



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

AGENDA

Thursday, March 7, 2024; 1:00 PM

Regular Meeting

Chairperson: George Turnboo, County of El Dorado Supervisor, District II

Vice Chairperson: David Yarbrough, City of Placerville Councilmember
John Hidahl, County of El Dorado Supervisor, District I
Brooke Laine, County of El Dorado Supervisor, District V
Jackie Neau, City of Placerville Councilmember

- John Clerici, Alternate for City Councilmembers
- Lori Parlin, Alternate for County of El Dorado Supervisor, District IV

Executive Director: Brian James

In-Person

County of El Dorado
Board of Supervisors Meeting Room
330 Fair Lane, Bldg. A
Placerville, CA 95667

Teleconference

South Lake Tahoe Office
3368 Lake Tahoe Blvd #102
South Lake Tahoe, CA 96150

Remotely

By Computer:

<https://edcgov-us.zoom.us/j/86134567267>

By Phone:

669-219-2599

Meeting ID:

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 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.

1.	<u>CONSENT CALENDAR</u>	<u>PAGE</u>
	A. Approve Conformed Minutes of Regular Meeting February 1, 2024	4
	B. Receive and File January 2024 Check Registers	8
	C. Receive and File January 2024 Ridership Reports	12
	D. 1. Adopt Resolution No. 24-04 Authorizing Financial Transactions for locally held accounts by Elected Officers and Executive Director	15
	2. Adopt Resolution No. 24-05 Authorizing Financial Transactions for Local Agency Investment Fund (LAIF) by Elected Officers and Executive Director	
	3. Authorize the Executive Director to process Electronic Funds Transfer (EFT) payments above the \$5,000 single signer threshold	
	E. Approve Proposed Allocation Table and Proposed Organizational Chart Fiscal Year 2024/25	19
	F. Receive and File the <u>Fiscal Year 2023/24 6-Month Administrative Operations Report</u>	22
	G. 1. Authorize Amendment of the Professional Services Agreement between the El Dorado County Transit Authority and Feild & Associates	39
	2. Approve Purchase Order No. B29165 issued to Feild & Associates in the amount of \$50,000 for Capital Improvement Project Management	

1. <u>CONSENT CALENDAR CONTINUED</u>	<u>PAGE</u>
H. Adopt Resolution No. 24-06 Authorizing the Executive Director to file a revised Transportation Development Act (TDA) Claim for Fiscal Year 2023/24	43
2. <u>ACTION ITEMS</u>	
A. Receive and File the proposed Fiscal Year 2024/25 Preliminary Operating Budget	47
B. Receive and File the proposed Fiscal Year 2024/25 Preliminary Capital Plan and Budget	53
3. <u>INFORMATION ITEMS</u>	
None	

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

RECESS TO CLOSED SESSION

Closed Personnel Session Pursuant to Government Code Section 54957.6 – Concerning Labor Negotiations with the Transit Operator’s Bargaining Unit. The designated representatives for the El Dorado County Transit Authority are Executive Director Brian James and Legal Counsel Michael Tucker

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED
 EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING
 Thursday, April 4, 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



EL DORADO TRANSIT

**EL DORADO COUNTY TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
CONFORMED MINUTES
Thursday, February 1, 2024; 1:00 PM
Regular Meeting**

Chairperson: George Turnboo, County of El Dorado Supervisor, District II
Vice Chairperson: David Yarbrough, City of Placerville Councilmember
John Hidahl, County of El Dorado Supervisor, District I
Brooke Laine, County of El Dorado Supervisor, District V
Jackie Neau, City of Placerville Councilmember

- John Clerici, Alternate for City Councilmembers
- Lori Parlin, County of El Dorado Supervisor, District IV

Executive Director: Brian James

In-Person County of El Dorado Board of Supervisors Meeting Room 330 Fair Lane, Bldg. A Placerville, CA 95667	Remotely By Computer: https://edcgov-us.zoom.us/j/86134567267 By Phone: 669-219-2599 Meeting ID: 861 3456 7267
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CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Neau called the meeting to order at 1:02 PM and the pledge of allegiance was recited.

ELECTION OF OFFICES

A. Election of Chairperson and Vice-Chairperson for Calendar Year 2024

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

B. Oath of Office

The Oath of Office was completed and signed by the following Board Members

John Hidahl, Jackie Neau, George Turnboo, David Yarbrough

CEREMONIAL ITEMS

A. Newly elected Chairperson plaque presentation to outgoing Chairperson Jackie Neau

Chair Turnboo presented outgoing Chair Neau with a plaque.

ROLL CALL

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

Directors Absent: Brooke Laine

A quorum was present.

ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR

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

M/S: Neau/Yarbrough

Ayes: Hidahl, Neau, Turnboo, Yarbrough

Absent: Laine

OPEN FORUM

None

1. **CONSENT CALENDAR**

- A. Approve Conformed Minutes of Regular Meeting December 7, 2023
- B. Receive and File November and December 2023 Check Registers
- C. Receive and File November and December 2023 Ridership Reports
- D. Authorizing the Adoption of Resolution Numbers 24-01, 24-02 and 24-03 for Federal Transit Administration Funding Programs
- E. Approve Revised Blanket Purchase Orders above \$25,000 for Fiscal Year 2023/24
- F. Approve funding Operating Reserve utilizing Advertising and Miscellaneous revenue accounts for Fiscal Year 2023/24
- G. Receive and file Quarterly Investment Report for Quarter Ending 12/31/2023
- H. Receive and file the final **El Dorado Transit Short Range Transit Plan Update**
- I. Approve Purchase Order No. 29213 issued to Turbo Images for vehicle graphics

2. **ACTION ITEMS**

- A. 1. Adopt Proposed Fiscal Year 2023/24 Mid-Year Operating Budget Adjustment
2. Approve line-item decrease of \$70,612 to Contingency

Action: Board adopted Proposed Fiscal Year 2023/24 Mid-Year Operating Budget Adjustments and approved line-item decrease to Contingency by the following vote

**M/S: Neu/Hidahl
Ayes: Hidahl, Neu, Turnboo, Yarbrough
Absent: Laine**

- B. Approve the Certificate of Acceptance for the transfer of ownership from the City of Placerville to the El Dorado County Transit Authority for the Ray Lawyer Drive Park and Ride

Item approved unanimously as requested by staff.

**M/S: Neu/Yarbrough
Ayes: Hidahl, Neu, Turnboo, Yarbrough
Absent: Laine**

C. Receive and file the final El Dorado Transit Park-and-Ride Master Plan

Receive and file only, no vote required.

D. Approve the My Ride Mileage Reimbursement Program Budget as Proposed

Item approved unanimously as requested by staff.

M/S: Hidahl/Neau

Ayes: Hidahl, Neau, Turnboo, Yarbrough

Absent: Laine

3. INFORMATION ITEMS

A. Receive Final Capital Improvement Plan Project 17-02 Vehicle Replacement-
Commuter Lease Funding Completion

B. Receive Final Closing Budget for Capital Improvement Plan Project 20-06 Vehicle
Replacement – Demand Response

C. Newsletter

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

**Chair Turnboo adjourned the meeting at 1:35 PM. The next regularly scheduled meeting is
Thursday, March 7, 2024.**

Respectfully Submitted,

**Megan Wilcher
Secretary to the Board**

* Verbal Report

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: March 7, 2024
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Receive and File January 2024 Check Register

REQUESTED ACTION:
BY MOTION, Receive and File January 2024 Check Register

BACKGROUND

The following check register includes routine transactions for the month of January 2024. These expenditures fall within budgets adopted by the El Dorado County Transit Authority Board of Directors.

DISCUSSION

Three (3) items merit further detail:

- Check #38787 – Dantec Associates.....\$5,073.54
This check pays the obligation for progress on the Short-Range Transit Plan (SRTP) update for local routes using Local Transportation Funds (LTF).

- Check #38794 – Feild and Associates.....\$17,978.75
This check pays the obligation for construction management using Local Transportation Funds (LTF).

- Check #38808 – RLS & Associates, Inc.....\$3,598.32
This check pays the obligation for progress on the Cost Allocation Procedure Review, using Local Transportation Funds (LTF).

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
January 2024

Date	Num	Name	Memo	Amount
01/02/2024	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Medical Premium - January 2024	46,447.37
01/05/2024	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE JAN. 5, 2024	5,165.25
01/05/2024	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #1 CLASSIC	8,239.15
01/05/2024	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #1 PEPRA	12,163.57
01/08/2024	38773	49ER LIVE SCAN	Live Scan Fingerprinting	84.00
01/08/2024	38774	A-Z BUS SALES	VOID:	0.00
01/08/2024	38775	ALPHA ANALYTICAL LABORATORIES INC	VOID:	0.00
01/08/2024	38776	AMERICAN HERITAGE LIFE INSURANCE CO	Employee Paid Premiums - January 2024	29.10
01/08/2024	38777	ARNOLDS FOR AWARDS INC	EOM Plate & Engraving	20.22
01/08/2024	38778	AT&T MOBILITY	Wireless Surveillance Cameras at Park & Rides Dec. 2023	184.92
01/08/2024	38779	AUTOZONE INC	Parts and Supplies	592.30
01/08/2024	38780	BUS & EQUIPMENT REPAIR OF CA	Parts and Supplies	812.86
01/08/2024	38781	C & H MOTOR PARTS	Parts and Supplies	657.97
01/08/2024	38782	CAL.NET	CCTV Camera Service January 2024	176.92
01/08/2024	38783	CALIFORNIA STEAM INC	Water Maze System Maintenance	1,337.40
01/08/2024	38784	CAPITOL CLUTCH & BRAKE INC	Parts and Supplies	409.82
01/08/2024	38785	COMMERCE WAY SMOG & SERVICE	Smog Re-Test #1501	34.95
01/08/2024	38786	CUSTOM EMBROIDERY CONCEPTS	Driver Uniforms	167.31
01/08/2024	38787	DANTEC ASSOCIATES	Short-Range Transit Plan Update	5,073.54
01/08/2024	38788	DAWSON OIL	Fuel Purchases - December 2023	43,108.24
01/08/2024	38789	EDC HHSA-PUBLIC HEALTH DIVISION	TB Evaluation	36.00
01/08/2024	38790	EL DOB ENTERPRISES LLC	12R22.5/16 Tires - Stock	1,277.63
01/08/2024	38791	EL DORADO DISPOSAL SERVICE	Disposal Service 12/23	418.27
01/08/2024	38792	EL DORADO IRRIGATION DISTRICT	Water Service 11/23	96.96
01/08/2024	38793	FASTENAL	Sikaflex Adhesive Sealant - Shop	405.13
01/08/2024	38794	FEILD AND ASSOCIATES	Construction Management 07/01/23 - 12/31/23	17,978.75
01/08/2024	38795	FLEMING DISTRIBUTING CO.	Additives PM Services - Stock	234.88
01/08/2024	38796	FOLSOM LAKE DODGE	Transmission Kit w/Torque Converter #1908	4,178.40
01/08/2024	38797	GILLIG LLC	Coolant Asm Pumps - Stock	2,933.56
01/08/2024	38798	GWP HOLDINGS LLC	Parts and Supplies	5,879.16
01/08/2024	38799	J.C. NELSON SUPPLY CO	Janitorial Supplies	335.17
01/08/2024	38800	KIMBALL MIDWEST	Hardware - Stock	699.30
01/08/2024	38801	MAG LANDSCAPING INC	Landscaping Maintenance - December 2023	1,290.00
01/08/2024	38802	MISSION UNIFORM SERVICE	Uniforms, Towels, & Mats Service	661.87
01/08/2024	38803	MOTIVE ENERGY LLC	8D-1300 Batteries - Stock	465.16
01/08/2024	38804	NORCAL SPIT SHINE LLC	Vehicle Interior Sanitation (29 Vehicles)	3,935.00
01/08/2024	38805	O'REILLY AUTO PARTS	Parts and Supplies	211.52
01/08/2024	38806	PACIFIC GAS & ELECTRIC	Electric Service 12/23	1,023.07
01/08/2024	38807	QUILL LLC	Misc. Office Supplies	564.14
01/08/2024	38808	RLS & ASSOCIATES, INC	Cost Allocation & Assistance Project	3,598.32
01/08/2024	38809	RON DUPRATT FORD	Handle #1611	215.70
01/08/2024	38810	RTS IT INC	ITCare Gold Service Plan January 2024	5,070.00
01/08/2024	38811	SAFETY-KLEEN SYSTEMS INC	Pump Bus Wash & Water Maze Sump	3,417.27
01/08/2024	38812	SPOT-ON SIGNS & GRAPHICS	Bass Lake Park & Ride Sign	238.58
01/08/2024	38813	STRATUS BUILDING SOLUTIONS	Janitorial Services January 2024	795.00
01/08/2024	38814	SUN LIFE FINANCIAL	Supplemental Life Benefit January 2024	315.15
01/08/2024	38815	THE AFTERMARKET PARTS CO LLC	Parts and Supplies	6,983.25
01/08/2024	38816	TRUE VALUE HARDWARE	Parts and Supplies	123.53
01/08/2024	38817	UNIVERSAL SECURITY & FIRE INC	Alarm Monitoring 01/01/24 - 03/31/24	135.00
01/08/2024	38818	VERIZON WIRELESS	Cellular Service December 2023	1,915.26
01/08/2024	38819	VISUAL EDGE IT, INC.	Monthly Copy Charges 11/22/23 - 12/21/23	366.02
01/08/2024	38820	XEROX FINANCIAL SERVICES	Monthly Lease Charges	509.44
01/08/2024	38821	ZEP MANUFACTURING CO.	Bus Cleaning Supplies	468.50
01/08/2024	38822	ZONAR SYSTEMS INC	Inspection Kits #'s 2201 & 2301	394.01
01/08/2024	38823	A-Z BUS SALES INC	Auxiliary Fans #1004	238.01

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
January 2024

Date	Num	Name	Memo	Amount
01/08/2024	38824	ALPHA ANALYTICAL LABORATORIES INC	Storm Water Testing	310.00
01/19/2024	EFT TRANS	CaIPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE JAN. 19, 2024	4,165.46
01/19/2024	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #2 CLASSIC	7,750.65
01/19/2024	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #2 PEPRA	12,208.13
01/25/2024	38825	.ALLEN, CYNTHIA	MY RIDE - DECEMBER 2023	41.40
01/25/2024	38826	.BRACKETT, MICHELLE	MY RIDE - DECEMBER 2023	192.70
01/25/2024	38827	.BURNS, ROBERTA	MY RIDE - DECEMBER 2023	229.25
01/25/2024	38828	.CALDWELL, TISA	MY RIDE - DECEMBER 2023	201.35
01/25/2024	38829	.CAMP, BETTY J	MY RIDE - DECEMBER 2023	229.25
01/25/2024	38830	.CHRONISTER, RODNEY E	MY RIDE - DECEMBER 2023	229.25
01/25/2024	38831	.COOK, VICKI	MY RIDE - DECEMBER 2023	134.14
01/25/2024	38832	.COOPER, DEBBIE	MY RIDE - DECEMBER 2023	124.65
01/25/2024	38833	.CROZIER, EILEEN JEAN	MY RIDE - DECEMBER 2023	229.25
01/25/2024	38834	.DA COSTA, MONICA	MY RIDE - DECEMBER 2023	195.19
01/25/2024	38835	.DAVIS, JANET	MY RIDE - DECEMBER 2023	229.25
01/25/2024	38836	.EPPS, JOHNNA	MY RIDE - DECEMBER 2023	648.58
01/25/2024	38837	.FICKLIN, LINDA	MY RIDE - DECEMBER 2023	202.26
01/25/2024	38838	.FILIPPELLI, JEREMY	MY RIDE - DECEMBER 2023	117.90
01/25/2024	38839	.GAGNE, SUSAN D	MY RIDE - DECEMBER 2023	13.76
01/25/2024	38840	.GALVAN, ELAINE M	MY RIDE - DECEMBER 2023	229.25
01/25/2024	38841	.GOODRICH, ROBERT	MY RIDE - DECEMBER 2023	229.25
01/25/2024	38842	.GULARTE, LARA L	MY RIDE - DECEMBER 2023	229.25
01/25/2024	38843	.HEDGE, SAMANTHA	MY RIDE - DECEMBER 2023	229.25
01/25/2024	38844	.HENDRIX, SUSAN L.	MY RIDE - DECEMBER 2023	150.00
01/25/2024	38845	.HUBBARD, DAWN E	MY RIDE - DECEMBER 2023	229.25
01/25/2024	38846	.IMMER, JAMES	MY RIDE - DECEMBER 2023	57.64
01/25/2024	38847	.KAMENA, DENISE	MY RIDE - DECEMBER 2023	245.76
01/25/2024	38848	.KOLL, THOMAS	MY RIDE - FEB. - AUG. 2023	1,146.25
01/25/2024	38849	.KURTZ, STORM	MY RIDE - DECEMBER 2023	229.25
01/25/2024	38850	.LAWSON, CATHERINE	MY RIDE - DECEMBER 2023	70.74
01/25/2024	38851	.LEONARD, DONALD CHRISTOPHER	MY RIDE - DECEMBER 2023	163.16
01/25/2024	38852	.LUO, LONGBAO	MY RIDE - DECEMBER 2023	137.55
01/25/2024	38853	.LUSK, DEBRA SUE	MY RIDE - DECEMBER 2023	20.89
01/25/2024	38854	.LUSK, JAMES D	MY RIDE - DECEMBER 2023	26.66
01/25/2024	38855	.MARTIN, LINA	MY RIDE - DECEMBER 2023	213.53
01/25/2024	38856	.MATZINGER, LINDA IOLEEN	MY RIDE - DECEMBER 2023	229.25
01/25/2024	38857	.MILLER, DOREENE ELIZABETH	MY RIDE - DECEMBER 2023	229.25
01/25/2024	38858	.NUNEZ, FERNANDO	MY RIDE - DECEMBER 2023	229.25
01/25/2024	38859	.PARKER, KAREN	MY RIDE - DECEMBER 2023	101.01
01/25/2024	38860	.PREMOCK, SHONNA	MY RIDE - DECEMBER 2023	208.88
01/25/2024	38861	.RASLEAR, BARBARA	MY RIDE - DECEMBER 2023	66.81
01/25/2024	38862	.ROGERS, TIMOTHY ALTON	MY RIDE - DECEMBER 2023	31.44
01/25/2024	38863	.SAN VICENTE LAZO, GUILLERMO	MY RIDE - DECEMBER 2023	169.78
01/25/2024	38864	.SHAWHAN, CHARLES	MY RIDE - DECEMBER 2023	131.00
01/25/2024	38865	.SMITH, KAREN	MY RIDE - DECEMBER 2023	204.56
01/25/2024	38866	.STOCKEL, ROBERT	MY RIDE - NOV. & DEC. 2024	167.66
01/25/2024	38867	.TODD, JANET C	MY RIDE - DECEMBER 2023	516.99
01/25/2024	38868	.VALENCIA, ROCHELLE	MY RIDE - DECEMBER 2023	28.89
01/25/2024	38869	.WAHLGREN, ANNETTE	MY RIDE - DECEMBER 2023	120.52
01/25/2024	38870	.WANG, YING	MY RIDE - DECEMBER 2023	20.31
01/25/2024	38871	.WARMAN, SHIELA	MY RIDE - DECEMBER 2023	229.25
01/25/2024	38872	.WEST, JASON	MY RIDE - DECEMBER 2023	146.72
01/25/2024	38873	.WOJAN, CYNTHIA	MY RIDE - DECEMBER 2023	190.28
01/25/2024	38874	.WOJAN, RONALD	MY RIDE - DECEMBER 2023	50.24
01/25/2024	38875	.WOODS, ELIZABETH	MY RIDE - DECEMBER 2023	229.25

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
January 2024

Date	Num	Name	Memo	Amount
01/25/2024	38876	.WORTHEN, DALE	MY RIDE - DECEMBER 2023	167.03
01/25/2024	38877	ACC BUSINESS	Fiber Internet - January 2024	85.87
01/25/2024	38878	ADM SCREENING	Consortium Services December 2023	850.00
01/25/2024	38879	AFLAC	Employee Paid Premiums - January 2024	879.64
01/25/2024	38880	ARNOLDS FOR AWARDS INC	Award Plaque & Engraving	114.59
01/25/2024	38881	CAL.NET	February 2024 Camera Service	176.92
01/25/2024	38882	CALIFORNIA DEPT OF TAX & FEE ADMIN	Diesel Fuel Exempt Bus Tax 4th Quarter 2023	358.00
01/25/2024	38883	CDW GOVERNMENT	Dell Monitor P2722H Serial # DRM9FP3	243.77
01/25/2024	38884	CITY OF PLACERVILLE	Bus Shelter Maintenance - January - March 2024	330.00
01/25/2024	38885	DIAMOND SPRINGS PRINTING & GRAPHICS	Regular Envelopes, Letterhead, Business Cards	1,981.99
01/25/2024	38886	EDC RISK MANAGEMENT	Health Insurance January 2024	9,634.67
01/25/2024	38887	EDWARDS, STEVENS & TUCKER LLP	General Legal Services December 2023	5,785.50
01/25/2024	38888	EL DORADO IRRIGATION DISTRICT	Water Service 12/23	1,963.60
01/25/2024	38889	EMP. MISC. REIMBURSEMENT	Exhibitor Space - 39th Annual Kid's Expo 04/27/24	100.00
01/25/2024	38890	EVAN CARSON	Bus Shelter Installation at Big 5	1,600.00
01/25/2024	38891	FEDEX	Priority Overnight Mailing	123.88
01/25/2024	38892	GLADWELL GOVERNMENTAL SERVICES INC	Records Retention Legal Review, Update & Advice	100.00
01/25/2024	38893	GLOBAL DATA VAULT LLC	Recovery Back Up Dec.2023 & Jan.2024	660.00
01/25/2024	38894	KINETICO WATER OF PLACERVILLE	Drinking Water Service January 2024	42.90
01/25/2024	38895	MOUNTAIN DEMOCRAT INC	Recruitment for Ops Supervisor & Dispatcher	320.00
01/25/2024	38896	OPERATING ENGINEERS LOCAL UNION #3	Union Dues January 2024	986.00
01/25/2024	38897	PACIFIC GAS & ELECTRIC	Electric Service 12/23	2,978.48
01/25/2024	38898	PETTY CASH	Reconciled and Replenishment of Funds	101.43
01/25/2024	38899	PROTELESIS	Phone System Elevate Subscription January 2024	711.29
01/25/2024	38900	QUILL LLC	Misc. Office Supplies	437.85
01/25/2024	38901	ROUTEMATCH SOFTWARE LLC	Quarterly Service Fees for RM Software	18,071.87
01/25/2024	38902	SMALL BUSINESS BENEFIT PLAN TRUST	Dental & Vision Premiums February 2024	4,359.60
01/25/2024	38903	SPECIAL DISTRICT RISK MANAGEMENT AUTH	EAP February 2024	169.32
01/25/2024	38904	STATE OF CA - DEPT OF JUSTICE	State & FBI Criminal Background Checks December 2023	98.00
01/25/2024	38905	SUN LIFE FINANCIAL	Supplemental Life Benefit February 2024	409.75
01/25/2024	38906	UMPQUA BANK	Reconciled Visa Charges	5,999.61
01/25/2024	38907	WESTERN CONTRACT FURNISHERS OF SAC	Locking Cabinet - Safety Coordinator	1,553.36
01/25/2024	38908	VISUAL EDGE IT, INC.	Monthly Copy Charges 12/22/23 - 1/21/24	397.50
01/25/2024	38909	OPERATING ENGINEERS PUBLIC & MISC	Medical Premium - January 2024	36,725.00
				<u>324,990.76</u>
			Total	<u>324,990.76</u>

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

DATE: March 7, 2024
TO: El Dorado County Transit Authority
FROM: Erik Bergren, Planning and Marketing Manager
SUBJECT: January 2024 Ridership Report

REQUESTED ACTION:

BY MOTION,

Receive and file the January 2024 Ridership Report

BACKGROUND

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

DISCUSSION

For the month of January 2024, ridership across all three (3) modes of service continued to trend up. Fiscal Year-to-date ridership was up 21.3% overall.

The attached January 2024 Ridership Report compares systemwide monthly passenger trips to the same period in the previous fiscal year. Overall ridership increased by 29.0% compared to the previous year. Demand Response ridership increased by 55.4%, Local Fixed Route ridership increased by 21.4%, and Commuter ridership increased by 29.6%.

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.

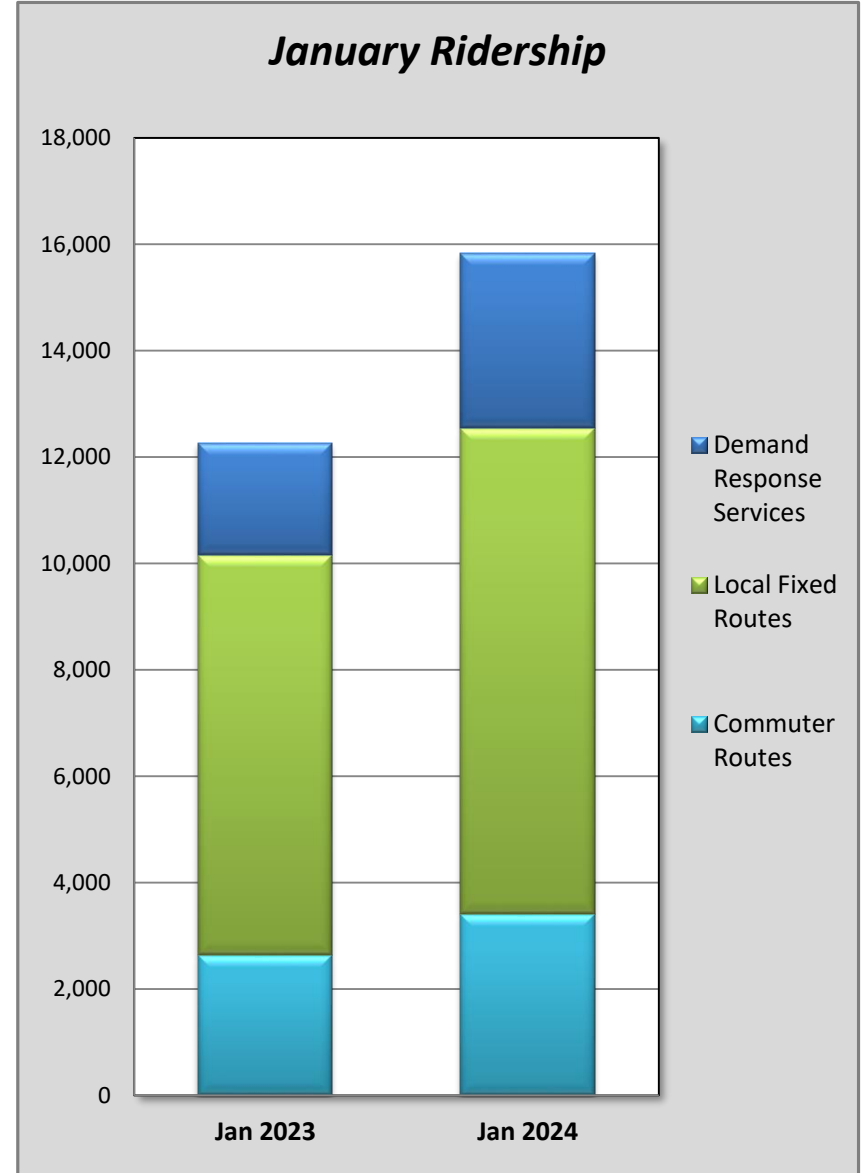
January 2024 Ridership Report

Demand Response Services	Jan 2023	Jan 2024	% Change
Dial-a-Ride	690	1,077	56.1%
Sac-Med	34	34	0.0%
ADA Paratransit	243	214	-11.9%
M.O.R.E.*	615	786	27.8%
Senior Day Care*	0	0	0.0%
My Ride	530	1,172	121.1%
Total Demand Response	2,112	3,283	55.4%

Local Fixed Routes	Jan 2023	Jan 2024	% Change
20 - Placerville	1,212	1,262	4.1%
25 - Saturday Express	0	225	100.0%
30 - Diamond Springs	1,021	1,094	7.1%
35 - Diamond Springs Saturday	0	48	100.0%
40 - Cameron Park	988	1,031	4.4%
50x - 50 Express	3,121	4,182	34.0%
60 - Pollock Pines	1,180	1,286	9.0%
Total Local Fixed Routes	7,522	9,128	21.4%

Commuter Routes	Jan 2023	Jan 2024	% Change
Sacramento Commuter	1,849	2,393	29.4%
Reverse Commuter	37	85	129.7%
Sacramento/Tahoe Connector	748	936	25.1%
Total Commuter Routes	2,634	3,414	29.6%

	Jan 2023	Jan 2024	% Change
Systemwide	12,268	15,825	29.0%
Passengers per Revenue Hour	4.1	4.2	0.6%



*Contracted Services - Ridership Determined by Client Enrollment

Fiscal Year-to-Date Ridership Report

July - January

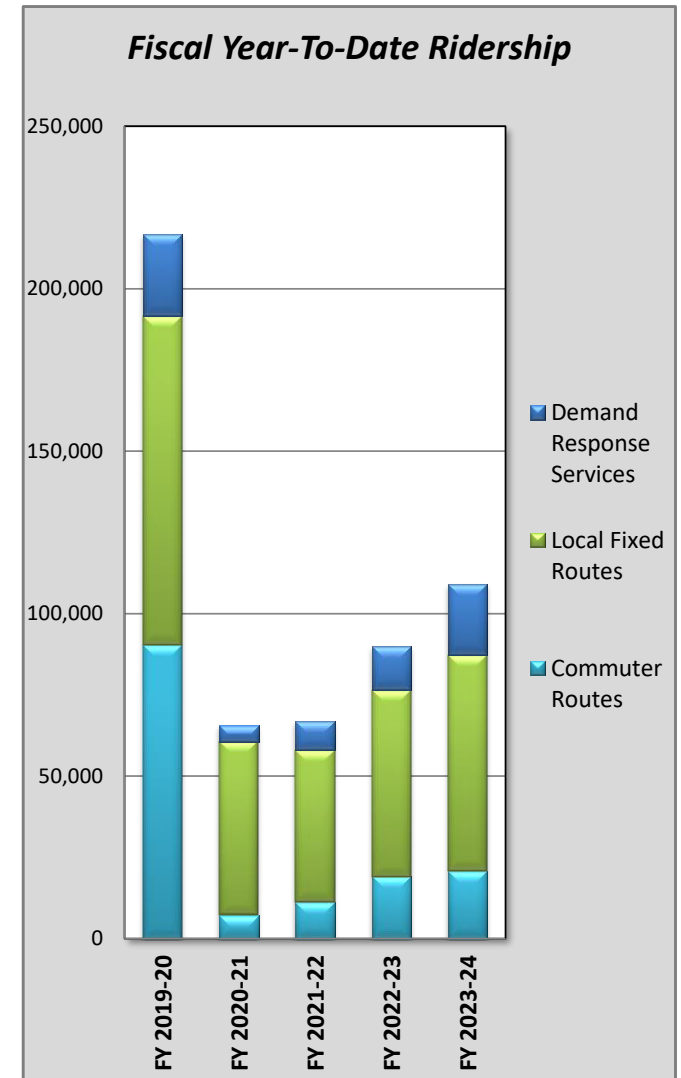


Demand Response Services	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	% Year Change
Dial-a-Ride	9,105	3,376	1,555	5,131	7,384	43.9%
Sac-Med	190	126	220	152	248	63.2%
ADA Paratransit	375	954	3,964	1,607	1,629	1.4%
M.O.R.E.*	12,789	696	3,294	4,045	4,988	23.3%
Senior Day Care*	2,790	0	0	0	0	0.0%
My Ride	0	0	0	2,531	7,625	201.3%
Total Demand Response	25,249	5,152	9,033	13,466	21,874	62.4%

Local Fixed Routes	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	% Year Change
20 - Placerville	24,744	7,573	6,893	9,487	9,211	-2.9%
25 - Saturday Express	2,878	2,052	1,875	0	1,148	100.0%
30 - Diamond Springs	16,047	5,776	5,158	7,514	7,670	2.1%
35 - Diamond Springs Saturday	894	599	547	0	383	100.0%
40 - Cameron Park	9,186	6,250	5,760	7,144	7,296	2.1%
50x - 50 Express	25,115	21,234	19,126	23,814	30,734	29.1%
60 - Pollock Pines	22,331	10,096	7,493	9,466	9,851	4.1%
Total Local Fixed Routes	101,195	53,580	46,852	57,425	66,293	15.4%

Commuter Routes	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	% Year Change
Sacramento Commuter	89,888	6,997	7,797	12,946	14,321	10.6%
Reverse Commuter	512	51	96	142	351	147.2%
Sacramento/Tahoe Connector	0	0	3,283	5,956	6,224	4.5%
Total Commuter Routes	90,400	7,048	11,176	19,044	20,896	9.7%

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	% Year Change
Systemwide	216,844	65,780	67,061	89,935	109,063	21.3%
Passengers per Revenue Hour	7.3	3.5	3.4	4.4	4.2	-4.1%



*Contracted Services - Ridership Determined by Client Enrollment

AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: March 7, 2024
TO: El Dorado County Transit Authority
FROM: Megan Wilcher, Secretary to the Board/Administrative Coordinator
SUBJECT: Authorizing Financial Transactions for Newly Appointed Officers and Executive Director

REQUESTED ACTION:

BY MOTION,

- 1. Adopt Resolution No. 24-04 Authorizing Financial Transactions for locally held accounts by Elected Officers and Executive Director**
- 2. Adopt Resolution No. 24-05 Authorizing Financial Transactions for the Local Agency Investment Fund (LAIF) by Elected Officers and Executive Director**
- 3. Authorize the Executive Director to process Electronic Funds Transfer (EFT) payments above the \$5,000 single signer threshold**

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) banks with Umpqua Bank and LAIF. The recent appointment of newly elected officers requires new authorizations for signatures approval on accounts at these financial institutions.

DISCUSSION

Resolution No. 24-04 authorizes El Dorado Transit Chairperson George Turnboo, Vice-Chairperson David Yarbrough, and Executive Director Brian James to perform financial transactions required to complete normal banking business with UMPQUA Bank.

Resolution No. 24-05 authorizes El Dorado Transit Chairperson George Turnboo, Vice-Chairperson David Yarbrough, and Executive Director Brian James to perform financial transactions required to complete normal banking business with LAIF.

Business practices are adjusting to paperless transactions. El Dorado Transit is requesting authorization for the Executive Director to process transactions above the \$5,000 threshold. These transactions will be restricted to pension, medical, and items reviewed on a case-by-case basis. All transactions will be represented on check registers presented in each Board Meetings Agenda.

FISCAL IMPACT

None

El Dorado County Transit Authority
March 7, 2024

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 24-04**

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

A. I, Megan Wilcher, certify that I am the Secretary to the Board for the above-named organization (referred to as the “Association”) organized under the laws of the State of California, Federal Employer I.D. Number 68-0316621, and that the following is a correct copy of resolution adopted at a meeting of the Association duly and properly called and held on this 7th day of March 2024. This resolution appears in the minutes of this meeting and has not been rescinded or modified.

B. BE IT HEREBY RESOLVED AND ORDERED THAT,

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

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

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

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

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

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

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

- (A) George Turnboo - Chairperson
- (B) David Yarbrough - Vice-Chairperson
- (C) Brian James – Executive Director

Please see signature approval below.

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

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

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board, held on the 7th Day of March 2024, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

George Turnboo, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

RESOLUTION NO. 24-05

RESOLUTION OF THE EL DORADO COUNTY TRANSIT AUTHORITY

**AUTHORIZING INVESTMENT OF MONIES IN
THE LOCAL AGENCY INVESTMENT FUND**

WHEREAS, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the El Dorado County Transit Authority Board of Directors hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the El Dorado County Transit Authority;

NOW THEREFORE, BE IT RESOLVED, that the El Dorado County Transit Authority Board of Directors hereby authorizes the deposit and withdrawal of El Dorado County Transit Authority monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.

BE IT FURTHER RESOLVED, as follows:

Section 1. The following El Dorado County Transit Authority officers holding the title(s) specified hereinbelow **or their successors in office** are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

George Turnboo - Chair
David Yarbrough – Vice Chair
Brian James – Executive Director

Section 2. This resolution shall remain in full force and effect until rescinded by the El Dorado County Transit Authority Board of Directors by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer’s Office.

PASSED AND ADOPTED, by the Board of Directors of El Dorado County Transit Authority of State of California on March 7, 2024.

(George Turnboo, Chair)

ATTEST:

(Megan Wilcher, Secretary to the Board)

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: March 7, 2024

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Fiscal Year 2024/25 Proposed Allocation Table and Proposed Organizational Chart

REQUESTED ACTION:
BY MOTION,

Approve Proposed Allocation Table and Proposed Organizational Chart Fiscal Year 2024/25

BACKGROUND

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

DISCUSSION

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

For Fiscal Year (FY) 2024/25 staff are planning for restoration of one (1) commuter route. It is anticipated that the software upgrade for demand response will increase demand. The budget assumes employment for the sixty-one (61) regular full-time and part-time employees including the Executive Director; Operations Manager; Finance Manager; Human Resources Manager; Planning and Marketing Manager; Administrative Coordinator; Safety Coordinator; Office Assistant II (2); Finance Technician I/II (2); Dispatch Supervisor (1); Transit Dispatcher (4); Transit Operations Supervisor (2); Maintenance & Facilities Supervisor (1); Equipment Technician I/II (3); Maintenance Technician (2); Custodian (2); Full-time and Part-Time Transit Operators (35). In addition to regular staff El Dorado Transit employs temporary employees and “Extra-Help” Transit Operators, Transit Dispatchers, and support staff.

FISCAL IMPACT

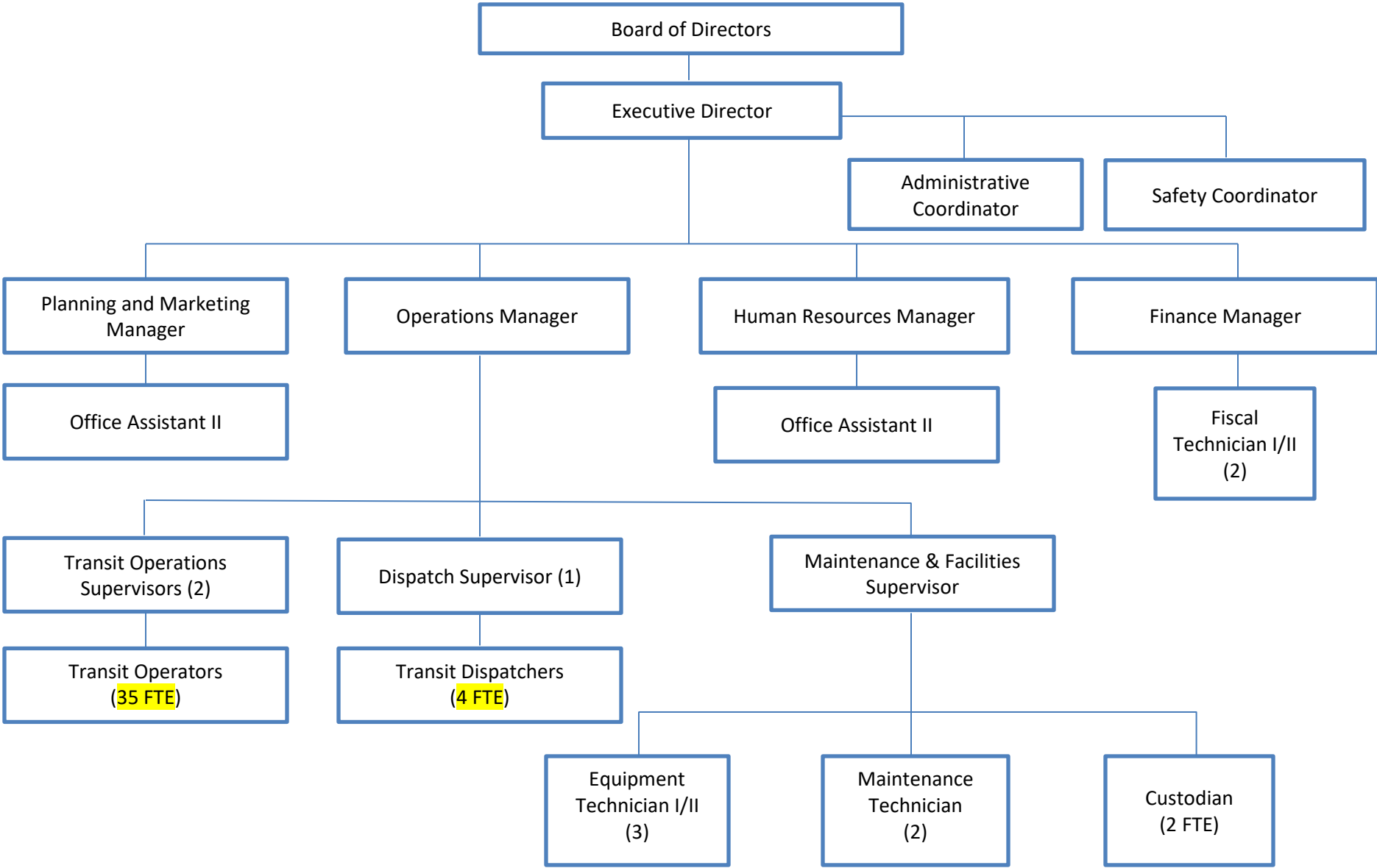
Expenses are included in the preliminary operating budget item included in this agenda packet.

EL DORADO COUNTY TRANSIT AUTHORITY
 PROPOSED PERSONNEL ALLOCATION TABLE
 Fiscal Year (FY) 2024/25

Classification	Adopted FY 2023/24 (fte*)	Proposed FY 2024/25 (fte*)
Administrative Coordinator	1	1
Custodian	2	2
Dispatch Supervisor	1	1
Equipment Technician I/II	3	3
Executive Director	1	1
Finance Manager	1	1
Fiscal Technician I/II	2	2
Human Resources Manager	1	1
Information Technology Analyst	0	0
Maintenance and Facilities Supervisor	1	1
Maintenance Technician	2	2
Office Assistant I/II	2	2
Operations Manager	1	1
Planning and Marketing Manager	1	1
Transit Operations Supervisor	2	2
Safety Coordinator	1	1
Transit Dispatcher	3.5	4
Transit Operator	31	35
<i>TOTAL ALLOCATED POSITIONS</i>	<i>56.5</i>	<i>61</i>

* fte = Full Time Equivalent

**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED ORGANIZATIONAL CHART
FISCAL YEAR 2024/2025**



AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: March 7, 2024
TO: El Dorado County Transit Authority
FROM: Erik Bergren, Planning and Marketing Manager
SUBJECT: Fiscal Year 2023/24 6-Month Administrative Operations Report

REQUESTED ACTION:

BY MOTION,

Receive and File the Fiscal Year 2023/24 6-Month Administrative Operations Report

BACKGROUND

As a recipient of Transportation Development Act (TDA) funds, El Dorado Transit is required to report performance measures as defined in the Public Utilities Code Chapter 4, Article 1, Section 99247. The Administrative Operations Report includes required statistical analysis and other Board approved performance measures on a route, mode and system wide basis.

El Dorado Transit management provides performance measure reporting by service and mode (type of service) which is above and beyond the mandated reporting format. This reporting format provides the public, policy makers and management a detailed comparison by individual service. For comparison purposes, the Administrative Operations Report also includes data from the prior fiscal year.

DISCUSSION

The Fiscal Year 2023/24 6-Month Administrative Operations Report (Administrative Operations Report) provides an overview of El Dorado Transit operations for the reporting period July 1, 2023 through December 31, 2023.

As noted in the Administrative Operations Report, El Dorado Transit provides four (4) distinct types of public transportation: Demand Response, Motor Bus (Local Fixed Routes), Commuter Bus (Commuter Services), and Special Event Services. The purpose of each service varies, therefore, goals and objectives for performance are considered separately.

The report provides operational statistics, revenues, expenses and performance measures by route, mode, and system. To effectively review performance, it is necessary to separate the four (4) modes and compare services within each mode.

It should be noted that continuing pandemic related factors, and service interruptions from severe winter weather events had an impact on transit ridership during the reporting period. However, overall ridership and fare revenue numbers were higher than the previous year for the reporting period.

The following sections discuss the general performance of the various service modes during the July 2023 to December 2023 reporting period.

- Demand Response services ridership increased by 2,785 one-way passenger trips or 29.8% during the period. The on-time performance for Demand Response services was 94.8%.
- Motor Bus (Local Fixed Route) ridership increased by 7,262 one-way passenger trips or 14.6% during the period. The on-time performance for Motor Bus services was 82.5%.
- Commuter Bus (Commuter Services) ridership increased by 1,167 one-way passenger trips or 7.2% during the period. The on-time performance for Commuter Bus services was 87.5%.
- Special Event Service ridership includes the El Dorado County Fair Shuttle in June of each year. El Dorado Transit did not provide any Special Event Services during the reporting period.
- System wide ridership increased by 11,214 one-way passenger trips or 14.8%. Systemwide passenger trips per revenue hour decreased slightly, from 4.6 to 4.5 or 2.2%.

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

FISCAL IMPACT

None



EL DORADO TRANSIT



Fiscal Year 2023/24

6-Month Administrative Operations Report

March 7, 2024

Prepared by:

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

Fiscal Year 2023/24

6-Month Administrative Operations Report

El Dorado County Transit Authority

2024 Board of Directors

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

Vice Chair: David Yarbrough, Placerville City Council

Directors: John Hidahl, El Dorado County Board of Supervisors, District 1
Brooke Laine, El Dorado County Board of Supervisors, District 5
Jackie Neau, Placerville City Council

Alternate Directors: John Clerici, Placerville City Council
Lori Parlin, El Dorado County Board of Supervisors, District 4

Executive Director: Brian James, El Dorado County Transit Authority

Mission Statement

To provide safe, reliable, courteous, attractive, effective, and comfortable public transit, coordinate transit services, reduce vehicle miles traveled on the Western Slope of El Dorado County and actively support reducing emissions to improve air quality.

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

Introduction

The El Dorado County Transit Authority (El Dorado Transit) provides public transportation on the western slope of El Dorado County under authority of a Joint Powers Agreement (JPA) with the County of El Dorado and the City of Placerville.

The El Dorado Transit Fiscal Year 2023/24 6-Month Administrative Operations Report is prepared to apprise the board and public on transit operations over the first six (6) months of fiscal year (FY) 2023/24 (July 1, 2023 to December 31, 2023). In addition, this report presents a comparison of performance measures for the prior fiscal year.

Due to the COVID-19 virus and physical distancing regulations, Older Adult Day Services closed on March 13, 2020, and the Mother Lode Rehabilitation Enterprises (M.O.R.E.) facility closed on March 16, 2020 but has been partially reinstated. Commuter services were decreased to four (4) buses in the morning and afternoon on March 23, 2020.

Service Description

Public transportation services provided by El Dorado Transit include Demand Response, Motor Bus (Local Fixed Routes), Commuter Bus (Commuter Routes) and Special Event Services which include annual services funded through local air quality management grants for vehicle emissions reduction.

Demand Response

Demand Response services include Dial-A-Ride and subscription Dial-A-Ride, Americans with Disabilities Act (ADA) Paratransit, SAC-MED, Mother Lode Rehabilitation Enterprises (M.O.R.E.) and the Older Adult Day Services program transportation.

Dial-A-Ride is a reservation service that operates seven (7) days a week providing curb-to-curb transportation for seniors and persons with disabilities. El Dorado Transit provided 6,307 one-way passenger trips during the reporting period.

ADA Paratransit service is a reservation-based service providing origin to destination transportation to eligible persons with disabilities. ADA Paratransit service is provided the same days and hours as the local fixed route bus services, within $\frac{3}{4}$ mile of the route service area. El Dorado Transit provided 1,415 one-way passenger trips during the reporting period.

SAC-MED is a non-emergency medical transportation service for the public traveling to medical appointments in Sacramento and Placer Counties. The service operates on Tuesday and Thursday each week. El Dorado Transit provided 214 one-way passenger trips during the reporting period.

M.O.R.E. client transportation is a contracted service. ALTA California Regional Center (ALTA) provides funding for the M.O.R.E client transportation through an agreement with El Dorado Transit. Clients are transported from home or an agreed pickup location to the M.O.R.E. program facility in Placerville, as well as to workplace sites. El Dorado Transit provided 4,202 one-way passenger trips during the reporting period.

Older Adult Day Services program clients are transported from home to the facilities in Placerville and El Dorado Hills on an individual subscription basis, Monday through Friday. The program has been closed due to COVID-19 restrictions, and no trips were provided for the service.

The following table provides a year-to-year comparison of demand response services, noting an increase in trips, hours, and miles due to the return of some services for M.O.R.E. and increased demand for ADA Paratransit and Dial-a-Ride services.

DEMAND RESPONSE COMPARISON				
Reporting Period: July 1, 2023 – December 31, 2023				
	FY 2023/24 (current)	FY 2022/23 (prior)	Difference	Percentage +/-
TRIPS	12,138	9,353	+2,785	+29.8%
HOURS	5,202	4,333	+869	+20.1%
MILES	111,549	85,002	+26,547	+31.2%

Motor Bus (Local Fixed Routes)

El Dorado Transit provides connecting bus service within the communities of Pollock Pines, Camino, Placerville, Diamond Springs, El Dorado, Shingle Springs, and Cameron Park with connections to El Dorado Hills and Folsom. The following table shows an increase in trips, hours, and miles for year-to-year comparison of Motor Bus services.

MOTOR BUS COMPARISON				
Reporting Period: July 1, 2023 – December 31, 2023				
	FY 2023/24 (current)	FY 2022/23 (prior)	Difference	Percentage +/-
TRIPS	57,165	49,903	+7,262	+14.6%
HOURS	11,228	9,541	+1,687	+17.7
MILES	213,051	181,528	+31,523	+17.4

Commuter Bus

Sacramento Commuter Bus services provide transportation between El Dorado County and downtown Sacramento during peak commute times, Monday through Friday. Four (4) one-way routes operate both in the morning and afternoon between park-and-ride facilities in El Dorado County and several downtown stops. In addition, two (2) Reverse Commute routes are available for passengers traveling from Sacramento to El Dorado County in the morning and from El Dorado County to Sacramento in the afternoon. The Reverse Commute services are offered on buses that would otherwise be empty while returning from or traveling to Sacramento to perform regular commuter routes. El Dorado Transit provided 12,194 one-way passenger trips during the reporting period.

In addition, the new intercity service between the Sacramento Valley Station and South Lake Tahoe with stops in Cameron Park and Placerville was implemented on July 5, 2021. The service is operated by El Dorado Transit in partnership with the Capitol Corridor and Amtrak. El Dorado Transit provided 5,288 one-way passenger trips during the reporting period.

The following table provides a year-to-year comparison of Commuter Bus services, noting an increase in trips due to more passengers on the Sacramento Commuter and the Tahoe services.

COMMUTER BUS COMPARISON				
Reporting Period: July 1, 2023 – December 31, 2023				
	FY 2023/24 (current)	FY 2022/23 (prior)	Difference	Percentage +/-
TRIPS	17,482	16,315	+1,167	+7.2%
HOURS	2,793	2,633	+160	+6.1%
MILES	90,628	87,315	+3,313	+3.8%

Special Event Services

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

Performance Measures

Mandated Performance Reporting

The Transportation Development Act (TDA) guidelines require that public transit agencies report certain annual performance measures to their governing bodies, the regional transportation planning agency and to the office of the California State Controller. The California TDA Relief Trailer Bill enacted via SB 149 in 2022 extended regulatory relief from some TDA performance and farebox requirements until July 1, 2026.

The following tables summarize and compare the systemwide performance measures for the reporting period:

SYSTEM WIDE COMPARISON				
Reporting Period: July 1, 2023 – December 31, 2023				
	FY 2022/23 (current)	FY 2022/23 (prior)	Difference	Percentage +/-
TRIPS	86,785	75,571	11,214	+14.8%
HOURS	19,223	16,507	2,716	+16.5%
MILES	415,228	353,845	61,383	+17.4%

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

Figure 1 Comparative Report for All Services

FISCAL YEAR KEY PERFORMANCE MEASURES FOR ALL SERVICES	2023/24	2022/23	Difference	Percentage Change +/-
Farebox Recovery Ratio (FBR)	9.33%	8.97%	+.36	+4.0%
Passenger Fares	\$369,731	\$336,301	+\$33,430	+9.9%
Average Fare/Passenger	\$4.26	\$4.45	-\$0.19	-4.3%
Operating Expenses	\$3,960,817	\$3,750,342	+\$210,475	+5.6%
Operating Cost/Passenger	\$45.64	\$49.63	-\$3.99	-8.0%
Operating Cost/Revenue Hour	\$206.05	\$227.20	-\$21.15	-9.3%
Operating Cost/Revenue Mile	\$9.54	\$10.60	-\$1.06	-10%
Road Calls	32	30	+2	+6.7%
Employees per TDA Guidelines (FTE)	54	50	+4	+8%

The Farebox Recovery Ratio (FBR) percentage represents the ratio of fare revenue collected to operating expenses. The standard FBR for El Dorado Transit is 12.2%. Using pre-pandemic inputs for comparison purposes, El Dorado Transit recovered 9.33% in FBR during the reporting period for an increase of 4.0% compared to the previous year. TDA regulatory relief in AB149 allows for the application of additional fare revenues under certain circumstances that would increase the FBR to well above the 12.2% standard.

Passenger fares increased due to increases in Demand Response, Local, and Commuter services. This in turn increased the Farebox Recovery Ratio and the Average Fare per Passenger. El Dorado Transit averaged 12,976 miles between road calls, which is 61.7% better than the national average of 8,000 miles between road calls.

Figure 2 Passenger Trips per Revenue Hour Report for All Services

PASSENGER TRIPS PER REVENUE HOUR	2023/24	2022/23	Difference	Percentage Change +/-
Demand Response	2.3	2.2	+0.1	+4.5%
Motor Bus (Local Fixed Routes)	5.1	5.2	-0.1	-1.9%
Commuter Bus	6.3	6.2	+0.1	+1.6%
Systemwide Passenger Trips per Revenue Hour	4.5	4.6	-0.1	-2.2%

Passenger Trips per Revenue Hour represents the average number of passenger boardings per hour in all service types. Systemwide passenger trips per revenue hour decreased slightly from 4.6 to 4.5 during the reporting period.

Additional Performance Measures

Although not required by the TDA, El Dorado Transit prepares mid-year and annual reports of performance measures by mode and route. Statistical data summarized by service and mode are included for review as Attachment A (FY 2023/24) and Attachment B (FY 2022/23).

El Dorado Transit compares actual performance with performance standards for FBR and operating subsidy per passenger. The Short and Long-Range Transit Plan includes goals for Service Efficiency, Farebox Return Ratio and Operating Subsidy per Passenger.

The following table (Figure 3) shows the performance standards and the actual performance numbers for comparison:

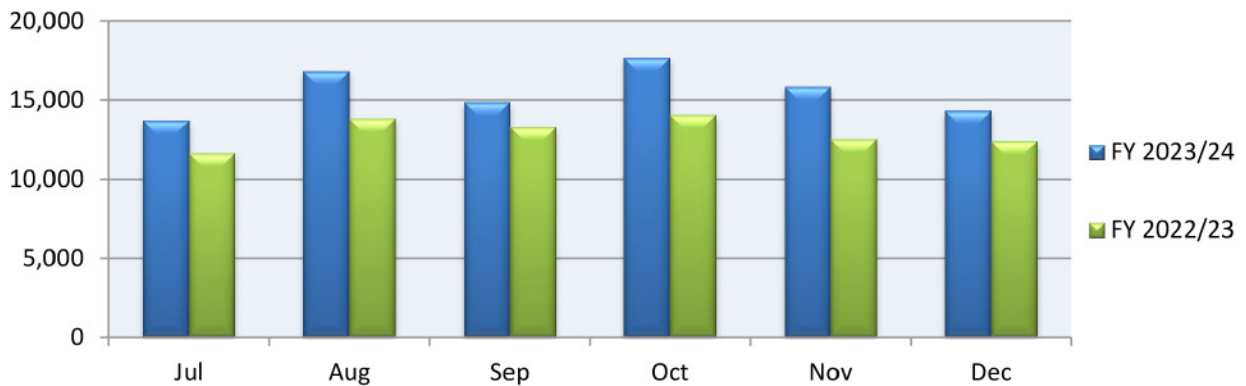
Figure 3 Comparative Report between Actual 2022/23 and Performance Standards

COMPARISON OF ACTUAL PERFORMANCE AND PERFORMANCE STANDARDS	Farebox Recovery Ratio	Operating Subsidy per Passenger	Passenger Trips per Revenue Hour
Motor Bus Routes Standard/Goal	>10.0%	<\$15.00	>5.0
Route 20 - Placerville	2.54%	\$32.91	5.1
Route 25 – Saturday Express	1.78%	\$0.00	0.0
Route 30 – Diamond Springs/El Dorado	2.02%	\$59.42	3.4
Route 35 – Diamond Springs Saturday	1.20%	\$75.02	2.4
Route 40 – Cameron Park/Shingle Springs	2.24%	\$44.98	4.1
Route 50X – 50 Express	2.72%	\$36.26	5.6
Route 60 – Pollock Pines	3.40%	\$36.29	5.8
Total Motor Bus Routes – Average	2.61%	\$37.85	5.1
Demand Response Standard/Goal	N/A	<\$35.00	>2.0
Total Demand Response - Average	10.34%	\$78.87	2.3
Commuter Bus Standard/Goal	>50.0%	<\$5.00	>10.0
Total Commuter Bus – Average	29.98%	\$26.90	6.3

Monthly Ridership Trends

The following graph (Figure 4) compares monthly passenger boardings for FY 2023/24 and FY 2022/23 for all services excluding the Fair Shuttle:

Figure 4 Fiscal Year Monthly Boardings



On-Time Performance Standards

El Dorado Transit service on-time performance is regularly measured to evaluate actual performance compared to adopted targets. Figure 5 shows the percentage of on-time arrivals by mode compared to adopted targets.

Figure 5 On-Time Performance FY 2023/24

Service Type	Adopted Target	Actual Performance
Demand Response	90%	94.8%
Motor Bus Routes	85%	82.5%
Commuter Bus Routes	90%	87.5%

Marketing and Outreach

The following were developed and/or conducted by El Dorado Transit staff, as appropriate, to heighten public awareness and promote transit services:

Passenger Materials

El Dorado Transit provides complete route and schedule information in printed brochures, and on the agency website which is available in more than one hundred languages. Schedules and route maps are updated regularly and made available on transit vehicles, bus stops and distributed through a network of outlets within the service area.

The agency website is maintained in-house and provides easy access to the most popular types of information including:

- Trip Planner
- Connect Card information
- Transit fares, passes and scrip ticket information and ordering
- Schedule and route information
- Americans with Disabilities Act (ADA) services
- Press Releases
- Legal Notices
- Service Alerts
- Employment information
- Board Agendas and Minutes

Print Advertising and Local Media

El Dorado Transit staff develops and distributes timely Press Releases to local news outlets to identify noteworthy activities and events. These commonly include:

- New, expanded, or modified services
- Opening of new facilities
- Delivery of new vehicles
- Special services
- Ridership growth
- Introduction of targeted promotional activities

In addition to news releases, the staff works with local news reporters to develop feature articles about the benefits of using transit.

Digital Outreach

El Dorado Transit staff distribute information to the public through social media tools such as Facebook and X, formally known as Twitter. An El Dorado Transit Instagram account was also created in 2023, and staff have been posting and developing for user engagement. Passengers can sign up for rider alert emails that are sent whenever there is a disruption or change in services. Route information and real-time bus arrival information is available to passengers through the free RouteShout app and the El Dorado Transit website.

Direct Outreach

An ongoing public speaking program and mobility training is conducted to build a positive image within the community, build awareness of the services El Dorado Transit offers, and instruct both potential riders and gatekeepers on how to use the transit system. El Dorado Transit staff makes personal on-site presentations to business and community leaders, gatekeepers, potential rider groups, partner organizations, and human services providers. When necessary, presentations are targeted and timed to coincide with implementation of new, expanded, or modified services.

One-on-one transit training (mobility training) is a valuable tool that is available to potential riders to assist them in maintaining their independence and to access life-line services or employment opportunities. Passengers may schedule special training sessions, in-home appointments, or escorted transit rides with staff depending on individual needs. Mobility training is particularly effective in helping potential or first-time passengers become familiar with the available services and overcome any anxiety about using public transit.

Glossary of Terms/Definitions

Demand Response	Shared ride service or services, generally origin-to-destination (curb-to-curb), performed upon request or by advance reservation; as in Dial-A-Ride or SAC-MED
Americans with Disabilities Act (ADA)	a wide-ranging civil rights law enacted by the U.S. Congress in 1990 that prohibits, under certain circumstances, discrimination based on disability
Charter	Transportation provided at the request of a third party for the exclusive use of a bus or van for a negotiated price (excludes public, demand response services)
Transportation Development Act (TDA)	provides two major sources of funding for public transportation: the Local Transportation Fund (LTF) and the State Transit Assistance fund (STA). These funds are for the development and support of public transportation needs that exist in California and are allocated to areas of each county based on population, taxable sales and transit performance
Farebox Recovery Ratio (FBR)	the ratio of fares collected to operating expenses on a given service or services, represented as a percentage
Trip	represents the boarding of a single transit passenger for the purposes of travel in one direction (one-way)
Ridership	cumulative total of trips recorded on a service or services during a given timeframe
Hours (revenue)	represents the time during which a vehicle was either transporting passengers or available for public boarding (excludes vehicle travel time to and from base before or after passenger service)
Miles (revenue)	represents the miles recorded on a vehicle while either transporting passengers or available for public boarding (excludes distance travelled to and from base before or after passenger service)
Operating Cost	All costs in the operating expense object classes exclusive of depreciation and costs associated with providing charter service
Operating Cost per Passenger	calculation of operating cost divided by the trips recorded

Operating Cost per Hour	calculation of operating cost divided by the revenue hours
Operating Cost per Mile	calculation of operating cost divided by the revenue miles
Passenger Trips per Revenue Hour	calculation of total passenger trips divided by the revenue hours
Average Fare per Passenger	calculation of actual fare revenue divided by the passenger trips
Road Calls	cumulative total of mobile responses to a disabled transit vehicle, while in passenger service
Employee Full-Time Equivalent (FTE)	number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law

El Dorado County Transit Authority

Administrative Operations Report
 Fiscal Year 2023 / 2024
 Reporting Period July 1, 2023 through December 31, 2023

	Demand Response					Motor Bus										Commuter Bus			Special Services		SYSTEMWIDE	
	DIAL A RIDE	SAC-MED	M.O.R.E.	OLDER ADULT DAY SERVICES	COMP PARA-TRANSIT	Subtotal	#40 SHINGLE SPRINGS	CP/ SPRINGS	#30 DIAMOND SPRINGS	#25 SATURDAY EXPRESS	#60 POLLOCK PINES	#20 PLACERVILLE	#35 DIAMOND SPRINGS SATURDAY	50 EXPRESS	Subtotal	COMMUTER	REVERSE COMMUTE	SLT	Subtotal	ED COUNTY FAIR	Subtotal	TOTALS
TRIPS	6,307	214	4,202	0	1,415	12,138	6,265	6,576	923	8,565	7,949	335	26,552	57,165	11,928	266	5,288	17,482	0	0	86,785	
HOURS	3,584	248	742	0	627	5,202	1,543	1,465	273	1,465	1,583	138	4,761	11,228	1,559	189	1,045	2,793	0	0	19,223	
MILES	70,567	6,212	22,711	0	12,059	111,549	24,016	22,311	5,261	37,941	16,009	1,754	105,759	213,051	45,600	6,900	38,128	90,628	0	0	415,228	
REVENUES:																						
TDA	\$ 440,134.58	\$ 34,765.64	\$ 34,415.20	\$ -	\$ 77,460.77	\$ 586,776.19	\$ 267,113.46	\$ 252,591.09	\$ 52,189.68	\$ 296,856.41	\$ 246,507.09	\$ 23,790.60	\$ 917,528.66	\$ 2,056,576.99	\$ 203,228.74	\$ 36,618.29	\$ (27,368.36)	\$ 212,478.67	\$ -	\$ -	\$ 2,855,831.85	
STA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5311	\$ 255,198.85	\$ 17,570.79	\$ 53,192.87	\$ -	\$ 44,548.51	\$ 370,511.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 370,511.02	
ARPA 5311	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,531.33	\$ 9,048.63	\$ 1,724.05	\$ 9,054.29	\$ 9,780.44	\$ 869.83	\$ 29,428.96	\$ 69,437.53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,437.54	
5311(f)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,500.00	\$ 82,500.00	\$ -	\$ 82,500.00	
5307	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
CRRSAA 5307	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 81,751.97	\$ 10,002.49	\$ -	\$ 91,754.46	\$ -	\$ -	\$ 91,754.46	
SGR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
LCTOP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,147.44	\$ 4,886.74	\$ 931.09	\$ 4,889.80	\$ 5,281.97	\$ 469.75	\$ 15,893.23	\$ 37,500.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,500.00	
CCJPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,550.73	\$ 83,550.73	\$ -	\$ 83,550.73	
FARES	\$ 21,145.37	\$ 1,470.00	\$ 85,976.04	\$ -	\$ 1,760.25	\$ 110,351.66	\$ 6,464.26	\$ 5,504.73	\$ 991.61	\$ 10,929.33	\$ 6,808.88	\$ 306.43	\$ 26,968.18	\$ 57,973.42	\$ 73,279.11	\$ 1,261.66	\$ 126,865.17	\$ 201,405.94	\$ -	\$ -	\$ 369,731.02	
TOT. REV	\$ 716,478.80	\$ 53,806.43	\$ 173,584.11	\$ -	\$ 123,769.53	\$ 1,067,638.87	\$ 288,256.49	\$ 272,031.19	\$ 55,836.43	\$ 321,729.83	\$ 268,378.38	\$ 25,436.61	\$ 989,819.03	\$ 2,221,487.96	\$ 358,259.82	\$ 47,882.44	\$ 265,547.54	\$ 671,689.80	\$ -	\$ -	\$ 3,960,816.63	
WHEELCHAIR PSGR	576	59	0	0	389	1024	14	11	44	140	50	11	62	332	1	0	1	2	0	0	1,358	
EXPENDITURES:																						
EMPLOYEES	\$ 330,388.77	\$ 22,849.73	\$ 68,524.20	\$ -	\$ 57,358.77	\$ 479,121.47	\$ 141,861.53	\$ 134,689.99	\$ 26,104.08	\$ 134,790.13	\$ 145,569.24	\$ 13,165.95	\$ 438,083.52	\$ 1,034,264.44	\$ 143,022.06	\$ 17,630.38	\$ 96,664.11	\$ 257,316.55	\$ -	\$ -	\$ 1,770,702.49	
BENEFITS	\$ 162,896.09	\$ 11,462.14	\$ 34,372.92	\$ -	\$ 28,497.46	\$ 237,228.61	\$ 70,301.62	\$ 66,722.32	\$ 13,762.36	\$ 66,809.26	\$ 72,074.96	\$ 6,938.49	\$ 216,895.46	\$ 513,504.47	\$ 70,892.05	\$ 8,970.82	\$ 47,927.75	\$ 127,790.62	\$ -	\$ -	\$ 878,523.65	
VEHICLE OP	\$ 103,074.88	\$ 9,050.41	\$ 32,815.47	\$ -	\$ 17,618.54	\$ 162,559.30	\$ 35,030.55	\$ 32,520.22	\$ 7,220.27	\$ 55,355.18	\$ 23,362.12	\$ 2,416.19	\$ 154,236.59	\$ 310,141.12	\$ 66,726.31	\$ 9,750.82	\$ 55,345.95	\$ 131,823.08	\$ -	\$ -	\$ 604,523.48	
OTHER OP	\$ 120,119.06	\$ 10,444.15	\$ 37,871.52	\$ -	\$ 20,294.76	\$ 188,729.49	\$ 41,062.79	\$ 38,098.66	\$ 8,749.72	\$ 64,775.26	\$ 27,372.06	\$ 2,915.98	\$ 180,603.46	\$ 363,577.93	\$ 77,619.40	\$ 11,530.42	\$ 65,609.73	\$ 154,759.55	\$ -	\$ -	\$ 707,066.99	
TOTAL EXP	\$ 716,478.80	\$ 53,806.43	\$ 173,584.11	\$ -	\$ 123,769.53	\$ 1,067,638.87	\$ 288,256.49	\$ 272,031.19	\$ 55,836.43	\$ 321,729.83	\$ 268,378.38	\$ 25,436.61	\$ 989,819.03	\$ 2,221,487.96	\$ 358,259.82	\$ 47,882.44	\$ 265,547.54	\$ 671,689.80	\$ -	\$ -	\$ 3,960,816.61	
FARE BOX RECOVERY	2.95%	2.73%	49.53%	#DIV/0!	1.42%	10.34%	2.24%	2.02%	1.78%	3.40%	2.54%	1.20%	2.72%	2.61%	20.45%	2.63%	47.77%	29.98%	#DIV/0!	#DIV/0!	9.33%	
OPERATING COST PER / PSGR	\$113.60	\$251.43	\$41.31	#DIV/0!	\$87.47	\$87.96	\$46.01	\$41.37	\$60.49	\$37.56	\$33.76	\$75.93	\$37.28	\$38.86	\$30.04	\$180.01	\$50.22	\$38.42	#DIV/0!	#DIV/0!	\$45.64	
OPERATING COST PER / HOUR	\$199.89	\$217.09	\$233.86	#DIV/0!	\$197.29	\$205.24	\$186.88	\$185.75	\$204.34	\$219.65	\$169.51	\$184.32	\$207.89	\$197.86	\$229.79	\$253.01	\$254.17	\$240.49	#DIV/0!	#DIV/0!	\$206.05	
OPERATING COST PER / MILE	\$10.15	\$8.66	\$7.64	#DIV/0!	\$10.26	\$9.57	\$12.00	\$12.19	\$10.61	\$8.48	\$16.76	\$14.50	\$9.36	\$10.43	\$7.86	\$6.94	\$6.96	\$7.41	#DIV/0!	#DIV/0!	\$9.54	
PASSENGER TRIPS PER / REVENUE HOUR	1.8	0.9	5.7	#DIV/0!	2.3	2.3	4.1	4.5	3.4	5.8	5.0	2.4	5.6	5.1	7.7	1.4	5.1	6.3	#DIV/0!	#DIV/0!	4.5	
AVERAGE FARE PER / PASSENGER	\$3.35	\$6.87	\$20.46	#DIV/0!	\$1.24	\$9.09	\$1.03	\$0.84	\$1.07	\$1.28	\$0.86	\$0.91	\$1.02	\$1.01	\$6.14	\$4.74	\$23.99	\$11.52	#DIV/0!	#DIV/0!	\$4.26	
OPERATING SUBSIDY PER / PASSENGER	\$110.25	\$244.56	\$20.85	#DIV/0!	\$86.23	\$78.87	\$44.98	\$40.53	\$59.42	\$36.29	\$32.91	\$75.02	\$36.26	\$37.85	\$23.89	\$175.27	\$26.23	\$26.90	#DIV/0!	#DIV/0!	\$41.38	
ROAD CALLS	3	0	0	0	0	3	0	5	1	4	2	1	11	24	4	0	1	5	0	0	32	
EMPLOYEE FULL-TIME EQUIVALENT (FTE)																						71

El Dorado County Transit Authority

Administrative Operations Report

Fiscal Year 2022 / 2023

Reporting Period July 1, 2022 through December 31, 2022

	Demand Response						Motor Bus							Commuter Bus				Special Services		SYSTEMWIDE	
	DIAL A RIDE	SAC-MED	M.O.R.E.	OLDER ADULT DAY SERVICES	COMP PARA-TRANSIT	Subtotal	#40 CP/ SHINGLE SPRINGS	#30 DIAMOND SPRINGS	#25 SATURDAY EXPRESS	#60 POLLOCK PINES	#20 PLACERVILLE	#35 DIAMOND SPRINGS SATURDAY	50 EXPRESS	Subtotal	COMMUTER	REVERSE COMMUTE	SLT	Subtotal	ED COUNTY FAIR	Subtotal	TOTALS
TRIPS	4,441	118	3,430	0	1,364	9,353	6,156	6,493	0	8,286	8,275	0	20,693	49,903	11,097	105	5,113	16,315	0	0	75,571
HOURS	3,083	112	475	0	663	4,333	1,555	1,425	0	1,486	1,546	0	3,530	9,541	1,539	101	993	2,633	0	0	16,507
MILES	55,785	2,644	14,431	0	12,142	85,002	25,221	21,294	0	38,503	15,405	0	81,105	181,528	45,978	3,775	37,562	87,315	0	0	353,845
REVENUES:																					
TDA	\$ 358,362.51	\$ 14,994.21	\$ 7,256.14	\$ -	\$ 79,232.07	\$ 459,844.93	\$ 235,271.84	\$ 213,789.39	\$ -	\$ 272,727.77	\$ 205,588.98	\$ -	\$ 614,574.58	\$ 1,541,952.56	\$ 252,574.64	\$ 23,097.89	\$ (6,622.94)	\$ 269,049.59	\$ -	\$ -	\$ 2,270,847.08
STA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5311	\$ 263,364.37	\$ 9,713.68	\$ 40,528.87	\$ -	\$ 56,904.10	\$ 370,511.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 370,511.02
CRRSAA 5311	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,204.46	\$ 55,160.10	\$ -	\$ 57,555.64	\$ 59,876.54	\$ -	\$ 136,561.79	\$ 369,358.53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 369,358.50
5311(i)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,375.20	\$ 34,375.20	\$ -	\$ -	\$ 34,375.20
5307	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,117.97	\$ 596.05	\$ 5,876.51	\$ 15,590.53	\$ -	\$ -	\$ 15,590.55
CRRSAA 5307	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,661.76	\$ 3,507.94	\$ 34,584.84	\$ 91,754.54	\$ -	\$ -	\$ 91,754.54
SGR	\$ 26,626.30	\$ 977.10	\$ 4,095.40	\$ -	\$ 5,743.45	\$ 37,442.25	\$ 13,434.97	\$ 12,308.81	\$ -	\$ 12,840.78	\$ 13,361.59	\$ -	\$ 30,479.81	\$ 82,425.96	\$ 13,308.95	\$ 875.99	\$ 8,595.32	\$ 22,780.26	\$ -	\$ -	\$ 142,648.50
LCTOP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,417.97	\$ 5,879.51	\$ -	\$ 6,132.27	\$ 6,380.17	\$ -	\$ 14,563.19	\$ 39,373.11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,373.12
CCIPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 79,583.01	\$ 79,583.01	\$ -	\$ -	\$ 79,583.01
FARES	\$ 17,889.48	\$ 724.00	\$ 70,403.64	\$ -	\$ 1,515.80	\$ 90,532.92	\$ 10,402.98	\$ 5,311.82	\$ -	\$ 10,438.09	\$ 6,691.33	\$ -	\$ 21,684.34	\$ 54,528.56	\$ 64,534.87	\$ 445.00	\$ 126,259.55	\$ 191,239.42	\$ -	\$ -	\$ 336,300.90
TOT. REV	\$ 666,242.66	\$ 26,408.99	\$ 122,284.05	\$ -	\$ 143,395.42	\$ 958,331.12	\$ 325,732.22	\$ 292,449.63	\$ -	\$ 359,694.55	\$ 291,898.61	\$ -	\$ 817,863.71	\$ 2,087,638.72	\$ 393,198.19	\$ 28,522.87	\$ 282,651.49	\$ 704,372.55	\$ -	\$ -	\$ 3,750,342.39
WHEELCHAIR PSGR	660	32	0	0	221	913	8	22	0	274	145	0	116	565	0	0	5	5	0	0	1,483
EXPENDITURES:																					
EMPLOYEES	\$ 276,360.65	\$ 10,148.83	\$ 42,527.49	\$ -	\$ 59,310.59	\$ 388,347.56	\$ 139,325.93	\$ 127,705.81	\$ -	\$ 133,327.28	\$ 138,610.74	\$ -	\$ 316,161.12	\$ 855,130.88	\$ 138,253.01	\$ 8,982.24	\$ 89,611.03	\$ 236,846.28	\$ -	\$ -	\$ 1,480,324.71
BENEFITS	\$ 203,498.28	\$ 7,450.75	\$ 31,283.03	\$ -	\$ 43,947.09	\$ 286,179.15	\$ 102,451.01	\$ 93,898.91	\$ -	\$ 97,942.32	\$ 102,058.05	\$ -	\$ 232,386.63	\$ 628,736.92	\$ 101,558.71	\$ 6,731.22	\$ 65,713.30	\$ 174,003.23	\$ -	\$ -	\$ 1,088,919.26
VEHICLE OP	\$ 88,439.36	\$ 4,113.89	\$ 22,890.99	\$ -	\$ 19,101.71	\$ 134,545.95	\$ 39,921.99	\$ 33,683.84	\$ -	\$ 60,990.82	\$ 24,431.49	\$ -	\$ 128,569.75	\$ 287,597.89	\$ 72,899.11	\$ 5,771.89	\$ 59,560.85	\$ 138,231.85	\$ -	\$ -	\$ 560,375.12
OTHER OP	\$ 97,944.37	\$ 4,695.52	\$ 25,582.54	\$ -	\$ 21,036.03	\$ 149,258.46	\$ 44,033.29	\$ 37,161.07	\$ -	\$ 67,434.13	\$ 26,798.33	\$ -	\$ 140,746.21	\$ 316,173.03	\$ 80,487.36	\$ 7,037.52	\$ 67,766.31	\$ 155,291.19	\$ -	\$ -	\$ 620,722.68
TOTAL EXP	\$ 666,242.66	\$ 26,408.99	\$ 122,284.05	\$ -	\$ 143,395.42	\$ 958,331.12	\$ 325,732.22	\$ 292,449.63	\$ -	\$ 359,694.55	\$ 291,898.61	\$ -	\$ 817,863.71	\$ 2,087,638.72	\$ 393,198.19	\$ 28,522.87	\$ 282,651.49	\$ 704,372.55	\$ -	\$ -	\$ 3,750,342.36
FARE BOX RECOVERY	2.69%	2.74%	57.57%	#DIV/0!	1.06%	9.45%	3.19%	1.82%	#DIV/0!	2.90%	2.29%	#DIV/0!	2.65%	2.61%	16.41%	1.56%	44.67%	27.15%	#DIV/0!	#DIV/0!	8.97%
OPERATING COST PER / PSGR	\$150.02	\$223.81	\$35.65	#DIV/0!	\$105.13	\$102.46	\$52.91	\$45.04	#DIV/0!	\$43.41	\$35.27	#DIV/0!	\$39.52	\$41.83	\$35.43	\$271.65	\$55.28	\$43.17	#DIV/0!	#DIV/0!	\$49.63
OPERATING COST PER / HOUR	\$216.07	\$235.88	\$257.66	#DIV/0!	\$216.20	\$221.16	\$209.51	\$205.30	#DIV/0!	\$242.09	\$188.85	#DIV/0!	\$231.70	\$218.82	\$255.55	\$281.71	\$284.62	\$267.52	#DIV/0!	#DIV/0!	\$227.20
OPERATING COST PER / MILE	\$11.94	\$9.99	\$8.47	#DIV/0!	\$11.81	\$11.27	\$12.92	\$13.73	#DIV/0!	\$9.34	\$18.95	#DIV/0!	\$10.08	\$11.50	\$8.55	\$7.56	\$7.52	\$8.07	#DIV/0!	#DIV/0!	\$10.60
PASSENGER TRIPS PER / REVENUE HOUR	1.4	1.1	7.2	#DIV/0!	2.1	2.2	4.0	4.6	#DIV/0!	5.6	5.4	#DIV/0!	5.9	5.2	7.2	1.0	5.1	6.2	#DIV/0!	#DIV/0!	4.6
AVERAGE FARE PER / PASSENGER	\$4.03	\$6.14	\$20.53	#DIV/0!	\$1.11	\$9.68	\$1.69	\$0.82	#DIV/0!	\$1.26	\$0.81	#DIV/0!	\$1.05	\$1.09	\$5.82	\$4.24	\$24.69	\$11.72	#DIV/0!	#DIV/0!	\$4.45
OPERATING SUBSIDY PER / PASSENGER	\$145.99	\$217.67	\$15.13	#DIV/0!	\$104.02	\$92.78	\$51.22	\$44.22	#DIV/0!	\$42.15	\$34.47	#DIV/0!	\$38.48	\$40.74	\$29.62	\$267.41	\$30.59	\$31.45	#DIV/0!	#DIV/0!	\$45.18
ROAD CALLS	1	0	4	0	0	5	5	4	0	4	0	0	6	19	5	0	1	6	0	0	30
EMPLOYEE FULL-TIME EQUIVALENT (FTE)																					50

AGENDA ITEM 1 G
Consent Item

MEMORANDUM

DATE: March 7, 2024

TO: El Dorado County Transit Authority

FROM: Brian James, Executive Director

SUBJECT: Amendment of the Professional Services Agreement with Feild & Associates

REQUESTED ACTION:

BY MOTION,

- 1. Authorize Amendment of the Professional Services Agreement between the El Dorado County Transit Authority and Feild & Associates**
- 2. Approve Purchase Order No. B29165 issued to Feild & Associates in the amount of \$50,000 for Capital Improvement Project Management**

BACKGROUND

Feild & Associates provides project management or construction management related services for the El Dorado County Transit Authority (El Dorado Transit) including analyzing Capital Improvement Project costs and budgets, coordinating the services of architects or engineers, acquiring any regulatory permits for the projects, obtaining quotes for work or conducting bid openings for formal bid projects, and monitoring of contractor activities. They also provide studies and reports of investigations related to Capital Improvement Projects, as well as various reviews and recommendations related to the placement of conditions of approval by the County of El Dorado and City of Placerville for development project applications.

DISCUSSION

As a result of ongoing Capital Improvement Projects including the Bass Lake Road Park and Ride, overflow parking at the El Dorado Hills Park and Ride, bus parking lot improvements, and the replacement of the swamp coolers in the Maintenance Shop, the established Professional Services Agreement (PSA) amount of \$24,000 will not be sufficient for Feild & Associates to complete their assigned tasks.

With the requested action, staff is seeking approval to execute the attached professional services agreement amendment with Feild & Associates, pending final approval as to form by legal

counsel. In addition, the requested actions will approve Purchase Order No. B29165 in the amount of \$50,000 and grant the Executive Director minor change order authority.

FISCAL IMPACT

The requested action is for contracting authority of \$50,000 for professional project and construction management related services with Feild and Associates. Adjustments were incorporated during the mid-year budget process.

EL DORADO COUNTY TRANSIT AUTHORITY

**AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT
with FEILD & ASSOCIATES for CONSTRUCTION RELATED CONSULTING**

This Amendment of the Professional Services Agreement (PSA) between the El Dorado County Transit Authority, hereinafter referred to as “**El Dorado Transit**”, and Feild & Associates, hereinafter referred to as “**Consultant**”, effective from July 1, 2023 to June 30, 2024, is now Amended as follows effective April 1, 2024.

WHEREAS, the PSA between the Parties dated July 1, 2023, is set to expire on June 30, 2024;

WHEREAS, the July 1, 2023 PSA provides that compensation to Consultant is on a reimbursement basis up to \$24,000.00;

WHEREAS, the Parties anticipate that the **Consultant’s** work on **El Dorado Transit’s** Capital Improvement Plan (CIP) projects would result in reimbursable amounts to **Consultant** exceeding the Compensation limits described in the July 1, 2023 PSA.

El Dorado Transit and **Consultant** hereby agree to the July 1, 2023 PSA is amended as follows. All other Terms and Conditions of the current PSA shall remain in full force and effect unless amended in writing by both Consultant and El Dorado Transit.

SECTION 6 - COMPENSATION

For services performed pursuant to this Agreement, EL DORADO TRANSIT agrees to pay and CONSULTANT agrees to accept as payment in full, all identified project costs on a cost reimbursement basis up to fifty thousand dollars (\$50,000.00) maximum amount.

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

EL DORADO TRANSIT:

CONSULTANT:

Brian James, Executive Director

Peter M. Feild, Owner

APPROVED AS TO FORM:

Michael Tucker, Legal Counsel for El Dorado County Transit Authority

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

REVISED 3/7/24

PURCHASE ORDER NO. B29165

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

DATE: 07/01/23

ACCOUNT: 5030

CLASS: 125

TO: FEILD & ASSOCIATES
PO BOX 168
MENDOCINO, CA 95460

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

Contact: Pete Feild

Vendor Phone No: (707) 937-3559

Fax No: N/A

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		CONSTRUCTION RELATED CONSULTING AS DESCRIBED IN EXHIBIT "A" FOR FISCAL YEAR 07/01/23 THROUGH 06/30/24		NOT TO EXCEED \$50,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$50,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE \$50,000.00

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: March 7, 2024
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Revised Transportation Development Act Claim for Fiscal Year (FY) 2023/24

REQUESTED ACTION:

BY MOTION,

Adopt Resolution No. 24-06 Authorizing the Executive Director to file a revised Transportation Development Act (TDA) Claim for Fiscal Year (FY) 2023/24

BACKGROUND

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

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

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

DISCUSSION

In December 2023, the Board was presented the Fiscal Year 2022/23 Independent Financial Audit. Discussion included the use of Federal operating funds first as directed by the bylaws. The use of one-time Federal funds triggered an excess of LTF for use in subsequent years.

In August 2023, the State Controllers' Office provided a revised allocation schedule for State Transit Assistance Funds (STA).

El Dorado Transit Resolution No. 24-06 presented for adoption authorizes the Executive Director to file a revised FY 2023/24 claim per California Code of Regulations Section 6649 reflecting the revised STA revenue.

FISCAL IMPACT

Resolution No. 24-06, if adopted, will result in adjustments to the Final Amended Operating Budget.

	<u>Adopted 2023/24</u>	<u>Proposed 2023/24</u>
TDA (LTF) Revenue	\$ 7,293,578.18	\$ 7,293,578.18
TDA (LTF) Carry-over	-	\$ 2,739,339.00
STA	\$ 2,152,496.00	\$ 2,296,350.00
Total Claim FY 2022/23	\$ 9,446,074.18	\$12,329,267.18

TDA – 1
TRANSPORTATION DEVELOPMENT ACT CLAIM

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

From: Claimant: El Dorado County Transit Authority

 Address: 6565 Commerce Way

 Diamond Springs, CA 95619-9454

 Contact: Julie Petersen, Finance Manager

 Phone: (530) 642-5383 extension 206

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

Local Transportation Fund/State Transit Assistance Fund:

LTF or STA	Amount	Fiscal Year
LTF	\$ 7,293,578.18	2023/24
STA	\$ 2,296,350.00	2023/24
LTF	\$ 2,739,339.00	2022/23

Submitted by: Brian James

Title: Executive Director

Date: March 7, 2024

EDCTC Date of Approval: _____

EDCTC Resolution #: _____

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 24-06**

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director or the designated representative shall be authorized to file a revised claim for TDA Article 4 funding for transit services for fiscal year 2023/24 as follows:

Article 4	Operating Expenses	\$ 7,293,578.18
Article 4	Operating Expenses FY 22/23	<u>\$ 2,739,339.00</u>
Total Article 4 Allocation Available		\$10,032,917.18

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

Total 2023/24 Claim	\$ 2,296,350.00
---------------------	-----------------

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board, held on the 7th day of March 2024 by the following vote of said Board:

AYES: NOES: ABSTAIN: ABSENT:

George Turnboo, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: March 7, 2024
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Fiscal Year 2024/25 Preliminary Operating Budget

REQUESTED ACTION:
BY MOTION,

Receive and File the proposed Fiscal Year 2024/25 Preliminary Operating Budget

BACKGROUND

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

DISCUSSION

El Dorado Transit is required to operate within a balanced budget. The Fiscal Year (FY) 2024/25 Preliminary Operating Budget as presented is balanced to anticipated operating revenues and provides for the potential restoration and/or expansion of transit services.

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

PRELIMINARY FISCAL YEAR 2024/25 OPERATING BUDGET

The FY 2024/25 Preliminary Operating Budget assumes full employment of the current allocated regular full-time and part-time positions including management, administrative staff, operations, and maintenance. The final operating budget and allocation plan may include additional staffing adjustments based on operational need.

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

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

Revenue Accounts

Transportation Development Act (TDA)

Following the draft apportionment of TDA funds by the El Dorado County Transportation Commission (EDCTC), the projected amount available to transit for operations is \$4,130,858. This amount is a decrease from the prior years' allocation in the amount of \$3,162,721.

Transportation Development Act (TDA) - Deferred

This year we are allocating certain grant funding to help support our Capital Program. To balance the operating budget, an amount of \$3,267,081 in Deferred TDA is being used. This deferred amount is from prior FY's savings.

Federal Transit Administration (FTA) Section 5311 Grant

The FTA Section 5311 program provides funding, through the California Department of Transportation (Caltrans), for public transportation projects in non-urbanized areas. There are two (2) types of programming in Section 5311; 1) County/Regional apportionment by formula and 2) Competitive Discretionary for Intercity connection projects. Historically, El Dorado Transit receives funds under the formula program for operating assistance or capital projects. This years' allocation has not been received so a placeholder of last years' amount has been provided.

Federal Transit Administration (FTA) Section 5311(f) Grant

The call for projects has not been issued yet this year from Caltrans. This item will be included in the Mid-Year Budget Adjustment process.

Federal Transit Administration (FTA) Section 5311 ARPA Grant

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

Fair Shuttle AB2766 Grant

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

Low Carbon Transit Operations Program (LCTOP) Grant

These funds are allocated by the State Controllers' Office to provide operating and capital assistance for transit agencies to reduce greenhouse emissions. These grant funds are planned to

subsidize Zero Emissions Bus (ZEB) Vehicles and Infrastructure (Capital Improvement Plan #22-03) and continuation of a discount fare program.

Federal Transit Administration (FTA) Section 5307) Grant

The call for projects has not been issued yet this year from SACOG. This item will be included in the Mid-Year Budget Adjustment process.

State of Good Repair (SGR)

Funding under Senate Bill 1 (SB 1) is allocated by the State Comptroller's Office. This year's funding will be programed to our capital budget.

Cash Fares

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

Contract Services

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

CCJPA

El Dorado Transit has a third-party contract for the operation of the South Lake Tahoe route. The Capital Corridor Joint Powers Authority contract for the current year will be presented at a later date.

Advertising Revenue

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

Offset Reserve Fund – CalTIP (restricted)

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

Salary and Benefits Accounts

Regular Employees and Overtime

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

Temporary Employees

The preliminary budget includes \$90,000 for Extra-Help employees to provide relief driving and fill-in Transit Dispatch assignments on an intermittent basis. These employees fill in when regular Operators and Dispatchers are off work.

Employee Retirement

Employee Retirement is based on a CalPERS formula. El Dorado Transit has a “Classic” and a “PEPRA” plan for regular employees. The employer contribution is approximately \$410,840 or 13.31% of base wages (based on actuarial reports); the employee contribution is estimated at \$254,653. The Employer current portion of the Unfunded Liability is \$272,932 and will be paid as a lump sum in July 2024.

Health Insurance

- The Health Insurance line item includes the El Dorado Transit contribution towards health, vision, and dental coverage for enrolled employees. Plan coverage is calendar year; therefore, premium increases will occur in January 2025.
- The Human Resources Department administers agreements and/or insurance policies for services and insurance coverage’s that automatically renew each year. The following are perpetual contracts and agreements for employee insurance coverage and benefits:
- Health Insurances
 - **Regular Full/Part-Time Unrepresented Employees**
 - ❖ CalPERS Health Plan with OptumRX Pharmaceutical
 - ❖ Delta Dental
 - ❖ Vision Service Plan (VSP)
 - **Regular Full/Part-Time Represented Transit Drivers**
 - ❖ Operating Engineers Plan – Health, Pharmaceutical, Dental, Vision
or
 - ❖ El Dorado County Plan – Health, Pharmaceutical, Dental, Vision
- Sun Life Financial - Long Term Disability
Coverage provides wage loss protection for regular full/part-time employees in the event of prolonged disability.
- Sun Life Financial – Life Insurance
\$10,000 policy coverage for regular full-time represented transit operators
\$20,000 policy coverage for regular full-time unrepresented employees
- Paylocity
Flexible Benefits Plan (Cafeteria Plan) allows regular full/part-time employees to pay the employee portion of premiums and certain benefits offered under the plan with pre-tax dollars.

Workers Compensation

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

Service and Supply Accounts

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

Vehicle Maintenance – In-House

Projected increase includes additional service miles and warrantee expiration.

Insurance Premiums/Liability

The preliminary budget is based on premium estimates only.

Service Contracts/Equipment

This line item includes costs associated with annual service agreements, license renewals etc.

Contingency

Contingency is projected at \$283,410 representing 3% of the overall operating budget expenses.

SUMMARY

Management’s opinion is that the financial position of El Dorado Transit is stable. The proposed preliminary budget for fiscal year 2024/25 reflects \$9,730,415 in total operating expenditures balanced to projected available Federal, State and project specific revenues.

Staff is requesting that the Board receive and file the proposed Fiscal Year 2024/25 Preliminary Operating Budget as presented.

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

OPERATING BUDGET		FY 2023/2024	FY 2024/2025	
		Mid-Year	Preliminary	
		Adopted 02/01/24	Proposed 03/07/24	Difference
REVENUE ACCOUNTS				
4000.00	Transportation Development Act (TDA/LTF)	\$7,293,579	\$4,130,858	-\$3,162,721
4000.00	Transportation Development Act (TDA/LTF) Deferred	\$0	\$3,267,081	\$3,267,081
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$741,022	\$741,022	\$0
4100.05	Federal Transit Administration (FTA) Section 5311(f) Grant	\$165,000	\$0	-\$165,000
4100.06	Federal Transit Administration (FTA) ARPA Act Section 5311 Grant	\$138,875	\$138,875	\$0
4107.03	Fair Shuttle AB2766 Grant	\$32,000	\$32,000	\$0
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant	\$75,000	\$0	-\$75,000
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$0	\$0	\$0
4112.00	Federal Transit Administration (FTA) CRRSAA Act Section 5307 Grant	\$183,509	\$183,509	\$0
4270.01	State of Good Repair (SGR) Program	\$0	\$0	\$0
4300.00	Cash Fares	\$97,000	\$135,000	\$38,000
4310.00	Contract Services	\$165,000	\$177,000	\$12,000
4330.00	Commuter Route Fare Media	\$320,000	\$389,000	\$69,000
4350.00	Local Route Fare Media	\$70,000	\$44,000	-\$26,000
4360.00	Paper Scrip	\$9,000	\$4,200	-\$4,800
4370.00	CCJPA	\$185,000	\$185,000	\$0
4400.00	Advertising Revenue	\$0	\$36,000	\$36,000
4970.00	Interest Income	\$130,000	\$132,000	\$2,000
4990.00	Misc. Revenue	\$0	\$400	\$400
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$134,470	\$134,470	\$0
TOTAL REVENUES		\$9,739,455	\$9,730,415	-\$9,040
SALARY & BENEFIT ACCOUNTS				
5010.00	Regular Employees	\$3,466,705	\$3,466,705	\$0
5010.02	Temporary Employees	\$90,000	\$90,000	\$0
5010.07	Overtime	\$95,000	\$95,000	\$0
5010.08	On Call Pay	\$7,000	\$7,000	\$0
5010.09	CRDI and Shift Pay	\$20,000	\$20,000	\$0
5020.01	Employee Retirement	\$1,094,000	\$938,000	-\$156,000
5020.02	Health Insurance	\$1,585,000	\$1,585,000	\$0
5020.03	Unemployment Insurance	\$15,000	\$10,000	-\$5,000
5020.04	LT Disability/Life Ins	\$41,000	\$43,000	\$2,000
5020.05	Worker's Comp	\$122,000	\$203,000	\$81,000
5070.01	OASDI - Payroll Tax - FICA	\$8,400	\$6,000	-\$2,400
5070.02	MEDICARE - Payroll Tax	\$54,000	\$50,000	-\$4,000
TOTAL SALARY & BENEFITS		\$6,598,105	\$6,513,705	-\$84,400
SERVICE & SUPPLY ACCOUNTS				
5030.00	Professional Services	\$350,000	\$350,000	\$0
5030.10	Employee Medical Exams	\$11,500	\$10,000	-\$1,500
5030.30	Background Checks	\$3,000	\$3,000	\$0
5040.00	Vehicle Maintenance (In-House)	\$417,000	\$440,000	\$23,000
5040.01	Fuel Purchase	\$750,000	\$750,000	\$0
5040.02	Vehicle Maintenance/Tires & Tubes	\$125,000	\$135,000	\$10,000
5040.03	Vehicle Maintenance/Lubricants	\$45,000	\$47,000	\$2,000
5040.04	Vehicle Maintenance/Small Tools - Shop	\$5,000	\$5,000	\$0
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$45,000	\$45,000	\$0
5050.01	Communications - Phone	\$35,000	\$35,000	\$0
5050.02	Utilities	\$56,000	\$50,000	-\$6,000
5050.03	Utilities/ Park & Rides	\$22,000	\$24,000	\$2,000
5060.01	Insurance Premiums/Public Liability	\$347,000	\$381,000	\$34,000
5060.02	Insurance Premiums/Physical Damage	\$24,000	\$26,000	\$2,000
5060.03	Insurance Premiums/Commercial	\$20,000	\$15,000	-\$5,000
5060.04	Insurance Premium EPLI Package	\$28,000	\$28,000	\$0
5090.00	Operating Expense - Other	\$2,000	\$2,000	\$0
5090.01	Household Expenses	\$18,000	\$18,000	\$0
5090.02	Shop Clothing & Supplies	\$10,000	\$10,000	\$0
5090.05	Uniforms - Other	\$15,000	\$15,000	\$0
5090.06	Service Contracts/Equipment	\$245,000	\$200,000	-\$45,000
5090.08	Pubs/Legal Notices	\$13,000	\$13,000	\$0
5090.20	Communications - Radio	\$1,000	\$500	-\$500
5090.30	Staff Development/Travel	\$30,000	\$30,000	\$0
5090.40	Memberships	\$6,000	\$6,000	\$0
5090.50	Safety Equipment/Training	\$5,000	\$5,000	\$0
5090.70	Office Expense	\$15,000	\$15,000	\$0
5090.72	Bank Charges	\$1,500	\$1,500	\$0
5090.73	Credit Card Charge Fees	\$4,000	\$4,000	\$0
5090.74	Connect Card Administration Expenses	\$11,000	\$11,000	\$0
5090.75	Printing	\$10,000	\$10,000	\$0
5090.80	Postage	\$4,000	\$4,000	\$0
5120.00	Rents/Leases	\$12,000	\$12,000	\$0
5140.01	Equipment Purchase - Data Processing	\$1,000	\$1,000	\$0
5140.05	Equipment Purchase - Office	\$1,800	\$1,800	\$0
5150.00	Special Department Expense	\$1,500	\$1,500	\$0
5150.01	Marketing	\$10,000	\$10,000	\$0
5160.00	Maintenance/Other	\$2,000	\$2,000	\$0
5160.01	Maintenance/Buildings	\$15,000	\$15,000	\$0
5160.03	Maintenance/Equipment	\$4,000	\$4,000	\$0
5160.05	Maintenance/Grounds	\$6,500	\$6,500	\$0
5160.07	Park and Ride Maintenance	\$47,500	\$47,500	\$0
5160.09	Maintenance/Bus Stop	\$3,000	\$3,000	\$0
4108.03	Fair Shuttle AB2766 Grant	\$42,000	\$0	-\$42,000
5008.01	MY RIDE - Mileage Expenses	\$140,000	\$140,000	\$0
6270.00	Contingency	\$181,050	\$283,410	\$102,360
TOTAL SERVICES AND SUPPLIES		\$3,141,350	\$3,216,710	\$75,360
TOTAL OPERATING EXPENSES		\$9,739,455	\$9,730,415	-\$9,040

AGENDA ITEM 2 B
Action Item

MEMORANDUM

DATE: March 7, 2024
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Fiscal Year 2024/25 Preliminary Capital Plan and Budget

REQUESTED ACTION:
BY MOTION,

**Receive and File the proposed Fiscal Year 2024/25 Preliminary
Capital Plan and Budget**

BACKGROUND

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

DISCUSSION

The FY 2024/25 Preliminary Capital Improvement Plan (CIP) Budget recommends capital projects and identifies funding sources. Projects may carry over multiple fiscal years and include but are not limited to facility improvements, equipment purchases and replacement, vehicle purchases and replacements, software and hardware upgrades and replacements, safety and security systems and bus stop/park and ride improvements. New fiscal year projects proposed in the CIP are numbered as 25-XX (e.g., 25-01; 25-02, etc.).

In addition to ongoing projects, staff is recommending the following for inclusion in the FY 2024/25 CIP:

- 25-01 Administration / Maintenance Facility Equipment
- 25-02 Bus Stop Improvements, Maintenance and Repairs
- 25-03 Cambridge Road Park and Ride Improvements

SUMMARY

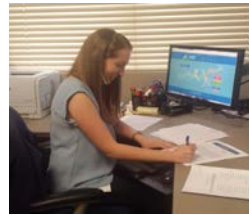
Staff is requesting that the Board receive and file the proposed Fiscal Year 2024/25 Preliminary Capital Budget as presented.

El Dorado County Transit Authority
March 7, 2024

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EL DORADO TRANSIT



Fiscal Year 2024/25

Capital Improvement Plan

March 7, 2024

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EL DORADO COUNTY TRANSIT AUTHORITY

PRELIMINARY

CAPITAL IMPROVEMENT PLAN

FISCAL YEAR 2024/2025

EL DORADO COUNTY TRANSIT AUTHORITY

CAPITAL IMPROVEMENT PLAN

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

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

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

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

The Capital Improvement Plan and Capital Budget for 2024/25 identify transit capital funded with Transportation Development Act (TDA) funds, State of Good Repair (SGR) funds, Federal Transit Administration (FTA) Section 5307 funds, Federal Transit Administration (FTA) Section 5310 funds, and a proposed Low Carbon Transit Operations Program (LCTOP) grant from the State.

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

Table of Contents

20-04 (4) Maintenance Facility Swamp Cooler and Steam Modifications	4
22-02 (2) El Dorado Hills Park and Ride Improvements	5
22-03 Zero Emission Vehicles and Infrastructure	6
22-04 (3) Bass Lake Park & Ride – Phase I.....	7
22-05 Scheduling and Dispatching Software Replacement.....	8
23-02 (2) Bus Parking Lot Rehabilitation.....	9
24-02 Passenger Security Surveillance & Lighting - Bus Stops.....	10
24-04 Collision Avoidance System Upgrade.....	11
24-05 Supervisor and Admin Staff Vehicle Replacement	12
25-01 Administration / Maintenance Facility Equipment.....	13
25-02 Bus Stop Improvements, Maintenance and Repairs	14
25-03 Cambridge Road Park and Ride Improvements	15
Budget	16

Maintenance Facility Swamp Cooler and Steam Modifications

Project No. 20-04 (3)

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

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

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

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

COST SUMMARY (ESTIMATE)

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

FUNDING SOURCES

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

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

El Dorado Hills Park and Ride Improvements

Project No. 22-02 (2)

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

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

The El Dorado County Transit Authority (El Dorado Transit) maintains a park and ride facility in El Dorado Hills at Post Street and White Rock Road. In the El Dorado Transit Park and Ride Master Plan which was adopted by the El Dorado Transit Board on February 1, 2024, improvements to the El Dorado Hills Park and Ride were recommended. Those improvements include repaving the existing lot; reconstructing the transit passenger plaza; renewing landscaping, striping, and signing; adding new EV charging stations; improving bicycle and pedestrian connections; and purchasing and improving the lot to the east of the current facility.

COST SUMMARY (ESTIMATE)

	<u>Adopted Budget</u>	<u>Proposed Budget</u>
Park and Ride Parking Lot Resurfacing	\$250,000	<u>\$2,800,000</u>
<i>Total Project Estimate</i>	\$250,000	\$2,800,000

FUNDING SOURCES

Transportation Development Act (TDA)	\$250,000	<u>\$2,800,000</u>
<i>Total Revenue</i>	\$250,000	\$2,800,000

Adopted into CIP	Status	Estimated Completion Date
FY 2021 / 2022	Active	FY 2026 / 2027

Zero Emission Vehicles and Infrastructure

Project No. 22-03

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

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

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

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

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

COST SUMMARY (ESTIMATE)

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

FUNDING SOURCES

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

Adopted into CIP	Status	Estimated Completion Date
FY 2021 / 2022	Active	FY 2026 / 2027

Bass Lake Park & Ride – Phase I

Project No. 22-04 (3)

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

The El Dorado County Transit Authority Park-and-Ride Facilities Master Plan (2017) identified the Bass Lake Hills Park and Ride location as the #3 Priority Site for development. The assumption was that the land for the facility would come from development activity within the Bass Lake Hill Specific Plan. In 2018, through Irrevocable Offers of Dedication provided by a developer, El Dorado Transit took title to portions of two parcels on the southwest side of Bass Lake Road at the future Country Club Drive, totaling 2.4 acres. Rough grading of the site, as part of the reconstruction of Bass Lake Road at the Country Club Drive intersection, was completed in 2020. The Condition of Approval for the Bass Lake North subdivision requires the developer to construct the first half (100 spaces) of the park and ride facility. That construction will create the basic park and ride facility, which includes drainage, finish grading and paving. Construction is now scheduled to begin in May 2023.

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

COST SUMMARY (ESTIMATE)

	<u>Proposed Budget</u>
Bass Lake Park & Ride	\$ 360,000
Contingency	<u>\$ 40,000</u>
<i>Total Project Cost</i>	<i>\$ 400,000</i>

FUNDING SOURCE

Transportation Development Act (TDA)	<u>\$ 400,000</u>
<i>Total Revenue</i>	<i>\$ 400,000</i>

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

Scheduling and Dispatching Software Replacement

Project No. 22-05

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

COST SUMMARY (ESTIMATE)

	<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>

Adopted into CIP	Status	Estimated Completion Date
FY 2021 / 2022	Active	FY 2024 / 2025

Bus Parking Lot Rehabilitation

Project No. 23-02 (2)

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

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

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

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

COST SUMMARY (ESTIMATE)

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

FUNDING SOURCES

SB1 State of Good Repair Grant FY 22/23	\$285,297
SB1 State of Good Repair Grant FY 23/24	<u>\$297,741</u>
<i>Total Revenue</i>	<i>\$583,038</i>

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

Passenger Security Surveillance & Lighting - Bus Stops

Project No. 24-02

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

COST SUMMARY (ESTIMATE)

Adopted
Budget

Passenger Security Surveillance & Lighting - Bus Stops
Total Project Cost

\$300,000
\$300,000

FUNDING SOURCES

Transportation Development Act (TDA) funds
Total Revenue

\$300,000
\$300,000

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

Collision Avoidance System Upgrade

Project No. 24-04

Operators engage in numerous hours of training throughout their employment on proper mirror usage and blind spot awareness to minimize the likelihood of being involved in collisions with vehicles, bicyclists and pedestrians. To further reduce the likelihood of collisions in the operators blind spot, in 2018, Collision Avoidance Systems were installed in the passenger vehicles to assist operators by alerting them of potential collisions.

Since the original installation, Collision Avoidance System technology has vastly improved. Upgrading the systems with the updated technology will decrease visual obstructions used by the current components, provide additional detection by increasing sensor technology during low light, and provide an exterior audible announcement warning pedestrians and bicyclists who enter the danger zone of a vehicle when turning.

<i>COST SUMMARY (ESTIMATE)</i>	<u>Proposed Budget</u>
Collision Avoidance System	\$325,500
Contingency 10%	<u>\$ 32,550</u>
<i>Total Project Cost</i>	\$358,050

FUNDING SOURCE

Transportation Development Act (TDA) (STA)	<u>\$ 358,500</u>
<i>Total Revenue</i>	<u>\$ 358,500</u>

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

Supervisor and Admin 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) Administration 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 November 2, 2023.

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>

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

Administration / Maintenance Facility Equipment

Project No. 25-01

El Dorado Transit may have the need during the Fiscal Year 2024/25 to procure items considered incidental in nature, but are above the \$1,000 threshold that designates an asset posted to the depreciation schedule. Examples of this would include the replacement of small office equipment/furniture and/or replacement of Maintenance equipment.

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

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

FUNDING SOURCES

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

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

Bus Stop Improvements, Maintenance and Repairs

Project No. 25-02

El Dorado Transit may have the need during the Fiscal Year 2024/25 to procure items considered incidental in nature but, are above the \$1,000 threshold that designates an asset posted to the depreciation schedule. Examples of this would include the replacement of trash receptacles, benches, landscaping, shelter repairs and other items of this nature.

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

COST SUMMARY (ESTIMATE)

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

FUNDING SOURCES

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

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

Cambridge Road Park and Ride Improvements

Project No. 25-03

The El Dorado County Transit Authority (El Dorado Transit) maintains a park and ride facility at Cambridge Road and Highway 50 in Cameron Park. In the El Dorado Transit Park and Ride Master Plan which was adopted by the El Dorado Transit Board on February 1, 2024, improvements to the park and ride were recommended. Those improvements will make the facility a fully adequate transit center and would include adding a bus loop with two additional bus loading bays; parking lot resurfacing and striping; and landscaping improvements.

COST SUMMARY (ESTIMATE)

	<u>Proposed Budget</u>
Park and Ride Parking Lot Resurfacing	<u>\$950,000</u>
<i>Total Project Estimate</i>	<i>\$950,000</i>

FUNDING SOURCES

Transportation Development Act (TDA)	<u>\$950,000</u>
<i>Total Revenue</i>	<i>\$950,000</i>

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

El Dorado County Transit Authority
Preliminary Capital Improvement Plan Budget FY 2024/25

Status	CIP Project Number	Project Description	Completion Estimate (FY)	Project Budget	FY 2024/25 Expenditures	STA* \$8,815,543	FTA Section 5307 \$700,000	FTA Section 5310 \$236,000	LCTOP \$824,697	SB1 / SGR \$583,038	Unfunded	
ACTIVE	20-04	Maintenance Facility Swamp Cooler and Steam Cleaner Modifications	2024/25	\$168,675	\$168,675	\$168,675					\$0	
ACTIVE	22-02	El Dorado Hills Park and Ride Improvements	2026/27	\$2,800,000	\$50,000	\$2,100,000					\$700,000	
ACTIVE	22-03	Zero Emission Vehicles and Infrastructure	2026/27	\$8,280,000	\$0	\$3,800,000			\$824,697		\$3,655,303	
ACTIVE	22-04	Bass Lake Park & Ride - Phase I	2025/26	\$400,000	\$0	\$400,000					\$0	
ACTIVE	22-05	Scheduling and Dispatching Software Replacement	2024/25	\$230,000	\$0	\$50,000		\$180,000			\$0	
ACTIVE	23-02	Bus Parking Lot Rehabilitation	2025/26	\$583,038	\$134,076	\$0				\$583,038	\$0	
ACTIVE	24-02	Passenger Security Surveillance & Lighting	2025/26	\$300,000	\$300,000	\$300,000					\$0	
ACTIVE	24-04	Collision Avoidance System Upgrade	2024/25	\$358,050	\$358,040	\$358,040						
ACTIVE	24-05	Supervisor and Admin Staff Vehicle Replacement	2024/25	\$78,082	\$78,082	\$78,082						
ACTIVE	25-01	Administration/Maintenance Facility Equipment	2024/25	\$40,000	\$40,000	\$40,000						
ACTIVE	25-02	Bus Stop Improvements, Maintenance and Repairs	2024/25	\$40,000	\$40,000	\$40,000						
ACTIVE	25-03	Cambridge Road Park and Ride Improvements	2025/26	\$950,000	\$950,000	\$950,000						
Project Totals					\$14,227,845	\$2,118,873	\$8,284,797	\$0	\$180,000	\$824,697	\$583,038	\$4,355,303
Remaining Funds Available							\$530,746	\$700,000	\$56,000	\$0	\$0	-\$4,355,303

*Balance Per FY 2022/23 Audited Financials

Project Status: In Progress Funded Unfunded