



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

AGENDA

Thursday, December 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

Executive Director: Brian James

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

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

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

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

CEREMONIAL ITEMS

PAGE

- A. Adopt Proclamation in recognition of retiring Operations Manager Scott Ousley for thirty (30) years of public service 5

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.

<u>1.</u>	<u>CONSENT CALENDAR</u>	<u>PAGE</u>
	A. Approve Conformed Minutes of Regular Meeting November 2, 2023	7
	B. Receive and File October 2023 Check Register	11
	C. Receive and File October 2023 Ridership Report	14
	D. Approve the El Dorado County Transit Authority Board of Directors Meeting Schedule for 2024	17
	E. Receive and File Independent Financial Audit, Single Audit and Compliance Reports for Fiscal Year 2022/23 for the El Dorado County Transit Authority	19
	F. Adopt Resolution No. 23-27 revising the <u>El Dorado County Transit Authority Personnel Policies and Procedures Manual</u> regarding policy revisions and updates	21
	G. 1. Adopt Capital Improvement Plan (CIP) #24-05: Supervisor and Administrative Staff Vehicle Replacement	23
	2. Approve Purchase Order No. 29202 issued to Freeway Toyota for the acquisition of one (1) Replacement Staff Vehicle	

3. Approve Purchase Order No. 29203 issued to Elk Grove Auto for the acquisition of one (1) Replacement Supervisor Vehicle

4. Authorize the exemption from competitive bidding as State Contracts will be utilized

5. Authorize Executive Director to execute all documents related to these purchases within the Capital Improvement Plan Project #24-05

H. 1. Approve Purchase Order #29204 for Consulting work for Security Camera Upgrade 28

2. Authorize the Executive Director to execute all contracts and documents related to Security Camera Consulting Services for System Design

2. **ACTION ITEMS**

None

3. **INFORMATION ITEMS**

A. Draft El Dorado Transit Short Range Transit Plan Update 31

B. Receive Final Closing Budget for Capital Improvement Plan Project #21-02 Vehicle Replacement – Maintenance Truck 32

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

RECESS TO CLOSED SESSION

Closed Personnel Session Pursuant to Government Code Section 54954.5 PUBLIC EMPLOYEE PERFORMANCE EVALUATION Title: Executive Director

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED
EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING
Thursday, February 1, 2024 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

AGENDA ITEM
Ceremonial Item

MEMORANDUM

DATE: December 7, 2023
TO: El Dorado County Transit Authority
FROM: Brian James, Executive Director
SUBJECT: Recognizing Retiring Operations Manager Scott Ousley for thirty (30) years of public service

REQUESTED ACTION:

BY MOTION,

Adopt Proclamation in recognition and appreciation of Scott Ousley's 30 years of public service

BACKGROUND

Mr. Scott Ousley began his career at the El Dorado County Transit Authority (El Dorado Transit) as a part-time Transit Operator in March 1994. Mr. Ousley was promoted to Transit Operations Supervisor in May 1998, and then promoted to Operations Manager in June 2003.

Mr. Ousley has been instrumental in ensuring the smooth function of our public transit services, guaranteeing the safety and satisfaction of our passengers, and fostering a culture of teamwork and professionalism.

We, as members of El Dorado Transit, wish to extend our utmost appreciation for the work that Mr. Ousley has provided and his honorable service to the public and his staff during his career of 30 years.

Staff recommends the presentation of the Proclamation acknowledging El Dorado Transit's appreciation of Mr. Ousley's thirty (30) years of outstanding dedicated public service.



Proclamation

OF THE EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS

Recognizing Scott Ousley, Operations Manager, for 30 years of outstanding public service

WHEREAS, Scott Ousley began his career as a Transit Operator, part-time with the El Dorado County Transit Authority in March 1994, and then Transit Operator, full-time in December 1994.

WHEREAS, Mr. Ousley was promoted to Transit Operations Supervisor in May 1998 and then promoted to Operations Manager in June 2003; and

WHEREAS, Mr. Ousley dedicated himself to decades of exemplary service and excellence within the El Dorado County Transit Authority ensuring the highest level of service to the public; and

WHEREAS, Mr. Ousley, has demonstrated unwavering commitment, tireless work ethic and exceptional leadership contributing to the growth and reputation of El Dorado Transit; and

WHEREAS, Mr. Ousley has been a driving force behind the success and efficiency of the Operations Department effectively managing his staff with confidence and integrity; and

WHEREAS, Mr. Ousley has been instrumental in ensuring the smooth function of our public transit services, guaranteeing the safety and satisfaction of our passengers, and fostering a culture of teamwork and professionalism; and

WHEREAS, Mr. Ousley's keen decision-making, and ability to navigate through challenges have set a standard of excellence for his department and the agency; and

WHEREAS, Mr. Ousley honorably served the public during his career of 30 years with El Dorado County Transit Authority; and

WHEREAS, Mr. Ousley has elected to retire from his position with El Dorado County Transit Authority effective January 5, 2024; and

WHEREAS, we, as members of the El Dorado County Transit Authority wish to extend our utmost appreciation for the decades of loyal and commendable service that Mr. Ousley has provided.

NOW THEREFORE BE IT PROCLAIMED that the El Dorado County Transit Authority Board recognizes and acknowledges and declares its sincere gratitude for the outstanding achievements and impact Mr. Ousley has made while employed by the El Dorado County Transit Authority and extends its best wishes to him in all future endeavors.

PASSED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of the Board held on the 7th day of December 2023.

Attest:

Megan Wilcher
Secretary to the Board

El Dorado County Transit Authority
Chairperson



EL DORADO TRANSIT

**EL DORADO COUNTY TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
CONFORMED MINUTES
Thursday, November 2, 2023; 1:00 PM
Regular Meeting**

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

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CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Neau called the meeting to order at 1:00 PM and the Pledge of Allegiance was recited.

ROLL CALL

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

Directors Absent: John Hidahl

A quorum was present.

ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR

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

Adoption of the Agenda and Approval of Consent Calendar

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

OPEN FORUM

None

1. CONSENT CALENDAR

- A. Approve Conformed Minutes of Regular Meeting October 5, 2023
- B. Receive and File September 2023 Check Register
- C. Receive and File September 2023 Ridership Report
- D. Receive and file Quarterly Investment Report for period ending 09/30/23
- E. Approve Vehicle Replacement Plan for Fiscal Years 2023/24 through 2028/29
- F. Adopt Resolution No. 23-26 approving the **El Dorado County Transit Authority Agency Safety Plan** revisions and edits

- G. Adopt Resolution No. 23-24 approving the Salary Schedule for Fiscal Year 2023/24 based on current State of California minimum wage law requirement
- H. Adopt Resolution No. 23-25 authorizing the Executive Director to submit an application to the El Dorado County Air Quality Management District AB2766 Motor Vehicle Emission Reduction Grant Program

2. ACTION ITEMS

- A. 1. Adopt Capital Improvement Plan Project, 23-04 for a Collision Avoidance System
 - 2. Approve Purchase Order #29200 for the purchase of Mobileye by Rosco Collision Avoidance
 - 3. Authorize the Executive Director to execute all contracts and documents related to purchase and implementation of Rosco Collision Avoidance not to exceed the Capital Improvement Plan Budget

Action: Item approved unanimously as requested by staff

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

- B. Final ratification of the Executive Director Employment Contract

Action: The Board unanimously approved the final ratification of the Executive Director Employment Contract

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

3. INFORMATION ITEMS

- A. Draft El Dorado Transit Park-and-Ride Master Plan

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

Chair Neau adjourned the meeting at 1:37 PM. The next regularly scheduled meeting is Thursday, December 7, 2023.

Respectfully Submitted,

**Megan Wilcher
Secretary to the Board**

* Verbal Report

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

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

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

BACKGROUND

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

DISCUSSION

One (1) item merits further detail:

Check #38371 – Dantec Associates.....\$22,042.87
This check pays the obligation for progress on the Short-Range Transit Plan (SRTP) update for local routes using Local Transportation Funds (LTF).

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
October 2023

Date	Num	Name	Memo	Amount
10/02/2023	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE SEPT 29, 2023	3,603.52
10/02/2023	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Health Premium - October 2023	44,497.31
10/02/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #20 CLASSIC	8,432.23
10/02/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #20 PEPRA	12,139.89
10/04/2023	38365	JOHNNA EPPS	My Ride - August 2023	903.64
10/04/2023	38366	49ER LIVE SCAN	Live Scan Fingerprinting	21.00
10/04/2023	38367	AMERICAN HERITAGE LIFE INSURANCE CO	Employee Paid Premiums - Oct. 2023	29.10
10/04/2023	38368	ARNOLDS FOR AWARDS INC	EOM September 2023	17.00
10/04/2023	38369	AT&T	Central Billing	524.94
10/04/2023	38370	CALIFORNIA STATE PARKS	Reimbursement for Property Damage	890.18
10/04/2023	38371	DANTEC ASSOCIATES	Short-Range Transit Plan Update	22,042.87
10/04/2023	38372	EL DORADO DISPOSAL SERVICE	Disposal Service 09/23	418.27
10/04/2023	38373	EMP. MISC. REIMBURSEMENT	DMV Permit Reimbursement	89.00
10/04/2023	38374	EMP. MISC. REIMBURSEMENT	Mileage Reimbursement	35.50
10/04/2023	38375	EMP. MISC. REIMBURSEMENT	Connect Card Cash Purse Reimbursement	151.50
10/04/2023	38376	GLOBAL DATA VAULT LLC	Monthly Recovery Back Up Service September 2023	330.00
10/04/2023	38377	OPERATING ENGINEERS PUBLIC & MISC	Oct. 2023 Medical Premiums	41,039.00
10/04/2023	38378	PACIFIC GAS & ELECTRIC	Electric Service 09/23	899.57
10/04/2023	38379	PEST CONTROL CENTER INC	Regular Service, Commercial Property	65.00
10/04/2023	38380	QUILL LLC	Misc. Office Supplies	545.22
10/04/2023	38381	ROBERTS & COMPANY INC	CPA Services September 2023	3,555.00
10/04/2023	38382	RTS IT INC	ITCare Gold Service Plan	5,070.00
10/04/2023	38383	STRATUS BUILDING SOLUTIONS	Janitorial Services October 2023	795.00
10/04/2023	38384	SUN LIFE FINANCIAL	Supplemental Life Benefit October 2023	351.88
10/04/2023	38385	SUN LIFE FINANCIAL	October 2023 Group Life & LTD Benefits	2,217.64
10/04/2023	38386	UNIVERSAL SECURITY & FIRE INC	Burglar Alarm Monitoring from 10/01/23-12/31/23	135.00
10/04/2023	38387	VERIZON WIRELESS	VOID:	0.00
10/04/2023	38388	VISUAL EDGE IT, INC.	Base Rate: 09/22/23-10/21/23, Overages:08/22/23-09/21/23	328.93
10/04/2023	38389	XEROX FINANCIAL SERVICES	Lease Payment 09/06/23-10/05/23	509.44
10/05/2023	38390	ADVANCED GASES AND EQUIPMENT INC	MIG Noz Adapter, MIG Noz 1/2 ID Flush	49.13
10/05/2023	38391	AUTOZONE INC	Parts and Supplies	370.97
10/05/2023	38392	BUS & EQUIPMENT REPAIR OF CA	Parts and Supplies	214.71
10/05/2023	38393	C & H MOTOR PARTS	Parts and Supplies	235.79
10/05/2023	38394	CRASH CHAMPIONS, LLC	Incident Repairs #2003	3,548.33
10/05/2023	38395	D&K AUTO GLASS	Glass Repairs	180.00
10/05/2023	38396	DAWSON OIL	Fuel Purchases September 2023	64,024.14
10/05/2023	38397	EL DOB ENTERPRISES LLC	(10) 12R22.5/H 150L Tires - Gillig Tires	6,070.72
10/05/2023	38398	FASTENAL	Parts and Supplies	383.44
10/05/2023	38399	FLEMING DISTRIBUTING CO.	(24) DFC w/Lubricity HP, (12) HD Fuel Sys. Restor	1,478.12
10/05/2023	38400	FOLSOM LAKE DODGE	Parts and Supplies	1,188.47
10/05/2023	38401	FOLSOM LAKE FORD	Automatic Trans. ASM - # 1602	3,599.00
10/05/2023	38402	GILLIG LLC	Radiator ASM - # 1706	4,880.41
10/05/2023	38403	GWP HOLDINGS LLC	Parts and Supplies	6,167.50
10/05/2023	38404	KIMBALL MIDWEST	Various Electronic Connectors	123.23
10/05/2023	38405	MAG LANDSCAPING INC	Landscaping Maintenance - September 2023	1,290.00
10/05/2023	38406	MISSION UNIFORM SERVICE	Uniforms, Towels, & Mats Service	619.63
10/05/2023	38407	MOTIVE ENERGY LLC	(7) 1300 CCA 300 RC Batteries	1,489.68
10/05/2023	38408	O'REILLY AUTO PARTS	Parts and Supplies	228.20
10/05/2023	38409	PACIFIC MATERIAL HANDLING SOLUTIONS	PM Service on Genie Model GS1930, Serial GS3015A-141038	269.04
10/05/2023	38410	RON DUPRATT FORD	Parts and Supplies	97.92
10/05/2023	38411	SAFETY-KLEEN SYSTEMS INC	Disposal of Oily Solids	50.00
10/05/2023	38412	THE AFTERMARKET PARTS CO LLC	Parts and Supplies	5,029.00
10/05/2023	38413	TRANSPORTATION SERVICES INC	Incident Repairs to #1605	3,601.35
10/05/2023	38414	TRUE VALUE HARDWARE	Parts and Supplies	67.23
10/13/2023	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE OCT. 13, 2023	3,584.11
10/13/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #21 CLASSIC	8,445.23
10/13/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #21 PEPRA	11,364.29
10/18/2023	38415	CYNTHIA ALLEN	My Ride - September 2023	44.87
10/18/2023	38416	MICHELLE BRACKETT	My Ride - September 2023	208.29
10/18/2023	38417	GINGER BURBANO	My Ride - September 2023	255.45
10/18/2023	38418	ROBERTA BURNS	My Ride - September 2023	229.25
10/18/2023	38419	TISA CALDWELL	My Ride - September 2023	229.12
10/18/2023	38420	VICTORIA CARPENTER	My Ride - September 2023	70.87
10/18/2023	38421	RODNEY E CHRONISTER	My Ride - September 2023	229.25
10/18/2023	38422	VAUGHAN COOK	My Ride - September 2023	229.25
10/18/2023	38423	VERONICA COOK	My Ride - September 2023	458.50
10/18/2023	38424	DEBBIE COOPER	My Ride - September 2023	96.42
10/18/2023	38425	EILEEN JEAN CROZIER	My Ride - September 2023	229.25
10/18/2023	38426	MONICA DA COSTA	My Ride - September 2023	176.20
10/18/2023	38427	JANET DAVIS	My Ride - September 2023	222.70
10/18/2023	38428	VIRGINIA DIEHL	My Ride - Aug. - Sept. 2023	425.75
10/18/2023	38429	JENNIFER DRACHMAN	My Ride - September 2023	89.28
10/18/2023	38430	MARTHA DUPONT	My Ride - September 2023	120.52
10/18/2023	38431	JOHNNA EPPS	My Ride - September 2023	653.43
10/18/2023	38432	LINDA FICKLIN	My Ride - September 2023	6.35
10/18/2023	38433	LARA L GULARTE	My Ride - September 2023	229.25
10/18/2023	38434	SAMANTHA HEDGE	My Ride - September 2023	229.25
10/18/2023	38435	SUSAN L HENDRIX	My Ride - September 2023	255.84
10/18/2023	38436	SANDRA HITCHCOCK	My Ride - September 2023	17.82
10/18/2023	38437	JAMES IMMER	My Ride - September 2023	65.50

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
October 2023

Date	Num	Name	Memo	Amount
10/18/2023	38438	DENISE KAMENA	My Ride - September 2023	381.67
10/18/2023	38439	STORM KURTZ	My Ride - September 2023	229.25
10/18/2023	38440	CATHERINE LAWSON	My Ride - September 2023	213.53
10/18/2023	38441	GLENN LAWSON	My Ride - September 2023	82.53
10/18/2023	38442	LONGBAO LUO	My Ride - September 2023	83.32
10/18/2023	38443	LINA MARTIN	My Ride - September 2023	225.98
10/18/2023	38444	LINDA IOLEEN MATZINGER	My Ride - September 2023	174.69
10/18/2023	38445	DOREENE ELIZABETH MILLER	My Ride - September 2023	187.33
10/18/2023	38446	KAREN PARKER	My Ride - September 2023	66.16
10/18/2023	38447	SHONNA PREMOCK	My Ride - September 2023	144.95
10/18/2023	38448	BARBARA RASLEAR	My Ride - September 2023	125.11
10/18/2023	38449	VICTORIA ROBERTS	My Ride - September 2023	93.80
10/18/2023	38450	GUILLERMO SAN VICENTE LAZO	My Ride - September 2023	13.56
10/18/2023	38451	SIOBHAN SHANNON	My Ride - September 2023	71.46
10/18/2023	38452	CHARLES SHAWHAN	My Ride - September 2023	82.53
10/18/2023	38453	KAREN SMITH	My Ride - September 2023	170.56
10/18/2023	38454	JULIE THOMPSON	My Ride - September 2023	37.99
10/18/2023	38455	JANET C TODD	My Ride - September 2023	493.54
10/18/2023	38456	ROCHELLE VALENCIA	My Ride - September 2023	72.51
10/18/2023	38457	BEVERLY VIETOR	My Ride - July - September 2023	97.99
10/18/2023	38458	CYNTHIA WOJAN	My Ride - September 2023	169.71
10/18/2023	38459	RONALD WOJAN	My Ride - September 2023	56.79
10/18/2023	38460	ELIZABETH WOODS	My Ride - September 2023	229.25
10/18/2023	38461	DALE WORTHEN	My Ride - September 2023	229.25
10/18/2023	38462	49ER LIVE SCAN	Live Scan Fingerprinting	21.00
10/18/2023	38463	ADM SCREENING	Consortium Services September 2023	795.00
10/18/2023	38464	AFLAC	Employee Paid Premiums - October 2023	836.08
10/18/2023	38465	AT&T MOBILITY	Wireless Camera Service September 2023	184.92
10/18/2023	38466	CALIFORNIA DEPT OF TAX & FEE ADMIN	Diesel Fuel Tax QTR 3, 2023	366.00
10/18/2023	38467	CITY OF PLACERVILLE	Bus Shelter Maintenance 10 - 12/2023	330.00
10/18/2023	38468	DAWSON OIL	Bulk Oil	1,696.46
10/18/2023	38469	EDC RISK MANAGEMENT	Health Insurance September 2023	8,800.61
10/18/2023	38470	EDWARDS, STEVENS & TUCKER LLP	General Legal Services	9,592.50
10/18/2023	38471	EL DORADO IRRIGATION DISTRICT	Water Service 09 23	119.38
10/18/2023	38472	EMP. MISC. REIMBURSEMENT	Pants Reimbursement	36.72
10/18/2023	38473	EMP. MISC. REIMBURSEMENT	DMV Reimbursement	41.00
10/18/2023	38474	EMP. MISC. REIMBURSEMENT	Mileage Reimbursement	66.61
10/18/2023	38475	FEDEX	FedEx Priority Overnight	58.69
10/18/2023	38476	LANGUAGE LINE SERVICES INC	Over the Phone Interpretation September 2023	5.00
10/18/2023	38477	MOUNTAIN DEMOCRAT INC	Recruitment Fiscal Technician	160.00
10/18/2023	38478	NORCAL SPIT SHINE LLC	Vehicle Interior Sanitation - 34 Vehicles	4,790.00
10/18/2023	38479	OPERATING ENGINEERS LOCAL UNION #3	Union Dues October 2023	1,083.00
10/18/2023	38480	PACIFIC GAS & ELECTRIC	Electric Service 09 23	2,875.01
10/18/2023	38481	PETTY CASH	Petty Cash Reimbursement	102.33
10/18/2023	38482	SMALL BUSINESS BENEFIT PLAN TRUST	Dental & Vision Premiums November 2023	4,369.90
10/18/2023	38483	SPECIAL DISTRICT RISK MANAGEMENT AUTH	EAP November 2023	175.96
10/18/2023	38484	SQUARERIGGER SOFTWARE	Annual Maintenance Agreement	1,801.00
10/18/2023	38485	STATE OF CA - DEPT OF JUSTICE	State & FBI Background Checks - September 2023	98.00
10/18/2023	38486	UMPQUA BANK	Reconciled Visa Charges	4,764.35
10/25/2023	38487	VERIZON WIRELESS	VOID:	0.00
10/27/2023	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE OCT. 27, 2023	4,065.50
10/27/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #22 CLASSIC	8,459.94
10/27/2023	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #22 PEPRA	11,528.74
				354,016.84

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

DATE: December 7, 2023
TO: El Dorado County Transit Authority
FROM: Brian James, Executive Director
SUBJECT: October 2023 Ridership Report

REQUESTED ACTION:

BY MOTION,

Receive and File the October 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 October 2023, ridership across all three (3) modes of service continued to trend up. Fiscal Year-to-date ridership was up 19.5% overall.

The attached October 2023 Ridership Report compares systemwide monthly passenger trips to the same period in the previous fiscal year. Overall ridership increased by 25.6% compared to the previous year. Demand Response ridership increased by 51.2%, Local Fixed Route ridership increased by 23.7%, and Commuter ridership increased by 10.9%.

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.

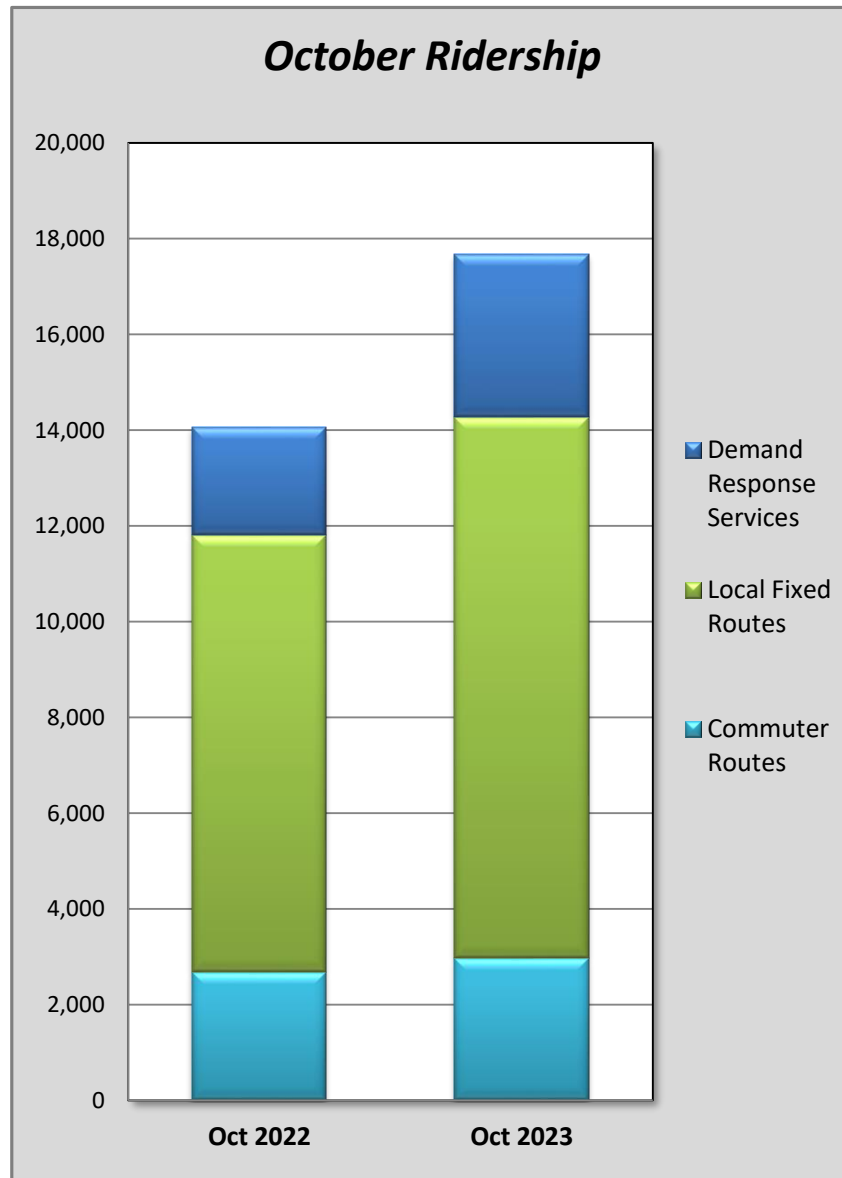
October 2023 Ridership Report

Demand Response Services	Oct 2022	Oct 2023	% Change
Dial-a-Ride	841	1,052	25.1%
Sac-Med	19	31	63.2%
ADA Paratransit	227	245	7.9%
M.O.R.E.*	634	843	33.0%
Senior Day Care*	0	0	0.0%
My Ride	536	1,242	131.7%
Total Demand Response	2,257	3,413	51.2%

Local Fixed Routes	Oct 2022	Oct 2023	% Change
20 - Placerville	1,378	1,509	9.5%
25 - Saturday Express	0	253	100.0%
30 - Diamond Springs	1,388	1,297	-6.6%
35 - Diamond Springs Saturday	0	111	100.0%
40 - Cameron Park	1,136	1,202	5.8%
50x - 50 Express	3,777	5,303	40.4%
60 - Pollock Pines	1,459	1,625	11.4%
Total Local Fixed Routes	9,138	11,300	23.7%

Commuter Routes	Oct 2022	Oct 2023	% Change
Sacramento Commuter	1,998	2,232	11.7%
Reverse Commuter	19	52	173.7%
Sacramento/Tahoe Connector	659	683	3.6%
Total Commuter Routes	2,676	2,967	10.9%

	Oct 2022	Oct 2023	% Change
Systemwide	14,071	17,680	25.6%
Passengers per Revenue Hour	4.6	4.5	-4.0%



*Contracted Services - Ridership Determined by Client Enrollment

Fiscal Year-to-Date Ridership Report

July - October

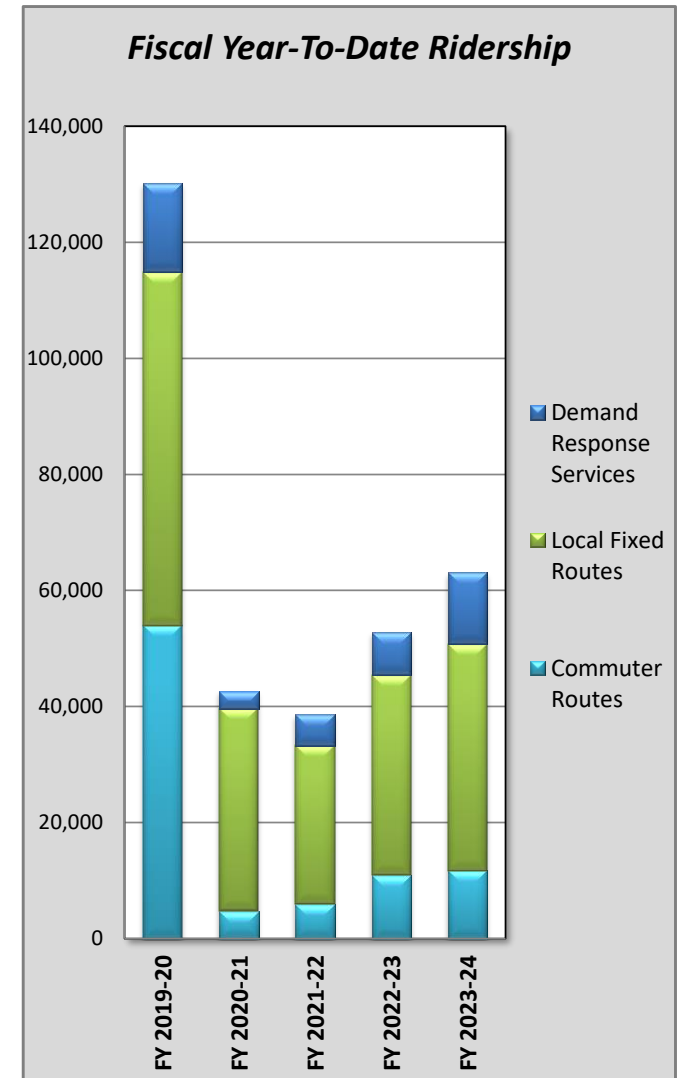


Demand Response Services	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	% Year Change
Dial-a-Ride	5,454	2,066	914	3,093	4,382	41.7%
Sac-Med	112	64	108	65	145	123.1%
ADA Paratransit	225	517	2,295	907	949	4.6%
M.O.R.E.*	7,725	389	2,052	2,326	2,783	19.6%
Senior Day Care*	1,748	0	0	0	0	0.0%
My Ride	0	0	0	945	4,081	331.9%
Total Demand Response	15,264	3,036	5,369	7,336	12,340	68.2%

Local Fixed Routes	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	% Year Change
20 - Placerville	14,776	5,182	4,127	5,455	5,520	1.2%
25 - Saturday Express	1,670	1,209	1,154	0	456	100.0%
30 - Diamond Springs	9,604	3,741	3,040	4,464	4,465	0.0%
35 - Diamond Springs Saturday	484	351	338	0	184	100.0%
40 - Cameron Park	5,507	4,026	3,176	4,160	4,208	1.2%
50x - 50 Express	15,125	13,615	11,310	14,311	18,242	27.5%
60 - Pollock Pines	13,828	6,785	4,126	6,098	5,936	-2.7%
Total Local Fixed Routes	60,994	34,909	27,271	34,488	39,011	13.1%

Commuter Routes	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	% Year Change
Sacramento Commuter	53,592	4,726	4,671	7,616	8,405	10.4%
Reverse Commuter	348	30	24	74	143	93.2%
Sacramento/Tahoe Connector	0	0	1,293	3,257	3,168	-2.7%
Total Commuter Routes	53,940	4,756	5,988	10,947	11,716	7.0%

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	% Year Change
Systemwide	130,198	42,701	38,628	52,771	63,067	19.5%
Passengers per Revenue Hour	7.4	3.8	3.3	4.5	4.2	-7.1%



*Contracted Services - Ridership Determined by Client Enrollment

AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: December 7, 2023
TO: El Dorado County Transit Authority
FROM: Megan Wilcher, Administrative Coordinator
SUBJECT: El Dorado County Transit Authority Board of Directors
Proposed Meeting Schedule for 2024

REQUESTED ACTION:
BY MOTION,

**Approve the El Dorado County Transit Authority Board of Directors
Meeting Schedule for 2024**

BACKGROUND

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

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

DISCUSSION

The proposed 2024 meeting schedule is attached for discussion and direction.

Due to the New Year’s and July 4th holidays, staff recommend cancelling the regular meeting in January and July 2024, respectively.

**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED MEETING SCHEDULE FOR 2024**

Proposed Meeting Dates 2024	Comments
Thursday, January 4, 2024	<i>Meeting typically cancelled due to the New Year's holiday</i>
Thursday, February 1, 2024	
Thursday, March 7, 2024	
Thursday, April 4, 2024	
Thursday, May 2, 2024	
Thursday, June 6, 2024	
Thursday, July 4, 2024	<i>Meeting typically cancelled due to the July 4th holiday</i>
Thursday, August 1, 2024	
Thursday, September 5, 2024	<i>Monday September 2nd is Labor Day</i>
Thursday, October 3, 2024	
Thursday, November 7, 2024	
Thursday, December 5, 2024	

El Dorado County Transit Authority Board of Director's meetings are held at 1:00 P.M. at County of El Dorado, Board of Supervisor's Meeting Room, 330 Fair Lane, Building A in Placerville.

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: December 7, 2023
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Receive and File Fiscal Year 2022/23 Independent Financial Audit, Single Audit and Compliance Reports

REQUESTED ACTION:

BY MOTION,

Receive and File Independent Financial Audit, Single Audit and Compliance Reports for Fiscal Year 2022/23 for the El Dorado County Transit Authority

BACKGROUND

The El Dorado County Transportation Commission (EDCTC) is responsible to ensure that the El Dorado County Transit Authority (El Dorado Transit), as a Transportation Development Act (TDA) claimant, annually submits an independent financial audit per Public Utilities Commission Code 99245. The fiscal and compliance audits are performed in accordance with Generally Accepted Accounting Principles by a certified public accounting firm and include a determination of compliance with TDA rules and regulations. The El Dorado Transit Fiscal Year (FY) 2022/23 Compliance Audit and Single Audit are included in the EDCTC Overall Work Program.

EDCTC awarded a contract to Richardson & Company to produce compliance audits and reports for all FY 2022/23 TDA claimants including El Dorado Transit.

DISCUSSION

Ingrid Shepline of Richardson & Company presented the Financial and Compliance audits to staff and the Ad Hoc Audit Review Committee comprised of Chair Jackie Neau and Vice Chair George Turnboo on November 29, 2023. Discussion items included the following:

Richardson & Company reports that El Dorado Transit received an Unmodified (clean) opinion under the generally accepted auditing standards.

There was one (1) proposed journal entry adjustment made by the auditors to reverse the South Lake Tahoe contra account allocation.

There was one (1) proposed journal entry adjustment made by the auditors to set up the Section 115 Pension Trust.

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

FINANCIAL AUDIT

El Dorado Transit staff is pleased to report that the FY 2022/23 Independent Financial Audit has identified no material weaknesses.

The financial audit is a measure of financial activity and compliance with government code during the given fiscal period. Highlights include net assets of El Dorado Transit exceeding its liabilities by \$12,804,009 with unrestricted net assets of \$1,532,411. It is the opinion of management that the unrestricted net assets indicate a good fiscal condition for El Dorado Transit.

COMPLIANCE REPORT

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

SINGLE AUDIT

The Single Audit is a supplementary report of internal control over federal program financial reporting and compliance based on an audit of financial statements performed in accordance with government auditing standards. The primary function of a Single Audit is to review internal controls, purchasing procedures and reporting standards of agencies receiving federal grant funds. The trigger for conducting a Single Audit is an agency receiving over \$750,000 of federal funding in one fiscal year. El Dorado Transit received \$1,731,998 in federal funding during FY 2022/23 including four (4) operating assistance grants.

El Dorado Transit is reporting that the FY 2022/23 Independent Single Audit identified no material weaknesses in internal control over compliance.

Following Board acceptance, the full FY 2022/23 Independent Financial Audit Report will be available on El Dorado Transit’s website and will be made available for public review upon request at El Dorado Transit’s offices during normal business hours.

AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: December 7, 2023
TO: El Dorado County Transit Authority
FROM: Maria Harris, Human Resources Manager
SUBJECT: Proposed Revisions to the El Dorado County Transit Authority Personnel Policies and Procedures Manual

REQUESTED ACTION:
BY MOTION,

Adopt Resolution No. 23-27 revising the El Dorado County Transit Authority Personnel Policies and Procedures Manual regarding policy revisions and updates

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) reviews its policies and procedures on a regular basis for compliance with current state and federal laws, clarification of current policy language, as well as consideration of new policies and procedures based on best industry practices.

DISCUSSION

Updates and changes to the El Dorado County Transits Authority Personnel Policy and Procedure Manual are presented for consideration.

The recommended revisions are illustrated in the attached document with bold, strikethrough and underline text. The full document is available for review on our website at <https://eldoradotransit.com/board-meeting/december-7-2023> or at the El Dorado Transit administrative office during normal business hours.

All revisions have been thoroughly reviewed by legal counsel.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 23-27**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EL DORADO COUNTY TRANSIT AUTHORITY
UPDATING THE PERSONNEL POLICIES AND PROCEDURES MANUAL**

WHEREAS, one of El Dorado County Transit Authority (“El Dorado Transit”) key governance policies is the Personnel Policies and Procedures Manual (“Policies”); and

WHEREAS, the last revision to the Policy was on December 1, 2022; and

WHEREAS, the proposed Policy includes clarifications and revisions needed to comply with updated laws and regulations and incorporate Board approved policy changes.

WHEREAS, the proposed Policy has been updated to include all federal and state laws; and

WHEREAS, the proposed Policy improves readability and ease of use; and

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

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of the Board held on the 7th day of December 2023, by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jackie Neau, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 1 G
Consent Item

MEMORANDUM

DATE: December 7, 2023

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Approve Purchase Order No. 29202 issued to Freeway Toyota for the acquisition of one (1) Replacement Staff Vehicle and Approve Purchase Order No. 29203 issued to Elk Grove Auto for the acquisition of one (1) Replacement Supervisor Vehicle

REQUESTED ACTION:
BY MOTION,

1. **Adopt Capital Improvement Plan (CIP) #24-05: Supervisor and Administrative Staff Vehicle Replacement**
2. **Approve Purchase Order No. 29202 issued to Freeway Toyota for the acquisition of one (1) Replacement Staff Vehicle**
3. **Approve Purchase Order No. 29203 issued to Elk Grove Auto for the acquisition of one (1) Replacement Supervisor Vehicle**
4. **Authorize the exemption from competitive bidding as State Contracts will be utilized**
5. **Authorize Executive Director to execute all documents related to these purchases within the Capital Improvement Plan Project #24-05**

BACKGROUND

Board action related to proposed project 24-05:

November 2, 2023 – El Dorado County Transit Authority (El Dorado Transit) Board adopted the Vehicle Replacement Plan indicating replacement of these vehicles as scheduled for Fiscal Year (FY) 2023/24.

DISCUSSION

At the time of Plan approval, estimated costs were provided at \$25,000 per vehicle. Staff researched the current State contracts available and determined the best available options. Cost increases are reflected in the attached proposed CIP #24-05.

The Supervisor staff car will be replaced with a Dodge Durango to include more seating and adding an All-Wheel Drive (AWD) to the fleet for a total of four (4), two (2) maintenance trucks and two (2) staff SUV's.

The Administration car is a 2005 Honda Hybrid that will be replaced with a Toyota Corolla Hybrid.

The El Dorado County Transit Authority is requesting Board approval to be exempt from competitive bidding as both vehicles will be procured by using available State contract pricing eliminating the need for an RFP/RFQ process.

The Executive Director certifies that these purchase orders have been processed within approved Purchasing Procedures.

FISCAL IMPACT

See attached CIP #24-05.

Supervisor and Administrative Staff Vehicle Replacement

Project No. 24-05

El Dorado Transit currently has one (1) Operations Supervisor staff car, a 2007 Chevrolet Malibu, and one (1) Administrative staff car, a 2005 Honda Hybrid, primarily used by the Accounting Department.

Both of these vehicles have been set for replacement as indicated on the Vehicle Replacement Plan approved on

COST SUMMARY (ESTIMATE)

	<u>Proposed Budget</u>
Staff car Replacements	\$70,983.55
10% Contingency	<u>\$ 7,098.35</u>
<i>Total Project Cost</i>	<i>\$78,081.90</i>

FUNDING SOURCE

Transportation Development Act	<u>\$78,081.90</u>
<i>Total Revenue</i>	<i>\$78,081.90</i>

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

PURCHASE ORDER NO. 29202
 THIS NUMBER MUST APPEAR ON ALL INVOICES,
 PACKING LISTS, PACKAGES, AND BILLS OF LADING.

DATE: 12/7/2023
ACCOUNT 9600 **CLASS:** 125

TO: Freeway Toyota
 1835 Glendale Avenue
 Hanford, CA 93230

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

Contact: Parick Ireland
 Vendor Phone No:

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		California State Vehicle Contract 1-22-23-10 Line #20		
1	ea	2024 Toyota Corolla Hybrid	\$23,141.00	\$23,141.00
		Doc Fee	\$85.00	\$85.00
		CA Tire Tax	\$7.00	\$7.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$23,233.00
			SHIPPING	\$450.00
			SALES TAX	\$1,683.89
			TOTAL	\$25,366.89
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

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

PURCHASE ORDER NO. 29203
 THIS NUMBER MUST APPEAR ON ALL INVOICES,
 PACKING LISTS, PACKAGES, AND BILLS OF LADING.

DATE: 12/7/2023
ACCOUNT 9600 **CLASS:** 125

TO: Elk Grove Auto
 8575 Laguna Grove Drive
 Elk Grove, CA 95757

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

Contact: David Brewer
 Vendor Phone No: 916-509-8597 Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		California State Contract #01-22-23-20E		
1	ea	2024 Dodge Durango Pursuit AWD (4)	\$42,850.00	\$42,850.00
		Pursuit Credit	-\$1,250.00	-\$1,250.00
		Optional Skid Plate Group	\$350.00	\$350.00
		Optional Full Length Floor Console	\$350.00	\$350.00
		Tire fee	\$8.75	\$8.75
		Doc Fee's	\$85.00	\$85.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$42,393.75
			SHIPPING	\$150.00
			SALES TAX	\$3,072.91
			TOTAL	\$45,616.66
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

AGENDA ITEM 1 H
Consent Item

MEMORANDUM

DATE: December 7, 2023
TO: El Dorado County Transit Authority
FROM: Brian James, Executive Director
SUBJECT: Security Camera Consulting Services for System Design

REQUESTED ACTION:
BY MOTION,

- 1. Approve Purchase Order #29204 for Consulting work for Security Camera Upgrade**
- 2. Authorize the Executive Director to execute all contracts and documents related to Security Camera Consulting Services for System Design**

BACKGROUND

To enhance security for staff and passengers, the El Dorado County Transit Authority (El Dorado Transit) utilizes security camera systems at the office, bus yard, Missouri Flat Transfer Center, and many of the park and ride facilities. These camera systems record and broadcast events to transit employees for review. The system has been valuable in aiding police investigations, deterring theft, and protecting the public and employees.

DISCUSSION

The current camera system has reached the end of its useful life and is in need of replacement. In addition, the new park and ride facilities at Ray Lawyer Drive in Placerville and at Bass Lake Road will need camera systems installed. In order to facilitate the purchase of a new security camera system, El Dorado Transit has requested the service of Security by Design to create a Request for Proposals (RFP) to purchase and install the new security camera system after creating security video system specifications to include general security requirements, security video system, wiring, network, fiber optic, and testing. They will also create PDF plans for each site along with security details and block diagrams. In addition, they will provide drawings of a heat shield that can be manufactured and placed around the equipment boxes at the facilities to keep the components from overheating, which has been a constant problem in the past.

FISCAL IMPACT

COST SUMMARY (ESTIMATE)

Proposed
Budget

Consulting Work for Security Camera Upgrade
Total Project Cost

\$45,100
\$45,100

FUNDING SOURCE

Transportation Development Act (TDA)
Total Revenue

\$ 45,100
\$ 45,100

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

PURCHASE ORDER NO. 29204
 THIS NUMBER MUST APPEAR ON ALL INVOICES,
 PACKING LISTS, PACKAGES, AND BILLS OF LADING.

DATE: 12/7/2023
ACCOUNT 9910.04 **CLASS:** 125

TO: Security By Design
 5528 Pacheco Blvd, Suite B-100
 Pacheco, CA 94553

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

Contact: Tony McCutcheon
 Vendor Phone No: 925-609-1000 Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		Consulting work for Security Camera Upgrade CIP #24-02		\$45,100.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$45,100.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$45,100.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

AGENDA ITEM 3 A
Information Item

MEMORANDUM

DATE: December 7, 2023

TO: El Dorado County Transit Authority

FROM: Brian James, Executive Director

SUBJECT: Draft El Dorado Transit Short Range Transit Plan Update

REQUESTED ACTION:
BY MOTION,

No action. Information item.

BACKGROUND

At the March 2023 El Dorado County Transit Authority (El Dorado Transit) Board Meeting, following a competitive vendor selection process, the Board approved execution of a contract with DanTec Associates consultants to develop an update to the local service elements of the 2019 El Dorado Transit Short- and Long-Range Transit Plan (Plan). An update to the Plan was deemed necessary to reassess the current demand for local transit services and develop timely strategies to best address the emerging transportation needs of the community.

DISCUSSION

Transit demand and ridership patterns have changed significantly in recent years due to the COVID-19 pandemic. This study will be a valuable tool for El Dorado Transit as many transit agencies are developing innovative programs and services to respond to the loss of ridership due to the pandemic.

To facilitate public and stakeholder participation, community workshops were held on May 3, 2023, September 11, 2023, and September 12, 2023. Stakeholder Meetings were held on May 4, 2023 and September 11, 2023. An El Dorado Transit Board Workshop was held on May 4, 2023, and an El Dorado Transit Staff Engagement Session was held on September 12, 2023. In addition, a public survey was conducted from May 20, 2023 to June 27, 2023 and a total of 2,925 responses were received. Based on comments received during the meetings and survey results, the draft Plan was prepared.

Daniel Levy and Brian Mills with DanTec Associates will present an overview of the Draft El Dorado Transit Short Range Transit Plan Update. The draft Plan can be viewed at <https://eldoradotransit.com/board-meeting/december-7-2023>

AGENDA ITEM 3 B
Information Item

MEMORANDUM

DATE: December 7, 2023
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Capital Improvement Plan Project #21-02 Vehicle Replacement – Maintenance Truck

REQUESTED ACTION:

BY MOTION,

Receive Final Closing Budget for Capital Improvement Plan Project #21-02 Vehicle Replacement – Maintenance Truck

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) presents a Capital Improvement Plan (CIP) and Budget for Final Board Adoption prior to July 15 of each year. This plan identifies capital projects that are anticipated to commence in the current and upcoming three years of operation. Typically, each project is brought to the Board prior to initiation, for a more detailed description, budget estimate and anticipated completion date.

DISCUSSION

Adopted into the Capital Improvement Plan (CIP) for fiscal year (FY) 2020/21 was Project 21-02 Vehicle Replacement – Maintenance Truck. This project was completed in October 2021 with Local Transportation Funds (LTF).

FISCAL IMPACT

The following is a breakdown of the approved CIP budget and the actual expenses.

	<u>Adopted Budget</u>	<u>Actual Budget</u>
Maintenance Truck	\$42,963.00	\$42,812.23
10% Contingency (TDA)	\$ 4,297.00	_____
	\$47,260.00	\$42,812.23

Funding		
Local Transportation Fund (LTF)	<u>\$47,260.00</u>	<u>\$42,812.23</u>
	\$47,260.00	\$42,812.23

Final Project costs were \$4,447,77 under the estimated budget.