Dorado County Transit Authority - Workers' Compensation Trending Report

## Fiscal Years 2019 - 2023

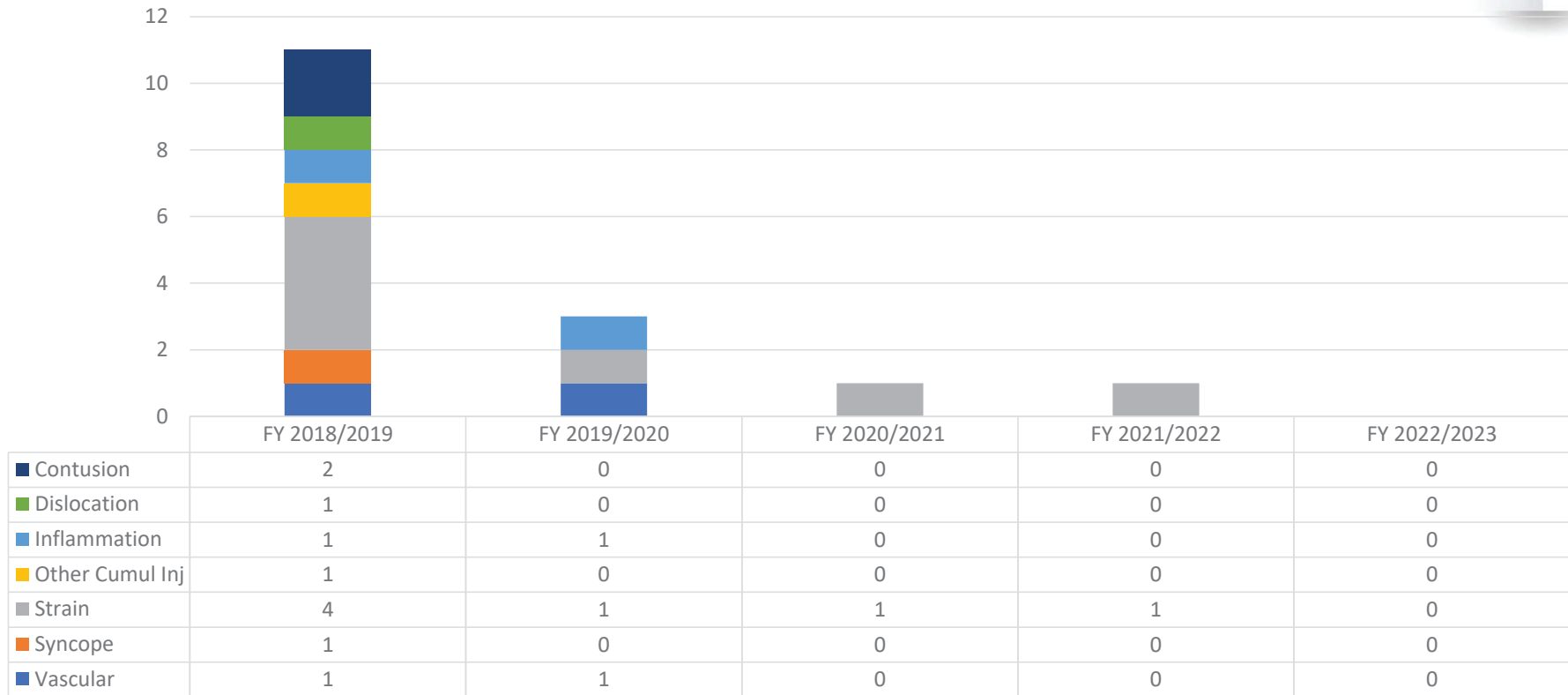
Severity by Occupation



## El Dorado County Transit Authority - Workers' Compensation Trending Report

### Fiscal Years 2019 - 2023

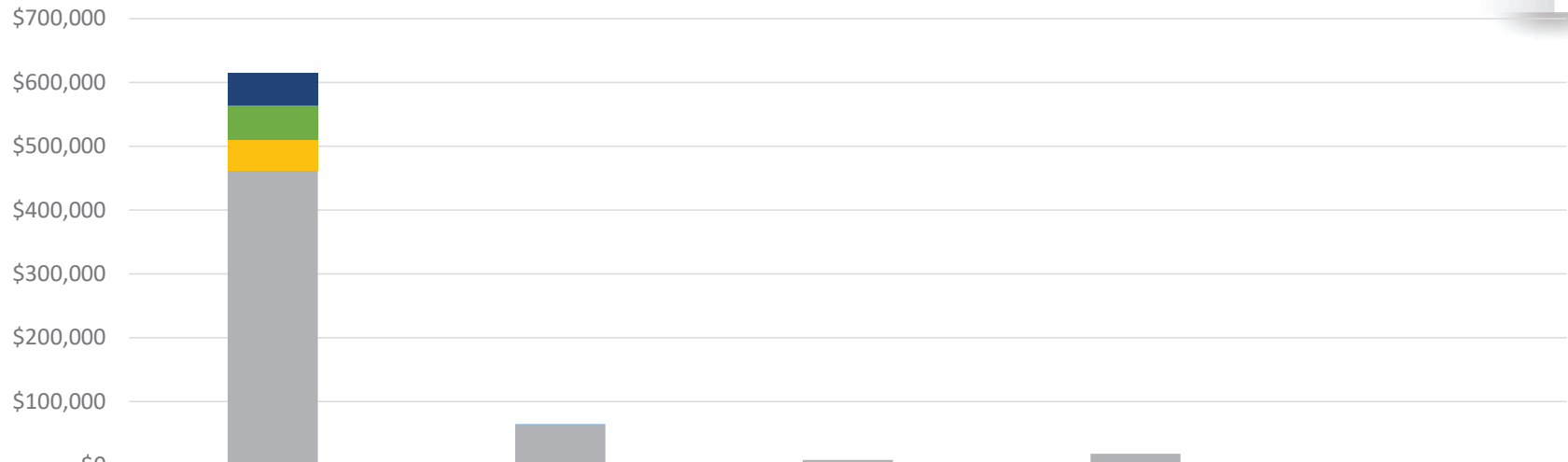
Frequency by Nature of Injury



## El Dorado County Transit Authority - Workers' Compensation Trending Report

### Fiscal Years 2019 - 2023

Severity by Nature of Injury



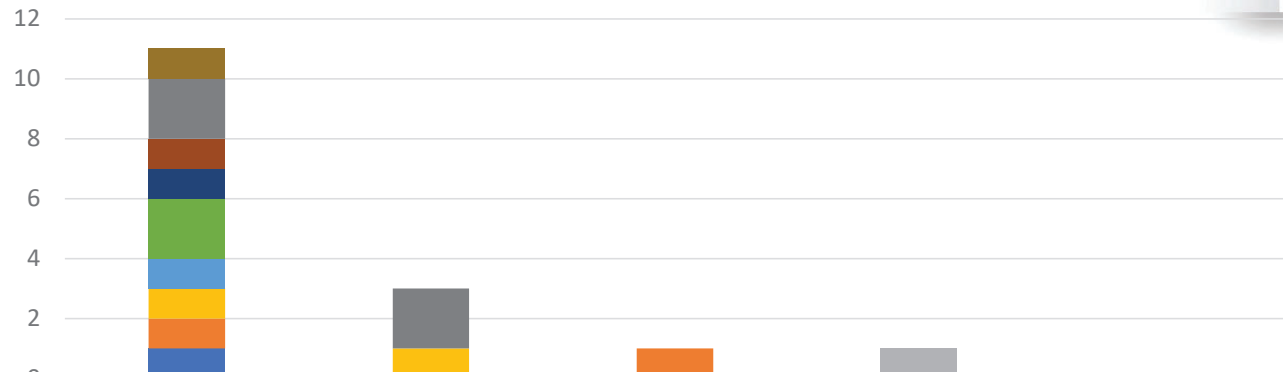
	FY 2018/2019	FY 2019/2020	FY 2020/2021	FY 2021/2022	FY 2022/2023
■ Contusion	\$50,884	\$0	\$0	\$0	\$0
■ Dislocation	\$53,373	\$0	\$0	\$0	\$0
■ Inflammation	\$192	\$926	\$0	\$0	\$0
■ Other Cumul Inj	\$48,445	\$0	\$0	\$0	\$0
■ Strain	\$461,267	\$62,518	\$8,282	\$17,794	\$0
■ Syncope	\$0	\$0	\$0	\$0	\$0
■ Vascular	\$745	\$954	\$0	\$0	\$0



# El Dorado County Transit Authority - Workers' Compensation Trending Report

## Fiscal Years 2019 - 2023

Frequency by Cause of Injury

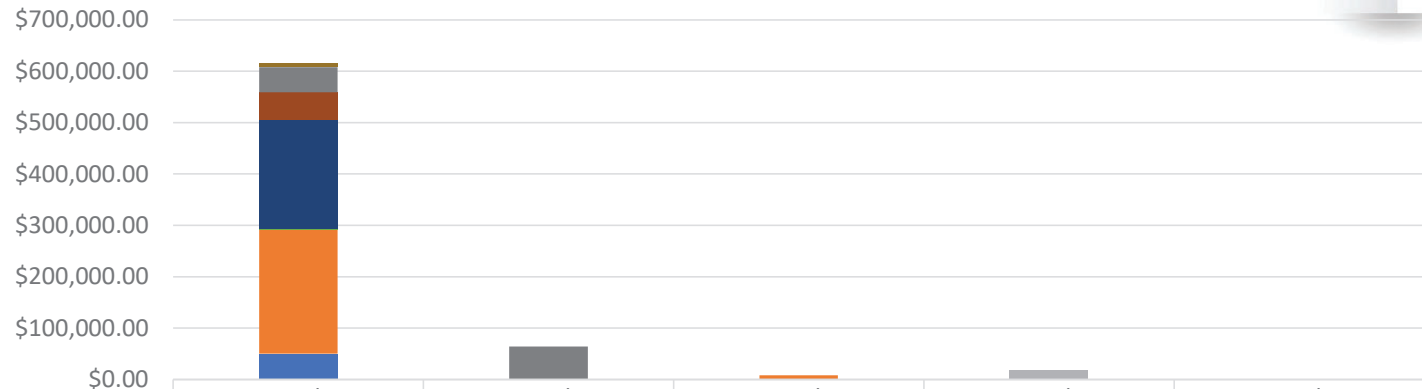


	FY 2018/2019	FY 2019/2020	FY 2020/2021	FY 2021/2022	FY 2022/2023
Collision or Sideswipe both vehicles in motion	1	0	0	0	0
Cumulative, NOC	2	2	0	0	0
Fall, Slip, or Trip, NOC	1	0	0	0	0
Motor Vehicle, NOC	1	0	0	0	0
On Ice or Snow	2	0	0	0	0
Other - Miscellaneous, NOC	1	0	0	0	0
Other than Physical Cause of Injury	1	1	0	0	0
Pushing or Pulling	0	0	0	1	0
Strain or Injury, NOC	1	0	1	0	0
Striking Against or Stepping	1	0	0	0	0

# El Dorado County Transit Authority - Workers' Compensation Trending Report

## Fiscal Years 2019 - 2023

Severity by Cause of Injury



	FY 2018/2019	FY 2019/2020	FY 2020/2021	FY 2021/2022	FY 2022/2023
■ Collision or Sideswipe both vehicles in motion	\$7,092.30	\$0.00	\$0.00	\$0.00	\$0.00
■ Cumulative, NOC	\$48,637.18	\$63,444.24	\$0.00	\$0.00	\$0.00
■ Fall, Slip, or Trip, NOC	\$53,372.97	\$0.00	\$0.00	\$0.00	\$0.00
■ Motor Vehicle, NOC	\$212,722.29	\$0.00	\$0.00	\$0.00	\$0.00
■ On Ice or Snow	\$671.67	\$0.00	\$0.00	\$0.00	\$0.00
■ Other - Miscellaneous, NOC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
■ Other than Physical Cause of Injury	\$744.74	\$953.54	\$0.00	\$0.00	\$0.00
■ Pushing or Pulling	\$0.00	\$0.00	\$0.00	\$17,793.87	\$0.00
■ Strain or Injury, NOC	\$241,117.86	\$0.00	\$8,281.76	\$0.00	\$0.00
■ Striking Against or Stepping	\$50,547.07	\$0.00	\$0.00	\$0.00	\$0.00

## El Dorado County Transit Authority - Workers' Compensation Trending Report

Top 10 Claims FY 2019-2023 valued as of 6/30/23

Claim	Description	Loss Date	Status	Paid	Incurred
SDWA-559901	Strained back while driving bus	09/21/2018	Open	\$168,330	\$241,118
SDWA-560093	Injury to left hand, leg, and foot from motor vehicle accident	01/02/2019	Closed	\$212,722	\$212,722
SDWA-561221	Neck and low back pain from repetitive job duties	04/15/2020	Closed	\$62,518	\$62,518
SDWA-560066	Tripped and fell over a concrete parking block and dislocated shoulder	12/11/2018	Closed	\$53,373	\$53,373
SDWA-559672	Slipped on gravel while performing inspection striking knee on bumper	07/02/2018	Closed	\$50,547	\$50,547
SDWA-561026	Cumulative trauma to back and bladder from job duties	09/21/2018	Open	\$0	\$48,445
SDWA-600239	Pulling on compartment door of engine	10/22/2021	Closed	\$17,794	\$17,794
SDWA-561419	Pain in right shoulder from pushing cart	10/07/2020	Closed	\$8,282	\$8,282
SDWA-560287	Injury to neck, right arm, and waist area from motor vehicle accident	04/16/2019	Closed	\$7,092	\$7,092
SDWA-560929	Driving and called into dispatch reporting chest pains	12/18/2019	Closed	\$954	\$954



## Extraordinary **People** Extraordinary **Results**



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AGENDA ITEM 1 F  
Consent Item

**MEMORANDUM**

**DATE:** September 7, 2023  
**TO:** El Dorado County Transit Authority  
**FROM:** Julie Petersen, Finance Manager  
**SUBJECT:** Approve Funding of Operating Reserve Fund for Fiscal Year 2022/23

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

**Approve Funding of Operating Reserve Fund utilizing Bike Locker,  
Advertising and Miscellaneous revenue accounts for Fiscal Year  
2022/23**

**BACKGROUND**

On August 4, 2011, the El Dorado County Transit Authority (El Dorado Transit) adopted Resolution No. 11-26 establishing an Operating Reserve Policy and Resolution No. 11-27 establishing a designated target funding level of \$1,500,000 for the operating reserve account.

On April 5, 2018, the Board adopted Resolution No. 18-16 reducing the target level of funding to \$1,000,000.00 using a blended method of \$500,000 held by the El Dorado County Transportation Commission (EDCTC) and the balance held by El Dorado Transit. EDCTC increased their funds held to \$750,000 in FY 2021/22.

On April 6, 2023, the Board adopted Resolution No. 23-13 setting a new target of \$250,000 held by El Dorado Transit. This action was taken in conjunction with the El Dorado County Transportation Commission (EDCTC) Board action to increase the total contingency held by both agencies, to a combined amount of \$2,250,000. As of the start of Fiscal Year (FY) 2023/24, EDCTC holds \$2,000,000 and El Dorado Transit holds \$224,691.73.

The intent of this fund is to create a stable funding source available to offset unexpected revenue shortfalls or increased expenses. El Dorado Transit, as a Joint Powers Agency (JPA) between the County of El Dorado and the City of Placerville does not have access to funds from jurisdictional General Funds or other municipal departments.

**DISCUSSION**

During the Mid-Year Budget process presented each February, revenue and expenses are analyzed to determine the financial condition of the agency based on the first six (6) month's experience and projections are adjusted for the remainder of the year if necessary. If approved,

non-operating or miscellaneous income budget line items are zeroed to make certain these funds are not needed to balance the operating budget.

Staff is recommending Board approval to designate revenue accounts; 4370.00-Bike Locker Rental, 4400.00-Advertising Income, and 4990.00-Misc. Revenue as sources of non-tax revenue to be used to fund the operating reserve.

### **FISCAL IMPACT**

Receipts for the miscellaneous revenues total \$15,954 (unaudited) for FY 2022/23. If approved this amount will be transferred into the operating reserve interest bearing account. Final transfer will occur following the Financial and Compliance Audit presented at the December Board meeting.

AGENDA ITEM 1 G  
Consent Item

**MEMORANDUM**

**DATE:** September 7, 2023  
**TO:** El Dorado County Transit Authority  
**FROM:** Julie Petersen, Finance Manager  
**SUBJECT:** Quarterly Investment and Annual Interest Reports for Operating Funds

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

1. Receive and file Quarterly Investment Report for Quarter Ending 06/30/2023
2. Review Annual Interest Report for all Operating Funds

**BACKGROUND**

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

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

**DISCUSSION**

Interest earnings for the fourth quarter from LAIF and Money Market accounts equal \$28,354.01. The investment report for quarter ending 06/30/23 is submitted for review and file.

**FISCAL IMPACT**

Line item 4970.00 - Interest Income, has been adjusted in the FY 2022/23 Final Budget Adjustment process and is included in this agenda under item 2A. Adjustment amount is a budget increase of \$13,000.

**EL DORADO COUNTY TRANSIT AUTHORITY**

**QUARTERLY INVESTMENT REPORT**

**PERIOD 04/01/2023 – 06/30/2023**

**LOCAL AGENCY INVESTMENT FUND (L A I F)**

Account Summary

03/31/2023	Balance Forward	\$ 1,304,718.14
	Total Transfers to General Checking Account	\$ -000,000.00
	Total Transfers from General Checking Account	\$ 000,000.00
	Interest Earned @ 3.15%	\$ <u>10,243.87</u>
06/30/2023	Ending Balance 2nd Qtr., 2023	\$ 1,314,962.01

**UMPQUA BANK (Money Market Account)**

Account Summary

03/31/2023	Balance Forward	\$ 4,836,605.76
	Total Transfers to General Checking Account	\$ -000,000.00
	Total Transfer from General Checking Account	\$ 000,000.00
	Interest Earned @ 1.51%	\$ <u>18,110.14</u>
06/30/2023	Ending Balance 2nd Qtr., 2023	\$ 4,854,715.90



The following information is provided on the total annual interest amounts earned during FY 2022/23 on operating and restricted capital funds.

**EL DORADO COUNTY TRANSIT AUTHORITY**

**ANNUAL INTEREST REPORT**

**PERIOD 07/01/2022 – 06/30/2023**

**UMPQUA BANK (Money Market Account)**

Interest Earned FY 2022/23 \$ 55,471.60

**LOCAL AGENCY INVESTMENT FUND (L A I F)**

Interest Earned FY 2022/23 \$ 30,085.54

**UMPQUA BANK (Operating Reserve Account)**

Interest Earned FY 2022/23 \$ 2,602.61

**UMPQUA BANK (Merchant Services Account)**

Interest Earned FY 2022/23 \$ 856.61

**UMPQUA BANK (Low Carbon Transit Operations Program (LCTOP))  
FY 2021/22**

Interest Earned FY 2022/23 \$ 1,206.40

**UMPQUA BANK (Low Carbon Transit Operations Program (LCTOP))  
FY 2022/23**

Interest Earned FY 2022/23 \$ 5,317.44

These funds are budgeted and used as operating or capital income.

AGENDA ITEM 1 H  
Consent Item

**MEMORANDUM**

**DATE:** September 7, 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 addressing passenger behavior.

The intention of the Passenger Code of Conduct is to assist in maintaining order, prevent conflicts, and ensure the smooth operation of El Dorado Transit while prioritizing the well-being and satisfaction of everyone involved. The document 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 which are supported by the California Penal Codes, Public Utility Codes, and other statutes.

**DISCUSSION**

On August 3, 2023, the draft Passenger Code of Conduct was presented to the El Dorado Transit Board of Directors. The Board requested that the document be reviewed by Legal Counsel and that the language regarding service animals be clarified before approval of the document.

After the August Board Meeting, the Passenger Code of Conduct was thoroughly reviewed by our Legal Counsel, and all amendments with appropriate language and efficacy are indicated by the strike-through and additions within the attached document. This includes revised language to address service animals boarding the bus as per State and Federal guidelines.

Once approved, this document will be available on the El Dorado Transit website and a notice will be available on transit vehicles.

**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~~ required because of a disability?
- b. What service has the animal been trained to provide?

However, if it is readily apparent that the animal is trained to do work or perform tasks for an individual with a disability, such as a dog observed guiding an individual who is blind or has low vision, no further inquiry is permitted. 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~~ is out of control and the passenger does not take effective action 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 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 always have control over carry-on items. 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 [while in transport](#). 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, Selling or Peddling Any Goods, Merchandise, Property, or Services Soliciting, Asking or Begging~~**

Selling or peddling any goods, merchandise, property, or services to ~~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 refrain from any behaviors or actions that may be reasonably offensive, cause discomfort, or inconvenience to others.

**11.1 Unsanitary Conditions:**

A passenger must not ~~W~~illfully create ~~ing~~ 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~~ [follow](#) 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, [gender identity](#), and/or 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).

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 asking for compliance](#) 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 second 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 third 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 fourth 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 of 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 added 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.



## CODE OF CONDUCT



No Smoking  
No Vaping



No Eating  
No Drinking



No Loud Music  
Use Headphones



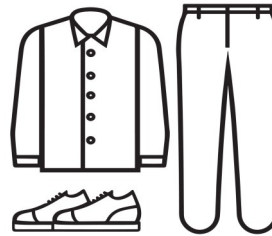
No Littering



Cell Phone Use Kept  
to a Minimum



Proof of Fare



Fully Clothed



Video Surveillance

## PROHIBITED BEHAVIOR

- ◆ Soliciting money from other passengers
- ◆ Transporting animals unless it is a service animal
- ◆ Standing when seats are available
- ◆ Blocking and storing personal items in the aisles
- ◆ Possessing hazardous or explosive materials
- ◆ Tampering, removing, destroying or damaging transit property
- ◆ Behavior creating a nuisance or interfering with the safety of the driver or other passengers
- ◆ Unsafe behavior in or around El Dorado Transit buses or bus stops
- ◆ Use of Profanity

Passengers that are in violation of El Dorado Transit Code of Conduct may be subject to Penal Code 640 and/or other applicable statutes.

AGENDA ITEM 2 A  
Action Item

**MEMORANDUM**

**DATE:** September 7, 2023  
**TO:** El Dorado County Transit Authority  
**FROM:** Julie Petersen, Finance Manager  
**SUBJECT:** Final Amended Operating Budget for Fiscal Year 2022/23

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

1. **Receive and File the Final Amended Operating Budget for Fiscal Year 2022/23 as Proposed**
2. **Acknowledge the budget amount of \$1,715,544 in Deferred Local Transportation Funds (LTF) from Contingency**
3. **Authorize the use of Deferred LTF for Fiscal Year 2021/23 Capital Expenses**

**BACKGROUND**

As of August 30, 2023, most work related to posting was accomplished to close the internal fiscal year (FY) 2022/23 financials.

A Final Amended Operating Budget is typically presented to the Board of Directors following the close of the fiscal year and prior to completion of an independent financial audit. The proposed Final Amended FY 2022/23 Operating Budget (attached) reflects fiscal year-end adjustments from the adopted mid-year version, based on actual revenue and expenses realized during the period.

**DISCUSSION**

The proposed Final Amended FY 2022/23 Operating Budget reflects an overall increase to revenue and salary and benefit accounts and a decrease to general expenses. Outlined below are the recommended adjustments by line item with comments. The attached Final Amended FY 2022/23 Operating Budget sheet presents the adopted mid-year budget amounts for comparison and shows the net changes proposed.

The proposed Final Amended FY 2022/23 Operating Budget includes limited-time revenue from emergency CRRSAA Act funding in the amount of \$738,717 allocated under the Federal Transit Administration (FTA) Section 5311 program and FTA Section 5307. The Joint Exercise of

Powers Agreement (JPA) of the El Dorado County Transit Authority (El Dorado Transit) Section 11.3 states the following: “*The EDCTA shall actively seek to maximize utilization of Federal, State, and other available revenues which shall be applied towards such operating and capital expenditures...*”

Maximum use of Federal CRRSAA Act funds in FY 2022/23 has allowed for a deferral of Local Transportation Funds (LTF) for use in the FY 2023/24 Operating and Capital Budgets. The final amount will be determined after today’s requested action.

El Dorado Transit management and staff worked well within the overall mid-year budget expense projections.

Due primarily to the infusion of the emergency CRRSAA Act funding and prior year LTF carry-over, an increase of \$900,055 in Contingency Funds now totaling \$1,715,544 has been realized. Staff is recommending the use of LTF for matching funds in the Capital Budget to preserve State Transit Assistance (STA) funds in FY 2022/23. Any remaining funds will represent the projected amount of conventional State funding offset for use in the FY 2023/24 operating budget.

#### *REVENUE ACCOUNTS*

El Dorado Transit saw an overall increase of approximately \$1,410,107 in revenue accounts.

- 1 Local Transportation Fund (LTF) FY 2021/22 included.
- 2 State of Good Repair (SGR) redirected to capital.
- 3 Interest Income increased to accurately reflect receipts.
- 4 Cash Fares increased to accurately reflect receipts.
- 5 Contract Services increased to accurately reflect receipts.
- 6 Commuter Route Fare Media increased to accurately reflect receipts.
- 7 Local Route Fare Media increased to accurately reflect receipts.
- 8 Paper Scrip increased to accurately reflect receipts.
- 9 Capital City Corridor (CCJPA) income for SLT route.
- 10 Fair Shuttle AB2766 Grant funding award for FY 2022/23

#### *SALARY & BENEFITS EXPENSE ACCOUNTS*

Overall, the total Salary and Benefits expenditures were managed well allowing for additional payments to CalPERS: an increase of \$1,112,952.

- 11 Regular Employee salary expenses decreased to reflect actuals. Short staffing continues to be an issue for several departments.
- 12 Temporary Employee costs decreased to reflect actual usage of the extra help employees.
- 13 Overtime decreased to accurately reflect costs.
- 14 CRDI and Shift Pay decreased to reflect actual costs.
- 15 Employee Retirement increased to reflect actual costs and an additional contribution towards the Unfunded Actuarial Liability (UAL) of \$1,649,704 as approved by this Board.

- 16 Social Security (FICA) Payroll Tax increased to accurately reflect actual costs. These costs are driven by the actual hours worked by extra help employees.
- 17 Medicare Payroll Tax reduced to accurately reflect actual costs.
- 18 Health Insurance decreased to reflect actual premium expenses.
- 19 Unemployment Insurance decreased to reflect actual reimbursement costs.
- 20 Long Term Disability/Life insurance increased to reflect actual premium costs.
- 21 Workers' Compensation reduced to premium.

*SERVICE & SUPPLY EXPENSE ACCOUNTS*

Total Services and Supplies accounts (including the Contingency line item) increased by \$297,155.

- 22 Uniforms – Other decreased closer to actual expenses.
- 23 Communications – Phone decreased closer to actual expenses.
- 24 Communications – Radio decreased closer to actual expenses.
- 25 Household Expenses - increased closer to actual expenses.
- 26 Insurance Premiums/Public Liability decreased to reflect the two (2) month pre-paid allocation of FY 2023/24 premiums in FY 2022/23.
- 27 Insurance Premiums/Physical Damage decreased to reflect the two (2) month pre-paid allocation of FY 2023/24 premiums in FY 2022/23.
- 28 Commercial Insurance decreased closer to actual premiums.
- 29 Insurance Premiums/Employer Practices Liability Insurance (EPLI) decreased to reflect the two (2) month pre-paid allocation of FY 2023/24 premiums in FY 2022/23.
- 30 Service Contracts/Equipment decreased closer to actual expenses.
- 31 Maintenance/Buildings increased closer to actual expenses.
- 32 Maintenance/Equipment increased closer to actual expenses.
- 33 Maintenance/Grounds increased closer to actual expenses.
- 34 Maintenance/Bus Stops decreased closer to actual expenses.
- 35 Maintenance/Other decreased closer to actual expenses.
- 36 Vehicle Maintenance (In-House) decreased closer to actual expenses.
- 37 Vehicle Maintenance/Tires & Tubes decreased closer to actual expenses.
- 38 Vehicle Maintenance/ Lubricants increased closer to actual expenses.
- 39 Small Shop Tools increased closer to actual.
- 40 Sales Tax/Fuel decreased closer to actual expenses.
- 41 Safety Equipment/Training decreased closer to actual expenses.
- 42 Memberships decreased closer to actual expenses.
- 43 Operating Expense-Other decreased closer to actual expenses.
- 44 Professional Services decreased closer to actual expenses.
- 45 Employee Medical Exams decreased closer to actual expenses.
- 46 Background Checks decreased closer to actual expenses.
- 47 Publications/Legal Notices decreased closer to actual expenses.
- 48 Printing decreased closer to actual expenses.
- 49 Rents/Leases – Equipment decreased to reflect closer to actual.
- 50 Equipment Purchase – Data Processing decreased closer to actual expenses.



- 51 Equipment Purchase – Office increased closer to actual expenses.
- 52 Staff Development/Travel decreased closer to actual.
- 53 Fuel Purchase decreased closer to actual expenses.
- 54 Credit Card Charge Fees decreased closer to actual expenses.
- 55 Connect Card administration Fees decreased closer to actual expenses.
- 56 Utilities decreased closer to actual expenses.
- 57 Utilities Park & Ride decreased closer to actual expenses.
- 58 AB2766 Fair Shuttle reflects expenses of grant.
- 59 My-Ride Mileage Expenses increased closer to actual expenses.
- 60 Contingency increased to reflect the estimated offset of Federal and LTF funding for the FY 2022/23 Operating Budget. If approved with this staff report, Capital expenses for the current year will be subtracted from this amount, as applicable to preserve Capital funding.

### **FISCAL IMPACT**

Staff is presenting a balanced Final Amended Operating Budget for FY 2022/23 totaling \$10,541,644 which is approximately 15% over the mid-year projections. This includes the anticipated deferral of LTF Contingency of approximately \$1,715,544. El Dorado Transit's final FY 2022/23 financials will be adjusted in the independent audit process and presented during the December 2023 regularly scheduled Board meeting.

**EL DORADO COUNTY TRANSIT AUTHORITY  
PROPOSED FINAL AMENDED OPERATING BUDGET 2022/2023**

OPERATING BUDGET		FY 2022/2023 Mid Year Adopted 02/01/2023	FY 2022/2023 Final Amended Proposed 09/07/2023		
REVENUE ACCOUNTS					
4000.00	Transportation Development Act (TDA/LTF)	\$6,030,361	\$6,030,361	\$0	
<b>4000.00</b>	<b>Transportation Development Act (TDA/LTF) Deferred FY 2021/22</b>	<b>\$0</b>	<b>\$1,649,704</b>	\$1,649,704	<b>1</b>
4270.01	State of Good Repair (SGR) Program	\$285,297	\$0	-\$285,297	<b>2</b>
4970.00	Interest Income	\$76,000	\$89,000	\$13,000	<b>3</b>
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$741,022	\$741,022	\$0	
4100.04	Federal Transit Administration (FTA) CRRSAA Act Section 5311 Grant	\$738,717	\$738,717	\$0	
4100.05	Federal Transit Administration (FTA) Section 5311(f) Grant	\$68,750	\$68,750	\$0	
4300.00	Cash Fares	\$87,000	\$95,000	\$8,000	<b>4</b>
4310.00	Contract Services	\$140,000	\$149,000	\$9,000	<b>5</b>
4330.00	Commuter Route Fare Media	\$308,000	\$346,000	\$38,000	<b>6</b>
4350.00	Local Route Fare Media	\$31,000	\$54,000	\$23,000	<b>7</b>
4360.00	Paper Scrip	\$7,000	\$7,700	\$700	<b>8</b>
4370.00	CCJPA	\$185,000	\$145,000	-\$40,000	<b>9</b>
4400.00	Advertising Revenue	\$0	\$0	\$0	
4990.00	Misc. Revenue	\$0	\$0	\$0	
4107.03	Fair Shuttle AB2766 Grant	\$32,000	\$26,000	-\$6,000	<b>10</b>
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant	\$75,000	\$75,000	\$0	
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$31,181	\$31,181	\$0	
4112.00	Federal Transit Administration (FTA) CRRSAA Act Section 5307 Grant	\$183,509	\$183,509	\$0	
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$111,382	\$111,382	\$0	
<b>TOTAL REVENUES</b>		<b>\$9,131,219</b>	<b>\$10,541,326</b>	\$1,410,107	
SALARY & BENEFIT ACCOUNTS					
5010.00	Regular Employees	\$2,940,530	\$2,868,782	-\$71,748	<b>11</b>
5010.02	Temporary Employees	\$110,000	\$102,500	-\$7,500	<b>12</b>
5010.07	Overtime	\$90,000	\$69,000	-\$21,000	<b>13</b>
5010.08	On Call Pay	\$7,000	\$7,000	\$0	
5010.09	CRDI and Shift Pay	\$20,000	\$19,000	-\$1,000	<b>14</b>
5020.01	Employee Retirement	\$940,000	\$2,219,000	\$1,279,000	<b>15</b>
5070.01	(OASDI - Payroll Tax) FICA	\$5,200	\$6,600	\$1,400	<b>16</b>
5070.02	MEDICARE - Payroll Tax	\$50,000	\$43,500	-\$6,500	<b>17</b>
5020.02	Health Insurance	\$1,094,000	\$1,064,000	-\$30,000	<b>18</b>
5020.03	Unemployment Insurance	\$8,000	\$3,200	-\$4,800	<b>19</b>
5020.04	LT Disability/Life Ins	\$32,000	\$33,600	\$1,600	<b>20</b>
5020.05	Worker's Comp	\$275,000	\$248,500	-\$26,500	<b>21</b>
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>\$5,571,730</b>	<b>\$6,684,682</b>	\$1,112,952	
SERVICE & SUPPLY ACCOUNTS					
5090.02	Clothing & Supplies	\$9,000	\$9,000	\$0	
5090.05	Uniforms - Other	\$10,000	\$7,500	-\$2,500	<b>22</b>
5050.01	Communications - Phone	\$35,000	\$33,000	-\$2,000	<b>23</b>
5090.20	Communications - Radio	\$1,000	\$0	-\$1,000	<b>24</b>
5090.01	Household Expenses	\$16,500	\$18,000	\$1,500	<b>25</b>
5060.01	Insurance Premiums/Public Liability	\$387,000	\$380,000	-\$7,000	<b>26</b>
5060.02	Insurance Premiums/Physical Damage	\$27,000	\$26,100	-\$900	<b>27</b>
5060.03	Insurance Premiums/Commercial	\$14,000	\$8,550	-\$5,450	<b>28</b>
5060.04	Insurance Premium EPLI Package	\$25,000	\$23,500	-\$1,500	<b>29</b>
5090.06	Service Contracts/Equipment	\$190,000	\$163,500	-\$26,500	<b>30</b>
5160.07	Park and Ride Maintenance	\$14,000	\$14,000	\$0	
5160.01	Maintenance/Buildings	\$17,500	\$30,000	\$12,500	<b>31</b>
5160.03	Maintenance/Equipment	\$4,000	\$7,300	\$3,300	<b>32</b>
5160.05	Maintenance/Grounds	\$6,500	\$6,700	\$200	<b>33</b>
5160.09	Maintenance/Bus Stop	\$3,000	\$1,600	-\$1,400	<b>34</b>
5160.00	Maintenance/Other	\$2,000	\$700	-\$1,300	<b>35</b>
5040.00	Vehicle Maintenance (In-House)	\$376,000	\$320,000	-\$56,000	<b>36</b>
5040.02	Vehicle Maintenance/Tires & Tubes	\$99,000	\$76,000	-\$23,000	<b>37</b>
5040.03	Vehicle Maintenance/Lubricants	\$29,700	\$31,000	\$1,300	<b>38</b>
5040.04	Vehicle Maintenance/Small Tools - Shop	\$5,000	\$5,800	\$800	<b>39</b>
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$45,000	\$22,000	-\$23,000	<b>40</b>
5090.50	Safety Equipment/Training	\$5,000	\$3,100	-\$1,900	<b>41</b>
5090.40	Memberships	\$6,000	\$5,200	-\$800	<b>42</b>
5090.70	Office Expense	\$15,000	\$15,000	\$0	
5090.80	Postage	\$4,000	\$4,000	\$0	
5090.00	Operating Expense - Other	\$2,000	\$400	-\$1,600	<b>43</b>
5030.00	Professional Services	\$392,000	\$175,000	-\$217,000	<b>44</b>
5030.10	Employee Medical Exams	\$11,500	\$10,000	-\$1,500	<b>45</b>
5030.30	Background Checks	\$3,000	\$2,500	-\$500	<b>46</b>
5090.08	Pubs/Legal Notices	\$5,500	\$3,500	-\$2,000	<b>47</b>
5090.75	Printing	\$10,000	\$9,000	-\$1,000	<b>48</b>
5120.00	Rents/Leases	\$12,000	\$11,700	-\$300	<b>49</b>
5140.01	Equipment Purchase - Data Processing	\$1,000	\$0	-\$1,000	<b>50</b>
5140.05	Equipment Purchase - Office	\$1,800	\$1,600	-\$200	<b>51</b>
5150.00	Special Department Expense	\$1,500	\$1,500	\$0	
5150.01	Marketing	\$10,000	\$10,000	\$0	
5090.30	Staff Development/Travel	\$30,000	\$24,000	-\$6,000	<b>52</b>
5040.01	Fuel Purchase	\$750,000	\$525,000	-\$225,000	<b>53</b>
5090.72	Bank Charges	\$1,500	\$1,500	\$0	
5090.73	Credit Card Charge Fees	\$4,000	\$2,600	-\$1,400	<b>54</b>
5090.74	Connect Card Administration Expenses	\$17,000	\$16,000	-\$1,000	<b>55</b>
5050.02	Utilities	\$56,000	\$50,000	-\$6,000	<b>56</b>
5050.03	Utilities/ Park & Rides	\$22,000	\$18,000	-\$4,000	<b>57</b>
4108.03	Fair Shuttle AB2766 Grant	\$42,000	\$27,250	-\$14,750	<b>58</b>
5008.01	MY RIDE - Mileage Expenses	\$25,000	\$40,000	\$15,000	<b>59</b>
6270.00	Contingency	\$815,489	\$1,715,544	\$900,055	<b>60</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$3,559,489</b>	<b>\$3,856,644</b>	\$297,155	
<b>TOTAL OPERATING EXPENSES</b>		<b>\$9,131,219</b>	<b>\$10,541,326</b>	\$1,410,107	

AGENDA ITEM 2 B  
Action Item

**MEMORANDUM**

**DATE:** September 7, 2023  
**TO:** El Dorado County Transit Authority  
**FROM:** Julie Petersen, Finance Manager  
**SUBJECT:** Appointment of Chair and Vice-Chair as Members of an Ad Hoc Financial Audit Review Committee

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

1. Form an ad hoc Audit Review Committee to receive and review fiscal year (FY) 2022/23 independent fiscal and compliance audit reports
2. Appoint Chair and Vice-Chair as members to the Audit Review Committee

**BACKGROUND**

The Mills-Alquist-Deddeh Act (SB 325) was enacted by the California Legislature to improve public transportation services and encourage regional transportation coordination. Known as the Transportation Development Act (TDA) of 1971, this law provides funding to be allocated primarily for transit related purposes.

The TDA provides two (2) funding sources:

1. Local Transportation Fund (LTF), which is derived from a ¼ cent of the general sales tax collected statewide.
2. State Transit Assistance (STA), which is derived from the statewide sales tax on diesel fuel.

The California Department of Tax and Fee Administration, based on sales tax collected in each county, returns the general sales tax revenues in each county's LTF. The STA funds are appropriated by the Legislature to the State Controller's Office (SCO). The SCO then allocates the tax revenues, by formula, to planning and other selected agencies.

To ensure program compliance, TDA Section 6664 requires an independent fiscal and compliance audit of each TDA claimant be completed within 180 days following the end of the fiscal year. The El Dorado County Transportation Commission (EDCTC) is responsible for

ensuring that each TDA claimant under its jurisdiction receiving an allocation submits to EDCTC and the State Controller an annual certified fiscal audit report.

## **DISCUSSION**

Richardson and Company auditors will perform the fiscal year 2022/23 on-site audit field work at the El Dorado County Transit Authority (El Dorado Transit) during the week of October 9, 2023. Final audit reports will be completed in late October 2023 or early November 2023.

Annually, the El Dorado Transit Board of Directors (Board) appoints a two (2) person sub-committee to receive a detailed presentation of the audit results prior to submission to the full Board. Staff is recommending the establishment of an ad hoc Audit Review Committee with the Chair and Vice-Chair as permanent members.

The Audit Review Committee would convene at least once to receive an oral and written presentation of audit reports by Richardson & Company staff. The audit reports would then be included in the regular December Board meeting agenda packet as a Consent Item for consideration by the full Board.

Audit Review Committee responsibilities include:

1. Review of fiscal and compliance audits
2. One (1) meeting to receive a presentation of agency fiscal and compliance reports from the independent auditors (this meeting may be held remotely)

## **FISCAL IMPACT**

None

AGENDA ITEM 2 C  
Action Item

**MEMORANDUM**

**DATE:** September 7, 2023

**TO:** El Dorado County Transit Authority

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

**SUBJECT:** **Contract Award in Response to Request for Proposals (RFP) #23-01 Transit On-Demand Scheduling Software**

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

1. **Award Contract in response to RFP #23-01 for Transit On-Demand Scheduling Software**
2. **Authorize Interim Executive Director to execute all documents required for project completion within the adopted budget for Capitol Improvement Project #22-05**

**BACKGROUND**

In 2012 El Dorado County Transit Authority (El Dorado Transit) acquired new Demand Response scheduling and dispatching software. There were many advantages to the purchase of the new software such as adding a scheduling engine designed to schedule trips efficiently, real-time data collection, and to improve the customer experience with Dial-A-Ride reservation process.

At the time of purchase, there was a very limited number of software development companies in the transit industry with this type of product. The acquired software came from a relatively new company who offered an affordable solution which met El Dorado Transit's needs. Since that acquisition, the original company sold the product to a competitor who in turn sold it to another competitor. As a result, product support has waned, and the future of the software is uncertain.

In recent years, considerable technological progress has been made in the demand response software industry, and there are numerous new vendors who have entered the marketplace offering new dynamic solutions. El Dorado Transit staff applied for and was awarded a competitive Fiscal Year (FY) 2020/21 FTA Section 5310 urban and rural grants to support the capital costs for full replacement of the current Demand Response scheduling and dispatching software. The FTA 5310 Grant Program provides financial assistance for transportation services that are planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available.

## **DISCUSSION**

El Dorado Transit issued Request for Proposals (RFP) 23-01 on May 25, 2023 and received twelve (12) proposals from responsive bidders. The evaluation criteria included:

- Mandatory elements of the RFP including the transmittal letter, organizational chart, company profile, relevant qualifications and experience, and references.
- Technical quality including expertise, experience, scalability, support, safety, security, reliability, mobile applications, and work plan approach.
- Cost of proposal and additional value added.

Based upon review of the written proposals and interviews that were held via Zoom with all bidders, staff recommends TripSpark Technologies for this contract as the company with the highest ratings based on the evaluation criteria.

As a subrecipient of FTA 5310 funding for this project, El Dorado Transit has coordinated with the California Department of Transportation (Caltrans) Division of Rail and Mass Transportation (DRMT) who is responsible for providing project oversight to maintain compliance with federal statutes and regulations. The DRMT Procurement Oversight Branch approved the El Dorado Transit Small Purchase Request documentation and award to TripSpark for the purchase of dispatching and scheduling software. The approval letter is attached to this staff report.

A copy of the RFP and the proposals received are available for review at the El Dorado Transit office.

## **FISCAL IMPACT**

The fiscal impact is consistent with the cost outlined in CIP 22-05.

<i>COST SUMMARY (ESTIMATE)</i>	<u>Adopted Budget</u>
Dispatching Software	\$206,567
Contingency	<u>\$ 23,433</u>
<i>Total Project Cost</i>	<i>\$230,000</i>

## *FUNDING SOURCES*

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

**DEPARTMENT OF TRANSPORTATION**

DIVISION OF RAIL AND MASS TRANSPORTATION MS 39  
1120 N STREET  
P. O. BOX 942874  
SACRAMENTO, CA 94274-0001  
PHONE (916) 654-8811  
FAX (916) 654-9366  
TTY 711  
www.dot.ca.gov



*Making Conservation  
a California Way of Life.*

August 30, 2023

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

Dear Mr. James:

As a recipient of Federal Transit Administration (FTA) Section 5310 funds, the California Department of Transportation (Caltrans) Division of Rail and Mass Transportation (DRMT) is responsible for providing project oversight to maintain compliance with federal statutes and regulations. Therefore, as a subrecipient of this funding, your agency must demonstrate to DRMT that all procurement and third-party contracting activities engaged by your agency comply with:

- 2 CFR Part 200 – Uniform administrative requirements, cost principles, and audit requirements for federal awards; and
- FTA Circular 4220.1F – Third Party Contracting Guidance.

DRMT FTA Programs Procurement Oversight Branch **approves** the El Dorado Transit Authority Small Purchase Request documentation and award to TripSpark for the purchase of dispatching and scheduling software in the amount of \$206,567.00. The purchase order may be fully executed under Standard Agreement D64AC21-01958. Reference number 741.

When a vendor accepts a PO, a contract is established. Vendor acceptance of the PO may be in the form of:

- Vendor proceeds to provide substantial performance as specified in the order,
- Vendor delivers the supplies or completes the service as ordered; or
- Vendor signs and returns the PO to the subrecipient.

A PO must clearly specify the goods or services purchased and the terms and conditions of that purchase.

Brian James  
August 30, 2023  
Page 2

**For this small purchase to be federally compliant and eligible for reimbursement,** TripSpark must agree to the Third-Party Contract Clauses: Federal Transit Administration and California Department of Transportation Required Provisions. Since this small purchase will result in the issuance of a purchase order, the Required Provisions must be part of the purchase order El Dorado Transit Authority sends to TripSpark. By accepting the purchase order, TripSpark agrees to comply with the terms and conditions in the Required Provisions, and El Dorado Transit Authority agrees to monitor for compliance. The Required Provisions apply to all tiers.

**As verification the Required Provisions were included in the PO to the vendor, a copy of the PO must be included in the request for reimbursement (RFR) package submitted to the grant program liaison.**

If you have any questions regarding this procurement review letter, please contact Kate Molthen at [katherine.r.molthen@dot.ca.gov](mailto:katherine.r.molthen@dot.ca.gov). This approval is contingent upon meeting FTA 5310 program requirements. For questions about FTA 5310 grant procedures, please contact your FTA 5310 program liaison.

Sincerely,



FRANK NEVITT, Chief  
FTA Programs Procurement Oversight Branch  
Caltrans Division of Rail and Mass Transportation

Encl: Form 2b,  
Third Party Contract Clauses, Federal Transit Administration and California  
Department of Transportation Required Provisions

C: Jackie Fleck, Department of Transportation, DRMT 5310  
Kate Molthen, Department of Transportation, DRMT FPPOB



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

**PURCHASE ORDER NO.** 29197  
 THIS NUMBER MUST APPEAR ON ALL INVOICES,  
 PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE:** 9/7/2023  
**ACCOUNT** 9910.04 **CLASS:** 125

**TO:**  
 TripSpark Technologies  
 5265 Rockwell Drive NE  
 Cedar Rapids, IA 52402

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

Contact: Dan Pasowisty  
 Vendor Phone No: (403) 775-9052 ext. 106509 Fax No:

<b>PROMISED DELIVERY DATE</b>		<b>TERMS: NET 30</b>		
		<b>F.O.B. DESTINATION</b>		
<b>QTY</b>	<b>UNIT</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>EXTENDED TOTAL</b>
		System Components		
		Novus DR		\$42,176.00
		Hosting		\$5,775.00
		Rides on Demand		\$25,763.00
		DriverMate		\$30,176.00
		Software Maintenance		
		Novus DR		\$25,517.00
		Hosting		\$16,846.00
		Rides on Demand		\$15,763.00
		Yearly Hosting Fee's		
		Three year commitment		\$44,551.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			<b>SUBTOTAL</b>	\$206,567.00
			<b>SHIPPING</b>	
			<b>SALES TAX</b>	
			<b>TOTAL</b>	\$206,567.00
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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