

**EL DORADO COUNTY TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING**

AGENDA

Thursday, May 1, 2025; 1:00 PM

Regular Meeting

Chairperson: David Yarbrough, City of Placerville Councilmember
Vice Chairperson: Brian Veerkamp, County of El Dorado Supervisor, District III
Jackie Neau, City of Placerville Councilmember
Lori Parlin, County of El Dorado Supervisor, District IV
George Turnboo, County of El Dorado Supervisor, District II

- John Clerici, Alternate for City Councilmembers
- Greg Ferrero, Alternate for County of El Dorado Supervisor, District I

Executive Director: Brian James

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

PLEASE NOTE: If all board members are present in person, public participation by Zoom is for convenience only and is not required by law. If the Zoom feed is lost for any reason, the meeting may be paused while a fix is attempted but the meeting may continue at the discretion of the Chairperson.

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.

RECESS TO CLOSED SESSION

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

Closed Personnel Session Pursuant to Government Code Section 54954.5 –
PUBLIC EMPLOYMENT Title: Human Resources Manager

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

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 April 3, 2025 (<i>Wilcher</i>)	5
	B. Receive and file March 2025 Check Registers (<i>Hewett</i>)	9
	C. Receive and file March 2025 Ridership Reports (<i>Bergren</i>)	12
	D. Receive and file Quarterly Investment Report for quarter ending 03/31/2025 (<i>Hewett</i>)	15
	E. 1. Adopt Resolution No. 25-11 identifying fuel as exempt from competitive bidding and authorize the Executive Director to procure fuel from outside vendors (<i>Hewett</i>)	17
	2. Approve Blanket Purchase Order No. B31007 issued to Dawson Oil Company in the amount of \$800,000 for fiscal year 2025/26	
	3. Approve Blanket Purchase Order No. B31057 issued to Hunt & Sons, Inc in the amount of \$25,000 for fiscal year 2025/26	

1.	<u>CONSENT CALENDAR CONTINUED</u>	<u>PAGE</u>
	F. Approval of Purchase Orders above \$25,000 for Fiscal Year 2025/26 (<i>Hewett</i>)	22
	G. Adopt Resolution No. 25-12 authorizing the Executive Director to file a Transportation Development Act (TDA) claim for Fiscal Year 2025/26 (<i>Hewett</i>)	51
2.	<u>ACTION ITEMS</u>	
	TIMED ITEM 1:00 PM	
	A. Public Hearing to review and acknowledge job vacancy status and recruitment efforts (<i>Harris</i>)	55
	B. 1. Adopt Resolution No. 25-14 approving the appointment of Julie Petersen as extra help and waive the 180-day waiting period (<i>Harris</i>)	58
	2. Authorize the Chair to sign the draft, limited duration employment agreement with Julie Petersen to provide guidance on special issues for the incoming Finance Manager	
	C. Adopt the updates to the Petty Cash Policy (Policy No. B-4) to adopt Resolution No. 25-13 authorizing the El Dorado County Transit Authority to maintain a maximum amount in the petty cash fund of five hundred dollars (\$500.00) (<i>Hewett</i>)	67
	D. 1. Approve Contract Amendment No. 1 between the City of Placerville and El Dorado County Transit Authority for mitigation related costs (<i>Hewett</i>)	73
	2. Approve Purchase Order No. 30199 issued to City of Placerville in the amount of \$116,892.21	
	3. Authorize the Executive Director to execute the contract and all related documents necessary to complete the project	
	E. 1. Approve increase to overall Capital Improvement Plan (CIP) budget for Project No. 22-04 to the total amount of \$800,000.00 (<i>Hewett</i>)	78
	2. Award contract for Bass Lake Road Park & Ride Landscaping to the lowest responsible bidder, consistent with the bid documents upon legal review and approval	
	3. Approve Purchase Order No. 30200 to Saenz Landscape Company in the amount of \$408,886.79	
	4. Authorize the Executive Director to execute the contract (including change orders but not to exceed CIP budget), and all related documents necessary to complete the project	

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED
EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING
Thursday, June 5, 2025 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

**EL DORADO COUNTY TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
CONFORMED MINUTES
Thursday, April 3, 2025; 1:00 PM
Regular Meeting**

Chairperson: David Yarbrough, City of Placerville Councilmember
Vice Chairperson: Brian Veerkamp, County of El Dorado Supervisor, District III
Jackie Neau, City of Placerville Councilmember
Lori Parlin, County of El Dorado Supervisor, District IV
George Turnboo, County of El Dorado Supervisor, District II

- John Clerici, Alternate for City Councilmembers
- Greg Ferrero, Alternate for County of El Dorado Supervisor, District I

Executive Director: Brian James

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CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Yarbrough called the meeting to order at 1:00 PM and the pledge of allegiance was recited.

CEREMONIAL ITEMS

- A. Adopt Proclamation in recognition of retiring Finance Manager Julie Petersen for twenty-six (26) years of public service

The Board unanimously approved the adoption of the Proclamation.

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

- B. Adopt Proclamation in recognition of retiring Transit Operator Bob Nobriga for twenty-two (22) years of public service

The Board unanimously approved the adoption of the Proclamation.

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

ROLL CALL

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

A quorum was present.

ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR

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

OPEN FORUM

None

1. **CONSENT CALENDAR**

- A. Approve Conformed Minutes of Regular Meeting March 6, 2025 (*Wilcher*)
- B. Receive and file February 2025 Check Registers (*Hewett*)
- C. Receive and file February 2025 Ridership Reports (*Bergren*)
- D. Adopt Resolution No. 25-08 Authorizing the El Dorado County Transit Authority and the Executive Director to execute all documents for the Caltrans Division of Rail and Mass Transportation Low Carbon Transit Operations Program (LCTOP), Fiscal Year 2024/25 (*Bergren*)

2. **ACTION ITEMS**

- A. 1. Adopt Resolution No. 25-09 Approving the Fiscal Year 2025/26 Preliminary Operating Budget Including Revisions (*Hewett*)
- 2. Adopt Resolution No. 25-10 Approving the Fiscal Year 2025/26 Preliminary Capital Budget
- 3. Form an Ad Hoc Committee to review the proposed Final Fiscal Year 2025/26 Operating and Capital Budgets
- 4. Appoint the Chair and Vice-Chair to the Ad Hoc Budget Review Committee

Action: Item approved unanimously as requested by staff and Chair Yarbrough and Vice-Chair Veerkamp were appointed to the Ad Hoc Budget Review Committee

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

3. **INFORMATION ITEMS**

- A. 2024 Safe Driving Award Recipients (*Parker*)

Information item. No vote taken.

- B. Status of Zero Emission Bus Transition (*Bergren*)

Information item. No vote taken.

- C. April 2025 – June 2025 Newsletter (*Bergren*)

Information item. No vote taken.

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

RECESS TO CLOSED SESSION

Recessed to closed session at 1:24 PM

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: 1 Potential Case

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

Reconvene to Open Session at 1:32 PM. No report out.

ADJOURNMENT

Chair Yarbrough adjourned the meeting at 1:32 PM. The next regularly scheduled meeting is Thursday, May 1, 2025.

Respectfully Submitted,

**Megan Wilcher
Secretary to the Board**

* Verbal Report

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: May 1, 2025
TO: El Dorado County Transit Authority
FROM: Kate Hewett, Finance Manager
SUBJECT: March 2025 Check Register

REQUESTED ACTION:

BY MOTION,

Receive and file March 2025 Check Register

BACKGROUND

The following check register includes routine transactions for the month of March 2025. These expenditures fall within budgets adopted by the El Dorado County Transit Authority Board of Directors.

DISCUSSION

Four (4) items merit further detail:

Check # 40715 – Applied Video Solutions, Inc.....\$140,704.58
This check pays the obligation for the Passenger Security Surveillance & Lighting Project using Local Transportation Funds (LTF); CIP # 24-04.

Check # 40747 – Regional Government Services.....\$2,904.50
This check pays the obligation for the services related to updating the DBE and Procurement Manual using Local Transportation Funds (LTF); No CIP.

Check # 40749 – Route Match Software LLC.....\$29,189.96
This check pays the obligation for the dispatch software used for our local fixed routes (January 1, 2025 to June 30, 2025) using Local Transportation Funds (LTF); No CIP.

Check # 40824 – Dokken Engineering.....\$9,895.00
This check pays the obligation for Consulting Work, performed in February 2025, to Improve the Bus Parking Lot using the SB1 State of Good Repair Funds Grant (SGR) FY's 22/23, 23/24, 24/25, 25/26; CIP # 23-02.

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
March 2025

Date	Num	Name	Memo	Amount
03/03/2025	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	MARCH 2025 - HEALTH INSURANCE PREMIUMS	\$52,693.73
03/03/2025	EFT TRANS	OPERATING ENGINEERS PUBLIC & MISC	MARCH 2025 - MEDICAL PREMIUMS	\$48,279.00
03/05/2025	40711	A-Z BUS SALES INC	THIRD BRAKE LIGHT #1901	\$72.37
03/05/2025	40712	ACCO ENGINEERED SYSTEMS INC	HVAC SERVICE ADMINISTRATION BUILDING	\$624.00
03/05/2025	40713	ADM SCREENING	DOT MED EXAMS (7), RANDOM DRUG SCREEN (4), RANDOM ALCHOHOL BREATH TEST (2)	\$2,000.00
03/05/2025	40714	AIR & LUBE SYSTEMS INC	RE-INSPECTION OF OMER LIFT	\$250.00
03/05/2025	40715	APPLIED VIDEO SOLUTIONS, INC.	SECURITY VIDEO SYSTEM UPGRADE PROJECT: PROGRESS REPORT - EQUIPMENT	\$140,704.58
03/05/2025	40716	AT&T	CENTRAL BILLING 1-24-25 TO 2-23-25	\$92.20
03/05/2025	40717	AT&T MOBILITY	FEBRUARY 2025 - WIRELESS SERVICE FOR SURVEILLANCE CAMERAS AT PARK & RIDES	\$188.52
03/05/2025	40718	AUTOZONE INC	DRAIN PLUGS, WASHER FLUID, WIPER BLADES, OIL FILTERS, RADIATOR HOSE, HARMONIC BALANCER	\$420.05
03/05/2025	40719	C & H MOTOR PARTS	CLAMP, HOSE, NIPPLE, DIXON MENDER, SHARK PRODUCTS	\$281.91
03/05/2025	40720	CAL NET	MARCH 2025 - CCTV CAMERA SERVICE	\$176.92
03/05/2025	40721	CALIFORNIA ELECTRONIC ASSET RECOVERY	OLD MOBILE EYE AND OTHER ELECTRONICS PICK UP AND DISPOSAL	\$470.76
03/05/2025	40722	CANTER BUYER PARENT, LP	ENDURANCE TIRES (8), TIRES (2), TIRE RECYCLING, ALIGNMENT	\$5,521.62
03/05/2025	40723	CAPITOL CLUTCH & BRAKE INC	ABS SENSOR, FILTER CARTRIDGE, NYLON TUBING, REGEN VALVE KIT	\$247.95
03/05/2025	40724	CITY OF PLACERVILLE	JANUARY, FEBRUARY, & MARCH 2025 - BUS SHELTER MAINTENANCE	\$330.00
03/05/2025	40725	CUSTOM EMBROIDERY CONCEPTS	50TH ANNIVERSARY SHIRTS & VARIOUS ADDITIONAL UNIFORM ITEMS	\$2,584.73
03/05/2025	40726	D&K AUTO GLASS	LABOR TO R&R LEFT & RIGHT WINDSHIELD #1705, WINDSHIELD REPAIR #1801	\$285.00
03/05/2025	40727	DAWSON OIL	FEBRUARY 2025 - FUEL PURCHASES	\$49,271.20
03/05/2025	40728	EL DORADO DISPOSAL SERVICE	FEBRUARY 2025 - DISPOSAL SERVICES	\$447.56
03/05/2025	40729	EMP. MISC. REIMBURSEMENT	MILEAGE REIMBURSEMENT	\$59.20
03/05/2025	40730	EVAN CARSON	BIG 5 SHELTER PICK UP FROM YARD AND INSTALL ON SITE	\$2,150.00
03/05/2025	40731	FLEMING DISTRIBUTING CO.	DFC (6), LSII(4), AND HEAVY DUTY FUEL RESTORATION (6) #2002	\$474.90
03/05/2025	40732	FOLSOM LAKE DODGE	HEADLAMP, FUEL INJECTOR, IGNITION COIL, DOOR HANDLE, STRUT, ENGINE SUPPORT	\$1,176.47
03/05/2025	40733	GLOBAL DATA VAULT LLC	MARCH 2025 - MONTHLY RECOVERY BACK UP SERVICE	\$330.00
03/05/2025	40734	GWP HOLDINGS LLC	RETAINING RING, COUPLING, AIR COMPRESSOR, WASHER SEALING, O-RING, ENGINE REBUILD PARTS	\$30,025.02
03/05/2025	40735	HUNT & SONS INC	FEBRUARY 2025 - FUEL PURCHASES	\$269.98
03/05/2025	40736	J.C. NELSON SUPPLY CO	TOILET PAPER, HAND TOWELS AND SEAT COVERS	\$587.70
03/05/2025	40737	KIMBALL MIDWEST	CLEANING SUPPLIES FOR BUSES - BRUSHES AND CLEANER	\$213.85
03/05/2025	40738	MAG LANDSCAPING INC	FEBRUARY 2025 - LANDSCAPING MAINTENANCE	\$1,390.00
03/05/2025	40739	MISSION UNIFORM SERVICE	MATS, UNIFORM, & TOWEL SERVICES	\$876.60
03/05/2025	40740	MOTIVE ENERGY LLC	1300 CCA 300 RC (2) # 1004 & (2) # 1706	\$860.16
03/05/2025	40741	O'REILLY AUTO PARTS	COOLANT HOSE, CV SHAFT, AIR FILTER, MARVEL, CV INNER & SHAFT, COMPRESSOR	\$973.23
03/05/2025	40742	PACIFIC GAS & ELECTRIC	FEBRUARY 2025 - ELECTRIC SERVICES	\$1,146.25
03/05/2025	40743	PACIFIC MATERIAL HANDLING SOLUTIONS	FORKLIFT SEAT	\$580.00
03/05/2025	40744	PATRIDGE TIRES AND SERVICE LLC	3 AXLE COACH ALIGNMENT #1801	\$1,145.00
03/05/2025	40745	QUALITY METAL FABRICATION, LLC.	ALUMINUM PANELS FOR SECURITY CAMERA EQUIPMENT AT PARK & RIDE	\$2,269.93
03/05/2025	40746	QUILL LLC	HP BLACK TONER, AAA BATERIES, WALL CLOCK, GLUE STICKS, ASSORTED POST-ITS, 8X11 COPY PAPER	\$421.40
03/05/2025	40747	REGIONAL GOVERNMENT SERVICES	DBE AND PROCUREMENT MANUAL SERVICES	\$2,904.50
03/05/2025	40748	ROBERTS & COMPANY INC	FEBRUARY 2025 - CPA SERVICES	\$300.00
03/05/2025	40749	ROUTEMATCH SOFTWARE LLC	QUARTERLY SERVICE FEES FOR RM SOFTWARE 1/1/2025 - 3/31/2025, 4/1/2025 - 6/30/2025	\$29,189.96
03/05/2025	40750	RTS IT INC	MARCH 2025 - ITCARE GOLD SERVICE PLAN	\$5,321.50
03/05/2025	40751	SAFETY-KLEEN SYSTEMS INC	PICK UP USED OIL	\$139.50
03/05/2025	40752	SOUTHERN TIRE MART LLC	315/80R22 5/20 (6) -STOCK	\$3,228.00
03/05/2025	40753	STATE OF CA - DEPT OF JUSTICE	STATE AND FBI CRIMINAL BACKGROUND CHECK	\$196.00
03/05/2025	40754	THE AFTERMARKET PARTS CO LLC	VEHICLE PARTS & SUPPLIES	\$10,445.40
03/05/2025	40755	TRANSPORTATION SERVICES INC	ACCIDENT REPAIR #1802	\$3,697.30
03/05/2025	40756	TRUE VALUE HARDWARE	CARPET CLEANER AND PROPANE - SHOP	\$177.52
03/05/2025	40757	UNITED TEXTILE	UPPER ARM COVER AND EXHAUST GASKET #1009	\$959.89
03/05/2025	40758	WILKINSON PORTABLES INC	FEBRUARY 2025 - PORTABLE TOILET AND WASH STATION RENTAL SERVICE FOR CAMBRIDGE PARK & RIDE	\$170.00
03/05/2025	40759	ZONAR SYSTEMS INC	HANDHELD (6), CRADLE, & BATTERY PACK - SHOP	\$1,548.52
03/17/2025	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY PERIOD FEB. 22 - MAR. 07, 2025; PAY DATE MARCH 14, 2025	\$5,548.27
03/17/2025	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #6 CLASSIC	\$7,576.40
03/17/2025	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #6 PEPPRA	\$15,410.45
03/19/2025	40760	ALLEN, CYNTHIA A	MY RIDE - FEBRUARY 2025	\$35.98
03/19/2025	40761	BEAUDION, LORENA LYNN	MY RIDE - FEBRUARY 2025	\$245.00
03/19/2025	40762	CAMP, BETTY J	MY RIDE - FEBRUARY 2025	\$245.00
03/19/2025	40763	CHRONISTER, RODNEY E	MY RIDE - FEBRUARY 2025	\$245.00
03/19/2025	40764	COOK, VAUGHAN	MY RIDE - FEBRUARY 2025	\$245.00
03/19/2025	40765	COOK, VERONICA	MY RIDE - FEBRUARY 2025	\$490.00
03/19/2025	40766	COOPER, DEBBIE	MY RIDE - FEBRUARY 2025	\$55.61
03/19/2025	40767	CROZIER, EILEEN JEAN	MY RIDE - FEBRUARY 2025	\$245.00
03/19/2025	40768	DA COSTA, MONICA	MY RIDE - FEBRUARY 2025	\$245.00
03/19/2025	40769	DAVIS, JANET	MY RIDE - FEBRUARY 2025	\$245.00
03/19/2025	40770	DUPONT, MARTHA D	MY RIDE - FEBRUARY 2025	\$91.00
03/19/2025	40771	FICKLIN, LINDA R	MY RIDE - FEBRUARY 2025	\$58.94
03/19/2025	40772	GOODRICH, ROBERT	MY RIDE - FEBRUARY 2025	\$245.00
03/19/2025	40773	GRIFFIN, INDIA	MY RIDE - FEBRUARY 2025	\$75.04
03/19/2025	40774	GROY, DAVID	MY RIDE - FEBRUARY 2025	\$122.29
03/19/2025	40775	GULARTE, LARA L	MY RIDE - FEBRUARY 2025	\$245.00
03/19/2025	40776	HEDGE, SAMANTHA	MY RIDE - FEBRUARY 2025	\$245.00
03/19/2025	40777	HENDRIX, SUSAN L.	MY RIDE - FEBRUARY 2025	\$198.24
03/19/2025	40778	JIMMER, JAMES	MY RIDE - FEBRUARY 2025	\$92.40
03/19/2025	40779	KAMENA, DENISE C	MY RIDE - JANUARY AND FEBRUARY 2025	\$481.04
03/19/2025	40780	KINZEL, CATHERINE	MY RIDE - FEBRUARY 2025	\$155.47
03/19/2025	40781	KURTZ, STORM	MY RIDE - FEBRUARY 2025	\$245.00
03/19/2025	40782	LAWSON, CATHERINE A	MY RIDE - JANUARY AND FEBRUARY 2025	\$321.56
03/19/2025	40783	LAWSON, GLENN V	MY RIDE - JANUARY AND FEBRUARY 2025	\$144.90
03/19/2025	40784	LEONARD, DONALD CHRISTOPHER	MY RIDE - FEBRUARY 2025	\$184.59
03/19/2025	40785	LUO, LONGBAO	MY RIDE - FEBRUARY 2025	\$60.62
03/19/2025	40786	LUSK, DEBRA SUE	MY RIDE - FEBRUARY 2025	\$65.73
03/19/2025	40787	MARTIN, LINA	MY RIDE - FEBRUARY 2025	\$200.90

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
March 2025

Date	Num	Name	Memo	Amount
03/19/2025	40788	.MEADOWS, KARLEN	MY RIDE - FEBRUARY 2025	\$212.80
03/19/2025	40789	.MILLER, DOREENE ELIZABETH	MY RIDE - FEBRUARY 2025	\$212.80
03/19/2025	40790	.NUNEZ, FERNANDO	MY RIDE - FEBRUARY 2025	\$245.00
03/19/2025	40791	.PENUMECHCHU, SRINIVAS	MY RIDE - FEBRUARY 2025	\$245.00
03/19/2025	40792	.POLANSKI, MARIOLA	MY RIDE - FEBRUARY 2025	\$245.00
03/19/2025	40793	.RAI, PRAVIND	MY RIDE - FEBRUARY 2025	\$245.00
03/19/2025	40794	.ROGERS, TIMOTHY ALTON	MY RIDE - FEBRUARY 2025	\$55.83
03/19/2025	40795	.SHAWHAN, CHARLES	MY RIDE - FEBRUARY 2025	\$140.00
03/19/2025	40796	.SMITH, WENDELL	MY RIDE - JANUARY 2025	\$490.00
03/19/2025	40797	.SORACCO, MEGAN	MY RIDE - FEBRUARY 2025	\$162.44
03/19/2025	40798	.STOCKEL, GARY	MY RIDE - FEBRUARY 2025	\$130.06
03/19/2025	40799	.STOCKEL, JAMES	MY RIDE - FEBRUARY 2025	\$21.56
03/19/2025	40800	.STOCKEL, LISA	MY RIDE - FEBRUARY 2025	\$27.58
03/19/2025	40801	.STRACHAN, ALLISON	MY RIDE - FEBRUARY 2025	\$200.76
03/19/2025	40802	.TODD, JANET C	MY RIDE - FEBRUARY 2025	\$490.00
03/19/2025	40803	.TVERETINOV, ARKADY	MY RIDE - FEBRUARY 2025	\$245.00
03/19/2025	40804	.VALENCIA, ROCHELLE	MY RIDE - FEBRUARY 2025	\$92.12
03/19/2025	40805	.VAN CLEAVE, MICHA	MY RIDE - FEBRUARY 2025	\$364.56
03/19/2025	40806	.WANG, YING	MY RIDE - FEBRUARY 2025	\$43.75
03/19/2025	40807	.WARMAN, SHIELA	MY RIDE - FEBRUARY 2025	\$205.38
03/19/2025	40808	.WEST, JASON	MY RIDE - FEBRUARY 2025	\$129.50
03/19/2025	40809	.WHIGHAM, KAREN	MY RIDE - JANUARY AND FEBRUARY 2025	\$412.93
03/19/2025	40810	.WOJAN, CYNTHIA J	MY RIDE - FEBRUARY 2025	\$155.12
03/19/2025	40811	.WOJAN, RONALD	MY RIDE - FEBRUARY 2025	\$54.39
03/19/2025	40812	.WOODS, ELIZABETH	MY RIDE - FEBRUARY 2025	\$245.00
03/19/2025	40813	.WORTHEN, DALE	MY RIDE - FEBRUARY 2025	\$207.20
03/19/2025	40814	49ER LIVE SCAN	LIVE SCAN FINGERPRINTING (2)	\$50.00
03/19/2025	40815	ACC BUSINESS	MARCH 2025 - FIBER INTERNET	\$80.00
03/19/2025	40816	ADM SCREENING	DOT MED. EXAM (6), DOT RAND. DRUG SCREEN (3), RAND. ALCOHOL BREATH TEST, DOT PRE-EMP. DRUG SCREEN (4)	\$1,065.00
03/19/2025	40817	AFLAC	MARCH 2025 - INSURANCE PREMIUMS	\$801.50
03/19/2025	40818	AMERICAN HERITAGE LIFE INSURANCE CO	MARCH 2025 - INSURANCE PREMIUMS	\$29.10
03/19/2025	40819	ARNOLDS FOR AWARDS INC	MARCH 2025 - EOM ENGRAVING (2)	\$40.00
03/19/2025	40820	CDW GOVERNMENT	DELL MONITOR FOR NEW DISPATCH WORKSTATION	\$242.77
03/19/2025	40821	CITY OF PLACERVILLE	LIVE SCAN FINGERPRINTING	\$20.00
03/19/2025	40822	D&K AUTO GLASS	WINDSHIELD REPAIRS (6), LABOR TO R&R WINDSHIELD	\$390.00
03/19/2025	40823	DELL MARKETING LP	OPTIPLEX 7020 PC FOR NEW DISPATCH POSITION & SEVER WARRANTY EXTENSION SERVICE TAG	\$1,755.84
03/19/2025	40824	DOKKEN ENGINEERING	FEBRUARY 2025 - BUS PARKING LOT IMPROVEMENT PROJECT - PROGRESS REPORT	\$9,895.00
03/19/2025	40825	EDC COMMUNITY DEVELOPMENT SERVICES	AQMD FEES	\$860.86
03/19/2025	40826	EDWARDS, STEVENS & TUCKER LLP	GENERAL LEGAL SERVICE	\$4,407.00
03/19/2025	40827	EL DORADO IRRIGATION DISTRICT	WATER SERVICE FORNI PARK & RIDE 12/20/24-02/21/25	\$105.60
03/19/2025	40828	EMP. MISC. REIMBURSEMENT	DMV PERMIT	\$100.06
03/19/2025	40829	EMP. MISC. REIMBURSEMENT	MEAL REIMBURSEMENT FOR TRAVEL	\$59.88
03/19/2025	40830	EMP. MISC. REIMBURSEMENT	DMV PERMIT	\$98.00
03/19/2025	40831	FOLSOM LAKE DODGE	REAR HANDLE, HEADLAMP, STRUT, & ABSORBER	\$2,379.12
03/19/2025	40832	HUNT & SONS INC	MARCH 2025 - DRINKING WATER SERVICE	\$169.30
03/19/2025	40834	LANGUAGE LINE SERVICES INC	FEBRUARY 2025 - OVER-THE-PHONE INTERPRETATION	\$28.75
03/19/2025	40835	MARIGOLD CLEAN SACRAMENTO	MARCH 2025 - JANITORIAL SERVICE	\$1,159.00
03/19/2025	40836	OPERATING ENGINEERS LOCAL UNION #3	MARCH 2025 - UNION DUES	\$1,071.00
03/19/2025	40837	PACIFIC GAS & ELECTRIC	FEBRUARY 2025 - ELECTRIC SERVICES	\$3,978.29
03/19/2025	40838	PACIFIC GAS & ELECTRIC	LINE EXTENSION DEFICIENCY FOR RAY LAWYER PARK & RIDE - 3RD YEAR	\$2,537.06
03/19/2025	40839	PACIFIC MATERIAL HANDLING SOLUTIONS	FORKLIFT, FLOOR SCRUBBER, & SCISSOR LIFE PREVENTATIVE MAINTENANCE SERVICE	\$594.31
03/19/2025	40840	PROTELESIS	VOIDED CHECK	\$0.00
03/19/2025	40841	QUILL LLC	ENVELOPE MOISTENERS, COLOR CODING LABELS, SHREDDER BAGS, HP BLACK TONER	\$327.24
03/19/2025	40842	RESCO PRINTING	QTY 500 SAC MED BROCHURES (UPDATE)	\$400.57
03/19/2025	40843	RTS IT INC	NEW HOST SERVER SETUP AND MITIGATION PROJECT PAYMENT 1 OF 2, TROUBLESHOOTING	\$1,270.00
03/19/2025	40844	SHRED CITY	DOCUMENT DESTRUCTION - 15 BANKERS BOXES	\$175.00
03/19/2025	40845	SMALL BUSINESS BENEFIT PLAN TRUST	APRIL 2025 - DENTAL & VISION PREMIUMS	\$5,102.50
03/19/2025	40846	SPECIAL DISTRICT RISK MANAGEMENT AUTH	APRIL 2025 - EMPLOYEE ASSISTANCE PROGRAM BENEFITS	\$172.64
03/19/2025	40847	SUN LIFE FINANCIAL	MARCH 2025 - GROUP LIFE & LTD BENEFITS	\$2,373.90
03/19/2025	40848	UMPQUA BANK COMMERCIAL CARD OPS	RECONCILED VISA CHARGES	\$2,527.40
03/19/2025	40849	VERIZON WIRELESS	FEBRUARY 2025 - CELLULAR SERVICE	\$2,234.06
03/19/2025	40850	WASTE CONNECTIONS OF CA INC	CLEAN YARD WASTE	\$41.74
03/19/2025	40851	WAYNE'S LOCKSMITH SERVICE	DOUBLE SIDED KEY (2)	\$12.99
03/19/2025	40852	WESTERN CONTRACT FURNISHERS OF SAC	DISPATCH DESK 24X42	\$2,305.81
03/19/2025	40853	WILKINSON PORTABLES INC	MARCH 2025 - PORTABLE TOILET AND WASH STATION RENTAL SERVICE FOR CAMBRIDGE PARK & RIDE	\$170.00
03/19/2025	40854	PROTELESIS	MARCH 2025 - PHONE SYSTEM ELEVATE SUBSCRIPTION	\$681.23

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

DATE: May 1, 2025
TO: El Dorado County Transit Authority
FROM: Erik Bergren, Planning and Marketing Manager
SUBJECT: March 2025 Ridership Report

REQUESTED ACTION:

BY MOTION,

Receive and file the March 2025 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 March 2025, ridership for Local Fixed Routes, Commuter Routes and Demand Response trended up. Fiscal year-to-date ridership was up 25.3% overall.

The attached March 2025 Ridership Report compares systemwide monthly passenger trips to the same period in the previous fiscal year. Overall ridership increased by 24.1% compared to the previous year. Demand Response ridership increased 2.7%, Local Fixed Route ridership increased by 13.2%, and Commuter ridership increased by 81.6%. This is the ninth month in a row commuter ridership has increased 50% or more compared to the previous year.

The attached Fiscal year-to-date Ridership Report compares the current fiscal year to the same period in the previous five (5) fiscal years to analyze pre-COVID and current ridership trends.

March 2025 Ridership Report

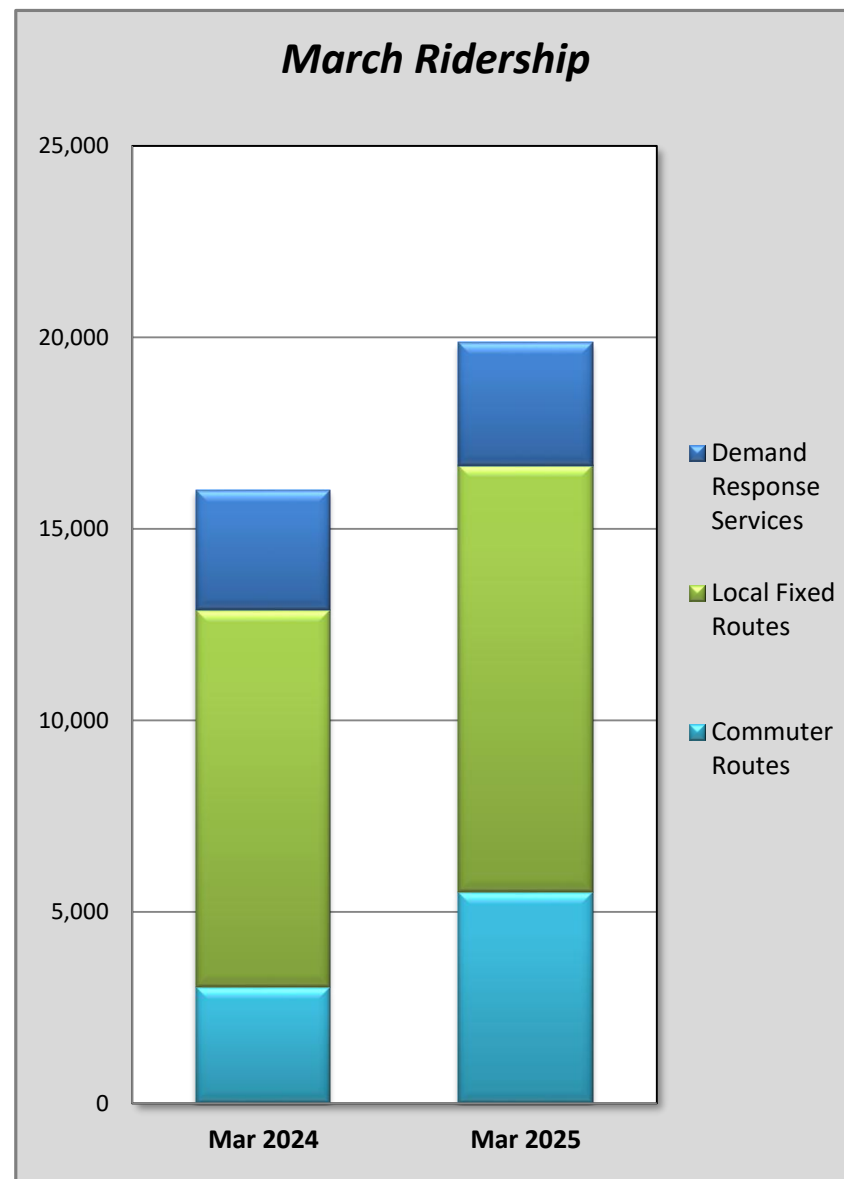


Demand Response Services	Mar 2024	Mar 2025	% Change
Dial-a-Ride	1,000	1,026	2.6%
Sac-Med	31	43	38.7%
ADA Paratransit	225	326	44.9%
M.O.R.E.*	757	672	-11.2%
Senior Day Care*	0	0	0.0%
My Ride	1,113	1,144	2.8%
Total Demand Response	3,126	3,211	2.7%

Local Fixed Routes	Mar 2024	Mar 2025	% Change
20 - Placerville	1,297	1,484	14.4%
25 - Saturday Express	366	477	30.3%
30 - Diamond Springs	1,066	1,214	13.9%
35 - Diamond Springs Saturday	83	138	66.3%
40 - Cameron Park	1,082	1,153	6.6%
50x - 50 Express	4,614	5,252	13.8%
60 - Pollock Pines	1,337	1,424	6.5%
Total Local Fixed Routes	9,845	11,142	13.2%

Commuter Routes	Mar 2024	Mar 2025	% Change
Sacramento Commuter	2,165	4,769	120.3%
Reverse Commuter	94	35	-62.8%
Sacramento/Tahoe Connector	774	705	-8.9%
Total Commuter Routes	3,033	5,509	81.6%

	Mar 2024	Mar 2025	% Change
Systemwide	16,004	19,862	24.1%
Passengers per Revenue Hour	4.3	4.9	13.7%



*Contracted Services - Ridership Determined by Client Enrollment

Fiscal Year-to-Date Ridership Report

July 2024 - March 2025

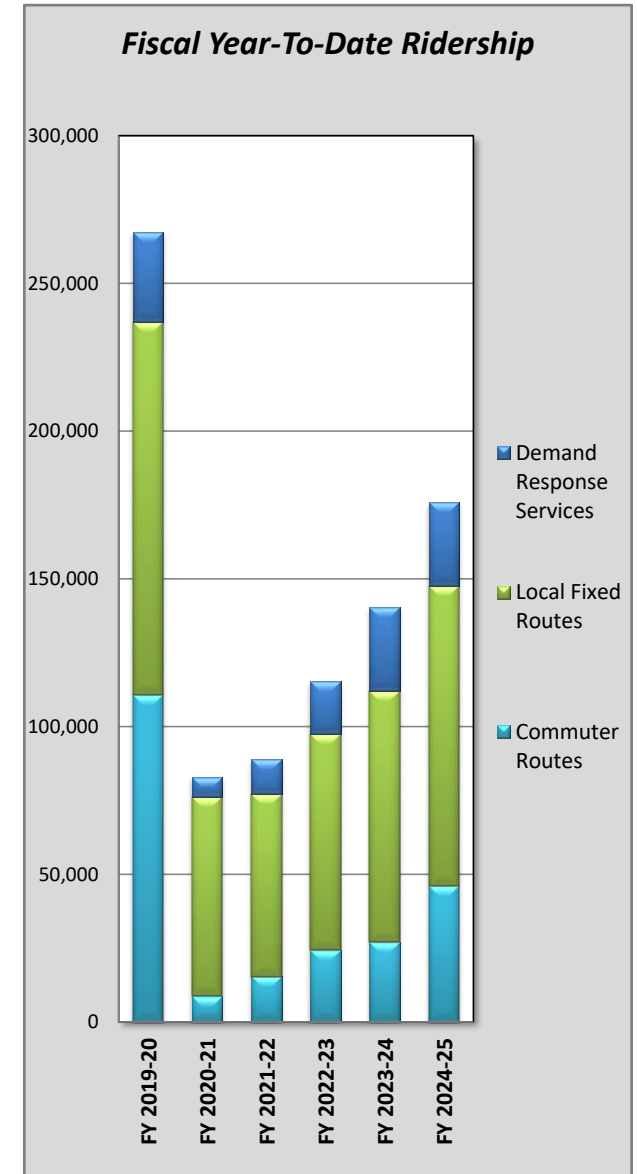


Demand Response Services	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	% Year Change
Dial-a-Ride	11,237	4,418	5,081	6,504	9,417	8,756	-7.0%
Sac-Med	231	172	299	206	327	333	1.8%
ADA Paratransit	514	1,248	2,023	2,082	2,071	2,326	12.3%
M.O.R.E.*	15,244	964	4,424	5,234	6,528	6,404	-1.9%
Senior Day Care*	3,291	0	0	0	0	0	0.0%
My Ride	0	0	0	3,621	9,931	10,692	7.7%
Total Demand Response	30,517	6,802	11,827	17,647	28,274	28,511	0.8%

Local Fixed Routes	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	% Year Change
20 - Placerville	30,966	9,485	9,055	11,789	11,678	13,323	14.1%
25 - Saturday Express	3,699	2,632	2,192	0	1,794	3,407	89.9%
30 - Diamond Springs	19,922	7,193	7,016	9,755	9,810	12,435	26.8%
35 - Diamond Springs Saturday	1,094	766	682	0	532	1,079	102.8%
40 - Cameron Park	11,607	7,960	7,518	9,191	9,353	10,224	9.3%
50x - 50 Express	31,341	26,959	24,946	30,849	39,559	47,976	21.3%
60 - Pollock Pines	27,532	12,544	10,375	11,625	12,438	13,054	5.0%
Total Local Fixed Routes	126,161	67,539	61,784	73,209	85,164	101,498	19.2%

Commuter Routes	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	% Year Change
Sacramento Commuter	110,063	8,595	10,575	16,857	18,754	37,891	102.0%
Reverse Commuter	633	70	150	188	543	404	-25.6%
Sacramento/Tahoe Connector	0	0	4,600	7,345	7,717	7,717	0.0%
Total Commuter Routes	110,696	8,665	15,325	24,390	27,014	46,012	70.3%

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	% Year Change
Systemwide	267,374	83,006	88,936	115,246	140,452	176,021	25.3%
Passengers per Revenue Hour	7.1	3.4	3.5	4.4	4.2	5.0	17.1%



*Contracted Services - Ridership Determined by Client Enrollment

AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: May 1, 2025
TO: El Dorado County Transit Authority
FROM: Kate Hewett, Finance Manager
SUBJECT: Quarterly Investment and Interest Reports for Operating Funds

REQUESTED ACTION:

BY MOTION,

**Receive and file Quarterly Investment Report for quarter ending
03/31/2025**

BACKGROUND

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

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

DISCUSSION

Interest earnings for the 3rd quarter from LAIF and the Money Market accounts equal \$85,938.04. This is \$89,760.00 above the current budget. The Investment report for the quarter ending 03/31/2025 is submitted for review and file.

FISCAL IMPACT

Line item 4970.00 - Interest Income, will be adjusted in the FY 2024/25 Final Amended Budget Adjustment process.

EL DORADO COUNTY TRANSIT AUTHORITY

QUARTERLY INVESTMENT REPORT

PERIOD 01/01/2025 – 03/31/2025

LOCAL AGENCY INVESTMENT FUND (LAIF)

Account Summary

12/31/2024	Balance Forward	\$5,445,678.93
	Total Transfers to General Checking Account	(\$0.00)
	Total Transfer from General Checking Account	\$3,500,000.00
	Interest Earned @ 4.48%	<u>\$72,466.05</u>
03/31/2025	Ending Balance for 1 st Quarter, 2025	\$9,018,144.98

UMPQUA BANK (MONEY MARKET ACCOUNT)

Account Summary

12/31/2024	Balance Forward	\$4,902,431.90
	Total Transfers to General Checking Account	(\$0.00)
	Total Transfers to LAIF Account	(\$2,000,000.00)
	Interest Earned @ 1.36%	<u>\$13,471.99</u>
03/31/2025	Ending Balance for 1 st Quarter, 2025	\$2,915,903.89

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: May 1, 2025

TO: El Dorado County Transit Authority

FROM: Kate Hewett, Finance Manager

SUBJECT: Resolution No. 25-11 to Establish Fuel as Exempt from Competitive Bidding and Fuel Purchase Orders for Fiscal Year 2025/26

REQUESTED ACTION:
BY MOTION,

1. Adopt Resolution No. 25-11 identifying fuel as exempt from competitive bidding and authorize the Executive Director to procure fuel from outside vendors
2. Approve Blanket Purchase Order No. B31007 issued to Dawson Oil Company in the amount of \$800,000 for fiscal year 2025/26
3. Approve Blanket Purchase Order No. B31057 issued to Hunt & Sons, Inc. in the amount of \$25,000 for fiscal year 2025/26

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) purchasing procedures allow an exemption to competitive bidding per the following section of the approved El Dorado Transit Procurement Policies and Procedures Manual:

“Chapter 3; Section 14 Sole Sources Procurements:

- b) Sole source procurement may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances applies:*
5. *The unique nature of the property or service required precludes competitive bidding.”*

El Dorado Transit Purchasing Procedures and the Joint Exercise of Powers Agreement establishing El Dorado Transit require Board approval for Purchase Orders over \$25,000 and Purchase Requisitions over \$5,000.

El Dorado Transit operates a fleet of sixty (60) vehicles and the fleet consumes an average of 2,232 gallons of unleaded gasoline and 12,725 gallons of green low sulfur diesel fuel per month under normal, post-pandemic operating conditions.

DISCUSSION

El Dorado Transit purchases green low sulfur diesel and unleaded gasoline from two (2) local commercial cardlock fuel vendors daily due to the proximity of the facilities and the availability of differing types of fuel. Transit Operators and maintenance personnel fuel vehicles during the hours of 5:00 AM to 8:00 PM Monday through Friday and from 8:00 AM and 5:00 PM each weekend. Additional fueling is necessary during special shuttle services such as the Fair Shuttle.

Fuel prices at commercial/retail fuel vendors typically fluctuate daily based on the market. As a result, vendors are precluded from providing El Dorado Transit a set contract price for fuel at the pump the way they might if they were delivering fuel to a facility on a regular basis. This daily price fluctuation does not lend itself to formal competitive bidding procedures; therefore, the El Dorado Transit Board has allowed an exemption from competitive bidding on fuel since 2000.

Due to the operational need for daily fuel purchasing at commercial card lock vendors and the nature of daily fuel price fluctuations, it is recommended that fuel procurement be identified as exempt from competitive bidding. With approval, purchase orders will be issued to the two (2) local cardlock vendors that have provided price quotes using a set amount per gallon above their cost. The Executive Director certifies that these purchases are included within the preliminary approved operating budget for Fiscal Year 2025/26.

FISCAL IMPACT

Purchase Order B31007 – Dawson Oil Company

5040.01	Fuel Purchase	\$800,000
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Purchase Order B31013 – Hunt & Sons Inc.

5040.01	Fuel Purchase	\$ 25,000
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Purchase Order amounts are above budget line-item amounts as presented on the Preliminary Operating Budget FY 2025/26 adopted on April 3, 2025; the total budget for fuel is \$750,000. The blanket purchase order amounts allow for flexibility between vendors; however, the budget will not be exceeded prior to Board action if needed.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 25-11**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY IDENTIFYING FUEL AS EXEMPT FROM COMPETITIVE
BIDDING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO PROCURE FUEL

WHEREAS, the El Dorado County Transit Authority (El Dorado Transit) purchases ultra-low sulfur diesel and unleaded gasoline for fleet vehicles daily; and

WHEREAS, El Dorado Transit currently purchases fuel from two (2) commercial cardlock vendors; and

WHEREAS, the purchase of fuel from two (2) local vendors is practical due to the proximity of fuel facilities and the availability of differing types of fuel; and

WHEREAS, cardlock type, retail fuel vendor pricing fluctuates daily which does not lend itself to competitive bidding procedures; and

WHEREAS, El Dorado Transit has received structured price quotes from all vendors; and

WHEREAS, approved El Dorado Transit Procurement Policies and Procedures Manual: Chapter 3; Section 14(b)(5) allows for exemption from competitive bidding by resolution when the unique nature of the property does not lend itself to bidding; and

NOW THEREFORE, BE IT RESOLVED; that:

1. The purchase of fuel is considered unique in nature due to the daily fluctuation in price and is hereby declared exempt from competitive bidding.
2. The Executive Director is authorized to purchase fuel from outside vendors.

PASSED AND ADOPTED, this 1st day of May 2025.

AYES:

NOES:

ABSTAIN:

ABSENT:

David Yarbrough, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

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

PURCHASE ORDER NO. B31007

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

DATE: 07/01/25

ACCOUNT: 5040.01 CLASS: 110
 ACCOUNT: 5040.80 CLASS: 100
 ACCOUNT: VARIOUS CLASS: VARIOUS

TO: DAWSON OIL COMPANY
 PO BOX 360
 ROCKLIN, CA 95677

SHIP & INVOICE TO:

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

Contact: Ashley

Vendor Phone No: (530) 642-2681

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 10th OF THE MONTH		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		FUEL PURCHASES AND DIESEL EXHAUST FLUID AND ADDITIVES FOR TRANSIT FLEET VEHICLES FOR FISCAL YEAR 07/01/2025 THROUGH 06/30/2026		NOT TO EXCEED \$800,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$800,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE \$800,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

EL DORADO COUNTY TRANSIT AUTHORITY

6565 COMMERCE WAY
DIAMOND SPRINGS, CA 95619-9454
(530) 642-5383

PURCHASE ORDER NO. B31057

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

DATE: 07/01/25

ACCOUNT: 5040.01

CLASS: 110

ACCOUNT: 5040.80

CLASS: 100

ACCOUNT: VARIOUS

CLASS: VARIOUS

SHIP & INVOICE TO:

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

TO: HUNT & SONS INC

PO BOX 101630

PASADENA, CA 91189-1630

Contact:

Vendor Phone No: (530) 642-2681

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 10		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		FUEL PURCHASES AND BULK OIL AND ADDITIVES FOR TRANSIT FLEET VEHICLES FOR FISCAL YEAR 07/01/25 THROUGH 06/30/26		NOT TO EXCEED \$25,000.00
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	\$25,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE \$25,000.00

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 F
Consent Item

MEMORANDUM

DATE: May 1, 2025

TO: El Dorado County Transit Authority

FROM: Kate Hewett, Finance Manager

SUBJECT: Purchase Orders above \$25,000 for Fiscal Year 2025/26

REQUESTED ACTION:

BY MOTION,

**Approval of Purchase Orders above \$25,000 for Fiscal Year
2025/26**

BACKGROUND

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

DISCUSSION

The Executive Director certifies that these purchases are processed within approved Purchasing Procedures. All purchase orders are in line with the adopted preliminary operating budget for Fiscal Year (FY) 2025/26.

The following is a comprehensive list of all current purchase orders:

Vendor Name	Blanket P.O. #	NTE Amount
ADM Screening	B31000	\$30,000.00
CalPERS 457 Deferred Compensation Plan	B31001	\$175,000.00
CalPERS Health Services Division	B31002	\$862,500.00
Canter Buyers Group	B31006	\$125,000.00
Dawson Oil Company	B31007	\$800,000.00
El Dorado Transit – My Ride Program	B31008	\$140,000.00
Edwards, Stevens, & Tucker LLP	B31009	\$140,000.00
Gillig LLC	B31011	\$75,000.00
GWP Holdings LLC	B31012	\$100,000.00
Hunt & Sons Inc.	B31057	\$25,000.00
Operating Engineers #3 Union Dues	B31100	\$20,000.00
Operating Engineers Medical	B31013	\$980,000.00

List Continues on Next Page...

Vendor Name	Blanket P.O. #	NTE Amount
Pacific Gas & Electric Company	B31014	\$75,000.00
Public Employee Retirement System	B31015	\$800,000.00
Resco Printing	B31016	\$35,000.00
Ron Dupratt Ford	B31017	\$40,000.00
Routematch Software	B31018	\$85,000.00
RTS Inc.	B31019	\$75,000.00
Small Business Benefit	B31021	\$67,000.00
Southern Tire Mart	B31022	\$85,000.00
Sun Life Financial	B31023	\$50,000.00
The Aftermarket Parts Company, LLC.	B31024	\$85,000.00
Transportation Services, Inc.	B31025	\$50,000.00
TripSpark	B31026	\$53,000.00
Umpqua Bank	B31027	\$100,000.00
Verizon Wireless	B31028	\$30,000.00
Zonar Systems	B31029	\$30,000.00

Copies of all the current purchase orders listed above are attached to this staff report.

FISCAL IMPACT

Purchase Order amounts are within budget line items in the Preliminary Operating Budget FY 2025/26 as adopted at the Regular Board Meeting of April 3, 2025.

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

PURCHASE ORDER NO. B31000

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

DATE: 07/01/25

ACCOUNT: 5030.10

CLASS: 125

TO: ADM SCREENING
279 PLACERVILLE DR., SUITE "C"
PLACERVILLE, CA 95667-5506

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (530) 621-4090

Fax No:

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		RANDOM AND PRE-EMPLOYMENT DRUG & ALCOHOL TESTING FOR FISCAL YEAR 07/01/25 THROUGH 06/30/26		NOT TO EXCEED \$30,000.00
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	\$30,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE \$30,000.00

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."

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

PURCHASE ORDER NO. B31001

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

DATE: 07/01/25

ACCOUNT: 2032

CLASS: 125

TO: CalPERS 457 PLAN
CALPERS SUPPLEMENTAL INCOME PLAN
PO BOX 942713
SACRAMENTO, CA 94229-2713

SHIP & INVOICE TO:

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

Contact: Lisa Crowell

Vendor Phone No: (617) 657-7366

Fax No: (617) 376-4285

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		OPTIONAL EMPLOYEE PAID SUPPLEMENTAL INCOME PLAN FOR RETIREMENT FOR FISCAL YEAR 07/01/25 THROUGH 06/30/26 PAYROLL DEDUCTIONS SENT TO CalPERS 457 ARE PAID THROUGH AN ELECTRONIC FUNDS TRANSFER TRANSACTION		NOT TO EXCEED \$175,000.00
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	\$175,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE \$175,000.00

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."

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

PURCHASE ORDER NO. B31002

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

DATE: 07/01/25

ACCOUNT: 5020.02

CLASS: 125

TO: HEALTH BENEFIT SERVICE DIVISION
CALIFORNIA PUBLIC EMPLOYEES
RETIREMENT SYSTEM
PO BOX 4032
SACRAMENTO, CA 95812-4032

SHIP & INVOICE TO:

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

Contact: Robert Sharp

Vendor Phone No: (888) 225-7377

Fax No: (916) 795-7901

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p>EDCTA SPONSORED HEALTH INSURANCE COVERAGE FOR UNREPRESENTED AND MANAGEMENT EMPLOYEES FOR FISCAL YEAR 07/01/24 THROUGH 06/30/25</p> <p>PAYROLL DEDUCTIONS SENT TO CalPERS HEALTH BENEFIT SERVICE DIVISION ARE PAID THROUGH AN ELECTRONIC FUNDS TRANSFER TRANSACTION</p> <p>NOTE: PURCHASE ORDER REFLECTS TOTAL PREMIUM CHARGED. EDCTA ACTUAL COST IS REDUCED BY PAYROLL DEDUCTION OF EMPLOYEE PORTION.</p>		NOT TO EXCEED \$862,500.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$862,500.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE \$862,500.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

EL DORADO COUNTY TRANSIT AUTHORITY

6565 COMMERCE WAY
DIAMOND SPRINGS, CA 95619-9454
(530) 642-5383

PURCHASE ORDER NO. B31006

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

DATE: 07/01/25

ACCOUNT: 5040.02

CLASS: 110

TO: MAJCO LLC DBA BIG BRAND TIRE
& SERVICE
CANTER BUYERS GROUP
14401 PRINCETON AVENUE
MOORPARK, CA 93021

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (530) 622-4714

Fax No: (530) 622-5345

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		TIRES FOR FLEET VEHICLES ON AN AS NEEDED BASIS FOR FISCAL YEAR 7/1/25 THROUGH 06/30/26 ALL PRICING THROUGH THE STATE OF CALIFORNIA (SEE ATTACHED)		NOT TO EXCEED: \$125,000.00
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	\$125,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$125,000.00

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."

Circle Distributing: Vendor - Accounting - Requestor - Purchasing

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

PURCHASE ORDER NO. B31007

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

DATE: 07/01/25

ACCOUNT: 5040.01

CLASS: 110

ACCOUNT: 5040.80

CLASS: 100

ACCOUNT: VARIOUS

CLASS: VARIOUS

TO: DAWSON OIL COMPANY
PO BOX 360
ROCKLIN, CA 95677

SHIP & INVOICE TO:

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

Contact: Ashley

Vendor Phone No: (530) 642-2681

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 10th OF THE MONTH		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		FUEL PURCHASES AND DIESEL EXHAUST FLUID AND ADDITIVES FOR TRANSIT FLEET VEHICLES FOR FISCAL YEAR 07/01/2025 THROUGH 06/30/2026		NOT TO EXCEED \$800,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$800,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE \$800,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

EL DORADO COUNTY TRANSIT AUTHORITY

6565 COMMERCE WAY
DIAMOND SPRINGS, CA 95619-9454
(530) 642-5383

PURCHASE ORDER NO. B31008

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

DATE: 07/01/25

ACCOUNT: 5008.01

CLASS: 125

TO:

EL DORADO TRANSIT
MY RIDE PROGRAM
6565 COMMERCE WAY
DIAMOND SPRINGS, CA 95619-9454

SHIP & INVOICE TO:

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

Contact: Brian James

Vendor Phone No: (530) 642-5383, 201 Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		MY RIDE REIMBURSEMENT PROGRAM FOR EL DORADO COUNTY SENIOR, VETERNS, AND DISABLED RESIDENTS. PROGRAM BOARD APPROVED IN MAY, 2022. REIMBURSEMENT FOR FISCAL YEAR 2025/2026.		NOT TO EXCEED \$140,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$140,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE \$140,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

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

PURCHASE ORDER NO. B31009

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

DATE: 07/01/25

ACCOUNT: 5030

CLASS: 125, 600

ACCOUNT: VARIOUS

TO: EDWARDS, STEVENS AND TUCKER, LLP
333 UNIVERSITY AVENUE, STE. 200
SACRAMENTO, CA 95825

SHIP & INVOICE TO:

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

Contact: Brooke

Vendor Phone No: (916) 565-7697

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PROFESSIONAL LEGAL SERVICES FOR FISCAL YEAR 07/01/25 THROUGH 06/30/26		NOT TO EXCEED \$140,000.00
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	\$140,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE \$140,000.00

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."

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

PURCHASE ORDER NO. B31011

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

DATE: 07/01/25

ACCOUNT: 5040

CLASS: 110

TO: GILLIG LLC
PO BOX 743244
LOS ANGELES, CA 90074-3244

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

Contact: Lee Petersen

Vendor Phone No: (510) 785-1500

Fax No: (510) 785-6819

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/25 THROUGH 06/30/26		NOT TO EXCEED \$75,000.00
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	\$75,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE \$75,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B31012

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

DATE: 07/01/25

ACCOUNT: 5040

CLASS: 110

TO: GWP HOLDINGS LLC
PO BOX 35144 #1022
SEATTLE, WA 98124-5144

SHIP & INVOICE TO:

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

Contact: John Blazevic

Vendor Phone No: (916) 441-6151

Fax No: (916) 444-9932

PROMISED DELIVERY DATE	TERMS: NET 30
	F.O.B. DESTINATION

QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR 07/01/25 THROUGH 06/30/26		NOT TO EXCEED \$100,000.00

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	\$100,000.00
SHIPPING	
SALES TAX	
TOTAL	NTE \$100,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B31057

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

DATE: 07/01/25

ACCOUNT: 5040.01

CLASS: 110

ACCOUNT: 5040.80

CLASS: 100

ACCOUNT: VARIOUS

CLASS: VARIOUS

SHIP & INVOICE TO:

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

TO: HUNT & SONS INC

PO BOX 101630

PASADENA, CA 91189-1630

Contact:

Vendor Phone No: (530) 642-2681

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 10		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		FUEL PURCHASES AND BULK OIL AND ADDITIVES FOR TRANSIT FLEET VEHICLES FOR FISCAL YEAR 07/01/25 THROUGH 06/30/26		NOT TO EXCEED \$25,000.00
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	\$25,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE \$25,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B31100

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

DATE: 07/01/25

ACCOUNT: 2035

CLASS: 125

TO: OPERATING ENGINEERS LOCAL
UNION NO. 3
ROMMELY MACALOLOOY (CHECK-OFF)
1620 SOUTH LOOP ROAD
ALAMEDA, CA 94502

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (510) 748-7400

Fax No: (510) 748-7401

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p style="text-align: center;">REPRESENTED EMPLOYEES MONTHLY UNION DUES FOR FISCAL YEAR 07/01/25 THROUGH 6/30/2026</p> <p style="text-align: center;">DUES PAID THROUGH PAYROLL DEDUCTION NO ACTUAL FISCAL COST TO EDCTA</p>		NOT TO EXCEED: \$20,000.00
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	\$20,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$20,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B31013

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

DATE: 07/01/25

ACCOUNT: 5020.02

CLASS: 125

TO: OPERATING ENGINEERS PUBLIC
& MISCELLANEOUS EMPLOYEES
PO BOX 3157
HAYWARD, CA 94540-3157

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (510) 337-3050

Fax No:

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p>OPERATING ENGINEERS PUBLIC EMPLOYEES HEALTH & WELFARE GROUP MEDICAL COVERAGE FOR FISCAL YEAR 07/01/25 THROUGH 06/30/26</p> <p>NOTE: PURCHASE ORDER REFLECTS TOTAL PREMIUM CHARGED. EDCTA ACTUAL COST IS REDUCED BY PAYROLL DEDUCTION OF EMPLOYEE PORTION.</p>		NOT TO EXCEED: \$980,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$980,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$980,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B31014

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

DATE: 07/01/25

ACCOUNT: 5050.02

CLASS: 125, 110

ACCOUNT: 5050.03

CLASS: 600, 601, 602

TO: PACIFIC GAS & ELECTRIC
 BOX 997300
 SACRAMENTO, CA 95899-7300

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (800) 743-5000

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 15		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PROVIDE ELECTRIC SERVICE FOR THE FOLLOWING LOCATIONS: <ul style="list-style-type: none"> ADMINISTRATION BUILDING MAINTENANCE BUILDING CAMBRIDGE PARK & RIDE CENTRAL PARK & RIDE EL DORADO HILLS PARK & RIDE PONDEROSA PARK & RIDE RAY LAWYER DRIVE PARK & RIDE BASS LAKE DRIVE PARK & RIDE FOR FISCAL YEAR 07/01/25 THROUGH 06/30/26		NOT TO EXCEED: \$75,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$75,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$75,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B31015

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

DATE: 07/01/25

ACCOUNT: 5020.01

CLASS: 125

TO: PUBLIC EMPLOYEES RETIREMENT
SYSTEM
400 P STREET
PO BOX 1982
SACRAMENTO, CA 95809-1982

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No:

Fax No:

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<div style="text-align: center;">EMPLOYER PAID RETIREMENT BENEFITS:</div> <div>CLASSIC: EMPLOYEE PORTION 7%</div> <div>EMPLOYER PORTION 11.61%</div> <div>NEW HIRES HIRED AFTER 12/31/12</div> <div>PEPRA: EMPLOYEE PORTION 8.25%</div> <div>EMPLOYER PORTION 7.76%</div> <div>OF ELIGIBLE GROSS PAYROLL FOR FISCAL</div> <div>YEAR 07/01/25 THROUGH 06/30/26</div> <div>CalPERS RETIREMENT BENEFITS ARE PAID</div> <div>THROUGH AN ELECTRONIC FUNDS TRANSFER</div> <div>TRANSACTION</div>		NOT TO EXCEED: \$800,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$800,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$800,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B31016

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

DATE: 07/01/25

ACCOUNT: 5090.75

CLASS: 125

TO: RESCO PRINTING
PO BOX 454
EL DORADO, CA 95623-0454

SHIP & INVOICE TO:

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

Contact: Mike

Vendor Phone No: (530) 642-2842

Fax No: (530) 642-9285

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PRINTING OF BROCHURES, PASSES, SCRIP AND RELATED MATERIALS ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/25 THROUGH 6/30/2026		NOT TO EXCEED: \$35,000.00
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	\$35,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$35,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B31017

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

DATE: 07/01/25

ACCOUNT: 5040

CLASS: 110

TO: RON DUPRATT FORD
1320 N. FIRST ST
DIXON, CA 95620

SHIP & INVOICE TO:

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

Contact: Bruce Fetrow

Vendor Phone No: (877) 466-9742

Fax No: (707) 678-2824

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/25 THROUGH 06/30/26		NOT TO EXCEED: \$40,000.00
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	\$40,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$40,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B31018

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

DATE: 07/01/25

ACCOUNT: VARIOUS

CLASS: 125

TO: ROUTEMATCH SOFTWARE LLC
PO BOX 743038
LOS ANGELES, CA 90074-3038

SHIP & INVOICE TO:

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

Contact: Teague Kirkpatrick

Vendor Phone No: (404) 876-5160

Fax No: (404) 898-1145

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		ALL ANNUAL FEES MAINTENANCE AND LICENSE FEES ASSOCIATED WITH SOFTWARE FOR DISPATCH FOR FISCAL YEAR 07/01/25 THROUGH 06/30/26		NOT TO EXCEED: \$85,000.00
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	\$85,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$85,000.00

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."

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

PURCHASE ORDER NO. B31019

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

DATE: 07/01/2025

ACCOUNT: 5090.06

CLASS: 125

ACCOUNT: VARIOUS

CLASS: VARIOUS

TO: RTS IT INC
1037 SUNCAST LANE SUITE 102
EL DORADO HILLS, CA 95762

SHIP & INVOICE TO:

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

Contact: Tony Snider

Vendor Phone No: (530) 676-2020

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		INFORMATION TECHNOLOGY SUPPORT PER SCOPE OF WORK OF RFP #21-01 PERIOD 07/01/25 THROUGH 06/30/26		NOT TO EXCEED: \$75,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$75,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$75,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B31021

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

DATE: 07/01/25

ACCOUNT: 5020.02

CLASS: 125

TO: SMALL BUSINESS BENEFIT PLAN TRUST
 PO BOX 156
 425 HARBOR BLVD STE 2C
 BELMONT, CA 94002-0156

SHIP & INVOICE TO:

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

Contact: Debbie Barr / VRB

Vendor Phone No: (800) 296-0192

Fax No: (650) 591-4022

PROMISED DELIVERY DATE		TERMS: NET 10		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		EDCTA SPONSORED HEALTH INSURANCE FOR DENTAL AND VISION CARE FOR UNREPRESENTED AND MANAGEMENT EMPLOYEES FOR FISCAL YEAR 07/01/25 THROUGH 06/30/26 NOTE: PURCHASE ORDER REFLECTS TOTAL PREMIUM CHARGED. EDCTA ACTUAL COST IS REDUCED BY PAYROLL DEDUCTION OF EMPLOYEE PORTION.		NOT TO EXCEED: \$67,000.00
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	\$67,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$67,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B31022

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

DATE: 07/15/25

ACCOUNT: 5040.02

CLASS: 110

TO: SOUTHERN TIRE MART
DEPT 143
PO BOX 1000
MEMPHIS, TN 38148-0143

SHIP & INVOICE TO:

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

Contact: Austin Shaffer

Vendor Phone No: (916) 447-4220

Fax No: (916) 447-0122

PROMISED DELIVERY DATE		TERMS: NET 10th OF THE FOLLOWING MONTH		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		TIRES FOR FLEET VEHICLES ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/15/25 THROUGH 06/30/26 ALL PRICING THROUGH THE STATE OF CALIFORNIA (SEE ATTACHED)		NOT TO EXCEED \$85,000.00
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	\$85,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE \$85,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B31023

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

DATE: 07/01/25

ACCOUNT: 5020.04

CLASS: 125

TO: SUN LIFE FINANCIAL
PO BOX 843201
KANSAS CITY, MO 64184-3201

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (800) 733-7879

Fax No: (816) 881-6005

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		GROUP LIFE, ACCIDENTAL DEATH & DISMEMBERMENT, AND LONG TERM DISABILITY INSURANCE FOR FISCAL YEAR 07/01/25 THROUGH 06/30/26 POLICY # 907727 & #946066		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

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

PURCHASE ORDER NO. B31024

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

DATE: 07/01/25

ACCOUNT: 5040

CLASS: 110

TO: THE AFTERMARKET PARTS COMPANY LLC
DBA NFI PARTS
PO BOX 857758
MINNEAPOLIS, MN 55485-7758

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (800) 278-4124

Fax No: (502) 318-3021

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/25 THROUGH 06/30/26		NOT TO EXCEED \$85,000.00
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	\$85,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE \$85,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B31025

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

DATE: 07/01/25

ACCOUNT: 5040.06

CLASS: 110

ACCOUNT: 5040

CLASS: 110

TO: TRANSPORTATION SERVICES INC
 P.O. Box 279620
 SACRAMENTO, CA 95827-9620

SHIP & INVOICE TO:

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

Contact: Shawn Pruett

Vendor Phone No: (916) 737-5720

Fax No: (916) 737-5755

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		COLLISION REPAIR FOR COMMUTER BUSES FOR FISCAL YEAR 07/01/25 THROUGH 06/30/26		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

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

PURCHASE ORDER NO. B31026

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

DATE: 07/1/25

ACCOUNT 9910.04

CLASS:

125

TO:

TripSpark Technologies
5265 Rockwell Drive NE
Cedar Rapids, IA 52402

SHIP & INVOICE TO:

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

Contact: Dan Pasowisty

Vendor Phone No: (403) 775-9052 ext. 106509

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		MONTHLY NOTIFICATION SERVICE: AS PER AMENDMENT #1, EXHIBIT B-1: 1. PER VOICE MINUTE \$0.03 2. PER SMS MESSAGE \$0.02		\$53,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$53,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$53,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing

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

PURCHASE ORDER NO. B31027

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

DATE: 07/01/25

ACCOUNT: TO BE DESIGNATED

TO: UMPQUA BANK
 PO BOX 2310
 SPOKANE, WA 99210-2310

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

Contact:

Vendor Phone No: (530) 622-4242

Fax No:

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		AGENCY CREDIT CARDS FOR: EXECUTIVE DIRECTOR OPERATIONS MANAGER HUMAN RESOURCES MANAGER PLANNING AND MARKETING MANAGER ADMINISTRATIVE COORDINATOR SAFETY PROGRAM MANAGER FINANCE MANAGER MISC. VISA PURCHASES FOR FISCAL YEAR 07/01/25 THROUGH 06/30/26		NOT TO EXCEED \$100,000.00
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	\$100,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$100,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B31028

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

DATE: 07/01/25

ACCOUNT: 5050.01

CLASS: 125

TO: VERIZON WIRELESS
PO BOX 660108
DALLAS, TX 75266-0108

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (800) 922-0204

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 15		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PROVIDE CELLULAR SERVICE FOR PHONES AND TABLETS FOR FISCAL YEAR 07/01/25 THROUGH 06/30/26		NOT TO EXCEED: \$30,000.00
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	\$30,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$30,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B31029

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

DATE: 07/01/25

ACCOUNT: 5040 CLASS: 110

ACCOUNT: 5090.06 CLASS: 125

TO: ZONAR SYSTEMS INC
P.O. BOX 841580
DALLAS, TX 75284-1580

SHIP & INVOICE TO:

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

Contact: Michelle Shockes

Vendor Phone No: (206) 878-2459

Fax No: (206) 878-3082

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		ANNUAL MAINTENANCE CONTRACT, REPLACEMENT AND OR ADDITIONAL PARTS AND SERVICES FOR FISCAL YEAR 07/01/25 THROUGH 06/30/26		NOT TO EXCEED: \$30,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$30,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$30,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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AGENDA ITEM 1 G
Consent Item

MEMORANDUM

DATE: May 1, 2025

TO: El Dorado County Transit Authority

FROM: Kate Hewett, Finance Manager

SUBJECT: Transportation Development Act Claim for Fiscal Year
2025/2026

REQUESTED ACTION:
BY MOTION,

**Adopt Resolution No. 25-12 authorizing the Executive Director to file
a Transportation Development Act (TDA) claim for Fiscal Year
2025/26**

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

The LTF claim amount is based on the February 27, 2025, Memorandum from the EDCTC listing the preliminary apportionment available for Public Transportation – Transit – Article 4 as \$6,116,668.00 (see attachment).

The STA claim amount, \$1,893,660.00, is based on January 31, 2025, State Controller's Office STA Fund Allocation Estimate for Fiscal Year 2025/26.

El Dorado County Transit Authority
May 1, 2025

During the April 2025 Board Meeting, staff requested that the Board adopt the Preliminary Operating Budget for FY 2025/26. The requested \$6,116,668.00 in LTF funds and STA funds of \$1,893,660 represent approximately seventy-four percent (74%) of the projected FY 2025/26 Operating Budget revenue. The FY 2025/26 claim will support maintaining the current level of service with some restoration and/or expansion of services toward pre-pandemic levels over the course of the fiscal period.

The complete TDA claim packet is available for review during regular business hours at the El Dorado Transit office – 6565 Commerce Way, Diamond Springs, CA.

FISCAL IMPACT

		<u>Proposed Budget</u>
4000.00	Transportation Development Act (TDA/LTF)	\$6,116,668.00
4270.00	State Transit Assistance (STA)	\$1,893,660.00

<p style="text-align: center;">TDA – 1 TRANSPORTATION DEVELOPMENT ACT CLAIM</p>

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: Kate Hewett, 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	\$ 6,116,668.00	2025/26
STA	\$ 1,893,660.00	2025/26

Submitted By: Brian James

Title: Executive Director

Date: May 1, 2025

EDCTC Date of Approval: _____

EDCTC Resolution #: _____

El Dorado County Transit Authority
May 1, 2025

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 25-12**

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE EL DORADO COUNTY TRANSIT AUTHORITY
AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT A
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 claim for the TDA Article 4 funding for transit services for fiscal year 2025/26 as follows:

Article 4	Operating Expenses	\$6,116,668.00
-----------	--------------------	----------------

BE IT FURTHER RESOLVED, that the Executive Director or the designated representative shall be authorized to file a claim for the STA Article 6.5, Section 99314.6 (c) projects as follows:

Total 2025/2026 Claim	\$1,893,660.00
-----------------------	----------------

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board, held on the 1st day of May 2025 by the following vote of said Board:

AYES:	NOES:	ABSTAIN:	ABSENT:
--------------	--------------	-----------------	----------------

David Yarbrough, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 2 A
Action Item

TIMED ITEM

1:00 PM

PUBLIC HEARING

MEMORANDUM

DATE: May 1, 2025

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Public Hearing on Job Vacancy Reporting and Recruitment Efforts

REQUESTED ACTION:

BY MOTION,

- 1. Open Public Hearing**
- 2. Accept Public Comment**
- 3. Close Public Hearing**
- 4. Review and acknowledge El Dorado County Transit Authority job vacancy status and recruitment efforts**

BACKGROUND

Effective January 1, 2025, California Government Code Section 3502.3 mandates that public agencies present the status of vacancies and their recruitment and retention efforts during a public hearing before the governing board at least once per fiscal year. This legislation aims to address widespread staffing challenges in local governments, which can adversely affect public service delivery and employee workload. The law also grants recognized employee organizations the right to present information during these hearings, fostering transparency and collaborative problem-solving.

In accordance with the California Government Code Section 3502.3, staff is bringing forth the El Dorado County Transit Authority (El Dorado Transit) status of vacancies, and recruitment and retention efforts for public review and comment, per the following schedule:

April 16, 2025	El Dorado Transit posted advanced notice of the public hearing on the website
April 16, 2025	El Dorado Transit posted advanced notice of the public hearing in the Mountain Democrat
April 16-April 24, 2025	Public Comment Period
May 1, 2025	Public Hearing at El Dorado Transit regularly scheduled Board meeting

DISCUSSION

In compliance with Government Code Section 3502.3, this report provides an overview of current staffing vacancies, recruitment initiatives, and retention strategies within our agency.

Current Vacancies:

- **Total Number of Vacancies:** 12
- **Departments Affected:** Operations
- **Positions Most Impacted:** Transit Operator

Recruitment Efforts:

- **Job Postings:** Eight (8) job recruitments from July 2024 to April 2025; four (4) Part-Time Transit Operator recruitments and four (4) various unrepresented job classifications
- **Applicant Response:** 44 applicants for Transit Operator; 53 applicants for unrepresented job classifications
- **Time-to-Hire:** approximately one (1) month
- **Outreach Strategies:** job fairs, social media, local job boards

Retention Strategies:

- **Turnover Rate:** 16.5%
- **Employee Feedback:** Good benefits, family oriented, established legacy in the community
- **Exceptional Benefit Package:** Offering a variety of optional health benefits plans; CalPERS retirement; 457 Retirement Plan
- **Work Environment Initiatives:** Employee engagement activities, recognition awards; referral and new hire bonuses

Identified Challenges and Proposed Solutions:

- **Challenge:** prolonged time-to-hire; pay
 - *Proposed Solution:* Implement streamlined application and interview processes
- **Challenge:** high turnover in specific departments
 - *Proposed Solution:* Conduct targeted retention programs and address department-specific concerns

This report serves as a foundation for ongoing discussions aimed at improving our agency's staffing levels and ensuring the effective delivery of public services.

FISCAL IMPACT

Recruitment and retention efforts carry associated costs that are necessary investments to address staffing shortages, reduce turnover, and maintain continuity of Transit services. The projected fiscal impacts for the current fiscal year include the following:

- **Job Advertising & Marketing:**
Costs for posting positions on external job boards (LinkedIn, Indeed), local media outlets and professional associations.
Estimated Cost: \$600.00
- **Recruitment Fairs & Outreach Events:**
Booth fees, travel expenses, and materials for participation in job fairs or college career days.
Estimated Cost: \$250.00
- **Background Checks, Pre-employment Testing and Medical Exams:**
Required pre-employment clearances such as DOJ/FBI background checks, drug testing, and physicals.
Estimated Cost: \$4,247.50
- **Onboarding & Training:**
Staff time, materials, training sessions for new hires.
Estimated Cost: \$86,539.55
- **Incentive Programs:**
New Hire Incentive Bonuses and Referral Incentives.
Estimated Cost: \$14,000.00

Total Estimated Fiscal Impact: \$105,637.05

AGENDA ITEM 2 B
Action Item

MEMORANDUM

DATE: May 1, 2025

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Draft Limited Duration Employment Agreement with Julie Petersen

REQUESTED ACTION:
BY MOTION,

1. **Adopt Resolution No. 25-14 approving the appointment of Julie Petersen as extra help and waive the 180-day waiting period**
2. **Authorize the Chair to sign the draft, limited duration employment agreement with Julie Petersen to provide guidance on special issues for the incoming Finance Manager**

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) is requesting approval for the former Finance Manager to assist the newly hired Finance Manager with critical transitional tasks. The draft agreement offers a cost-effective solution to ensure continuity and efficiency in the completion of essential financial responsibilities and guidance through October 28, 2025.

Under the California Government Code Sections 7522.56 and 21224 it states the following respectively:

- (f) a retired person shall not be eligible to be employed pursuant to this section for a period of 180 days following the date of retirement unless he or she meets one of the following conditions.
- (1) The employer certifies the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days have passed and the appointment has been approved by the governing body of the employer in a public meeting. The appointment may not be placed on a consent calendar.
- (2) A retired person may serve without reinstatement from retirement or loss or interruption of benefits by this system upon appointment by the appointing power of a state agency or public agency employer either during an emergency to prevent stoppage of public business or because a retired person has specialized skills needed in performing work of limited duration.

DISCUSSION

El Dorado Transit staff prepared a draft limited duration employment agreement to retain the services of the former Finance Manager. The agreement includes the following specialized activities:

- Facilitation of transition to new Finance Manager, including but not limited to:
 - Preparation and guidance of financial compliance, single audit; Operating and Capital Improvement Plan/Budget
 - Guidance for preparation and execution of Annual Agency Wide Inventory Count and Reconciliation
 - Other duties as may be required by the agency
- Guidance on fiscal year end closing process
- Provide clarification on questions regarding day-to-day operations
- Provide expertise in financial institutional knowledge on an as needed basis.

The attached draft agreement and resolution are currently under review by the California Public Employees Retirement System (CalPERS), Employer Account Management Division Working after Retirement Unit.

The requested action is that the board adopt Resolution No. 25-14 approving the appointment of the outgoing Finance Manager and waiving the 180 day waiting period.

Legal counsel will review the findings from the CalPERS Employer Account Management Division. If legal counsel deems there are no material changes within the agreement, the chair will execute the agreement as is.

The term of this agreement will be June 1, 2025, through October 28, 2025.

FISCAL IMPACT

All costs associated with Resolution No. 25-14 are not to exceed \$15,000.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 25-14**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY APPROVING AN EXCEPTION TO THE 180-DAY WAIT PERIOD
FOR AN EXTRA HELP POSITION PURSUANT TO GOVERNMENT CODE SECTIONS
7522.56 AND 21224**

WHEREAS, in compliance with Government Code section 7522.56 the El Dorado County Transit Authority must provide CalPERS a certification resolution when hiring a retiree before 180 days has passed since his/her retirement date; and

WHEREAS, Julie Petersen retired from the El Dorado County Transit Authority in the position of Finance Manager, effective April 30, 2025; and

WHEREAS, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is October 31, 2025, without this certification resolution; and

WHEREAS, section 7522.56 provides that this exception to the 180-day wait period shall not apply if the retiree accepts any retirement-related incentive; and

WHEREAS, the El Dorado County Transit Authority and Julie Petersen certify that Julie Petersen has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, the El Dorado County Transit Authority hereby appoints Julie Petersen as an extra help retired annuitant to assist with the duties of the Finance Manager for the El Dorado County Transit Authority under Government Code Section 21224, effective June 1, 2025; and

WHEREAS, the entire employment agreement, contract or appointment document between Julie Petersen and the El Dorado County Transit Authority has been reviewed by the Board of Directors of the El Dorado County Transit Authority and attached herein; and

WHEREAS, no matters, issues, terms, or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, the employment shall be limited to 960 hours per fiscal year; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.33 to equal the hourly rate; and

WHEREAS, the maximum base hourly rate for this position is \$58.60 per the El Dorado Transit Authority's adopted salary schedule for the Finance Manager Position; and

WHEREAS, the hourly rate to Julie Petersen will be \$58.60; and

WHEREAS, Julie Petersen has not and will not receive any other benefit, incentive, or compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate.

NOW, THEREFORE, BE IT RESOLVED, that the El Dorado County Transit Authority hereby certifies the nature of the appointment of Julie Petersen as described herein and detailed in the attached employment agreement and that this appointment is necessary to assist in the transition of the new Finance Manager for the El Dorado County Transit Authority for a term of June 1, 2025 through October 28, 2025.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 1st day of May 2025, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

David Yarbrough, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

LIMITED DURATION APPOINTMENT AGREEMENT

This Limited Duration Appointment Agreement (“Agreement”), effective June 1, 2025 is made by and between the El Dorado County Transit Authority (“El Dorado Transit”) and Julie Petersen (“Appointee”). In consideration of the mutual promises made herein, the parties agree as follows:

RECITALS

WHEREAS, Appointee retired from El Dorado Transit on or about April 30, 2025.

WHEREAS, the El Dorado Transit Board of Directors (“Board”) has determined that Appointee will fill a critically needed position of a limited duration required prior to the expiration of the 180-day term since Appointee’s retirement from El Dorado Transit.

WHEREAS, Appointee possesses specialized skills required to fill El Dorado Transit’s critically needed position of a limited duration to ensure continued quality services are provided to El Dorado Transit riders.

AGREEMENT

1. **Appointment.**

El Dorado Transit agrees to appoint Appointee, and Appointee agrees to accept such appointment and perform the job duties outlined in Exhibit A or as assigned by the Board or Executive Director.

2. **Term; Hours of Work.**

A. This Agreement shall commence on June 1, 2025, and terminate on October 28, 2025, unless otherwise terminated by the parties.

B. Appointee may not work in excess of 960 hours per fiscal year (July 1 through June 30). Appointee shall provide services during such time as determined by Appointee, Board, and the Executive Director. Appointee shall submit to the Executive Director a bi-weekly time sheet showing the hours worked for each pay period. Subject to the 960 hours limitation, Appointee shall work such hours as are needed to perform tasks assigned by the Board and Executive Director. Appointee is not entitled to overtime compensation.

3. **Compensation; Travel Expenses.**

A. Appointee shall not receive any benefits received by regular employees of the El Dorado Transit, including, but not limited to, health, retirement, vacation, sick leave, personal time off, or holiday pay.

B. Appointee shall be compensated at an hourly rate of \$58.60 for services performed as described in Exhibit A. The total compensation for services performed by Appointee shall be paid bi-weekly, in arrears, on the same schedule as other El Dorado Transit employees,

based upon the time sheets submitted by Appointee and subject to all withholdings as required by law.

- C. Appointee shall receive reimbursement for travel as reported by the Appointee at the federal rate for mileage reimbursement, and cost (government or economy rate) for air, lodging, and meals.
- D. Appointee shall receive reimbursement at cost for long distance telephone, facsimile, postage, and duplication.
- E. Reimbursement for expenses for travel as described in this section shall not be considered compensation.

4. Termination.

Either party may terminate this Agreement at any time during the term of this Agreement for any reason upon two (2) calendar days written notice to the other party. Appointee is so appointed at the discretion of the Board and acknowledges that Appointee's services may be terminated by the Board under the provisions of this Agreement without a hearing.

5. Conflict of Interest Filings.

Appointee agrees to file a Fair Political Practices El Dorado Transit Form 700, Statement of Economic Interest with the El Dorado Transit, in accordance with the El Dorado Transit's Conflict of Interest Code. Based upon Appointee's job duties as set forth in Exhibit A, Appointee shall continue to fully disclose income, investments, and assets.

6. Unemployment Insurance Compensation.

Appointee hereby certifies that during the 12-month period prior to accepting the appointment described herein, the Appointee has not received any unemployment insurance compensation arising out of prior employment with a public employer.

7. Entire Agreement.

This Agreement supersedes any and all other agreements, either oral or in writing, between the parties with respect to the appointment of Appointee by El Dorado Transit and contains all of the covenants and agreements between the parties with respect to that appointment and any and all employment, in any manner, whatsoever. Each party to the Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party or anyone acting on behalf of any party which is not embodied herein, and that no other agreement, statement, or promise not contained in the Agreement shall be valid or binding.

8. Modifications.

Any modification of this Agreement will be effective only if it is in writing and signed by both parties.

9. Governing Law.

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

10. Arbitration.

All disputes arising out of this Agreement shall be submitted to final and binding arbitration. The arbitrator shall be selected in accordance with the rules of the Judicial Arbitration and Mediation Services (JAMS). If such services are not available, the dispute shall be submitted to arbitration in accordance with the laws of the State of California. The arbitrator's award shall be final, and judgment may be entered upon it by any court having jurisdiction thereof.

11. Severability.

In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this Agreement, but this Agreement shall be construed as if such invalid, illegal, or unenforceable provisions had not been contained herein.

12. Knowledge of Parties; Binding Contract.

Appointee is entering into this Agreement knowingly and voluntarily. Appointee further acknowledges that she has been provided with an opportunity to consider this Agreement and to consult with counsel, including CalPERS. Appointee intends this Agreement to be complete and shall not be subject to any claim of mistake, and that the waivers and releases set forth herein are final and complete as stated regardless of the adequacy or inadequacy of consideration.

13. Notices.

All notices pursuant to this Agreement shall be in writing and given by delivery in person or U.S. Mail, postage prepaid, addressed as follows:

For the El Dorado Transit:

El Dorado Transit Chair
El Dorado County Transit Authority
6565 Commerce Way
Diamond Springs, CA 95619

For the Appointee:

Julie Petersen


IN WITNESS WHEREOF, the parties have entered into the Agreement as of the effective date appearing above:

By: _____
David Yarbrough
Chair, El Dorado County Transit Authority

By: _____
Julie Petersen

DRAFT

EXHIBIT A

Appointee shall perform the following job duties:

- Facilitation of transition to new Finance Manager, including but not limited to:
 - Preparation, facilitation and guidance of financial compliance and single audit.
 - Preparation, facilitation and guidance of Operating and Capital Improvement Plan/Budget.
 - Guidance for preparation and execution of annual agency wide inventory count and reconciliation.
 - Guidance on fiscal year end closing process.
 - Provide clarification on questions regarding day-to-day operations.
 - Provide expertise in financial institution knowledge on an as needed basis.
 - Other duties as may be required by the agency

AGENDA ITEM 2 C
Action Item

MEMORANDUM

DATE: May 1, 2025
TO: El Dorado County Transit Authority
FROM: Kate Hewett, Finance Manager
SUBJECT: Update to Petty Cash Policy

REQUESTED ACTION:
BY MOTION,

Adopt the updates to the Petty Cash Policy (Policy No. B-4) and adopt Resolution No. 25-13 authorizing the El Dorado County Transit Authority to maintain a maximum amount in the petty cash fund of five hundred dollars (\$500.00).

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) has maintained a Petty Cash Fund since the creation of the Agency. The Petty Cash Fund is used for cash purchases of items and services, to make change for customer purchases and of approved El Dorado Transit business expenses which are not currently covered by existing travel and expense policies.

DISCUSSION

Since the creation of the Petty Cash Fund, El Dorado Transit has maintained a maximum amount of two hundred dollars (\$200.00). Due to the increasing cost of goods and services as well as the increased use of \$100.00 bills by customers, El Dorado Transit has been experiencing some difficulties with making change and have needed to make more frequent bank runs. El Dorado Transit requests that the maximum amount is increased to five hundred dollars (\$500.00) to assist with these difficulties.

FISCAL IMPACT

Increasing the maximum amount of the Petty Cash Fund from two hundred dollars (\$200.00) to five hundred dollars (\$500.00) will have a minimal financial impact.

EL DORADO COUNTY TRANSIT AUTHORITY

Subject	Policy Number	Date Adopted
Petty Cash	B-4	

PETTY CASH

1.00 INTRODUCTION

1.01 Purpose

The purpose of the Petty Cash Policy (“Policy”) is to establish the appropriate use, limits, and management of the petty cash fund for the El Dorado County Transit Authority (“El Dorado Transit”).

2.00 MANAGEMENT OF FUNDS

2.01 Responsibility

2.01.01 Board of Directors

The El Dorado County Transit Authority Board of Directors (“Board”) shall:

- (a) Establish the amount of the Petty Cash Fund by resolution; and
- (b) Establish the appropriate use of the Petty Cash Fund through this Policy.
- (c) Review reimbursements beyond the guidelines of this Policy.

2.01.02 Petty Cash Custodian

The Petty Cash custodian (“Custodian”) is designated to the individual with the title of Finance Manager.

The Custodian is responsible for administering the Petty Cash Fund, which includes:

- (a) Reconciling the funds on a regular basis;
- (b) Providing adequate precautions for the safekeeping of the funds;
- (c) Disbursing funds within the guidelines of this Policy;
- (d) Denying requests which fall outside the guidelines;
- (e) Maintaining documentation regarding disbursements made from the fund; and
- (f) Requesting the replenishment of the funds to the approved maximum level.

2.01.03 Employees

All employees should review and understand this Policy.

3.00 ESTABLISHMENT OF PETTY CASH FUND MAXIMUM

The maximum amount in the Petty Cash Fund shall be approved by Board resolution.

4.00 USE OF PETTY CASH FUND

4.01 Approved Expenses

The fund may only be used for cash purchases of items and services of approved El Dorado Transit business expenses, which are not currently covered by existing travel and expense policies.

Examples of appropriate expenditures include:

- (a) Expenses where it is impractical to provide an invoice or have a check issued beforehand;
- (b) Postage fees;
- (c) Emergency purchasing of office supplies; and
- (d) Small purchases of cleaning or maintenance supplies.

4.02 Petty Cash Transaction Form

The Petty Cash Transaction Form shall include the following:

- (a) Name of the employee requesting the funds;
- (b) Purpose for the funds;
- (c) Amount required;
- (d) Signature of the employee certifying that the funds were used and disbursed as documented; and
- (e) Signature of the Department Manager, for approval; and
- (f) Signature of the Custodian, confirming the expenditure was within the Policy guidelines and was disbursed to the employee;
- (g) Original, itemized receipt.

4.03 Advancement of Funds

The Custodian may advance funds for expenses, if the purchase is within the Policy guidelines. Petty Cash Transaction Form sections (a) through (f) must be completed with Department Manager approval prior to the purchase, explaining the use of funds and documenting the amount of funds advanced. After the purchase has been made, the employee must provide the Custodian with the original itemized receipt.

4.04 Approval of Reimbursements

4.04.01 Employees

To obtain reimbursement, within fifteen (15) business days of making the qualifying Petty Cash purchase, an employee shall:

- (a) Complete the approved Petty Cash Transaction Form;
- (b) Submit the Petty Cash Transaction Form to the Custodian; and
- (c) Include the original, itemized receipt that includes only reimbursable items (no personal purchases on receipt).

4.04.02 Custodian

Requests for reimbursement of purchases made on behalf of El Dorado Transit from petty cash must be approved by the Custodian.

If the Custodian is requesting a reimbursement or cash advance, approval shall be by the Executive Director or his/her designee. The Custodian may not authorize his/her own purchase.

4.04.03 Reimbursement Limits

Unless otherwise authorized by the Custodian, petty cash reimbursement shall not exceed \$25.00 per transaction.

5.00 REPLENISHMENT OF PETTY CASH FUND

The Custodian may obtain periodic replenishment of the fund by compiling the transaction receipts, reconciling the funds, and submitting the reconciliation to Accounts Payable for reimbursement.

5.01 Reconciliation

Reconciliation ensures that the sum of the receipts, plus the remaining cash equals the fund's authorized amount.

6.00 SECURITY OF FUNDS

The Custodian is responsible for providing adequate precautions for the safekeeping of the funds under his/her control. All petty cash funds must be stored in a secure device, such as a safe or cash box in a locked cabinet.

6.01 Overages and Shortages of Funds

The Custodian is responsible for immediately supporting any shortages over \$5.00 to the Executive Director. The Executive Director is responsible for notifying the Board, and if necessary, appropriate law enforcement.

7.00 EFFECTIVE DATE

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

7.01 Board Resolutions

Resolution Number
25-13

Date Board Approved

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 25-13**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ESTABLISHING A PETTY CASH**

WHEREAS, the El Dorado County Transit Authority (El Dorado Transit) maintains a Petty Cash Fund to pay for miscellaneous expenses; and

WHEREAS, the Executive Director prepared a Board Policy Number B-4 (“Policy”) establishing a Petty Cash Fund; and

WHEREAS, the purpose of the Policy is to establish the appropriate use, limits, and management of Petty Cash Fund; and

WHEREAS, the Board of Directors shall establish the maximum amount of the Petty Cash Fund; and

WHEREAS, the Finance Manager is the custodian responsible for administering the Petty Cash Fund;

WHEREAS, all employees should review and understand the Policy.

NOW, THEREFORE, BE IT RESOLVED, that the El Dorado Transit maximum amount in the petty cash fund shall be five hundred dollars (\$500.00);

BE IT FURTHER RESOLVED, that the El Dorado Transit Board of Directors adopt the Policy and it shall supersede all prior policies on the subject.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board, held on the 1st day of May 2025 by the following vote of said Board:

AYES: NOES: ABSTAIN: ABSENT:

David Yarbrough, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 2 D
Action Item

MEMORANDUM

DATE: May 1, 2025

TO: El Dorado County Transit Authority

FROM: Kate Hewett, Finance Manager

SUBJECT: Final Amendment for Ray Lawyer Drive Park and Ride Build Out

REQUESTED ACTION:
BY MOTION,

1. **Approve Contract Amendment No. 1 between the City of Placerville and El Dorado County Transit Authority for mitigation related costs**
2. **Approve Purchase Order No. 30199 issued to City of Placerville in the amount of \$116,892.21**
3. **Authorize the Executive Director to execute the contract and all related documents necessary to complete the project**

BACKGROUND

An agreement for the construction of a park and ride facility was entered into between the El Dorado County Transit Authority (El Dorado Transit) and the City of Placerville and was executed on September 15, 2015.

Construction and improvements (described within the agreement) began on January 29, 2018, and were completed on July 14, 2020.

The park and ride facility right of way was conveyed in fee from the City of Placerville to El Dorado Transit on February 21, 2024, in accordance with the agreement.

DISCUSSION

The City of Placerville identified an increase in El Dorado Transit's share of project costs due to an increase in design costs and an increase in environmental mitigation costs required of regulatory agency permits.

The need for the amendment was identified after the awarded contract was completed.

This represents the final costs associated with this project that El Dorado Transit will be responsible for.

Staff recommends approval of Contract Amendment No. 1, approval of Purchase Order No. 30199, and authorizing the Executive Director to execute the contract and all documents necessary to complete the project.

FISCAL IMPACT

COST SUMMARY

Ray Lawyer Drive Park & Ride	<u>\$116,892.21</u>
<i>Total Cost</i>	<i>\$116,892.21</i>

FUNDING SOURCES

Transportation Development Act (TDA)	<u>\$116,892.21</u>
<i>Total Revenue</i>	<i>\$116,892.21</i>

AGREEMENT FOR CONSTRUCTION OF PARK AND RIDE AMENDMENT NO. 1

This Amendment No. 1 to the Agreement for the construction of a park and ride facility is entered into by and between the El Dorado County Transit Authority ("Transit") and the City of Placerville ("City") (collectively the "Parties").

RECITALS

A. An Agreement ("Agreement") for the construction of a park and ride facility was entered into between the El Dorado County Transit Authority ("Transit") and the City of Placerville ("City") (collectively the "Parties") and executed on September 15, 2015.

B. Construction of improvements described in said Agreement began on January 29, 2018 and were completed on July 14, 2020.

C. The park and ride facility right of way was conveyed in fee from City to Transit on February 21, 2024 in accordance with said Agreement.

D. City has identified an increase in Transit's share of project costs due an increase in design costs, and an increase in environmental mitigation costs required of regulatory agency permits.

E. Except the project cost increase as herein amended, all other parts and sections of said Agreement shall remain unchanged and in full force and effect.

NOW THEREFORE, the Parties hereto agree as follows:

1. Payment for the Park and Ride

A. Transit shall pay to the City additional projects costs in ~~an estimated amount to the sum of~~ an amount not to exceed \$113,795.84 ~~116,892.21~~ for the ~~additional costs associated with the park and ride facility. The additional costs include~~ following:

- ~~The total cost to the mitigation bank to fulfill the requirements of the California Department of Fish and Wildlife Streambed Alteration Agreement is estimated to be \$477,000.~~ Transit's proportionate share of the payment to Westervelt Ecological Services, Inc. for the purchase of mitigation credits ~~California Department of Fish and Wildlife Streambed Alteration Agreement~~ this cost, based on the size of the park and ride facility relative to the size of the total project's riparian impact area, ~~is about 16.8% or amounts to~~ \$80,000 ~~136~~; and
- Transit's proportionate share of outstanding unreimbursed environmental mitigation costs for wetland impacts paid to the National Fish and Wildlife Foundation mitigation bank amounts to \$23,445.73; and

- Transit's share of outstanding unreimbursed retention costs for consulting engineering services for Dokken Engineering amounts to \$10,350.11; and.
- Transit's share of outstanding unreimbursed Construction Engineering Administrative and Consulting Engineering costs amounts to \$2,960.37.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to Agreement to be executed as of the day and year written below.

EL DORADO COUNTY
TRANSIT AUTHORITY

CITY OF PLACERVILLE

Date: _____

Date: _____

By: _____
Brian James
Executive Director

By: _____
Cleve Morris
City Manager

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

PURCHASE ORDER NO. B30199

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

DATE: 05/01/25

ACCOUNT: 5160.09

CLASS: 125

TO: CITY OF PLACERVILLE
 3101 CENTER STREET
 PLACERVILLE, CA 95667

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

Contact: Melissa Savage

Vendor Phone No: (530) 642-5250

Email Address: msavage@cityofplacerville.org

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
1	1	El Dorado Transit's Proportionate Share of Payment to: Westervelt Ecological Service, Inc. for the purchase of mitigation credits, based on the size of the park and ride facility relative to the size of the total project's riparian impact area. NTE \$80,136.00.	\$80,136.00	\$80,136.00
1	1	El Dorado Transit's Proportionate Share of Payment to: The National Fish and Wildlife Foundation for the outstanding unreimbursed environmental mitigation costs for wetland impacts. NTE \$23,445.73.	\$23,445.73	\$23,445.73
1	1	El Dorado Transit's Proportionate Share of Payment to: Dokken Engineering for the outstanding unreimbursed retention costs for consulting and engineering services. NTE \$10,350.11.	\$10,350.11	\$10,350.11
1	1	El Dorado Transit's Proportionate Share of Payment to: City of Placerville for the outstanding unreimbursed construction engineering administrative and consulting engineering costs. NTE \$2,960.37.	\$2,960.37	\$2,960.37
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$116,892.21
			SHIPPING	\$0.00
			SALES TAX	\$0.00
			TOTAL	NTE: \$116,892.21
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

AGENDA ITEM 2 E
Action Item

MEMORANDUM

DATE: May 1, 2025

TO: El Dorado County Transit Authority

FROM: Kate Hewett, Finance Manager

SUBJECT: Contract Award in Response to Request for Proposals (RFP) No. 25-01 for Bass Lake Road Park & Ride Landscaping

REQUESTED ACTION:
BY MOTION,

1. Approve increase to overall Capital Improvement Plan (CIP) budget for Project No. 22-04 to the total amount of \$800,000.00
2. Award contract for Bass Lake Road Park & Ride Landscaping to the lowest responsible bidder, consistent with the bid documents upon legal review and approval
3. Approve Purchase Order No. 30200 to Saenz Landscape Company in the amount of \$408,886.79
4. Authorize the Executive Director to execute contract (including change orders but not to exceed CIP budget), and execute all related documents

BACKGROUND

The Bass Lake Road Park & Ride is an active capital improvement project that is included in the El Dorado County Transit Authority (El Dorado Transit) Capital Improvement Plan (CIP) Project # 22-04 for the improvements needed at the Park & Ride located at 1900 Old Bass Lake Road in El Dorado Hills, CA.

In 2018, through Irrevocable Offers of Dedication provided by a developer, El Dorado Transit took title to portions of two parcels on the west side of Bass Lake Road at 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 construction of the first half (100 spaces) of the Park & Ride was completed on July 8, 2024. The construction included drainage, grading, and paving.

Additional required improvements that are the responsibility of El Dorado Transit as part of the first phase of the facility construction include signage, landscape design and installation, water supply (water tank), electric utilities, electrical building and lighting. The landscape design, and some electric utilities have already been completed.

DISCUSSION

On March 12, 2025, El Dorado Transit released an RFP seeking proposals from qualified bidders to provide all equipment for and installation of specified additional improvements needed which include landscape installation, water supply (water tank), electric utilities, and the water tank building. The selected bidder is expected to provide all remaining improvements to the Bass Lake Road Park & Ride to the full scope detailed in the RFP.

Due to the unique nature of this project, one (1) proposal was received from a qualified bidder prior to the published submittal deadline. The bids were publicly opened at 10:00 AM on April 21, 2025. The proposal was from Saenz Landscape.

Saenz Landscape was determined to be responsive and complied with the requirements of the RFP. Staff recommends the approval of the purchase order and the authorization for the Executive Director to execute the contract and all related documents.

FISCAL IMPACT

COST SUMMARY

Bass Lake Road Park & Ride	\$720,000
Contingency	<u>\$ 80,000</u>
<i>Total Cost</i>	<i>\$800,000</i>

FUNDING SOURCES

State Transit Assistance (STA)	<u>\$800,000</u>
<i>Total Revenue</i>	<i>\$800,000</i>

Bass Lake Park & Ride – Phase I

Project No. 22-04 (5)

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. This shorter timeframe necessitates the use of local Transportation Development Act (TDA) funds for this project.

As of March 2025, delays to the project were encountered due to the landscaping plan approval process. The remaining items include actual landscaping, installation and materials for a water tank and electrical building. ~~The release of a RPF for these items is expected to be presented shortly.~~ Delays in additional work needed require an adjustment to the overall budget.

Proposal opening was conducted on April 21, 2025. Estimates requiring additional funding for successful completion of Phase I for the Bass Lake Park & Ride.

<i>COST SUMMARY (ESTIMATE)</i>	<u>Adopted Budget</u>	<u>Proposed Budget</u>
Bass Lake Park & Ride	\$ 460,000	\$720,000
Contingency	\$ 40,000	\$ 80,000
<i>Total Project Estimate</i>	\$ 500,000	\$800,000

FUNDING SOURCE

Transportation Development Act (TDA)	\$500,000	\$800,000
<i>Total Revenue</i>	\$500,000	\$800,000

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

EL DORADO COUNTY TRANSIT AUTHORITY

CONTRACT AGREEMENT

with

Saenz Landscape Construction Company

THIS AGREEMENT, made and entered into this _____, 2025 by and between the El Dorado County Transit Authority, hereinafter referred to as "El Dorado Transit" or "EDCTA", and Saenz Landscape Construction Company, "CONTRACTOR".

WITNESSETH

CONTRACTOR and El Dorado Transit do mutually hereby agree as follows:

SECTION 1 - ORGANIZATION AND CONTENTS

- SECTION 1 ORGANIZATION AND CONTENTS
- SECTION 2 CONTRACT DOCUMENTS
- SECTION 3 THE WORK
- SECTION 4 CONTRACT AMOUNT
- SECTION 5 PAYMENTS
- SECTION 6 TIME FOR COMPLETION
- SECTION 7 LIQUIDATED DAMAGES
- SECTION 8 INTERPRETATION OF CONTRACT DOCUMENTS
- SECTION 9 EXTRA OR ADDITIONAL WORK AND CHANGES
- SECTION 10 PROSECUTION OF WORK
- SECTION 11 ASSIGNMENT OF THE CONTRACT
- SECTION 12 INDEMNIFICATION
- SECTION 13 INSURANCE
- SECTION 14 BONDS
- SECTION 15 CLAUSES INCLUDED
- SECTION 16 ELIGIBLE CONTRACTORS
- SECTION 17 FAMILY SUPPORT ENFORCEMENT
- SECTION 18 PERFORMANCE DURING WORK HOURS
- SECTION 19 LABOR CODE APPLICATION
- SECTION 20 PREVAILING WAGE RATES
- SECTION 21 FORFEITURE AND PAYMENTS FOR BREACH OF PREVAILING WAGE RATES
- SECTION 22 CONTRACTOR TO COMPLY WITH LABOR CODE § 1777.5 et seq.
- SECTION 23 CONTRACTOR TO COMPLY WITH LABOR CODE § 1776
- SECTION 24 NON DISCRIMINATION
- SECTION 25 INCLUSIONS

EXHIBIT "A" SCHEDULE OF PAYMENTS

SECTION 2 – CONTRACT DOCUMENTS

The complete contract (“CONTRACT”) includes all of the CONTRACT DOCUMENTS, including this Agreement, Invitation to Bid, Non-collusion Declaration, Non-discrimination Clause, Non-segregation Certification, Designation of Subcontractors, Experience Qualifications, Bid Bond, Bid, Instructions to Bidders, Cost Schedule, Contractor’s Certificate of Workers’ Compensation, Performance Bond, Payment Bond, Insurance Certificates, Abbreviations and Definitions, General Conditions, Specification Sections, Plans, Drawings, Specifications, Scope of Work, Addenda and Change Orders and all other documents contained in the Project Manual and all modifications and amendments to the above. The Contract Documents are complementary, and what is called for by anyone shall be as binding as if called for by all.

SECTION 3 – THE WORK

Contractor shall perform everything required to be performed within the time set forth in Section 6 of this Agreement, and shall provide and furnish all the labor, materials, necessary tools, expendable equipment, and all utility and transportation services as described in the Contract and required for construction of:

PROJECT LOCATION: El Dorado County, California;

PROJECT NAME: BASS LAKE ROAD PARK & RIDE LANDSCAPE IMPROVEMENTS PROJECT #22-04, (“PROJECT” or “WORK”), as set forth more fully in the Construction Documents, Scope of Work, Plans, Drawings, Specifications and Project Manual.

All of the Work to be performed and materials to be furnished shall be completed in a good workmanlike manner in strict accordance with the Drawings, Specifications, Scope of Work, and all other provisions of the Contract Documents. Contractor shall not be excused with respect to any failure to so comply with the Contract by any act or omission of EDCTA, EDCTA’s consultant, agent, inspector, or representative of any of them.

The Project shall be furnished, performed and completed as required in the Drawings, Specifications, Scope of Work, and all other Contract Documents under the direction and supervision of and subject to the approval of EDCTA. EDCTA shall have the right to accept or reject materials or workmanship and to determine when Contractor has complied with the conditions of the Contract. The Building Inspector employed by EDCTA shall represent EDCTA.

SECTION 4 - CONTRACT AMOUNT

EDCTA shall pay to Contractor, as full consideration for the faithful performance of the contract, subject to any additions or deductions as provided in the Contract Documents, the amount not to exceed of **\$408,886.79 (four-hundred eight thousand eight-hundred eighty-six dollars and 79/100).**

SECTION 5 – PAYMENTS

The price to be paid to Contractor under this Agreement shall be paid in legally executed and regularly issued warrants of EDCTA drawn on the appropriate fund or funds as required by law. Payments shall be made pursuant to the Schedule attached hereto as Exhibit “A.” Payments shall be made for the portions of the Project as construction of the Project is completed, but the payment of progress payments by EDCTA shall not be construed as acceptance of the work done up to the time of such payments. All payments shall be subject to the final bid price set forth in the Cost Schedule.

SECTION 6 – TIME FOR COMPLETION

The Project shall be commenced within five (5) days of issuance by EDCTA of the Notice to Proceed and shall be completed within **Ninety (90) working days** from the date of the Notice to Proceed.

SECTION 7 – LIQUIDATED DAMAGES

If the Work is not completed in accordance with Section 6 above, the parties agree that EDCTA will suffer damage. It being impractical and infeasible to determine the amount of actual damage, Contractor (or Surety) shall pay to EDCTA as fixed and liquidated damages, and not as a penalty, the sum of \$1,000.00 for each calendar day of delay until the Project is completed and accepted. This amount may be deducted from any payments due to or to become due to Contractor.

SECTION 8 – INTERPRETATION OF CONTRACT DOCUMENTS

Should any question arise concerning the intent or meaning of drawings or specifications, such question shall be submitted to EDCTA and its interpretation shall be final.

SECTION 9 – EXTRA OR ADDITIONAL WORK AND CHANGES

Should EDCTA at any time during the progress of the work request any alterations, deviations, additions, or omissions from the Contract specification or plans, it shall be at liberty to do so and the same shall in no way affect or make void the Contract, but the fair and reasonable value of such alterations, deviations, additions, or omissions will be added to or deducted from the amount of said Contract price as the case may be.

All change orders shall be signed by EDCTA. The value of any such extra work or changes shall be determined in one or more of the following ways:

- a) By estimate and acceptance in a lump sum.
- b) By unit prices named in the contract or subsequently agreed upon.
- c) By cost and percentage or by cost and fixed fee.

SECTION 10 – PROSECUTION OF WORK

If in the opinion of EDCTA, Contractor neglects to prosecute the work properly or fails to perform any provisions of the Contract, after ten (10) days written notice to Contractor EDCTA may, without prejudice to any other remedy it may have, remedy any such deficiencies and may deduct the cost therefore from any payment then or thereafter due Contractor, provided that the parties have used proper documentation and negotiations for a fair and equitable resolution.

SECTION 11 – ASSIGNMENT OF THE CONTRACT

Assignment of the Contract or any part thereof shall be prohibited without the prior written consent of EDCTA.

SECTION 12 – INDEMNIFICATION

With the exception that this section shall in no event be construed to require indemnification by Contractor to a greater extent than permitted by law, and in conjunction with section 5.53 of the General Conditions, Contractor shall defend, indemnify and save harmless EDCTA, including its officers, directors, agents, and employees, and each of them (“Indemnitees”), from any and all claims, demands, causes of action, damages, costs, expenses, actual attorneys’ fees, losses or liabilities, in law or in equity, of every kind and nature whatsoever for claims arising out of or in connection with Contractor’s performance of this contract.

- a. Bodily injury including, but not limited to, bodily injury, sickness or disease, emotional injury or death to persons, including, but not limited to, the public, any employees or agents of Contractor, EDCTA, or any other Contractor and;
- b. Damage to property of anyone including loss of use thereof; caused or alleged to be caused in whole or in part by any negligent or otherwise legally actionable act or omission of Contractor or anyone directly or indirectly employed by Contractor or anyone for whose acts Contractor may be liable.

Except as otherwise provided by law, the indemnification provisions above shall apply regardless of the existence of fault or degree of fault of Indemnitees. Contractor, however, shall not be obligated to indemnify Indemnitees for Claims arising from conduct delineated in Civil Code § 2782.

Contractor’s obligation to defend and indemnify shall not be excused because of Contractor’s inability to evaluate liability or because Contractor evaluates liability and determines that Contractor is not liable to the claimant. Contractor shall respond within 30 days to the tender of any claim for defense and indemnity by the State, unless this time has been extended by the State. If Contractor fails to accept or reject a tender of defense and indemnity within 30 days, in addition to any other remedy authorized by law, so much of the money due Contractor under and by virtue of the contract as shall reasonably be considered necessary by

EDCTA, may be retained by EDCTA until disposition has been made of the claim or suit for damages, or until Contractor accepts or rejects the tender of defense, whichever occurs first.

With respect to third party claims against Contractor, Contractor waives any and all rights of any type to express or implied indemnity against EDCTA, its officers, employees, or agents (excluding agents who are design professionals). This Section 12 shall survive termination of this contract.

SECTION 13 – INSURANCE

Prior to commencing the Work, Contractor shall obtain and maintain during the life of this contract, and shall require all Subcontractors, if any, whether primary or secondary, to take out and maintain insurance coverage as required by the Insurance Requirements for Contractors included with the Contract Documents bid package.

SECTION 14 – BONDS

Three (3) executed copies of this Agreement, Insurance Certificates, the Performance Bond, and the Payment Bond shall be provided by Contractor. Only bonds executed by admitted Surety insurers as defined in Code of Civil Procedure § 995.120 shall be accepted. Surety must be a California-admitted surety and listed by the U.S. Treasury with a bonding capacity in excess of the Project cost.

SECTION 15 – CLAUSES INCLUDED

Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included.

SECTION 16 – ELIGIBLE CONTRACTORS

Contractor acknowledges that, pursuant to Public Contract Code § 6101, no public works or purchase contract shall be awarded to a Contractor, nor shall a Contractor be eligible to receive a public works or purchase contract, who has, in the preceding five years, been convicted of violating a state or federal law respecting the employment of undocumented aliens. Contractor acknowledges that pursuant to Public Contract Code § 6101 no public works or purchase contract shall be awarded to a Contractor, nor shall a Contractor be eligible to receive a public works or purchase contract who has been found to have violated with intent to defraud a public agency while performing a public works project.

Contractor further acknowledges that, pursuant to Public Contract Code § 6109, Contractor is prohibited from performing work on a public works project with a subcontractor who is ineligible to perform work on the public works project pursuant to Labor Code § 1777.1 or § 1777.7. The Labor Commissioner publishes a list of ineligible contractors and subcontractors and distributes the list to awarding bodies under Labor Code § 1777.1.

SECTION 17 – FAMILY SUPPORT ENFORCEMENT

Contractor acknowledges that pursuant to Public Contract Code § 7110 it shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to disclosure of information and compliance with earnings assignment orders, as provided in Family Code Division 9, Part 5, Chapter 8 (commencing with § 5200). Contracts in excess of one hundred thousand dollars (\$100,000.00) require an acknowledgement by Contractor of the policy set forth in Public Contract Code § 7110 and Contractor further acknowledges that it is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the Employment Development Department.

SECTION 18 – PERFORMANCE DURING WORK HOURS

Work shall be performed during regular working hours except that in the event of an emergency or when required to complete the Work in accordance with job progress, work may be performed outside of regular working hours with the advance written consent of EDCTA.

SECTION 19 – LABOR CODE APPLICATION

As provided in Labor Code Division 2, Part 7, Chapter 1, Article 3 (commencing at § 1810), eight (8) hours of labor shall constitute a legal day's work. The time of service of any worker employed at any time by Contractor or by any Subcontractor on any subcontract under this Contract, upon the work or upon any part of the work contemplated by this Contract, is limited and restricted to eight (8) hours during any one calendar day and forty (40) hours during any one calendar week, except as hereinafter provided. Notwithstanding the provision hereinabove set forth, work performed by employees of Contractors in excess of eight (8) hours per day and forty (40) hours during any one week shall be permitted upon this public work provided that compensation for all hours worked in excess of eight (8) hours per day shall be compensated at not less than one and one-half (1½) times the basic rate of pay.

Contractor shall pay to EDCTA a penalty of Twenty-five Dollars (\$25.00) for each worker employed in the execution of this Contract by Contractor, or by any Subcontractor, for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any calendar day and forty (40) hours in any one (1) calendar week, in violation of the provisions of Labor Code Division 2, Part 7, Chapter 1, Article 3 (commencing at § 1810), unless compensation for the workers so employed by Contractor is not less than one and one-half (1½) times the basic rate of pay for all hours worked in excess of eight (8) hours per day.

SECTION 20 – PREVAILING WAGE RATES

Pursuant to the provisions of Labor Code Division 2, Part 7, Chapter 1, Article 3 (commencing at § 1810), Contractor shall pay the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in the locality in which this public work is to be performed for each craft, classification, or type of worker needed for this Project. The prevailing wage rates are available from the Director of the Department of Industrial Relations ("Director"). Contractor shall post a copy of such wage rates at the Site. Holiday and

overtime work, when permitted by law, shall be paid for at the rate of at least one and one-half (1½) times the above specified rate of *per diem* wages, unless otherwise specified.

SECTION 21 – FORFEITURE AND PAYMENTS FOR BREACH OF PREVAILING WAGE RATES

Pursuant to Labor Code § 1775, Contractor shall as a penalty to EDCTA, forfeit Fifty Dollars (\$50.00) for each calendar day, or portion thereof, for each worker paid less than the prevailing rate of *per diem* wages, determined by the Director, for such craft or classification in which such worker is employed for any public work done under the Agreement by Contractor or by any Subcontractor under it. The amount of the penalty shall be determined by the Labor Commission and shall be based on consideration of Contractor's mistake, inadvertence, or neglect in failing to pay the correct prevailing rate of *per diem* wage, the previous record of Contractor in meeting its prevailing rate of *per diem* wage obligations, or Contractor's willful failure to pay the correct prevailing rate of *per diem* wages. A mistake, inadvertence, or neglect in failing to pay the correct prevailing rate of *per diem* wage is not excusable if Contractor had knowledge of it or the obligations under this part. The difference between such prevailing rate of *per diem* wage and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the prevailing rate of *per diem* wage shall be paid to each worker by Contractor. *Per diem* wages are deemed to include those benefits set forth in Labor Code § 1773.1.

SECTION 22 – CONTRACTOR TO COMPLY WITH LABOR CODE § 1777.5 et seq.

It shall be Contractor's responsibility to know and abide by the requirements of Labor Code §§ 1777.5 et seq. which include, but are not limited to, the requirement to hire apprentices on a public works project.

SECTION 23 – CONTRACTOR TO COMPLY WITH LABOR CODE § 1776

It shall be Contractor's responsibility to know and abide by the requirements of Labor Code § 1776, which include, but are not limited to, the requirement to keep accurate payroll records that shall be available for inspection. In order to comply with Labor Code § 1776, the records must include: names, addresses, Social Security numbers, work classifications, straight time, overtime, and any *per diem*. In addition, the records must be verified by a declaration under penalty of perjury that the records are true and correct, and that the employer has complied with Labor Code §§ 1771, 1811 and 1815.

SECTION 24 – NON-DISCRIMINATION

During the performance of this contract, Contractor and its subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40) or gender.

Contractor and subcontractors hereby agree to ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination. Contractors and

subcontractors agree to comply with the provisions of the Fair Employment and Housing Act (Government Code § 12900 et seq.) and the applicable regulations promulgated under California Administrative Code, Title 2, § 11000 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code § 12900, set forth in California Administrative Code, Title 2, Division 4.1, Chapter 5 are incorporated into this contract by reference and made a part hereof as if set forth in full. Contractor and its subcontractors agree to give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

SECTION 25 – INCLUSIONS

Contractor shall include the nondiscrimination and compliance provisions of this section in all subcontracts to perform work under the contract.

THE COMPLETE CONTRACT AS SET FORTH IN PARAGRAPH 1 OF THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT OF THE PARTIES. NO OTHER AGREEMENTS, ORAL OR WRITTEN, PERTAINING TO THE WORK TO BE PERFORMED UNDER THIS CONTRACT, EXISTS BETWEEN THE PARTIES. THIS CONTRACT CAN BE MODIFIED ONLY BY AN EXECUTED WRITTEN AGREEMENT APPROVED BY THE GOVERNING BOARD.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

**EL DORADO COUNTY
TRANSIT AUTHORITY**

**CONTRACTOR
Saenz Landscape Construction
Company**

By: Brian James, Executive Director

By: Michael Saenz, Partner

CONTRACTOR's License No. 551658

(CORPORATE SEAL of CONTRACTOR)

CONTRACT AGREEMENT

EXHIBIT “A”

SCHEDULE OF PAYMENTS

EDCTA shall make Payments for the Project Work in conformance with and subject to the terms and conditions for payments as set forth below and in the Construction Agreement, if applicable.

10%	due	35 days after the date on the issued notice to proceed document.
30%	due	65 days after the date on the issued notice to proceed document.
60%	due	95 days after the date on the issued notice to proceed document.
5 %	due	60 days after EDCTA’s acceptance and approval of final Project.

Note: EDCTA shall withhold at least 5% of total labor and materials until final completion and acceptance of the Project. On the expiration of sixty (60) days after the recordation of the Notice of Completion all monies due and payable to Contractor shall be paid, subject to the provisions of Section 5 herein.

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

PURCHASE ORDER NO. B30200

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

DATE: 05/01/25

ACCOUNT: 9910.32

CLASS: 125

TO: SAENZ LANDSCAPE
CONSTRUCTION COMPANY
12167 FOLSOM BLVD, SUITE D
RANCHO CORDOVA, CA 95742

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

Contact: MICHAEL SAENZ

Vendor Phone No: (916) 294-0555

Email Address: MICHAELSAENZ08@ATT.NET

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		Landscape and construction portion of Phase I of the Bass Lake Road Park & Ride project.		
		Refer to Bass Lake Park & Ride Improvements Project # 22-04 Bid Schedule (Attached)		\$389,415.99
		Contingency (5%)		\$19,470.80
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$408,886.79
			SHIPPING	\$0.00
			SALES TAX	\$0.00
			TOTAL	NTE: \$408,886.79
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

BASS LAKE ROAD P&R LANDSCAPE IMPROVEMENTS PROJECT # 22-04

BID SCHEDULE

The following quantities are approximate only and are given for the purpose of comparing proposals. El Dorado County Transit Authority does not expressly or by implication agree that the actual amount of work will correspond with quantities given herein, but reserves the right to increase or decrease the amount of any class or portion of the work as may be deemed necessary or advisable by the Engineer. Payment will be based upon the actual quantities installed or constructed, unless otherwise specified.

Bidder is required to fill out the BID SCHEDULE. The TOTAL COST (Base Bid) shall be used to compare bids.

ITEM NO.	DESCRIPTION	UNITS	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
Base Bid					
1	CMU Utility Building / Pump Enclosure & Slatted Chain Link Gate & Screen	EA	1	\$114,820.00	\$114,820.00
2	2500 Gallon HDPE Water Tank	EA	1	\$5,761.00	\$5,761.00
3	CMU Monument Sign Base	EA	1	\$21,784.00	\$21,784.00
4	Electrical Service Sub Panel	EA	1	\$18,513.00	\$18,513.00
5	Utility Building Lighting	EA	2	\$1,500.00	\$3,000.00
6	60" Chain Link Fence w/ Top Rail	LF	582	\$47.72	\$27,773.04
7	Post & Cable Fencing	LF	42	\$89.70	\$3,767.40
8	Decomposed Granite	CY	46	\$564.00	\$25,944.00
9	Smooth Ungraded Cobble	SF	340	\$16.00	\$5,440.00
10	Place Field Rock Boulders (Rocks On Site)	EA	37	\$100.00	\$3,700.00
11	Finish Grading	SF	17,781	\$0.75	\$13,335.75
12	Master Valve	EA	1	\$1,200.00	\$1,200.00
13	Flow Sensor	EA	1	\$1,500.00	\$1,500.00
14	Booster Pump	EA	1	\$23,000.00	\$23,000.00
15	Wall Mount Controller	EA	1	\$3,000.00	\$3,000.00
16	Mainline Pipe	LF	1,353	\$14.00	\$18,942.00
17	Gate Valves	EA	8	\$800.00	\$6,400.00
18	Filter Amiad	EA	1	\$2,000.00	\$2,000.00
19	Sleeving	LF	50	\$25.00	\$1,250.00
20	Lateral & Bubblers (Shrub)	EA	189	\$87.00	\$16,443.00
21	Laterals With Bubblers (Trees)	EA	82	\$173.00	\$14,186.00
22	Quick Couplers	EA	5	\$400.00	\$2,000.00
23	Remote Control Valves	EA	12	\$700.00	\$8,400.00
24	Soil Preparation	SF	12,440	\$1.10	\$13,684.00
25	Shrubs - 1 Gallon	EA	117	\$16.00	\$1,872.00
26	Shrubs - 5 Gallon	EA	71	\$35.00	\$2,485.00
27	Trees - 15 Gallon	EA	42	\$275.00	\$11,550.00
28	Hydro-seeded Slopes	SF	10,052	\$0.40	\$4,020.80
29	3" depth Top Dress (Shrubs)	CY	115	\$60.00	\$6,900.00
30	Mobilization	LF	1	-	\$6,745.00
	Sub-Total				\$389,415.99
	Contingency			5%	\$19,470.80
TOTAL COST (Base Bid):					\$408,886.79