

AGENDA ITEM 1 J
Consent Item

MEMORANDUM

DATE: June 4, 2026

TO: El Dorado County Transit Authority

FROM: Steffi Ahart, Human Resources Manager / Interim Finance Manager

SUBJECT: Retroactive Approval of Purchase Order for Employment Risk Management Authority (ERMA) – Winter L. Hankins Legal Services

REQUESTED ACTION:

BY MOTION,

Approve Retroactive Purchase Order Authority Exceeding \$25,000 for Employment Risk Management Authority (ERMA) Related to Legal Services Provided by Winter L. Hankins for Fiscal Year 2025/26.

BACKGROUND

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

On July 1, 2025, Blanket Purchase Order No. B31172 was established for Winter L. Hankins (Hankins Law) in the amount of \$20,000 for Fiscal Year 2025/26. Because the amount was below the \$25,000 threshold, the Purchase Order was approved administratively by the Executive Director in accordance with El Dorado Transit purchasing procedures.

DISCUSSION

During Fiscal Year (FY) 2025/26, the Employment Risk Management Authority (ERMA) processed and paid legal service invoices associated with Winter L. Hankins on behalf of El Dorado Transit. ERMA subsequently invoiced El Dorado Transit for reimbursement of those legal expenses.

The total amount invoiced by ERMA for these services was \$40,197.30, which exceeded the original authorized Purchase Order amount and surpassed the Board approval threshold of \$25,000.

As a result, Purchase Order No. B31194 was established under Account 5030.20 (Investigations) for ERMA in the amount of \$40,197.30 to properly account for and process the expenditures.

The Executive Director certifies that these expenditures were incurred for legal services provided during FY 2025/26 and are within approved budget appropriations.

Vendor Name	Blanket P.O. #	NTE Amount
Employment Risk Management Authority (ERMA)	B31194	\$40,197.30

Copies of the related purchase orders 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 by the Board.

COST SUMMARY (ESTIMATE)

Proposed Budget

Legal Services	<u>\$40,197.30</u>
<i>Total Project Cost</i>	<u>\$40,197.30</u>

FUNDING SOURCE

Transportation Development Act (TDA)	<u>\$40,197.30</u>
<i>Total Funding</i>	<u>\$40,197.30</u>

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

PURCHASE ORDER NO. 31194

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

DATE: 06/04/26

ACCOUNT: 5030.20

CLASS: 125

TO:
 EMPLOYMENT RISK MANAGEMENT AUTHORITY
 (ERMA)
 1750 CREEKSIDE OAKS DRIVE SUITE 200
 SACRAMENTO, CA. 95833

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 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		DOLLAR ONE BILLING FOR PROGRAM YEAR 2025 LEGAL SERVICES - WINTER L. HANKINS		\$40,197.30
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	\$40,197.30
			SHIPPING	
			SALES TAX	
			TOTAL	NTE \$40,197.30
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."

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. B31172

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

DATE: 07/01/25

ACCOUNT: 5030.00

CLASS: 125

TO:
 WINTER L. HANKINS (HANKINS LAW)
 1901 HARRISON STREET, SUITE 1100
 OAKLAND ,CA.
 94612

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

Contact: WINTER HANKINS

Vendor Phone No: 510-439-1564

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		LEGAL SERVICES FOR FY 25/26		\$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

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