



# EL DORADO TRANSIT

## EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

### AGENDA

**THURSDAY, JUNE 4, 2026; 1:00 PM**

Regular Meeting

Chairperson: Brian Veerkamp, County of El Dorado Supervisor, District III

Vice Chairperson: Jackie Neau, City of Placerville Councilmember

Lori Parlin, County of El Dorado Supervisor, District IV

George Turnboo, County of El Dorado Supervisor, District II

David Yarbrough, City of Placerville Councilmember

- 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	<b>By Computer:</b> <a href="https://edcgov-us.zoom.us/j/86134567267">https://edcgov-us.zoom.us/j/86134567267</a> <b>By Phone:</b> 669-219-2599 <b>Meeting ID:</b> 861 3456 7267

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

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

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

**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.

### **OPEN FORUM**

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

<b>1.</b>	<b><u>CONSENT CALENDAR</u></b>	<b><u>PAGE</u></b>
	<b>A.</b> Approve Conformed Minutes of Regular Meeting May 7, 2026 ( <i>Wilcher</i> )	5
	<b>B.</b> Receive and File April 2026 Check Registers ( <i>Ahart</i> )	9
	<b>C.</b> Receive and File April 2026 Ridership Reports ( <i>Bergren</i> )	13
	<b>D.</b> Approve Purchase Orders for Insurance Coverage for Fiscal Year 2026/27 ( <i>Ahart</i> )	16
	<b>E.</b> Approve Charter Rate of \$270 Per Hour for Fiscal Year 2026/27 ( <i>Bergren</i> )	22
	<b>F. 1.</b> Adopt Resolution No. 26-18 Authorizing the Executive Director to Execute All Documents for the California State of Good Repair Grant Program	24
	<b>2.</b> Adopt Resolution No. 26-19 Authorizing the California State of Good Repair Project List ( <i>Bergren</i> )	
	<b>G.</b> Approve the Biennial Conflict of Interest Code Review and Direct Staff to Provide a Written Statement to the Code Reviewing Body ( <i>Wilcher</i> )	28
	<b>H. 1.</b> Authorize Professional Services Agreement Between the El Dorado County Transit Authority and Feild & Associates	32
	<b>2.</b> Approve Purchase Order No. B32015 Issued to Feild & Associates in the Amount of \$60,000 for Capital Improvement Project Management ( <i>Bergren</i> )	

<b>1. <u>CONSENT CALENDAR CONTINUED</u></b>	<b><u>PAGE</u></b>
<b>I.</b> Approve Revised Blanket Purchase Order No. B31053 (Dawson Oil Company) for Fiscal Year 2025/26 ( <i>Ahart</i> )	50
<b>J.</b> 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 ( <i>Ahart</i> )	52
<b>K.</b> Adopt Resolution No. 26-20 Revising the El Dorado County Transit Authority Personnel Policies and Procedures Manual Regarding Removal of the Drug and Alcohol Policy Section and Replacement with a Reference to the Separately Board-adopted Drug and Alcohol Policy ( <i>Ahart</i> )	56
<b>2. <u>ACTION ITEMS</u></b>	
<b>TIMED ITEM 1:00 PM</b>	
<b>A. 1.</b> Public Hearing to Adopt Resolution No. 26-21 Finalizing the Operating Budget for Fiscal Year 2026/27	82
2. Adopt Resolution No. 26-22 Finalizing the Fiscal Year 2026/27 Personnel Allocation Table	
3. Adopt Fiscal Year 2026/27 Organizational Chart ( <i>Ahart</i> )	
<b>TIMED ITEM 1:00 PM</b>	
<b>B.</b> Public Hearing to Adopt Resolution No. 26-23 Finalizing the Fiscal Year 2026/27 Capital Improvement Plan and Capital Budget ( <i>Ahart</i> )	90
<b>3. <u>INFORMATION ITEMS</u></b>	
<b>A.</b> Microtransit Service – Demonstration Project ( <i>Bergren</i> )	110
<b>B.</b> El Dorado County Fair Free Shuttle Flyer ( <i>Bergren</i> )	111

**EXECUTIVE DIRECTOR REPORT \***

**BOARD MEMBER COMMENTS \***

**ADJOURNMENT**

\* Verbal Report

NEXT REGULARLY SCHEDULED  
EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING  
Thursday, August 6, 2026 1:00 P.M.  
County of El Dorado  
Board of Supervisors Meeting Room  
330 Fair Lane, Bldg A, Placerville, CA 95667

*The El Dorado County Board of Supervisors Meeting Room is accessible for persons with disabilities. In compliance with the Americans with Disabilities Act, if you require modification or accommodation to participate in this meeting, please contact El Dorado County Transit Authority by telephone at (530) 642-5383 or by fax at (530) 622-2877. Requests must be made as early as possible and at least one full business day before the start of the meeting.*

***The Agenda is also available on the website [www.eldoradotransit.com](http://www.eldoradotransit.com)***



# EL DORADO TRANSIT

**EL DORADO COUNTY TRANSIT AUTHORITY  
BOARD OF DIRECTORS MEETING  
CONFORMED MINUTES  
THURSDAY, MAY 7, 2026; 1:00 PM  
Regular Meeting**

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

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

Executive Director: Brian James

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

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

## **ROLL CALL**

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

A quorum was present.

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

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M/S: Turnboo/Neau

Ayes: Neau, Parlin, Turnboo, Veerkamp, Yarbrough

## **OPEN FORUM**

None

### **1. CONSENT CALENDAR**

- A. Approve Conformed Minutes of Regular Meeting April 2, 2026 (*Wilcher*)
- B. Receive and File March 2026 Check Registers (*Hewett*)
- C. Receive and File March 2026 Ridership Reports (*Bergren*)
- D. Receive and File Quarterly Investment Report for Quarter Ending 03/31/2026 (*Hewett*)
- E.
  - 1. Adopt Resolution No. 26-16 Identifying Fuel as Exempt from Competitive Bidding and Authorize the Executive Director to Procure Fuel from Outside Vendors
  - 2. Approve Blanket Purchase Order No. B32011 Issued to Dawson Oil Company in the Amount of \$1,000,000 for Fiscal Year 2026/27
  - 3. Approve Blanket Purchase Order No. B32018 Issued to Hunt & Sons, Inc. in the Amount of \$40,000 for Fiscal Year 2026/27 (*Hewett*)

- F. Approval of Purchase Orders above \$25,000 for Fiscal Year 2026/27 (*Hewett*)
- G. Adopt Resolution No. 26-17 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 2025/26 (*Bergren*)

**2. ACTION ITEMS**

**TIMED ITEM 1:00 PM**

- A. Public Hearing to Review and Acknowledge Job Vacancy Status and Recruitment Efforts (*Ahart*)

**Action: Chair Veerkamp opened the Public Hearing to accept public comment on the status of the job vacancies and recruitment efforts.**

**No vote required, review and acknowledge only.**

**Public Comment: S. Starr**

**3. INFORMATION ITEMS**

- A. 2025 Safe Driving Recognition (*Robinson*)

**Information item. No vote taken.**

**EXECUTIVE DIRECTOR REPORT \***

**BOARD MEMBER COMMENTS \***

**RECESS TO CLOSED SESSION**

**The board recessed to closed session at 1:15 PM**

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

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

**The board reconvened to open session at 1:29 PM.**

**No report out.**

**ADJOURNMENT**

**Chair Veerkamp adjourned the meeting at 1:29 PM. The next regularly scheduled meeting is Thursday, June 4, 2026.**

**Respectfully Submitted,**

**Megan Wilcher  
Secretary to the Board**

\* Verbal Report

AGENDA ITEM 1 B  
Consent Item

**MEMORANDUM**

**DATE:** June 4, 2026  
**TO:** El Dorado County Transit Authority  
**FROM:** Steffi Ahart, Human Resources Manager / Interim Finance Manager  
**SUBJECT:** April 2026 Check Register

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

**Receive and File April 2026 Check Register**

**BACKGROUND**

The check register included consists of routine transactions for the month of April 2026. These expenditures fall within budgets adopted by the El Dorado County Transit Authority Board of Directors.

**DISCUSSION**

Five (5) items merit further detail:

Check # 42623 – Crusader Fence Co Inc.....\$787.50  
This check pays the obligation for gate auto system repair.

Check # 42626 – Dokken Engineering.....\$3,453.75  
This check pays the obligation for Consulting Work, performed in November 2025, to Improve the Bus Parking Lot using Local Transportation Funds (LTF); CIP # 25-02.

Check # 42650 – Office Relief Inc.....\$5,875.67  
This check pays the obligation for new office chairs based on ergonomics evaluations done by our insurance company

Check # 42658 – Route Match Software LLC.....\$15,200.70  
This check pays the obligation for the dispatch software used for our local fixed routes for Quarter 4 (April 1, 2026, to June 30, 2026) using Local Transportation Funds (LTF); No CIP.

Check # 42668 – Western Contract Office Furnishers of Sacramento.....\$10,067.82  
This check covers the required fifty percent (50%) deposit for office furniture and workspace modifications supporting the Safety & Training department restructuring, including workspace accommodations for the new Safety & Training Supervisor position, administrative workspace divider improvements, and Finance office modifications.

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**Check Register**  
 April 2026

Date	Check #	Name	Description	Amount
04/01/2026	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	APRIL 2026 - HEALTH PREMIUMS	\$63,773.97
04/08/2026	EFT TRANS	OPERATING ENGINEERS PUBLIC & MISC	MAY 2026 - MEDICAL PREMIUMS	\$68,327.00
04/08/2026	42608	4IMPRINT INC	CLEAR VINYL BADGE HOLDERS	\$106.87
04/08/2026	42609	ADM SCREENING	DOT MEDICAL EXAMS & DRUG SCREENING	\$1,935.00
04/08/2026	42610	AMAZON CAPITAL SERVICES INC	SUPPLY PURCHASES MARCH 2026	\$1,553.23
04/08/2026	42611	ARI PHOENIX INC	SCREW COVER FOR VEHICLE LIFT	\$377.62
04/08/2026	42612	ARNOLDS FOR AWARDS INC	EMPLOYEE OF THE MONTH ENGRAVING FOR APRIL 2026	\$21.50
04/08/2026	42613	AT&T	CENTRAL BILLING 2-24-26 to 3-23-26	\$92.61
04/08/2026	42614	AT&T MOBILITY	MARCH 2026 - WIRELESS SERVICE FOR SURVEILLANCE CAMERAS AT PARK & RIDES	\$289.98
04/08/2026	42615	AUTOZONE INC	MISC. VEHICLE PARTS FOR REPAIRS ON MULTIPLE VEHICLES	\$1,469.18
04/08/2026	42616	C & H MOTOR PARTS	MISC. VEHICLE PARTS FOR REPAIRS ON VEHICLES	\$202.43
04/08/2026	42617	CAL.NET	MARCH 2026 - CCTV CAMERA SERVICE	\$176.92
04/08/2026	42618	CALIFORNIA DEPT OF TAX & FEE ADMIN	DIESEL FUEL EXEMPT BUS TAX 1ST QUARTER 2026	\$365.00
04/08/2026	42619	CANTER BUYER PARENT LP	TIRE RECYCLING (QTY: 14 BIG, 10 REGULAR)	\$205.68
04/08/2026	42620	CAPITOL CLUTCH & BRAKE INC	MISC. VEHICLE PARTS FOR REPAIRS ON MULTIPLE VEHICLES	\$1,853.87
04/08/2026	42621	CHRISTOPHER GABRIEL	SECURITY GLASS FILM (QTY: 4 PANELS, 2 DOORS)	\$1,090.00
04/08/2026	42622	COLUMBIA BANK	RECONCILED VISA CHARGES	\$8,396.07
04/08/2026	42623	CRUSADER FENCE CO INC	GATE REPAIR	\$787.50
04/08/2026	42624	CUSTOM EMBROIDERY CONCEPTS	EDWARDS NAVY WORK PANTS - TROY MILLER	\$73.47
04/08/2026	42625	DAWSON OIL	MARCH 2026 - FUEL PURCHASES & SALES TAX	\$105,219.24
04/08/2026	42626	DOKKEN ENGINEERING	BUS PARKING LOT IMPROVEMENT PROJECT-PROGRESS REPORT DECEMBER - FEBRUARY	\$3,453.75
04/08/2026	42627	EDC CHAMBER OF COMMERCE	ANNUAL MEMBERSHIP	\$197.00
04/08/2026	42628	EL DORADO DISPOSAL SERVICE	MARCH 2026 - DISPOSAL SERVICE (QTY: 2)	\$474.02
04/08/2026	42629	EL DORADO IRRIGATION DISTRICT	MARCH 2026 - WATER SERVICE	\$1,949.57
04/08/2026	42630	EMP. MISC. REIMBURSEMENT	DMV LICENSE AND VTT CARD (QTY: 1)	\$56.00
04/08/2026	42631	EMP. MISC. REIMBURSEMENT	DMV PERMIT (QTY: 1)	\$100.00
04/08/2026	42632	EMP. MISC. REIMBURSEMENT	PANTS REIMBURSEMENT (QTY: 1)	\$33.23
04/08/2026	42633	EMP. MISC. REIMBURSEMENT	DMV PERMIT (QTY:1)	\$100.00
04/08/2026	42634	EMP. MISC. REIMBURSEMENT	DMV PERMIT (QTY:1)	\$100.00
04/08/2026	42635	FLEMING DISTRIBUTING CO.	MOA ( QTY: 4), 44K (QTY: 4), DFC (QTY: 3), LS2 (QTY: 2), HEAVY DUTY FUEL RESTORE (QTY: 2)	\$931.79
04/08/2026	42636	FOLSOM LAKE DODGE	MISC. VEHICLE PARTS FOR REPAIRS ON MULTIPLE VEHICLES	\$2,331.80
04/08/2026	42637	GILLIG LLC	MISC. BUS PARTS FOR REPAIRS ON MULTIPLE BUSES	\$2,837.88
04/08/2026	42638	GRAINGER	SUBMERSIBLE PUMP, AED PADS (QTY: 2), STRAIGHT WALL TOTES (QTY: 3), SHOP SUPPLIES	\$992.70
04/08/2026	42639	GWP HOLDINGS LLC	MISC. VEHICLE PARTS FOR REPAIRS ON MULTIPLE VEHICLES	\$8,434.45
04/08/2026	42640	HUNT & SONS INC	APRIL 2026 - FUEL PURCHASES & SALES TAX	\$6,446.78
04/08/2026	42641	KIMBALL MIDWEST	SAFETY GLASSES, ABSORBENT PADS, TOWELETTS, UTILITY BLADES, STEEL HEX HEAD PLUGS	\$463.79
04/08/2026	42642	MAG LANDSCAPING INC	MARCH 2026 - LANDSCAPING MAINTENANCE (QTY: 6)	\$1,390.00
04/08/2026	42643	MARIGOLD CLEAN SACRAMENTO	APRIL 2026 - JANITORIAL SERVICE	\$1,249.00
04/08/2026	42644	MISSION UNIFORM SERVICE	MATS, TOWELS, & UNIFORMS SERVICE	\$1,609.98
04/08/2026	42645	MODEL 1 COMMERCIAL VEHICLES INC	VOID: BELT 132 6 GROOVE (QTY: 2)	\$0.00
04/08/2026	42646	MOTHER LODE LIONS CLUB FOUNDATION	HALL RENTAL FOR ALL STAFF MEETING May 2026	\$1,300.00
04/08/2026	42647	MOTIVE ENERGY LLC	MISC. VEHICLE PARTS FOR REPAIRS ON MULTIPLE VEHICLES	\$451.11
04/08/2026	42648	NAPA AUTO PARTS	MISC. VEHICLE PARTS FOR REPAIRS ON MULTIPLE VEHICLES	\$622.79
04/08/2026	42649	O'REILLY AUTO PARTS	MISC. VEHICLE PARTS FOR REPAIRS ON MULTIPLE VEHICLES	\$959.98
04/08/2026	42650	OFFICE RELIEF INC	OFFICE CHAIRS	\$5,875.67
04/08/2026	42651	PACIFIC GAS & ELECTRIC	MARCH 2026 - ELECTRIC SERVICE (QTY: 3)	\$5,439.73
04/08/2026	42652	PACIFIC MATERIAL HANDLING SOLUTIONS	FORKLIFT AND SCISSOR LIFT MAINTENANCE AND SERVICE	\$486.62
04/08/2026	42653	PEST CONTROL CENTER INC	PEST CONTROL FOR ADMIN. BUILDING	\$70.00
04/08/2026	42654	QUILL LLC	MISC. OFFICE SUPPLIES	\$43.99
04/08/2026	42655	ROBERTS & COMPANY INC	MARCH 2026 - CPA SERVICES	\$230.00
04/08/2026	42656	RON DUPRATT FORD	MISC. VEHICLE PARTS FOR REPAIRS ON MULTIPLE VEHICLES	\$674.42
04/08/2026	42657	ROSCO COLLISION AVOIDANCE	TELEMATICS ANNUAL SUBSCRIPTION	\$7,200.00
04/08/2026	42658	ROUTEMATCH SOFTWARE LLC	ROUTESHOUT, HOSTING FEES, FIXED ROUTE AVA, FIXED ROUTE AND INTERACTIVE VOICE RESPONSE	\$15,200.70
04/08/2026	42659	RTS IT INC	APRIL 2026 - IT SERVICES	\$6,344.50
04/08/2026	42660	RUBIS AUTO GLASS	WINDSHIELD & GLASS REPAIRS FOR VEHICLES	\$1,795.75
04/08/2026	42661	SAFETY-KLEEN SYSTEMS INC	USED OIL PICK UP AND RECYCLE	\$280.00
04/08/2026	42662	SOUTHERN TIRE MART LLC	MCI BUS TIRES (QTY: 6)	\$3,464.81
04/08/2026	42663	SPOT-ON SIGNS & GRAPHICS	BUS WRAP ART CONTEST GRAPHICS	\$5,646.22
04/08/2026	42664	THE AFTERMARKET PARTS CO LLC	MISC. VEHICLE PARTS FOR REPAIRS ON MULTIPLE VEHICLES	\$15,357.44
04/08/2026	42665	THE PAINT SPOT INC	EL DORADO HILLS PARK AND RIDE PAINT	\$193.59
04/08/2026	42666	US BANK NATIONAL ASSOCIATION	MARCH 2026 - RICOCH MACHINE LEASE PAYMENT CONTRACT	\$1,072.06
04/08/2026	42667	WASTE CONNECTIONS OF CA INC	MIXED LOOSE WASTE	\$41.58
04/08/2026	42668	WESTERN CONTRACT FURNISHERS OF SAC	OFFICE FURNITURE FOR FINANCE, FRONT OFFICE, AND TRAINING SUPERVISOR OFFICE	\$10,067.82
04/08/2026	42669	WESTERN SUPPLY INC	WHEEL WEITHGS, VALVE CORE, AND TAPE WEIGHTS	\$282.42
04/08/2026	42670	WILKINSON PORTABLES INC	MARCH 2026 - PORTABLE TOILET AND WASH STATION RENTAL SERVICE FOR CAMBRIDGE P&R	\$172.00
04/08/2026	42671	ZEP MANUFACTURING CO.	VEHICLE CLEANING SUPPLIES	\$1,271.85
04/08/2026	42672	ZONAR SYSTEMS INC	ZONAR ESSENTIALS REACTIVATION FOR VEHICLE (QTY: 1)	\$86.60
04/08/2026	42673	MODEL 1 COMMERCIAL VEHICLES INC	BELT 132 6 GROOVE (QTY: 2)	\$272.21
04/10/2026	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY PERIOD MAR. 21 - APR. 3, 2026; PAY DATE APRIL 10, 2026	\$2,331.07
04/10/2026	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #8 CLASSIC	\$4,458.88
04/10/2026	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #8 PEPPA	\$21,067.14
04/28/2026	42674	ALLEN, CYNTHIA A	MY RIDE -MARCH 2026	\$41.89
04/28/2026	42675	.BEAUDION, LORENA LYNN	MY RIDE -MARCH 2026	\$253.75
04/28/2026	42676	.BRIGHT, MARY J	MY RIDE -MARCH 2026	\$253.75
04/28/2026	42677	.CAMP, BETTY J	MY RIDE -MARCH 2026	\$253.75
04/28/2026	42678	.CHRONISTER, RODNEY E	MY RIDE -MARCH 2026	\$507.50
04/28/2026	42679	.COOK, VAUGHAN	MY RIDE -MARCH 2026	\$437.90
04/28/2026	42680	.COOK, VERONICA	MY RIDE -MARCH 2026	\$189.95
04/28/2026	42681	.COOPER, DEBBIE	MY RIDE -MARCH 2026	\$86.86
04/28/2026	42682	.CURRAN, KIMBERLY	MY RIDE -MARCH 2026	\$253.75
04/28/2026	42683	.DA COSTA, MONICA	MY RIDE -MARCH 2026	\$243.60
04/28/2026	42684	.DAVIS, JANET	MY RIDE -MARCH 2026	\$253.75
04/28/2026	42685	ECKHARDT, PATIENCE	MY RIDE -FEBRUARY AND MARCH 2026	\$174.73
04/28/2026	42686	.ENOCHSON BENNETT, INGER	MY RIDE -MARCH 2026	\$210.83
04/28/2026	42687	.FERREL, LAUREL KAY	MY RIDE -MARCH 2026	\$240.70
04/28/2026	42688	.FICKLIN, LINDA R	MY RIDE -MARCH 2026	\$79.61
04/28/2026	42689	.FRANK, DIANE	MY RIDE -MARCH 2026	\$127.31
04/28/2026	42690	.GAGNE, SUSAN D	MY RIDE -MARCH 2026	\$17.40
04/28/2026	42691	.GALVAN, ELAINE M	MY RIDE -MARCH 2026	\$253.75
04/28/2026	42692	.GRIFFIN, INDIA	MY RIDE -MARCH 2026	\$65.18

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**Check Register**  
 April 2026

04/28/2026	42693	.GROY, DAVID	MY RIDE -MARCH 2026	\$122.67
04/28/2026	42694	.GULARTE, LARA L	MY RIDE -MARCH 2026	\$253.75
04/28/2026	42695	.HANSON, SHARON KAY	MY RIDE -MARCH 2026	\$55.10
04/28/2026	42696	.HAYDEN, CYNTHIA	MY RIDE -MARCH 2026	\$42.34
04/28/2026	42697	.HEDGE, SAMANTHA	MY RIDE -MARCH 2026	\$253.75
04/28/2026	42698	.HENDRIX, SUSAN L.	MY RIDE -MARCH 2026	\$253.75
04/28/2026	42699	.HINDMARSH, LISA	MY RIDE -MARCH 2026	\$12.18
04/28/2026	42700	.HODGES, DAVID GLENN	MY RIDE -MARCH 2026	\$100.05
04/28/2026	42701	.HOFF-SCONCI, DANA D	MY RIDE -MARCH 2026	\$253.75
04/28/2026	42702	.KAMENA, DAWN	MY RIDE -FEBRUARY AND MARCH 2026	\$131.59
04/28/2026	42703	.KAMENA, DENISE C	MY RIDE -MARCH 2026	\$369.46
04/28/2026	42704	.KINZEL, CATHERINE	MY RIDE -MARCH 2026	\$59.02
04/28/2026	42705	.LAFRANCIS II, GARY	MY RIDE -MARCH 2026	\$96.35
04/28/2026	42706	.LAWSON, CATHERINE A	MY RIDE -MARCH 2026	\$150.08
04/28/2026	42707	.LAWSON, GLENN V	MY RIDE -MARCH 2026	\$103.68
04/28/2026	42708	.LEBAR, KELLY	MY RIDE -MARCH 2026	\$253.75
04/28/2026	42709	.LEONARD, DONALD CHRISTOPHER	MY RIDE -MARCH 2026	\$253.75
04/28/2026	42710	.LUO, LONGBAO	MY RIDE -MARCH 2026	\$50.90
04/28/2026	42711	.LUSK, DEBRA SUE	MY RIDE -MARCH 2026	\$52.20
04/28/2026	42712	.MARTIN, LINA	MY RIDE -MARCH 2026	\$200.10
04/28/2026	42713	.MINOR, ZOE	MY RIDE -MARCH 2026	\$100.05
04/28/2026	42714	.MONTGOMERY, TONI P	MY RIDE -MARCH 2026	\$253.75
04/28/2026	42715	.MYER-HOGUE, SANDRA	MY RIDE -MARCH 2026	\$253.75
04/28/2026	42716	.NUNEZ, FERNANDO	MY RIDE -MARCH 2026	\$253.75
04/28/2026	42717	.PENUMECHCHU, SRINIVAS	MY RIDE -MARCH 2026	\$253.75
04/28/2026	42718	.PETERSON, THOMAS JOHN	MY RIDE -MARCH 2026	\$78.59
04/28/2026	42719	.PETERSON, WALTER	MY RIDE -MARCH 2026	\$253.75
04/28/2026	42720	.POGANSKI, JANAYE L	MY RIDE -FEBRUARY AND MARCH 2026	\$344.16
04/28/2026	42721	.POLANSKI, MARIOLA	MY RIDE -MARCH 2026	\$246.50
04/28/2026	42722	.RAI, PRAVIND	MY RIDE -MARCH 2026	\$253.75
04/28/2026	42723	.REILLY, MARLENE ANGELA	MY RIDE -MARCH 2026	\$253.75
04/28/2026	42724	.ROGERS, TIMOTHY ALTON	MY RIDE -MARCH 2026	\$151.67
04/28/2026	42725	.SHANNON, SIOBHAN	MY RIDE -MARCH 2026	\$272.89
04/28/2026	42726	.SHAWHAN, CHARLES	MY RIDE -MARCH 2026	\$121.80
04/28/2026	42727	.SHEFFIELD, CHRISTOPHER	MY RIDE -MARCH 2026	\$218.95
04/28/2026	42728	.SHULTS, BARBARA	MY RIDE -MARCH 2026	\$253.75
04/28/2026	42729	.SMITH, JEFFREY R	MY RIDE -MARCH 2026	\$90.63
04/28/2026	42730	.SMITH, LAURA	MY RIDE -MARCH 2026	\$163.13
04/28/2026	42731	.SMITH, WENDELL	MY RIDE -MARCH 2026	\$507.50
04/28/2026	42732	.SORACCO, MEGAN	MY RIDE -MARCH 2026	\$253.75
04/28/2026	42733	.STENT, JUDY L	MY RIDE -MARCH 2026	\$326.69
04/28/2026	42734	.STOCKEL, GARY	MY RIDE -MARCH 2026	\$5.08
04/28/2026	42735	.STOCKEL, JAMES	MY RIDE -MARCH 2026	\$8.99
04/28/2026	42736	.SUTTER, MARGARET	MY RIDE -JANUARY AND FEBRUARY 2026	\$1,002.39
04/28/2026	42737	.THOMAS, JULIE R	MY RIDE -MARCH 2026	\$253.75
04/28/2026	42738	.TODD, JANET C	MY RIDE -MARCH 2026	\$381.13
04/28/2026	42739	.TOMSON, CHARLENE	MY RIDE -MARCH 2026	\$40.60
04/28/2026	42740	.VALENCIA, ROCHELLE	MY RIDE -MARCH 2026	\$64.53
04/28/2026	42741	.VAN CLEAVE, MICHA	MY RIDE -MARCH 2026	\$490.83
04/28/2026	42742	.WANG, YING	MY RIDE -MARCH 2026	\$104.26
04/28/2026	42743	.WARMAN, SHIELA	MY RIDE -MARCH 2026	\$194.45
04/28/2026	42744	.WELLS, BELINDA	MY RIDE -MARCH 2026	\$698.18
04/28/2026	42745	.WOJAN, CYNTHIA J	MY RIDE -MARCH 2026	\$90.48
04/28/2026	42746	.WOJAN, RONALD	MY RIDE -MARCH 2026	\$191.11
04/28/2026	42747	.WOLLESEN, ERIK V	MY RIDE -FEBRUARY AND MARCH 2026	\$507.50
04/28/2026	42748	.WORTHEN, DALE	MY RIDE -MARCH 2026	\$253.75
04/28/2026	42749	49ER LIVE SCAN	LIVE SCAN FINGERPRINTING (QTY: 1)	\$25.00
04/28/2026	42750	ACC BUSINESS	APRIL 2026 - FIBER INTERNET	\$80.00
04/28/2026	42751	AFLAC	APRIL 2026 - INSURANCE PREMIUMS	\$342.64
04/28/2026	42752	AT&T MOBILITY LLC	MARCH 2026 - VEHICLE CARD READER	\$1,734.00
04/28/2026	42753	BLUE SKY ELECTRICAL SOLUTIONS INC	LABOR AND MATERIALS TO REPLACE EMERGENCY EXIT SIGNS (QTY: 9)	\$876.10
04/28/2026	42754	CAL.NET	MAY 2026 - CCTV CAMERA SERVICE	\$176.92
04/28/2026	42755	CUMMINS INC	QUICK SERVE ONLINE DATABASE	\$820.00
04/28/2026	42756	CUSTOM EMBROIDERY CONCEPTS	UNIFORM ITEMS FOR EMPLOYEES (QTY: 3)	\$265.24
04/28/2026	42757	DEPARTMENT OF TOXIC SUBSTANCES CONTROL	HAZARDOUS WASTE REPORT	\$50.00
04/28/2026	42758	EDWARDS, STEVENS & TUCKER LLP	LEGAL COUNSEL	\$13,482.50
04/28/2026	42759	EL DORADO IRRIGATION DISTRICT	FEBRUARY 2026 & MARCH 2026 - WATER SERVICE (QTY: 1)	\$163.36
04/28/2026	42760	EMP. MISC. REIMBURSEMENT	CONNECT CARD REFUND	\$324.32
04/28/2026	42761	FEDEX	SHIPPING POSTAGE	\$160.75
04/28/2026	42762	HUNT & SONS INC	APRIL 2026 - FUEL PURCHASES & SALES TAX	\$1,165.62
04/28/2026	42763	LITTLEPAY INC	MARCH 2026 Monthly Tranaction Fees	\$17.27
04/28/2026	42764	MACLEOD WATTS INC	FY24/25 - ACTUARIAL VALUATION OF OPEB	\$6,875.00
04/28/2026	42765	NATIONAL FIRE SYSTEMS INC	HYDROSTATIC TEST (QTY:2)	\$500.00
04/28/2026	42766	NICK BATTEATE	IN-PERSON FIRST AID, CTP AND AED TRAINING (QTY: 2)	\$275.00
04/28/2026	42767	NORCAL WATER SYSTEMS INC	APRIL 2026 - DRINKING WATER SERVICE	\$42.90
04/28/2026	42768	OPERATING ENGINEERS LOCAL UNION #3	APRIL 2026 - UNION DUES	\$1,625.00
04/28/2026	42769	PROTELESIS	APRIL 2026 - PHONE SYSTEM ELEVATE SUBSCRIPTION	\$766.55
04/28/2026	42770	SMALL BUSINESS BENEFIT PLAN TRUST	MAY 2026 - DENTAL & VISION PREMIUMS	\$4,446.60
04/28/2026	42771	SPOT-ON SIGNS & GRAPHICS	BUS SCHEDULE POSTERS (QTY: 10)	\$383.63
04/28/2026	42772	STATE OF CA - DEPT OF JUSTICE	STATE/FBI BACKGROUND CHECKS (QTY: 8) & CUSTODIAL OF RECORDS (QTY: 1)	\$98.00
04/28/2026	42773	STATE WATER RESOURCES CONTROL BOARD	ANNUAL PERMIT FEE	\$1,723.00
04/28/2026	42774	SUN LIFE FINANCIAL	MAY 2026 SUPPLEMENTAL LIFE BENEFIT	\$1,124.65
04/28/2026	42775	SUN LIFE FINANCIAL	MAY 2026 GROUP LIFE AND LTD BENEFITS	\$3,028.57
04/28/2026	42776	US BANK NATIONAL ASSOCIATION	MARCH 2026 - RICOH MACHINE LEASE PAYMENT CONTRACT	\$1,159.33
04/28/2026	42777	WILKINSON PORTABLES INC	APRIL 2026 - PORTABLE TOILET AND WASH STATION RENTAL SERVICE FOR CAMBRIDGE P&R	\$172.00

**\$460,341.10**

AGENDA ITEM 1 C  
Consent Item

**MEMORANDUM**

**DATE:** June 4, 2026  
**TO:** El Dorado County Transit Authority  
**FROM:** Erik Bergren, Planning and Marketing Manager  
**SUBJECT:** April 2026 Ridership Report

**REQUESTED ACTION:**  
**BY MOTION,**  
Receive and File April 2026 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 April 2026, ridership for Demand Response and Commuter Routes trended up and Local Fixed Routes stayed flat. Fiscal year-to-date ridership was up 5.7% overall.

The attached April 2026 Ridership Report compares systemwide monthly passenger trips to the same period in the previous fiscal year. Overall ridership was up 5.6%, compared to the previous year. Demand Response ridership increased by 18.1%, Local Fixed Route ridership stayed flat, increasing 0.5%, and Commuter ridership increased by 9.2%.

The attached Fiscal year-to-date Ridership Report compares the current fiscal year to the same period in the previous six (6) fiscal years to analyze pre-COVID and current ridership trends.

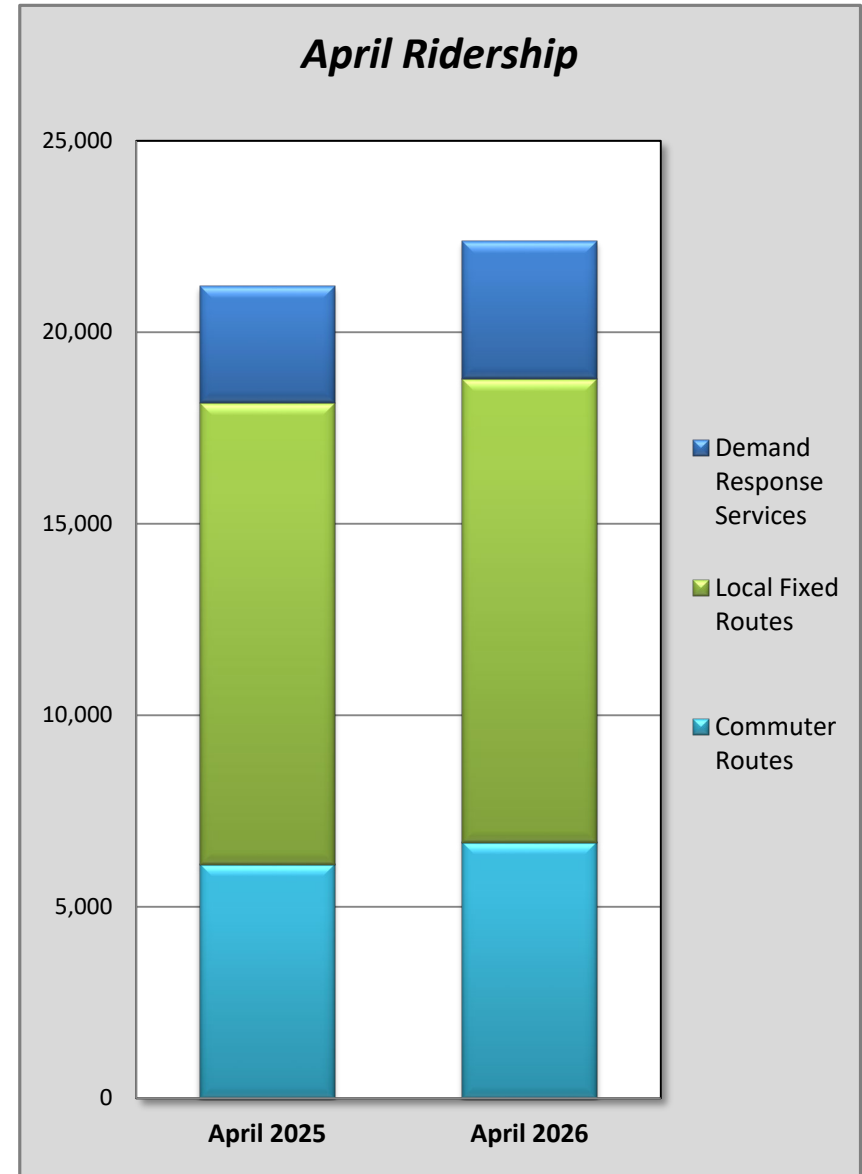
# April 2026 Ridership Report

Demand Response Services	April 2025	April 2026	% Change
Dial-a-Ride	962	1,202	24.9%
Sac-Med	53	36	-32.1%
ADA Paratransit	271	423	56.1%
M.O.R.E.*	699	596	-14.7%
Senior Day Care*	0	0	0.0%
My Ride	1,056	1,335	26.4%
<b>Total Demand Response</b>	<b>3,041</b>	<b>3,592</b>	<b>18.1%</b>

Local Fixed Routes	April 2025	April 2026	% Change
20 - Placerville	1,617	1,720	6.4%
25 - Saturday Express	347	414	19.3%
30 - Diamond Springs	1,361	1,251	-8.1%
35 - Diamond Springs Saturday	74	0	-100.0%
40 - Cameron Park	1,210	1,214	0.3%
50x - 50 Express	5,928	5,784	-2.4%
60 - Pollock Pines	1,507	1,727	14.6%
<b>Total Local Fixed Routes</b>	<b>12,044</b>	<b>12,110</b>	<b>0.5%</b>

Commuter Routes	April 2025	April 2026	% Change
Sacramento Commuter	5,440	5,962	9.6%
Reverse Commuter	19	71	273.7%
Sacramento/Tahoe Connector	653	643	-1.5%
<b>Total Commuter Routes</b>	<b>6,112</b>	<b>6,676</b>	<b>9.2%</b>

	April 2025	April 2026	% Change
<b>Systemwide</b>	<b>21,197</b>	<b>22,378</b>	<b>5.6%</b>
Passengers per Revenue Hour	5.1	4.7	-7.9%



\*Contracted Services - Ridership Determined by Client Enrollment

# Fiscal Year-to-Date Ridership Report

## July - April

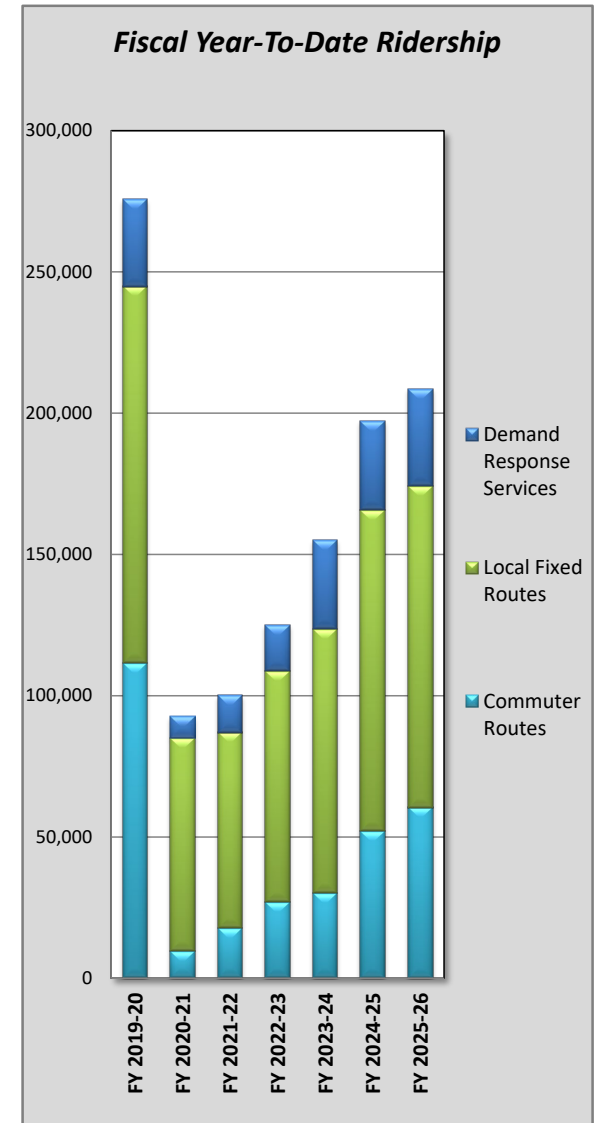


Demand Response Services	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	% Year Change
Dial-a-Ride	11,598	5,033	5,676	7,199	10,531	9,718	10,076	3.7%
Sac-Med	237	201	326	236	357	386	490	26.9%
ADA Paratransit	536	1,408	2,302	2,345	2,385	2,597	3,548	36.6%
M.O.R.E.*	15,244	1,104	4,975	5,827	7,353	7,103	6,629	-6.7%
Senior Day Care*	3,291	0	0	0	0	0	0	0.0%
My Ride	0	0	0	736	11,032	11,748	13,656	16.2%
<b>Total Demand Response</b>	<b>30,906</b>	<b>7,746</b>	<b>13,279</b>	<b>16,343</b>	<b>31,658</b>	<b>31,552</b>	<b>34,399</b>	<b>9.0%</b>

Local Fixed Routes	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	% Year Change
20 - Placerville	32,990	10,485	10,175	12,949	12,986	14,940	16,591	11.1%
25 - Saturday Express	3,998	2,917	2,301	0	0	3,754	4,444	18.4%
30 - Diamond Springs	20,644	8,067	7,890	10,948	11,113	13,796	12,659	-8.2%
35 - Diamond Springs Saturday	1,178	844	710	0	0	1,153	1,034	-10.3%
40 - Cameron Park	12,337	8,812	8,364	10,177	10,419	11,434	11,141	-2.6%
50x - 50 Express	32,269	30,213	27,978	34,608	44,786	53,904	52,608	-2.4%
60 - Pollock Pines	29,696	14,078	11,804	12,946	13,959	14,561	15,269	4.9%
<b>Total Local Fixed Routes</b>	<b>133,112</b>	<b>75,416</b>	<b>69,222</b>	<b>81,628</b>	<b>93,263</b>	<b>113,542</b>	<b>113,746</b>	<b>0.2%</b>

Commuter Routes	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	% Year Change
Sacramento Commuter	111,033	9,505	12,357	18,783	21,394	43,331	52,234	20.5%
Reverse Commuter	640	77	174	212	593	423	624	47.5%
Sacramento/Tahoe Connector	0	0	5,173	8,048	8,320	8,422	7,604	-9.7%
<b>Total Commuter Routes</b>	<b>111,673</b>	<b>9,582</b>	<b>17,704</b>	<b>27,043</b>	<b>30,307</b>	<b>52,176</b>	<b>60,462</b>	<b>15.9%</b>

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	% Year Change
<b>Systemwide</b>	<b>275,691</b>	<b>92,744</b>	<b>100,205</b>	<b>125,014</b>	<b>155,228</b>	<b>197,270</b>	<b>208,607</b>	<b>5.7%</b>
Passengers per Revenue Hour	6.8	3.4	3.6	4.3	4.2	5.0	4.9	-1.8%



\*Contracted Services - Ridership Determined by Client Enrollment

AGENDA ITEM 1 D  
Consent Item

**MEMORANDUM**

**DATE:** June 4, 2026

**TO:** El Dorado County Transit Authority

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

**SUBJECT:** Purchase Orders for Insurance Coverage for Fiscal Year 2026/27

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

1. Approve Purchase Order 32005 Issued to the California Transit Indemnity Pool in the Amount of \$500,000 for Liability Insurance
2. Approve Purchase Order 32006 Issued to the California Transit Indemnity Pool in the Amount of \$40,500 for Physical Damage Insurance
3. Approve Purchase Order 32004 Issued to the California Transit Indemnity Pool in the Amount of \$32,000 for Employment Practices Liability Insurance
4. Approve Purchase Order 32025 Issued to the Special District Risk Management Authority in the Amount of \$340,000 for Workers' Compensation Insurance

**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.

March 3, 2026, Board reviewed the Preliminary Operating Budget for FY 2026/27

April 2, 2026, Board adopted the Preliminary Operating Budget for FY 2026/27 and formed an ad hoc committee for budget review.

**DISCUSSION**

The presented purchase orders address El Dorado Transit's liability, physical damage, employment practices and worker's compensation insurance premiums for the upcoming fiscal year. The Preliminary Operating Budget was based on estimates. Final premium quotes have now been received; therefore, the following budget and purchase orders have been revised and are recommended for final approval:

- California Transit Indemnity Pool – Liability Purchase Order No. 32005 in the amount of \$500,000
- California Transit Indemnity Pool – Physical Damage Purchase Order No. 32006 in the amount of \$40,500
- California Transit Indemnity Pool – Employment Practices Purchase Order No. 32004 in the amount of \$32,000
- Special District Risk Management Authority Purchase Order No. 32025 in the amount of \$340,000

The Executive Director certifies that these purchases are processed within the approved Purchasing Procedures per the 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.*
- c) *The exemption provided by subsection (b) herein shall apply only to the purchase of such items as listed or that have been identified by resolution of the El Dorado Transit Board of Directors:*
  - c. *Insurance”*

**FISCAL IMPACT**

Purchase Order amounts are within the overall budget in the proposed Final Fiscal Year 2025/26 Operating Budget presented as a part of this agenda packet.

	FY 2026/27 Adopted Preliminary Budget	FY 2026/27 Proposed Final Budget
5060.01 – Public Liability	\$500,000	<b>\$500,000</b>
5060.02 – Physical Damage	\$40,500	<b>\$40,500</b>
5060.04 – EPLI Coverage	\$32,000	<b>\$32,000</b>
5020.05 – Workers’ Compensation	\$340,000	<b>\$340,000</b>

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

**PURCHASE ORDER NO. 32005**

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

**DATE: 07/01/26**

ACCOUNT: 1300

CLASS: 125

TO: CalTIP  
 c/o SEDGWICK  
 1750 CREEKSIDE OAKS DRIVE STE 200  
 SACRAMENTO, CA 95833

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

Contact: Vicky Quintrall

Vendor Phone No: (916) 244-1104

Fax No: (916) 244-1199

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		LIABILITY PROGRAM ANNUAL RENEWAL FOR FISCAL YEAR 07/01/26 THROUGH 06/30/27  COVERAGE PERIOD 05/01/26 THROUGH 04/30/27  COVERAGE LIMITS ARE AS FOLLOWS: CalTIP \$2.25M SELF-INSURED RETENTION GEM AT \$4M XS OF \$2.25M OBSIDIAN AT \$750k XS OF \$6.25M EVEREST AT \$3M XS OF \$7M HALLMARK AT \$5M XS OF \$10M AWAC AT \$10M XS OF \$15M TOTAL LIABILITY LIMIT OF \$25M		\$500,000.00
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	\$500,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE \$500,000.00
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

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

**PURCHASE ORDER NO. 32006**

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

**DATE: 07/01/26**

ACCOUNT: 1300

CLASS: 125

TO: CalTIP  
 c/o SEDGWICK  
 1750 CREEKSIDE OAKS DRIVE STE 200  
 SACRAMENTO, CA 95833

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

Contact: Vicky Quintrall  
 Vendor Phone No: (916) 244-1104

Fax No: (916) 244-1199

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		VEHICLE PHYSICAL DAMAGE PROGRAM ANNUAL RENEWAL FOR FISCAL YEAR 07/01/26 THROUGH 06/30/27  COVERAGE PERIOD 05/01/26 THROUGH 04/30/27  COVERAGE LIMITS ARE AS FOLLOWS: CalTIP \$100K SELF-INSURED RETENTION EVANSTON/MARKEL \$14.9M XS \$100K LANDMARK \$5M XS \$15M		\$40,500.00
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	\$40,500.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	<b>NTE</b> \$40,500.00
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

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

**PURCHASE ORDER NO. 32004**

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

**DATE: 07/01/26**

ACCOUNT: 1300

CLASS: 125

TO: CalTIP  
 c/o SEDGWICK  
 1750 CREEKSIDE OAKS DRIVE STE 200  
 SACRAMENTO, CA 95833

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

Contact: Vicky Quintrall

Vendor Phone No: (916) 244-1104

Fax No: (916) 244-1199

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		EMPLOYMENT PRACTICES LIABILITY INSURANCE ANNUAL RENEWAL FOR FISCAL YEAR 07/01/26 THROUGH 06/30/27  COVERAGE PERIOD 05/01/26 THROUGH 04/30/27  COVERAGE LIMITS ARE AS FOLLOWS: \$50K SELF-INSURED RETENTION		\$32,000.00
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	\$32,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	<b>NTE</b> \$32,000.00
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

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

**PURCHASE ORDER NO. 32025**  
 THIS NUMBER MUST APPEAR ON ALL INVOICES,  
 PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/26**  
 ACCOUNT: 1300 CLASS: 125

TO: SPECIAL DISTRICT RISK MANAGEMENT  
 AUTHORITY  
 PO BOX 15677  
 SACRAMENTO, CA 95852

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

Contact: Jennifer Chilton  
 Vendor Phone No: (800) 537-7790

Email: jchilton@sdrma.org  
 Fax No: (916) 231-4111

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		WORKERS' COMPENSATION INSURANCE PREMIUMS FOR FISCAL YEAR 07/01/26 THROUGH 06/30/27		\$340,000.00
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.  <b>PURCHASING AGENT</b>			<b>SUBTOTAL</b>	\$340,000.00
			<b>SHIPPING</b>	
			<b>SALES TAX</b>	
			<b>TOTAL</b>	NTE: \$340,000.00

**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 E  
Consent Item

**MEMORANDUM**

**DATE:** June 4, 2026  
**TO:** El Dorado County Transit Authority  
**FROM:** Erik Bergren, Planning and Marketing Manager  
**SUBJECT:** Charter Rate for Fiscal Year (FY) 2026/27

**REQUESTED ACTION:**

**BY MOTION,**

**Approve Charter Rate of \$270 per Hour for Fiscal Year 2026/27**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) currently provides limited charter services as allowed per State and Federal guidelines. El Dorado Transit establishes an hourly charter rate as per the guidelines set forth in the *Transportation Development Act (TDA), Statutes and California Codes of Regulations, January 2005*.

**DISCUSSION**

The State of California TDA regulations Section 99250 include the following guidance regarding charter services performed by a public transit agency:

1. "...charter bus service rates and minimums shall be established which are...at least equal to the average of the three lowest current rates charged by private charter bus carriers actually operating charters originating in the same service area of the public transportation system during the prior year."
2. "All charter bus service rates shall be reviewed and adjusted not less than semiannually to reflect variations in actual and assumed costs, as well as private charter bus carrier rates."

Staff solicited quotes from private charter providers operating in the service area. The participating operators quotes were based on at least a seven (7) hour charter to include deadhead and fuel surcharges where applicable. Average hourly rates were calculated and ranked from \$200.00 to \$327.00 per hour. The average of the three (3) lowest quotes was \$249.00 per hour. This rate is lower than the current commuter operations cost per hour of \$249.38 as reported in the El Dorado Transit Fiscal Year 2025/26 6-Month Administrative Operations Report.

Staff recommends El Dorado Transit's rate for charter service be set at \$270.00 per service hour for FY 2026/27. Consistent with the TDA regulations, this rate will be non-competitive with private operator's lowest three (3) average rates for similar service and will adequately cover El Dorado Transit's operating costs.

**FISCAL IMPACT**

<u>Item</u>	<u>Period</u>	<u>Rate</u>
Charter Service Rate	Effective July 1, 2026	\$270.00/hour

AGENDA ITEM 1 F  
Consent Item

**MEMORANDUM**

**DATE:** June 4, 2026

**TO:** El Dorado County Transit Authority

**FROM:** Erik Bergren, Planning and Marketing Manager

**SUBJECT:** Adopt Resolutions to File and Execute Documents for the Fiscal Year (FY) 2026/27 California State of Good Repair Grant Program

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

- 1. Adopt Resolution No. 26-18 Authorizing the Executive Director to Execute All Documents for the California State of Good Repair Grant Program**
- 2. Adopt Resolution No. 26-19 Authorizing the California State of Good Repair Project List**

**BACKGROUND**

On April 28, 2017 Senate Bill 1 (SB1) known as the Road Repair and Accountability Act of 2017 was signed into law by Governor Brown. SB1 provides new on-going funding under several programs for a variety of transportation purposes. The State of Good Repair (SGR) Program which is managed by Caltrans provides \$105 million annually to transit operators to invest in the upgrade, repair, and improvement of their agency's infrastructure. The SGR Program is funded from a Transportation Improvement Fee on vehicle registrations. These funds are allocated to eligible agencies under the existing State Transit Assistance (STA) Program formula – according to population and farebox revenues. The only eligible entity to receive the direct allocation on the Western Slope is the El Dorado County Transportation Commission (EDCTC). The El Dorado County Transit Authority (El Dorado Transit) is the only transit operator eligible for the sub-allocation of SGR funds on the Western Slope of El Dorado County.

Prior to receiving an apportionment of SGR funds in a given fiscal year, a potential recipient agency must submit to Caltrans a resolution for authorization for the execution of the certifications and assurances and a resolution listing the projects proposed for funding. Each proposal must include a description and location of the project, a proposed schedule for the project's completion, the estimated useful life of the improvement and description of the project benefits. Caltrans will then establish a list of all agencies that have submitted the required information and are eligible to receive an apportionment of funds.

El Dorado Transit staff is recommending the following projects that are eligible for SGR funding:

1. Primary Project – Vehicle Replacement  
*Replacing revenue vehicles*

## **DISCUSSION**

Per the Joint Exercise of Powers Agreement of the El Dorado County Transit Authority, April 29, 2008, Section 11.3, “*The EDCTA shall actively seek maximum utilization of Federal, State, and other available revenues which shall be applied towards such operating and capital expenditures in determining what local funding requirements shall be.*”

Adoption of these resolutions allows agency staff to move forward with the submittal process for the SGR program. Funds would be spent on the primary project Vehicle Replacement. Staff recommends the Board consider the above projects for submission to the EDCTC and authorize the Executive Director to execute all documents for the FY 2026/27 California SB1 State of Good Repair Grant Program.

## **FISCAL IMPACT**

The FY 2026/27 allocation represents an estimated total of \$337,624 for projects that are submitted to the EDCTC for the California SB1 State of Good Repair Grant program.



**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 26-19**

RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE EL DORADO COUNTY TRANSIT AUTHORITY  
AUTHORIZATION FOR THE EXECUTION OF THE PROJECT LIST  
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM

**WHEREAS**, the El Dorado County Transit Authority is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) now or sometime in the future for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing SGR funds to eligible project sponsors (local agencies); and

**WHEREAS**, the El Dorado County Transit Authority wishes to implement the projects listed on the SGR project list,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the El Dorado County Transit Authority that it hereby authorizes the submittal of the following project nominations to the Department for FY 2026-27 SGR funds:

*Project #1: Vehicle Replacement*

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a meeting of said Board, held on the 4<sup>th</sup> Day of June, 2026, by the following vote of said Board:

AYES:                      NOES:                      ABSTAIN:                      ABSENT:

\_\_\_\_\_  
Brian Veerkamp, Chairperson

ATTEST:

\_\_\_\_\_  
Megan Wilcher, Secretary to the Board

AGENDA ITEM 1 G  
Consent Item

**MEMORANDUM**

**DATE:** June 4, 2026  
**TO:** El Dorado County Transit Authority  
**FROM:** Megan Wilcher, Administrative Coordinator  
**SUBJECT:** Biennial Conflict of Interest Code Review

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

**Approve the Biennial Conflict of Interest Code Review and Direct Staff to Provide a Written Statement to the Code Reviewing Body**

**BACKGROUND**

Government Code 87306.5 requires that each local agency review its Conflict of Interest Code and submit a written statement to the reviewing body every even-numbered year, no later than October 1. The code reviewing body for the El Dorado County Transit Authority (El Dorado Transit) is the El Dorado County Board of Supervisors.

**DISCUSSION**

To comply with Government Code 87306.5 staff recommends no changes to the Conflict of Interest code previously adopted by Resolution No. 18-11 on March 1, 2018. The current adopted Conflict of Interest code is attached as Exhibit A.

**FISCAL IMPACT**

None

**CONFLICT OF INTEREST CODE THE  
EL DORADO COUNTY TRANSIT AUTHORITY**

The Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations Title 2 Section 18730, which contains the terms of a standard conflict of interest code (hereafter incorporated by reference). Appendix A and B lists designated members and employees and disclosure categories.

Pursuant to Section 18730 of Title 2 California Code of Regulations, Board Members, the Executive Director and designated employees shall file statements of economic interests with the El Dorado County Transit Authority. Upon receipt of the statements of the El Dorado County Transit Authority Board Members, Executive Director, and all other designated employees, the Clerk of the El Dorado County Transit Authority shall retain a copy of each statement. The Clerk shall make all statements of economic interests available for public inspection and reproduction.

**EL DORADO COUNTY TRANSIT AUTHORITY**

**CONFLICT OF INTEREST CODE**

**APPENDIX A**

**Designated Employee Position**

The designated employees whose duties or positions within El Dorado County Transit Authority involve the making or participation in the making of decisions which may foreseeably have a material financial effect on any financial interest are as follows:

<b>Designated Employee</b>	<b>Disclosure Categories</b>
Board Members	1 - 5
Legal Counsel	1 - 5
Executive Director	1 - 5
Treasurer	1 - 5
Operations Manager	1 - 5
Finance Manager	1 - 5

Specialized Consultant: the Special Consultants employed by the El Dorado County Transit Authority in a decision-making capacity shall make such disclosure as the Executive Director shall determine, if any, is required by any particular consultant or any particular task order of employment.

**EL DORADO COUNTY TRANSIT AUTHORITY**

**CONFLICT OF INTEREST CODE**

**APPENDIX B**

**DISCLOSURE CATEGORIES**

- CATEGORY 1: Investments, business positions in business entities, and sources of income, of the type which contract with the El Dorado County Transit Authority to supply materials, commodities, supplies, books, machinery, vehicles, or equipment utilized by the Authority.
- CATEGORY 2: Investments, business positions in business entities, and sources of income, which are contractors, subcontractors, or consultants engaged in the performance of work or services of the type utilized by the agency, including, but not limited to, insurance companies, carriers, holding companies, underwriters, agents, or accounting firms.
- CATEGORY 3: Investments, business positions in business entities, and sources of income, which have filed claims against the Authority.
- CATEGORY 4: All interest in real property located within the jurisdiction of the agency or within two miles of its boundaries.
- CATEGORY 5: All investments and business position in any business entity and income from any source which is (1) a private transit or transportation company; or (2) an entity or person engaged in real estate, or real estate development within the jurisdiction of the Authority.

AGENDA ITEM 1 H  
Consent Item

**MEMORANDUM**

**DATE:** June 4, 2026  
**TO:** El Dorado County Transit Authority  
**FROM:** Erik Bergren, Planning and Marketing Manager  
**SUBJECT:** Professional Services Agreement with Feild & Associates

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

- 1. Authorize Professional Services Agreement Between the El Dorado County Transit Authority and Feild & Associates**
- 2. Approve Purchase Order No. B32015 Issued to Feild & Associates in the Amount of \$60,000 for Capital Improvement Project Management**

**BACKGROUND**

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

**DISCUSSION**

With the requested action, staff is seeking approval to execute the attached professional services agreement amendment with Feild & Associates, pending final approval by legal counsel. In addition, the requested actions will approve Purchase Order No. B32015 in the amount of \$60,000 and grant the Executive Director minor change order authority.

**FISCAL IMPACT**

The requested action is for contracting authority of \$60,000 for professional project and construction management related services with Feild and Associates. This expense is reflected in the proposed final operating budget for Fiscal Year 2026/27.



# **EL DORADO TRANSIT**

## **EL DORADO COUNTY TRANSIT AUTHORITY**

### **PROFESSIONAL SERVICES AGREEMENT**

**with**

**FEILD & ASSOCIATES**

**for**

### **CONSTRUCTION RELATED CONSULTING**

THIS AGREEMENT, made and entered into this 1<sup>st</sup> day of JULY 2026, by and between El Dorado County Transit Authority, hereinafter referred to as "EL DORADO TRANSIT," and Feild & Associates, hereinafter referred to as "CONSULTANT".

#### WITNESSETH

CONSULTANT and EL DORADO TRANSIT do mutually hereby agree as follows:

#### SECTION 1 - ORGANIZATION AND CONTENTS

- SECTION 1 ORGANIZATION AND CONTENTS
- SECTION 2 SCOPE OF CONSULTING SERVICES - BASIC
- SECTION 3 SCOPE OF CONSULTING SERVICES - ADDITIONAL;  
COMPLETION SCHEDULE
- SECTION 4 PURCHASE ORDER AND EFFECTIVE DATE OF CONTRACT;  
PROGRESS; COMPLETION
- SECTION 5 TIME OF PERFORMANCE
- SECTION 6 COMPENSATION
- SECTION 7 CHANGES TO SCOPE - BASIC
- SECTION 8 COMPLIANCE WITH LAWS, RULES, and REGULATIONS
- SECTION 9 EXHIBITS INCORPORATED
- SECTION 10 RESPONSIBILITY OF CONSULTANT
- SECTION 11 RESPONSIBILITY OF EL DORADO TRANSIT
- SECTION 12 TERM
- SECTION 13 TERMINATION FOR CONVENIENCE OF EL DORADO TRANSIT
- SECTION 14 TERMINATION OF AGREEMENT FOR CAUSE
- SECTION 15 INTEREST OF OFFICIALS AND CONSULTANT
- SECTION 16 SUBCONTRACTING
- SECTION 17 SUCCESSORS AND ASSIGNS
- SECTION 18 INDEPENDENT CONTRACTOR

SECTION 19 EQUAL EMPLOYMENT OPPORTUNITY  
SECTION 20 DISADVANTAGED BUSINESS ENTERPRISE  
SECTION 21 TITLE VI COMPLIANCE  
SECTION 22 PUBLICATIONS  
SECTION 23 INDEMNIFICATION  
SECTION 24 COMPLIANCE HEALTH AND SAFETY REGULATIONS  
SECTION 25 INSURANCE  
SECTION 26 OWNERSHIP OF DOCUMENTS  
SECTION 27 DOCUMENTATION/ACCESS TO RECORDS  
SECTION 28 NOTICES  
SECTION 29 JURISDICTION  
SECTION 30 INTEGRATION  
SECTION 31 CONFIDENTIALITY

EXHIBIT A PROPOSAL OF CONSULTANT CONTAINING DESCRIPTION OF SCOPE OF WORK.

EXHIBIT B FEE SCHEDULE

SECTION 2 - SCOPE OF CONSULTING SERVICES - BASIC; SCHEDULE

CONSULTANT agrees to perform all work described in Exhibit "A" entitled Scope of Work attached hereto and incorporated herein by this reference as if set forth in full.

SECTION 3 - SCOPE OF CONSULTING SERVICES - ADDITIONAL

It is understood by EL DORADO TRANSIT and CONSULTANT that it may be necessary, in connection with this project, for CONSULTANT to perform or secure the performance of related services other than those set forth in Exhibit "A". In such instance, CONSULTANT shall advise EL DORADO TRANSIT, in advance and in writing, of the need for such additional services, their cost and the estimated time required to perform them (if appropriate). CONSULTANT shall not proceed to perform any such additional service until EL DORADO TRANSIT has determined that such service is beyond the scope of the basic services to be provided by CONSULTANT, is required, and has given its written authorization to perform or obtain it. Each additional service so authorized shall constitute an amendment to this Agreement.

SECTION 4 – PURCHASE ORDER AND EFFECTIVE DATE OF CONTRACT; PROGRESS; COMPLETION

Upon execution of this Agreement by the parties, EL DORADO TRANSIT shall give CONSULTANT a ‘Purchase Order’ for the work. Such notice may authorize CONSULTANT to render all of the services contemplated herein, or such portions or phases as may be mutually agreed upon. In the latter event, EL DORADO TRANSIT shall, in its sole discretion, issue subsequent notices from time to time regarding further portions or phases of the work. Upon

receipt of such notices, CONSULTANT shall diligently proceed with the work authorized and complete it within the agreed time period.

#### SECTION 5 - TIME OF PERFORMANCE

CONSULTANT shall commence work within five (5) days following issuance of a Purchase Order. CONSULTANT shall complete the performance of its obligations indicated in Exhibit "A" of this Agreement. Time of Performance shall be determined on a per project basis. If an extension of time is granted, it must be in writing by EL DORADO TRANSIT, which said extension, if any, shall be granted only for good cause as determined at the sole discretion of EL DORADO TRANSIT. CONSULTANT shall not be held responsible for delays beyond its reasonable control.

#### SECTION 6 - COMPENSATION

For services performed pursuant to this Agreement, EL DORADO TRANSIT agrees to pay and CONSULTANT agrees to accept as payment in full, all identified project costs on a cost reimbursement basis up to Sixty thousand dollars (**\$60,000.00**) maximum amount.

CONSULTANT shall submit an invoice upon successful completion of services outlined in said Exhibit "A," attached hereto. Payment shall be made by EL DORADO TRANSIT within 30 days of receipt of the billing for the completed task at a rate identified in Exhibit "B," attached hereto. No statements shall be sent until the task has been accepted as complete by EL DORADO TRANSIT. It is mutually agreed between the parties to this Agreement that no payments made under the Agreement shall be conclusive evidence of the performance of the Agreement, either wholly or in part, against any claim of the CONSULTANT, and no payment shall be construed to be in acceptance of any defective work or improper materials.

#### SECTION 7 - CHANGES TO SCOPE - BASIC

EL DORADO TRANSIT may at any time, and upon a minimum of ten (10) days written notice, modify the scope of basic services to be provided under this Agreement. CONSULTANT shall, upon receipt of said notice, determine the impact on both time and compensation of such change in scope and notify EL DORADO TRANSIT in writing. Upon agreement between EL DORADO TRANSIT and CONSULTANT as to the extent of said impacts on time and compensation, an amendment to this Agreement shall be prepared describing such changes. Execution of the amendment by EL DORADO TRANSIT and CONSULTANT shall constitute the CONSULTANT'S notice to proceed with the changed scope.

#### SECTION 8 - COMPLIANCE WITH LAWS, RULES, AND REGULATIONS

All services performed by CONSULTANT pursuant to this Agreement shall be performed in accordance and full compliance with professional standards regarding the interpretation of all applicable and non-conflicting Federal, State or City statutes, and any rules or regulations promulgated thereunder, as interpreted by the appropriate enforcement agency at the time of performance of this project.

## SECTION 9 - EXHIBITS INCORPORATED

All Exhibits referred to in this Agreement and attached to it are hereby incorporated in it by this reference.

## SECTION 10 - RESPONSIBILITY OF CONSULTANT

By executing this Agreement, CONSULTANT warrants to EL DORADO TRANSIT that he/she possesses, or will arrange to secure from others, all of the necessary professional consulting capabilities, licenses, certifications, experience, resources and facilities to provide to EL DORADO TRANSIT the services contemplated under this Agreement. CONSULTANT further agrees that he/she will follow the current, prevailing, generally accepted practice of the consulting profession to make findings, render opinions, prepare factual presentations, and provide professional advice and recommendations regarding the project for which services are rendered under this Agreement.

## SECTION 11 - RESPONSIBILITY OF EL DORADO TRANSIT

To the extent appropriate to the project contemplated by this Agreement, EL DORADO TRANSIT shall:

- A. Assist CONSULTANT by placing at his/her disposal all available information pertinent to the project, including previous reports and any other relevant data.
- B. Provide access to and make all provisions for CONSULTANT to enter upon public and private property as required for CONSULTANT to perform his/her services.
- C. Examine all studies, reports, proposals and other documents presented by CONSULTANT, and render verbally or in writing as may be appropriate, decisions pertaining thereto within a reasonable time so as not to delay the services of CONSULTANT.
- D. Designate in writing a person to act as EL DORADO TRANSIT'S representative with respect to all work to be performed under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret, and define EL DORADO TRANSIT'S policies and decisions with respect to materials, equipment, elements and systems pertinent to CONSULTANT'S services.
- E. Furnish approvals and permits from all governmental authorities having jurisdiction over the project and such approvals and consents from others as may be necessary for completion of the Project.

## SECTION 12 - TERM

The term of this Agreement shall commence upon EL DORADO TRANSIT'S issuance to CONSULTANT of a Purchase Order for all or a portion of the work as hereinabove provided, and shall end upon EL DORADO TRANSIT'S acceptance and payment for such portion of the

work as was authorized by such notice, but in no event beyond the Fiscal Year ending June 30, 2027.

### SECTION 13 - TERMINATION FOR CONVENIENCE OF EL DORADO TRANSIT

EL DORADO TRANSIT may terminate this Agreement at any time by giving notice to CONSULTANT of such termination and specifying the effective date thereof, at least ten (10) days before the effective date of such termination. In such event, all finished or unfinished documents and other materials shall, at the option of EL DORADO TRANSIT, become its property. If this Agreement is terminated by EL DORADO TRANSIT as provided herein, CONSULTANT shall be paid a total amount that is the ratio of completed tasks, and/or percent of completed tasks, to total services as determined by EL DORADO TRANSIT, less payments already made under this Agreement. This proration shall be extended to cover any fixed fee charged for a fully completed product.

### SECTION 14 - TERMINATION OF AGREEMENT FOR CAUSE

A. EL DORADO TRANSIT may, by written notice to CONSULTANT, terminate the whole or any part of this Agreement in any one of the following circumstances:

1. If CONSULTANT fails to perform the services called for by this Agreement within the time(s) specified herein, or any extension thereof; or
2. If CONSULTANT fails to perform the services called for by this Agreement or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and in either of these two circumstances does not substantially begin to correct such failure within a period of ten (10) days (or such longer period as EL DORADO TRANSIT may authorize in writing) after receipt of notice from EL DORADO TRANSIT specifying such failure.

B. In the event EL DORADO TRANSIT terminates this Agreement in whole or in part as provided in Paragraph "A" above, EL DORADO TRANSIT may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

C. Except with respect to defaults of subcontractors, CONSULTANT shall not be liable for any excess costs if the failure to perform arises out of causes beyond the control and without the fault or negligence of CONSULTANT. Such causes include, but are not limited to, acts of God or of the public enemy, acts of government, in its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, and unusually severe weather. In the event the failure to perform is caused by the default of a subcontractor, CONSULTANT shall not be liable for failure to perform, unless the services to be furnished by the subcontractor were obtainable from other sources in sufficient time and within budgeted resources to permit CONSULTANT to meet the required delivery schedule or other performance requirements.

D. Should the Agreement be terminated as provided in Paragraph "A" above, CONSULTANT shall provide EL DORADO TRANSIT with all finished and unfinished documents, data, studies, services, drawings, maps, models, photographs, reports, etc., prepared

by CONSULTANT pursuant to this Agreement. Upon termination as provided in Paragraph "A" above, CONSULTANT shall be paid the value of the work performed, as determined by EL DORADO TRANSIT, less payments of compensation previously made. Payments previously made by EL DORADO TRANSIT to CONSULTANT shall be credited to the amount payable to CONSULTANT for allowable costs as provided herein, except, however, CONSULTANT shall be entitled to a proportionate fixed fee, if any, which in the opinion of EL DORADO TRANSIT, it has legitimately earned and was not related to the cause for which this Agreement was terminated.

E. If after notice of termination of this Agreement, as provided for in this Section, it is determined for any reason that CONSULTANT was not in default under the provisions of this Section or that the default was excusable under the provisions of this Section, then the rights and obligations of the parties shall be the same as if the Agreement had been terminated for the convenience of EL DORADO TRANSIT.

#### SECTION 15 - INTEREST OF OFFICIALS AND CONSULTANT

A. No member of, or delegate to, the Congress of the United States of America nor any Resident Commissioner shall be admitted to any share or part hereof or to any benefits to arise here from.

B. CONSULTANT hereby covenants that he or she has, at the time of the execution of this Agreement, no interest, and that he or she shall not acquire any interest in the future, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed pursuant to this Agreement. CONSULTANT further covenants that in the performance of this work, no person having any such interest shall be employed.

#### SECTION 16 - SUBCONTRACTING

A. CONSULTANT shall not subcontract or otherwise assign any portion of the work to be performed under this Agreement without the prior written approval of EL DORADO TRANSIT.

B. In no event shall CONSULTANT subcontract for work in excess of the amounts shown in Exhibit "B".

C. All subcontracts shall be subject to the provisions contained in this Agreement between EL DORADO TRANSIT and CONSULTANT.

#### SECTION 17 - SUCCESSORS AND ASSIGNS

This Agreement shall be binding upon and shall inure to the benefit of any successors to, or assigns of, the parties. CONSULTANT shall not assign, delegate, or transfer the rights and duties under this Agreement or any part thereof without the prior written consent of EL DORADO TRANSIT.

## SECTION 18 - INDEPENDENT CONTRACTOR

EL DORADO TRANSIT and CONSULTANT agree that CONSULTANT is an independent contractor. CONSULTANT shall be solely responsible for the conduct and control of the work performed under this Agreement. CONSULTANT shall be free to render consulting services to others during the term of this Agreement, so long as such activities do not interfere with or diminish CONSULTANT'S ability to fulfill the obligations established herein to EL DORADO TRANSIT.

## SECTION 19 - EQUAL EMPLOYMENT OPPORTUNITY

In connection with the performance of this Agreement, CONSULTANT shall not discriminate against any employee or applicant for employment because of race, color, age, creed, sex, gender expression or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

## SECTION 20 - DISADVANTAGED BUSINESS ENTERPRISE (DBE)

A. To the extent that Federal funds are used, it is the policy of the U.S. Department of Transportation that minority and women-owned business enterprises (hereby referred to as DBEs), as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this Agreement.

B. To the extent applicable, CONSULTANT agrees to ensure that DBEs have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this Agreement. In this regard, CONSULTANT shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBEs have the maximum opportunity to compete for and perform contracts. CONSULTANT shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

C. All subcontracts awarded by CONSULTANT shall contain the provisions included in paragraphs (A) and (B), as described immediately above.

## SECTION 21 - TITLE VI COMPLIANCE

A. CONSULTANT agrees to comply with Title VI of the Civil Rights Act of 1964 (49 USC 2000d) and the regulations of the U.S. Department of Transportation issued thereunder in 49 CFR Part 21.

B. During the performance of this Agreement the CONSULTANT, for itself, its assignees and successors in interest, agrees as follows:

1. Compliance with Regulations: The CONSULTANT shall comply with the Regulations relative to nondiscrimination in federally-assisted programs, Title 49 Code of Federal Regulations, Parts 21, as they may be amended during the period of this Agreement (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
  2. Nondiscrimination: The CONSULTANT, with regard to the work performed by it during the Agreement, shall not discriminate on the grounds of race, color, age, creed, sex, gender expression or national origin in the selection or retention of subcontractors, including procurements of materials and leases of equipment. The CONSULTANT shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the Agreement covers a program set forth in Appendix B of the Regulations.
  3. Solicitations for subcontractors, including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiations made by the CONSULTANT for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the CONSULTANT of the CONSULTANT'S obligations under this Agreement and the Regulations relative to nondiscrimination on the grounds of race, color, age, creed, sex, gender expression or national origin.
  4. Information and Reports: The CONSULTANT shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by EL DORADO TRANSIT to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a consultant is in the exclusive possession of another who fails or refuses to furnish this information, the CONSULTANT shall so certify to EL DORADO TRANSIT, as appropriate, and shall set forth what efforts it has made to obtain the information.
- C. Sanctions for Noncompliance: In the event of the CONSULTANT'S noncompliance with the nondiscrimination provisions of this Agreement, EL DORADO TRANSIT shall impose such contract sanctions as it may determine to be appropriate, including, but not limited to:
1. Withholding of payments to the CONSULTANT under the Agreement until the CONSULTANT complies, and/or;
  2. Cancellation, termination, or suspension of the Agreement, in whole or in part.
- D. Incorporation of Provisions: the CONSULTANT shall include the provisions of Paragraphs A and B (including all subparts) of this Section in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The CONSULTANT shall take such action with respect to any subcontract or procurement as EL DORADO TRANSIT may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that in the event a

contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the CONSULTANT may request EL DORADO TRANSIT to enter into such litigation to protect the interests of EL DORADO TRANSIT, and in addition, the CONSULTANT may request the United States to enter into such litigation to protect the interests of the United States.

E. Civil Rights: All subcontractors awarded by contractors shall contain provisions requiring compliance with Title VI of the Civil Rights Act of 1964, as amended. Accordingly, 49 CFR Part 21, through Appendix C and any applicable regulations shall be made applicable by reference in all subcontracts financed in whole or in part with Federal funds.

## SECTION 22 - PUBLICATION

A. Any and all reports published by CONSULTANT shall acknowledge that it was prepared in cooperation with EL DORADO TRANSIT.

B. Articles, reports, or works reporting on the work provided for herein, or on portions thereof, which are published by CONSULTANT shall contain in the foreword, preface, or footnote the following statement:

"The contents of this report reflect the view of the author who is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views of EL DORADO TRANSIT. This report does not constitute a standard, specification, or regulation."

## SECTION 23 - INDEMNIFICATION

To the fullest extent allowed by law, the CONSULTANT shall defend, indemnify, and hold EL DORADO TRANSIT, its officers, board members, agents and employees, harmless against and from any and all claims, suits, losses, damages and liability for damages, including reasonable attorney's fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, EL DORADO TRANSIT employees, and the public, or damage to property, or any economic or consequential losses, to the extent caused by the negligent acts, errors or omissions, recklessness, or willful misconduct, of the CONSULTANT or those for whom CONSULTANT is legally liable and which are claimed to or in any way arise out of or are connected with the Work by CONSULTANT, his agents or employees including CONSULTANT'S services, operations, or performance hereunder, regardless of the existence or degree of fault or negligence on the part of EL DORADO TRANSIT, CONSULTANT, subcontractor(s) and employee(s) of CONSULTANT, or any of these, except for the sole, or active negligence of EL DORADO TRANSIT, its officers and employees, and except as expressly prescribed by statute. This duty of CONSULTANT to indemnify and save EL DORADO TRANSIT harmless includes the duties to defend set forth in California Civil Code Section 2778 and shall survive the termination of this Agreement.

## SECTION 24 – COMPLIANCE HEALTH AND SAFETY REGULATIONS

EL DORADO TRANSIT requires all consultants and vendors to place the highest importance on health and safety for all work performed on behalf of EL DORADO TRANSIT. CONSULTANT shall, at all locations where work is to be performed on behalf of EL DORADO TRANSIT, comply with all applicable federal, state, and local fire, safety, and health statutes, ordinances, codes, and regulations, as well as the rules, policies and orders of any applicable regulatory entity or agency, at CONSULTANT's sole cost and expense. CONSULTANT shall ensure that all of its employees, agents, and representatives are knowledgeable of all safety, fire, and health requirements and regulations applicable to the work performed on behalf of EL DORADO TRANSIT.

## SECTION 25 – INSURANCE

The CONSULTANT shall provide proof of a policy of insurance satisfactory to EL DORADO TRANSIT and documentation evidencing that the CONSULTANT maintains insurance that meets the following requirements.

- A. Full Workers' Compensation and Employer's Liability Insurance covering all employees of CONSULTANT as required by law in the State of California. If CONSULTANT does not have any employees, CONSULTANT is not required to maintain Worker's Compensation Insurance.
- B. Commercial General Liability Insurance of not less than One Million Dollars (\$1,000,000) combined single limit per occurrence for bodily injury and property damage.
- C. Automobile Liability Insurance of not less than Five Hundred Thousand (\$500,000) is required in the event motor vehicles are used by the CONSULTANT in performance of the Agreement.
- D. Proof of coverage satisfactory to EL DORADO TRANSIT as evidence that the insurance required herein is being maintained shall be provided. The insurance will be issued by an insurance company acceptable to EL DORADO TRANSIT, or be provided through partial or total self-insurance likewise acceptable to EL DORADO TRANSIT.
- E. The certificate of insurance must include the following provisions stating that:
  - 1) The insurance required herein shall provide that no cancellation or material change in any policy shall become effective except upon thirty (30) days prior written notice to EL DORADO TRANSIT; and
  - 2) EL DORADO TRANSIT, its officers, officials, employees, and volunteers are included as additional insured, but only insofar as the operations under this Agreement are concerned. This provision shall apply to all liability policies except Workers' Compensation, automobile

and professional liability insurance policies. Proof that EL DORADO TRANSIT is named additional insured shall be made by providing EL DORADO TRANSIT with a certified copy, or other acceptable evidence, or an endorsement to insurance policy naming EL DORADO TRANSIT as additional insured.

- F. CONSULTANT agrees that the insurance required herein shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, CONSULTANT agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the Agreement, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of EL DORADO TRANSIT and CONSULTANT agrees that no work or services shall be performed prior to such approval. In the event CONSULTANT fails to keep in effect at all times insurance coverage as herein provided, EL DORADO TRANSIT may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.
- G. Certificate of insurance shall meet such additional standards as may be determined by EL DORADO TRANSIT as essential for protection of EL DORADO TRANSIT.
- H. CONSULTANT shall not commence performance of this Agreement unless and until compliance with each and every requirement of the insurance policy is achieved.
- I. Failure of CONSULTANT to maintain the insurance required herein, or to comply with any of the requirements of the insurance provisions, shall constitute a material breach of the entire Agreement.
- J. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to El Dorado Transit, its officers, officials, employees, or volunteers.
- K. The CONSULTANT's insurance coverage shall be primary insurance as respects EL DORADO TRANSIT, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by EL DORADO TRANSIT, its officers, officials, employees, or volunteers shall be in excess of the CONSULTANT's insurance and shall not contribute with or to it.
- L. The insurance companies shall have no recourse against EL DORADO TRANSIT, its officers, agents, employees, or any of them for payment of any premiums or assessments under any policy issued by an insurance company.

- M. CONSULTANT's indemnity and other obligations shall not be limited by the insurance required herein and shall survive the expiration of this Agreement.
- N. Any deductibles or self-insured retentions must be declared and approved by EL DORADO TRANSIT. At EL DORADO TRANSIT's option, either: Insurer shall reduce or eliminate such deductibles or self-insured retentions as respects EL DORADO TRANSIT, its officers, employees and volunteers, or CONSULTANT shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.
- O. In the event CONSULTANT cannot provide an occurrence policy, CONSULTANT shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.

#### SECTION 26 - OWNERSHIP OF DOCUMENTS

Original documents, methodological explanations, computer programs, computer files, drawings, designs, and reports generated by this Agreement shall belong to and become the property of EL DORADO TRANSIT in accordance with accepted standards relating to public work contracts. Any additional copies, not otherwise provided for herein, shall be the responsibility of EL DORADO TRANSIT. Software used but not created in the performance of this agreement is not included. CONSULTANT shall not be held responsible for modification, re-use, or misuse of these various documents and other instruments of professional service.

#### SECTION 27 - DOCUMENTATION/ACCESS TO RECORDS

CONSULTANT shall document the results of the work to the satisfaction of EL DORADO TRANSIT. Such documentation may include preparation of progress and final reports, plans, specifications and estimates, or similar evidence of attainment of contract objectives.

CONSULTANT and its subcontractors shall maintain all books, documents, papers, accounting records, and other evidence pertaining to costs incurred, and make such materials available at their respective offices at all reasonable times during the contract period and for three years from the date of final payment to CONSULTANT. Such materials shall be available for inspection by authorized representatives of EL DORADO TRANSIT, or the copies thereof shall be furnished if requested. The U.S. Department of Transportation, Caltrans, the Comptroller General of the United States, or any authorized representatives of these agencies, shall have access to any books, documents, papers, and records of the CONSULTANT which are directly pertinent to that specific contract, for the purpose of making audit, examination, excerpts, and/or transcriptions.

SECTION 28 - NOTICES

Any notices required to be given pursuant to this Agreement shall be deemed to have been given by their deposit, postage prepaid, in the United States Postal Service, addressed to the parties as follows:

- a. EL DORADO TRANSIT: Brian James, Executive Director  
El Dorado County Transit Authority  
6565 Commerce Way  
Diamond Springs, CA 95619
- b. CONSULTANT: Feild & Associates  
P.O. Box 168  
Mendocino, CA 95460

Nothing hereinabove shall prevent either EL DORADO TRANSIT or CONSULTANT from personally delivering any such notices to the other.

SECTION 29 - JURISDICTION

Except as otherwise specifically provided, this Agreement shall be administered and interpreted under the laws of the State of California. Jurisdiction of litigation arising from this Agreement shall be in that State. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of the Agreement shall be in full force and effect.

SECTION 30 - INTEGRATION

This agreement represents the entire understanding of EL DORADO TRANSIT and CONSULTANT as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing signed by EL DORADO TRANSIT and CONSULTANT.

SECTION 31 – CONFIDENTIALITY

CONSULTANT hereby acknowledges and recognizes that EL DORADO TRANSIT is subject to the California Public Records Act and from time to time, may receive such a request applicable to EL DORADO TRANSIT’S obligations under the California Public Records Act. CONSULTANT hereby acknowledges that records used or maintained by EL DORADO TRANSIT in furtherance of this Agreement may be subject to such requests.

CONSULTANT hereto agrees to keep confidential and not to disclose, directly or indirectly, any information regarding the EL DORADO TRANSIT’s business, including without limitation, information with respect to operations, procedures, methods, accounting, technical data, or

existing or potential customers, or any other information which EL DORADO TRANSIT has designated as confidential.

CONSULTANT agrees that CONSULTANT, its employees, agents, and representatives shall not, either during the term of this Agreement or at any time thereafter, disclose any proprietary, secret or confidential information of EL DORADO TRANSIT to any third party whatsoever without express written consent of EL DORADO TRANSIT.

CONSULTANT shall secure all documents, work in process, products or other items incorporating any EL DORADO TRANSIT's information in a manner that will prevent its unauthorized disclosure.

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

EL DORADO TRANSIT:

CONSULTANT:

By \_\_\_\_\_  
Brian James, Executive Director

By \_\_\_\_\_  
Peter M. Feild, Owner

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael Tucker  
Attorney for El Dorado County Transit Authority

**EXHIBIT “A”**  
**PROPOSAL OF CONSULTANT CONTAINING DESCRIPTION**  
**OF SCOPE OF WORK**

Consultant to provide project management or construction management related services, including but not limited to analyzing Capital Improvement Project costs and budgets, coordinating the services of architects or engineers, acquiring any regulatory permits for the projects, obtaining quotes for work or conducting bid openings for formal bid projects, and monitoring of contractor activities.

Consultant may also provide various studies, reports of investigations related to Capital Improvement Projects.

Consultant may provide various reviews and recommendations related to the placement of conditions of approval by the County of El Dorado for development project applications.

**EXHIBIT “B”**

**FEE SCHEDULE**

Administrative/Support Services	\$55.00 / hour
Project Planner	\$95.00 / hour
Project Manager	\$95.00 / hour
Construction Manager/Inspector	\$105.00 / hour
Sub-consultant Mark-up	10% of sub fee

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

**PURCHASE ORDER NO. B32015**

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

**DATE: 07/01/26**

ACCOUNT: 5030

CLASS: 125

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

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

Contact: Pete Feild

Vendor Phone No: (707) 937-3559

Fax No: N/A

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		CONSTRUCTION RELATED CONSULTING AS DESCRIBED IN EXHIBIT "A" FOR FISCAL YEAR 07/01/26 THROUGH 06/30/27  SEE ALSO ATTACHED EXHIBIT "B" RATE SHEET		NOT TO EXCEED \$60,000.00
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	\$60,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	<b>NTE</b> \$60,000.00
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

AGENDA ITEM 1 I  
Consent Item

**MEMORANDUM**

**DATE:** June 4, 2026

**TO:** El Dorado County Transit Authority

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

**SUBJECT:** Increase to Blanket Purchase Order No. B31007 (Dawson Oil Company)

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

**Approve Revised Blanket Purchase Order No. B31007  
(Dawson Oil Company) for Fiscal Year 2025/26**

**BACKGROUND**

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

**DISCUSSION**

The following Blanket Purchase Order (BPO) is for fuel purchases and diesel exhaust fluid and additives for transit fleet vehicles. Due to fluctuations and increases in fuel pricing during Fiscal Year (FY) 2025/26, additional funding authority is necessary to support ongoing fleet operations. The requested action will provide for an increase to BPO No. B31007 for Dawson Oil Company for the remainder of this fiscal year (FY2025/26).

*Purchase Order B31007 – Dawson Oil Company*

5040.01	Maintenance – Vehicle/Equip. Fuel Purchase		
5040.80	Maintenance – Vehicle/Equip. Sales Tax/ Fuel & Lubricants		
		<del>\$800,000.00</del>	\$1,000,000.00

**FISCAL IMPACT**

The increase to this blanket purchase order will raise the purchase order amount by \$200,000. However, it will not impact the total adopted FY 2025/26 budget.

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

**REVISED: 06/04/26**

**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 \$1,000,000.00
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	\$1,000,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE \$1,000,000.00
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

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.

<b>Vendor Name</b>	<b>Blanket P.O. #</b>	<b>NTE Amount</b>
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.

<i>COST SUMMARY (ESTIMATE)</i>	<u>Proposed Budget</u>
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
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	F.O.B. DESTINATION
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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.  <b>PURCHASING AGENT</b>	SUBTOTAL	\$40,197.30
	SHIPPING	
	SALES TAX	
	<b>TOTAL</b>	<b>NTE \$40,197.30</b>

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

**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
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	F.O.B. DESTINATION
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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.  <b>PURCHASING AGENT</b>	SUBTOTAL	\$20,000.00
	SHIPPING	
	SALES TAX	
	<b>TOTAL</b>	<b>NTE \$20,000.00</b>

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

AGENDA ITEM 1 K  
Consent Item

**MEMORANDUM**

**DATE:** June 4, 2026

**TO:** El Dorado County Transit Authority

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

**SUBJECT:** Proposed Revisions to the El Dorado County Transit Authority Personnel Policies and Procedures Manual Regarding Drug and Alcohol Policy References

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

**Adopt Resolution No. 26-20 Revising the El Dorado County Transit Authority Personnel Policies and Procedures Manual Regarding Removal of the Drug and Alcohol Policy Section and Replacement with a Reference to the Separately Board-adopted Drug and Alcohol Policy**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) periodically reviews its Personnel Policies and Procedures Manual to ensure consistency with current agency practices and Board-adopted policies.

El Dorado Transit maintains a separate Board-approved Drug and Alcohol Policy to address Federal Transit Administration (FTA) compliance requirements and operational procedures.

**DISCUSSION**

The proposed revision removes the detailed Drug and Alcohol Policy language currently contained within the Personnel Policies and Procedures Manual and replaces it with a reference directing employees to the most recent Board-adopted Drug and Alcohol Policy.

This revision will improve administrative consistency by maintaining the Drug and Alcohol Policy as a standalone document that may be updated independently as regulatory requirements change.

The recommended revisions to the El Dorado County Transit Authority Personnel Policies and Procedures Manual are noted in the following excerpt as a separate document (attached) with bold and underlined text. There is a strikethrough on items to be deleted.

The full El Dorado County Transit Authority Personnel Policies and Procedures Manual document is available for review at the El Dorado Transit offices during normal business hours.

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 26-20**

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

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

**WHEREAS**, the last revision to the Policy was on December 5, 2024; and

**WHEREAS**, El Dorado Transit maintains a separate Board-adopted Drug and Alcohol Policy to address Federal Transit Administration compliance requirements and operational procedures; and

**WHEREAS**, the proposed revision removes the detailed Drug and Alcohol Policy language currently contained within the Personnel Policies and Procedures Manual and replaces it with a reference to the most recent Board-adopted Drug and Alcohol Policy; and

**WHEREAS**, maintaining the Drug and Alcohol Policy as a standalone document will improve administrative consistency and allow future policy updates independent of the Personnel Policies and Procedures Manual.

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

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of the Board held on the 4<sup>th</sup> day of June 2026, by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Brian Veerkamp, Chairperson

ATTEST:

\_\_\_\_\_  
Megan Wilcher, Secretary to the Board

## ARTICLE 2 – DRUG AND ALCOHOL POLICY

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—Refer to the most recent Board-adopted Drug and Alcohol Policy.

### A. PURPOSE

1) —The El Dorado County Transit Authority (El Dorado Transit) provides public transit and paratransit services for the residents of the Western Slope of El Dorado County. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, El Dorado Transit declares that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.

2) —Additionally, this policy establishes guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result or refusal to test. The U.S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.

3) —Any provisions set forth in this policy that are included under the sole authority of El Dorado Transit and are not provided under the authority of the above-named Federal regulations are underlined. Tests conducted under the sole authority of El Dorado Transit will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

### B. APPLICABILITY

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full-time, part-time, or extra-help) when performing safety-sensitive duties. El Dorado Transit employees that do not perform safety-sensitive functions are also covered under this policy under the sole authority of El Dorado Transit. See Page 31 for a list of employees and the authority under which they are included.

A safety-sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or persons controlling the movement of revenue service vehicles and transit employee who operates a vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions that perform one or more

of the above-mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL or receive remuneration for service in excess of actual expense.

### C. DEFINITIONS

***Accident means an occurrence associated with the operation of a vehicle even when not in revenue service:*** if as a result:

- a) An individual dies;
- b) An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c) One or more vehicles incur disabling damage as the result of the occurrence and are transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

***Adulterated specimen*** a specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen, or showing an abnormal amount of an endogenous substance.

***Alcohol*** means the intoxicating agent in a beverage, including alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

***Alcohol Concentration*** is expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40 et. seq.

***Aliquot*** is a fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

***Canceled Test*** is a drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

***Confirmatory Drug Test*** is a second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or metabolite.

***Confirmatory Validity Test*** is a second test performed on a different aliquot of the original urine specimen to further support a validity test result.

~~**Covered Employee** under FTA Authority means an employee who performs a safety sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).~~

~~**Covered Employee Under El Dorado Transit Authority** is an employee, applicant, or transferee that will not perform a safety sensitive function as defined by FTA but is included under El Dorado Transit's own authority. (See Attachment A).~~

~~**Designated Employer Representative (DER)** An employee authorized by the employer to take immediate action to remove employees from safety sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.~~

~~**DOT, The Department, DOT Agency** These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.~~

~~**Dilute specimen.** A urine specimen with creatinine and specific gravity values that is lower than expected for human urine.~~

~~**Disabling damage** means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.~~

~~**Evidentiary Breath Testing Device (EBT)** A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations and appears on ODAPC's Web page for "Approved Evidentiary Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.~~

~~**Initial Drug Test: (Screening Drug Test)** is test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.~~

~~**Initial Specimen Validity Test** The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid.~~

~~**Invalid Result** The result reported by a Department of Health & Human Services (HHS)–certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines~~

when a positive, negative, adulterated, or substituted results cannot be established for a specific drug or specimen validity test.

**Laboratory** is any U.S. laboratory certified by HHS under the National Laboratory Certification program as meeting standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

**Limit Detection (LOD)** is the lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

**Limit of Quantitation** For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

**Medical Review Officer (MRO)** means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

**Negative Dilute** A drug test result which is negative for the five drug/drug metabolites but has a specific gravity value lower than expected for human urine.

**Negative Result** the result reported by HHS certified laboratory to an MRO when a specimen contains no drug, or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

**Non-Negative Test Result** is a urine specimen that is reported as adulterated, substituted, invalid, or positive for drug/drug metabolites.

**Oxidizing Adulterant** is a substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites or affects the reagents in either the initial or confirmatory drug test.

**Performing (a safety-sensitive function)** means a covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

**Positive Result** is the result reported by an HHS-Certified laboratory when a specimen contains a drug or drug metabolite equal to or greater than the cutoff concentrations.

**Prohibited Drug is Identified as** marijuana, cocaine, opioids, amphetamines, or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40 et. seq., as amended.

~~**Reconfirmed** is the result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.~~

~~**Rejected for Testing** is the result reported by an HHS Certified laboratory when no tests are performed for a specimen because of a fatal flaw or a correctable flaw that has not been corrected.~~

~~**Revenue Service Vehicles** are all transit vehicles that are used for passenger transportation service.~~

~~**Safety-Sensitive Functions** Employee duties identified as:~~

- ~~1) — The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.~~
- ~~2) — The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Driver's License (CDL)~~
- ~~3) — Maintaining a revenue service vehicle or equipment used in revenue service.~~
- ~~4) — Controlling the movement of a revenue service vehicle and~~
- ~~5) — Carrying a firearm for security purposes.~~

~~**Split Specimen Collection** is a collection in which the urine collected is divided into two separate bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).~~

~~**Substance Abuse Professional (SAP)** is a licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, or a state licensed marriage and family therapist, drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odape/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.~~

~~**Substituted Specimen** is a urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.~~

### ~~**Test Refusal**~~

~~An employee refuses a test if the employee:~~

- ~~1. — Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer;~~
- ~~2. — Fails to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test;~~
- ~~3. — Fails to provide a urine or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test;~~
- ~~4. — In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of your provision of a specimen;~~

5. — Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
6. — Fails or declines to take a second test as directed by the employer and/or collector;
7. — Fails to undergo a medical examination or evaluation, as directed by the MRO, or as directed by the DER;
8. — Fails to cooperate with any part of the testing process;
9. — If the MRO reports that there is verified adulterated or substituted test result;
10. — Failure or refusal to sign Step 2 of the alcohol testing form.
11. — Failure to follow the observer's instructions during an observed collection including instructions to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine the presence of any type of prosthetic or other device that could be used to interfere with the collection process.
12. — Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
13. — Admit to the collector or MRO that the specimen has been adulterated or substituted.
14. — Failure to remain readily available for testing following an accident.

**Vehicle** is a bus, electric bus, van, automobile, rail car, trolley care, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

**Verified Negative Test** is a drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

**Verified Positive Test** is a drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

**Validity Testing** is the evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

#### D. — EDUCATION AND TRAINING

1) — Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.

2) — All supervisory personnel or El Dorado Transit officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on

the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

#### E. PROHIBITED SUBSTANCES

1) Prohibited substances include:

a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988, as amended, any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15, as amended, except a legal prescription. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration.

2) Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. It is important to note that the use of marijuana in any circumstances remains completely prohibited for any safety-sensitive employee subject to drug testing under USDOT regulations. The use of marijuana in any circumstance (including under state recreational and/or medical marijuana laws) by a safety-sensitive employee is a violation of this policy and a violation of the USDOT regulation 49 CFR Part 40, as amended.

3) Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA Authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in Section H of this policy. El Dorado Transit employees will also be tested for these same substances. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

4) Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.

5) Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited. A random, reasonable suspicion, or follow-up alcohol test can only be performed on a covered employee under 49 CFR Part 655 just before, during, or just after the performance of safety-sensitive job functions. Under El Dorado Transit authority, a non-DOT alcohol test can be performed any time an employee is on duty.

#### F. PROHIBITED CONDUCT

~~1) All covered employees are prohibited from reporting for duty or remaining on duty any time there is a presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR Part 40 et. seq., as amended.~~

~~2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline.~~

~~3) El Dorado Transit shall not permit any employee to perform or continue to perform safety-sensitive functions if there is reason to suspect the employee is using alcohol.~~

~~4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.~~

~~a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:~~

~~i. The employee's alcohol concentration measures less than 0.02; or~~

~~ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.~~

~~5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.~~

~~6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.~~

~~7) El Dorado Transit under its own authority also prohibits the consumption of alcohol at all times employee is on duty, or anytime the employee is in uniform.~~

~~8) Consistent with the Drug-Free Workplace Act of 1988, all El Dorado Transit employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the workplace including El Dorado Transit premises and transit vehicles.~~

#### G. DRUG STATUTE CONVICTION

~~Consistent with the Drug-Free Workplace Act of 1998, as amended, all employees are required to notify the El Dorado Transit management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section Q of this policy.~~

#### H. TESTING REQUIREMENTS

~~1) Analytical urine drug testing and breath testing for alcohol will be conducted using the testing methodologies and threshold defined in 49 CFR Part 40 et. seq. as amended. All~~

~~employees covered under FTA authority shall be subject to random testing or prior to performing safety sensitive duty, return to duty/follow up, following an accident, or for reasonable suspicion, , as defined in Section K, L, M, and N of this policy. All employees covered under El Dorado Transit authority will also be subject to testing for reasonable suspicion, post accident, random and return to duty/follow up using non DOT testing forms.~~

~~2) — A drug test can be performed any time a covered employee is on duty. A reasonable suspicion, random, or follow up alcohol test can only be performed just before, during, or after the performance of a safety sensitive job function. Under El Dorado Transit authority, a non-DOT alcohol test can be performed any time an employee is on duty.~~

~~3) — All covered employees will be subject to urine drug testing and breathe alcohol testing as a condition of ongoing employment with El Dorado Transit. Any safety sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section Q of this policy.~~

## I. — DRUG TESTING PROCEDURES

~~1) — Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40 et. seq., as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.~~

~~2) — The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phenylelidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40 et. seq., as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at an HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen.~~

~~3) — The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for confirmed positive, substitute or adulterated rest result. The MRO will attempt to contact the employee to notify the employee of the non negative laboratory result and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to El Dorado Transit. If a legitimate explanation is found, the MRO will report the test result as negative.~~

~~4) — If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.~~

~~5) — Any covered employee who challenges a required drug test's results under paragraphs L through P of this policy may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40 et. seq., as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. El Dorado Transit will ensure that the cost for the split specimen are covered in order for a timely analysis of the sample, however, El Dorado Transit will seek reimbursement for the split sample test from the employee.~~

~~6) — If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.~~

~~7) — The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so requested by the employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.~~

~~8) — Observed Collections~~

~~a. — Consistent with 49 CFR Part 40 et. seq., as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:~~

- ~~i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to El Dorado Transit that there was not an adequate medical explanation for the result; or~~
- ~~ii. The MRO reports to El Dorado Transit that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed.~~
- ~~iii. The laboratory reported to the MRO that the specimen was negative dilute with a creatinine concentration greater than or equal to 2mg/dl but less than or equal to 5 mg/dl, and the MRO reported the specimen as negative dilute and that a second collection must take place under direct observation.~~

- ~~iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen.~~
- ~~v. The temperature on the original specimen was out of range;~~
- ~~vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with.~~
- ~~vii. All follow-up test; or~~
- ~~viii. All return-to-duty tests.~~

~~J. ALCOHOL TESTING PROCEDURES~~

~~1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHSTA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40 et. seq., as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.~~

~~2) An employee who has a confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q. of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the workday whichever is longer and will be subject to the consequences described in Section Q of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.~~

~~3) El Dorado Transit affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.~~

4) — The alcohol testing form (ATF) required by 49 CFR Part 40 et. seq. as amended shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

#### K. — PRE-EMPLOYMENT TESTING

1) — All applicants for covered transit positions shall undergo urine drug testing prior to performance of a safety sensitive function.

a. — All offers of employment for covered positions shall be conditionally extended upon the applicant passing a drug test. An applicant will not be allowed to perform a safety sensitive function unless the applicant takes a drug test with verified negative results.

b. — An employee shall not be placed, transferred, or promoted into a position covered under FTA or El Dorado Transit Authority until the employee takes a drug test with verified negative results.

c. — If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded, and the applicant will be referred to a list of USDOT qualified SAPs. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the applicant's sole responsibility.

d. — Employees shall be subject to disciplinary action in accordance with Section Q herein when an employee is placed, transferred, or promoted from a non-covered position to a position covered under FTA or El Dorado Transit authority submits a drug test with a verified positive result.

e. — If a pre-employment test is canceled, El Dorado Transit will require the applicant to take and pass another pre-employment drug test.

f. — In instances where an FTA covered employee does not perform a safety sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to conducting safety sensitive job functions.

g. — Following a negative dilute, the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.

h. — Applicants are required (even if ultimately not hired) to provide El Dorado Transit with a signed written releases requesting USDOT drug and alcohol records from all previous, DOT covered employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. El Dorado Transit is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-

employment test for a DOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a DOT covered employer, the applicant must provide El Dorado Transit proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

#### L. REASONABLE SUSPICION TESTING

1) All El Dorado Transit FTA covered employees will be subject to a drug and/or alcohol test if the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or alcohol. Reasonable suspicion means that specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety sensitive job function. However, under El Dorado Transit's authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty. All employees covered under the sole authority of El Dorado Transit will also be subject to non-USDOT reasonable suspicion testing procedures modeled off the provisions in 49 CFR Part 40 et. seq.

2) El Dorado Transit shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Section Q of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q of this policy.

3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to El Dorado Transit.

4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with Section Q of this policy. El Dorado Transit shall place the employee on administrative leave in accordance with the provisions set forth under Section Q of this policy. Testing in this circumstance would be performed under the direct authority of El Dorado Transit. Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority. However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Section Q.

## M. POST-ACCIDENT TESTING

~~1) FATAL ACCIDENTS—All employees covered under FTA authority will be required to undergo urine and breath testing if they are involved in an accident with a transit vehicle regardless of whether or not the vehicle is in revenue service that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.~~

~~2) NON-FATAL ACCIDENTS—A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:~~

~~1) The accident results in injuries requiring immediate transportation to a medical treatment facility away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident;~~

~~2) One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.~~

~~In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.~~

~~As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.~~

~~The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours after the accident for alcohol and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.~~

~~Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test.~~

~~An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.~~

~~Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.~~

~~In the rare event that El Dorado Transit is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), El Dorado Transit may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.~~

#### ~~N. RANDOM TESTING~~

~~1) All covered employees are subject to random, unannounced testing. Employees covered under FTA authority will be selected from a pool of DOT covered safety sensitive employees. Employees covered under El Dorado Transit authority will be selected from a pool of non-DOT covered employees. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of employees.~~

~~2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.~~

~~3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odape/random-testing-rates>.~~

~~4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.~~

~~5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under El Dorado Transit authority.~~

~~6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under El Dorado Transit's authority, a non-DOT random alcohol test may be performed any time the employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.~~

~~7) Employees are required to immediately proceed to the collection site upon notification of their random selection.~~

O. — RETURN TO DUTY TESTING

All covered employees who previously tested positive on a drug test, had an alcohol test result of 0.04 or above, or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both. Such employees must be evaluated and released by the Substance Abuse Professional before returning to work. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return to duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol free and there are no concerns for public safety.

P. — FOLLOW UP TESTING

Covered employees will be required to undergo frequent, unannounced drug and/or alcohol testing following their return to duty. The follow up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow up tests (beyond the minimums) will be determined by the SAP as determined by the SAP's assessment of the employee's unique situation and recovery progress. Follow up testing should be frequent enough to deter and/or detect a relapse. Follow up testing is separate and in addition to the random, post accident, reasonable suspicion, and return to duty testing. Follow up alcohol testing will only be conducted just before, during, or just after the performance of safety sensitive functions.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow up tests and follow up testing plans modeled using the process described in 49 CFR Part 40 et. seq. However, all non-USDOT follow up tests and all paperwork associated with an employee's return to work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under El Dorado Transit authority and will be performed using non-DOT testing forms.

Q. — RESULT OF DRUG/ALCOHOL TEST

1) — Any non-probationary covered employee that has a verified positive drug test, an alcohol test result of 0.04 or above, or test refusal, will be removed from his/her safety sensitive position, informed of educational and rehabilitation programs available and referred to a list of USDOT qualified Substance Abuse Professionals (SAPs) for assessment. No employee will be allowed to return to duty requiring the performance of safety sensitive job functions without the approval of the SAP and the employer.

2) — Any probationary covered employee that has a verified positive drug test, an alcohol test result of 0.04 or above, or a test refusal, shall have their probation rejected pursuant to the procedures in Section 1.7. The results of the verified positive drug test shall remain confidential. Employee will be provided information regarding education and rehabilitation programs in addition to a list of USDOT qualified Substance Abuse Professionals (SAPS) for assessment that may be used at their own cost.

~~3) — Following a negative dilute result, the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered negative, and no additional testing will be required unless directed to do so by the MRO.~~

~~4) — Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and insubordination. Refusal shall result in termination and referral to a list of at least two (2) USDOT qualified SAPs. A test refusal includes the following circumstances:~~

~~a. — Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer.~~

~~b. — Fails to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.~~

~~c. — Fails to provide a urine or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.~~

~~d. — In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of your provision of \_\_\_\_\_ a specimen.~~

~~e. — Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.~~

~~f. — Fails or declines to take a second test the employer or collector has directed you to take.~~

~~g. — Fails to undergo a medical examination or evaluation, as directed by the MRO, or as directed by the DER.~~

~~h. — Fails to cooperate with any part of the testing process.~~

~~i. — If the MRO reports that there is verified adulterated or substituted test result~~

~~j. — Failure or refusal to sign Step 2 of the Alcohol Testing form.~~

~~k. — Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.~~

~~l. — Possess or wear a prosthetic or other device that could be used to interfere with the collection process.~~

~~m. — Admit to the collector or MRO that you adulterated or substituted the specimen.~~

~~n. — Failure to remain readily available for testing following an accident.~~

~~4) — For the first instance of a verified positive test from a sample submitted as the result of a random drug/alcohol test ( $\geq 0.04$  BAC), disciplinary action shall include:~~

~~a. — Mandatory referral to a list of USDOT qualified Substance Abuse Professionals for assessment, formulation of a treatment plan, and/or execution of a return to duty agreement.~~

~~b. — Failure to execute or remain compliant with the return to work agreement shall result in termination from El Dorado Transit employment.~~

~~i. Compliance with the return to duty agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; in the judgment of the SAP the employee is cooperating with his/her SAP recommended treatment~~

program; and the employee has agreed to periodic unannounced follow-up testing as defined in Section P of this policy.

e. — Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall, be considered a direct act of insubordination and shall result in termination.

d. — A periodic unannounced follow-up drug/alcohol test which results in a verified positive shall result in termination from El Dorado Transit employment.

5) — The second instance of a verified positive drug or alcohol ( $\geq 0.04$  BAC) test result on a random test shall result in termination from El Dorado Transit employment.

6) — An initial positive drug or alcohol test under the reasonable suspicion, post-accident, return to duty, or follow-up drug/alcohol test provisions herein, shall result in termination from El Dorado Transit employment.

7) — An alcohol test result of  $\geq 0.02$  to  $\leq 0.039$  BAC shall result in the removal of the employee from duty for eight hours or the remainder of the workday, whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NON-DOT alcohol test with a result of less than 0.02 BAC.

8) — The cost of any treatment or rehabilitation services will be paid directly by the employee or the employee's insurance provider. The employee will be permitted to use accrued sick leave or administrative leave to participate in the prescribed treatment program. If the employee has insufficient accrued leave, the employee shall be placed on leave without pay until the employee has successfully completed the required treatment program and has been released to return to duty. Any leave taken, either paid or unpaid, shall be considered leave taken under the Family and Medical Leave Act if eligible.

9) — In the instance of a self-referral or a management referral, disciplinary action against the employee shall include Mandatory referral for an assessment, by an employer approved counseling professional, formulation of a treatment plan, and execution of a return-to-work agreement.

a. — Failure to execute or remain compliant with the return-to-work agreement shall result in termination from El Dorado Transit employment.

i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and the employee has agreed to periodic unannounced follow-up testing as described in Section P of this policy; however, all follow-up testing performed as part of a return-to-work agreement required under section Q of this policy is under the sole authority of El Dorado Transit and will be performed using non-DOT testing forms.

b. — Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. All tests conducted as part of the return-to-work agreement will be conducted under El Dorado Transit authority and will be performed using non-DOT testing forms.

c. — A self-referral or management referral to the employer's approved counseling professional that was not precipitated by a positive test result does not constitute a violation of

~~the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in Section Q of this policy.~~

~~d. — Periodic unannounced follow-up drug/alcohol test conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in Section Q of this policy.~~

~~e. — A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with El Dorado Transit.~~

~~f. — A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.~~

~~10) — Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.~~

#### ~~R. — GRIEVANCE AND APPEAL~~

~~As specified in 49 CFR Part 40.149 (c) a positive test or test refusal is not subject to arbitration.~~

#### ~~S. — PROPER APPLICATION OF THE POLICY~~

~~El Dorado Transit is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regards to subordinates shall be subject to disciplinary action, up to and including termination.~~

#### ~~T. — INFORMATION DISCLOSURE~~

~~1) — Drug/alcohol testing records shall be maintained by the El Dorado Transit Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without the tested employee's express written consent.~~

~~2) — The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.~~

~~3) — Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager and shall otherwise remain confidential unless disclosure is required according to applicable law.~~

~~4) — Records will be released to a subsequent employer only upon receipt of a written request from the employee.~~

~~5) — Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual. The records will be released to the decision maker in the proceedings.~~

~~6) — Records will be released to the National Transportation Safety Board during an accident investigation.~~

~~7) — Information will be released in a criminal or civil action resulting from an employee's performance of safety sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.~~

~~8) — Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.~~

~~9) — Records will be released if requested by a Federal, state or local safety agency with regulatory authority over El Dorado Transit or the employee.~~

~~10) — If a party seeks a court release of a specimen or part of a specimen, contrary to any provision of Part 40 as amended, necessary legal steps to contest the release will be taken.~~

~~11) — In cases of a contractor or sub-recipient of a DOT, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.~~

#### ~~U. — SYSTEM CONTACTS~~

~~Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s).~~

#### **El Dorado Transit Drug and Alcohol Program Contacts**

~~Maria Harris, Human Resources Manager/ Drug and Alcohol Program Manager (DAPM)  
(530) 642-5383 x 209 or [mharris@eldoradotransit.com](mailto:mharris@eldoradotransit.com)~~

~~Christine Parker, Safety Coordinator/Designated Employer Representative (DER)  
(530) 642-5383 ext. 217 or [cparker@eldoradotransit.com](mailto:cparker@eldoradotransit.com)~~

#### **Medical Review Officer**

~~MRO Express/Phillip Lopez, M.D.  
3501 So 185<sup>th</sup> Avenue  
Miramar, FL 33029  
Or as designated by third party administrator~~

#### **Substance Abuse Professionals**

Ms. Dellena Hoyer, LAADC, ICADC, SAP  
(916)213-4650; sapevaluator@gmail.com

Ms. Deborah Duell Stephens LMFT SAP  
(916)587-0156; TherapyDeborahds@outlook.com

### HHS Certified Laboratory Primary Specimen

Quest Diagnostics  
Or as designated by third party administrator

### Consortium

Advanced Drug and Medical Screening (ADM)  
279 Placerville Drive, Suite C  
Placerville, CA 95667

### Safety Sensitive Employees Subject to Testing

Custodian  
Dispatch Supervisor  
Equipment Technician I & II  
Executive Director  
Operations Manager  
Planning & Marketing Manager  
Maintenance & Facilities Supervisor  
Maintenance Technician  
Safety Program Manager  
Transit Dispatcher  
Transit Operator  
Transit Operations Supervisor

**\*All El Dorado Transit hired employees are subject to pre-employment drug testing.**

**49 CFR Part 655 mandates that all employees be provided with training materials discussing the effects of alcohol and controlled substance use on an individual's health, work and personal life.**

**The following information is intended to help individuals understand the personal consequences of substance abuse:**

**Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily**

~~for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.~~

~~———— Signs and Symptoms of Use~~

- ~~● ——— Dulled mental processes~~
- ~~● ——— Lack of coordination~~
- ~~● ——— Odor of alcohol on breath~~
- ~~● ——— Possible constricted pupils~~
- ~~● ——— Sleepy or stuporous condition~~
- ~~● ——— Slowed reaction rate~~
- ~~● ——— Slurred speech~~

~~(Note: Except for the odor, these are general signs and symptoms of any depressant substance.)~~

~~———— Health Effects~~

- ~~● ——— Decreased sexual functioning~~
- ~~● ——— Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed “alcoholic”)~~
- ~~● ——— Fatal liver diseases~~
- ~~● ——— Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma~~
- ~~● ——— Kidney disease~~
- ~~● ——— Pancreatitis~~
- ~~● ——— Spontaneous abortion and neonatal mortality~~
- ~~● ——— Ulcers~~
- ~~● ——— Birth defects (up to 54 percent of all birth defects are alcohol related).~~

~~Social Issues~~

- ~~● ——— Two thirds of all homicides are committed by people who drink prior to the crime.~~
- ~~● ——— Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.~~
- ~~● ——— The rate of separation and divorce in families with alcohol dependency problems is seven (7) times the average.~~
- ~~● ——— Forty percent of family court cases are alcohol problem related.~~
- ~~● ——— Alcoholics are fifteen (15) times more likely to commit suicide than are other segments of the population.~~
- ~~● ——— More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent of private aircraft accidents are alcohol related.~~

~~Alarming Statistics~~

- ~~● ——— One in three people will participate in a drunk driving crash in their lifetime~~
- ~~● ——— A spinal cord injury is one of the most coming injuries caused by drunk driving~~

- ~~54% of the children who die in a DUI-induced crash were being driven by an intoxicated driver~~
- ~~Drunk drivers cost the U.S. about \$132 billion a year~~
- ~~One third of drunk drivers are repeat offenders~~
- ~~Drivers involved in fatal accidents who also had a blood alcohol content over 0.08% were 4.5 times more likely to have already been convicted of drinking and driving.~~

#### Workplace Issues

- ~~It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.~~
- ~~Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.~~
- ~~A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.~~

AGENDA ITEM 2 A  
Action Item

**TIMED ITEM**

**1:00 PM**

**PUBLIC HEARING**

**MEMORANDUM**

**DATE:** June 4, 2026  
**TO:** El Dorado County Transit Authority  
**FROM:** Steffi Ahart, Human Resources Manager / Interim Finance Manager  
**SUBJECT:** Fiscal Year 2026/27 Final Operating Budget

**REQUESTED ACTION:**

**BY MOTION,**

- 1. Open Public Hearing**
- 2. Accept Public Comment**
- 3. Close Public Hearing**
- 4. Adopt Resolution No. 26-21 Finalizing the Operating Budget for Fiscal Year 2026/27**
- 5. Adopt Resolution No. 26-22 Finalizing the Fiscal Year 2026/27 Personnel Allocation Table**
- 6. Adopt Fiscal Year 2026/27 Organizational Chart**

**BACKGROUND**

The Bylaws of the El Dorado County Transit Authority (El Dorado Transit) state: *“The Executive Director shall propose a final operating budget...to the Board on or before June 15 of each year. Final operating...budget shall be adopted by the Board on or before July 15 of each year.”*

Board actions to date related to the Fiscal Year (FY) 2026/27 Operating Budget:

March 5, 2026,	Presentation of the Preliminary Operating Budget for FY 2026/27
	Approval of the Proposed Personnel Allocation Table and Proposed Organizational Chart for Fiscal Year 2026/27
April 2, 2026,	Adoption of Resolution No. 26-14 for the Preliminary Operating Budget for FY 2026/27, and appointment of an Ad Hoc Budget Committee
April 2, 2026,	Adoption of Resolution No. 26-13 authorizing the Executive Director to claim Transportation Development Act (TDA) funds for the FY 2026/27 Operating Budget

El Dorado County Transit Authority  
June 4, 2026

The Ad Hoc Budget Review Committee met on May 13, 2026, for a complete review and discussion covering the Proposed Operating Budget. This included Chair Brian Veerkamp, Vice-Chair Jackie Neau, Executive Director Brian James, Human Resources Manager Steffi Ahart, and Fiscal Technician Nick Maynard.

The El Dorado Transit, Transit Advisory Committee (TAC) will meet next on August 12, 2026, and will review the presentation of the FY 2026/27 Operating Budget at that time.

## **DISCUSSION**

The proposed final Operating Budget for FY 2026/27 presented for consideration is balanced to projected revenues and includes total operating expenses of \$11,130,128. As noted in the attached budget report there are eleven (4) changes, highlighted in bold, between the proposed FY 2026/27 Operating Budget approved on April 2, 2026, and the final version proposed for adoption. These changes include the following:

### **Revenue**

- 4112.00 – Added Federal Transit Administration (FTA) Section 5307 Grant revenue

Total increase of \$526,006 in budgeted revenue.

### **Service and Supply Accounts**

- 5040.01 – Increase was based on continued volatility in fuel markets and the estimated increase in fuel costs during the next fiscal year.
- 5050.03 – Increase was based on upgrades to Park & Rides cameras and lights.
- 5160.07 – Increase was based on upgrades and installation of new Park & Rides maintenance systems for water.
- 6270.00 – Increase to balance additional revenue.

Total increase of \$261,006 in Service and Supplies expenses.

All other revenue and expenditure projections remain unchanged from the last Operating Budget presented for approval in April 2026. The Executive Director and Finance Manager will continue to closely monitor actual revenues and expenses. Per the El Dorado Transit Bylaws, the Board delegates authority to the Executive Director to adjust expenditures between line items within the same major budget categories, provided that total expenditure remains within the adopted budget.

The annual Operating Budget is typically brought before the Board at least one more time at the mid-year point for approval of significant adjustments. Any recommended revisions to the Board adopted FY 2026/27 Operating Budget will be presented for full consideration in open session.

Staff recommends adoption of the attached Resolution No. 26-21 finalizing the El Dorado Transit Operating Budget for FY 2026/27 and Resolution No. 26-22 finalizing the Personnel Allocation Table for FY 2026/27.

**FISCAL IMPACT**

The proposed Final Operating Budget for FY 2026/27 reflects \$11,656,134 in total operating expenditures balanced to projected available Federal, State and project specific revenues.

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 26-21**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY  
TRANSIT AUTHORITY ADOPTING THE FINAL OPERATING  
BUDGET FOR FISCAL YEAR 2026/27

**WHEREAS**, Section 11.1 of the Joint Powers Agreement (JPA) establishing the El Dorado County Transit Authority states, *“For each fiscal year, the Board shall adopt capital and operating budgets which are consistent with the requirements of the Regional Transportation Planning Agency, the California Transportation Development Act, the Federal Highway Act of 1973, and the Federal Transit Administration Act as amended from time to time, and all other funding and regulatory agencies involved in the execution of the purpose of EDCTA.”*; and

**WHEREAS**, Section 7.2 of the Bylaws further require, *“Final operating budget shall be adopted by the Board on or before July 15 of each year.”*; and

**WHEREAS**, the preliminary Fiscal Year 2026/27 operating budget was presented at public meeting on March 5, 2026: and

**WHEREAS**, the preliminary Fiscal Year 2026/27 operating budget was adopted at public meeting on April 2, 2026: and

**WHEREAS**, the proposed operating budget for Fiscal Year 2026/27 ending June 30, 2027, is based upon the current level of service; and

**WHEREAS**, the proposed Fiscal Year 2026/27 operating budget projected revenue is based on known levels of anticipated funding.

**NOW THEREFORE, BE IT RESOLVED**, the El Dorado County Transit Authority hereby adopts the final operating budget for Fiscal Year 2026/27 ending June 30, 2027, considered at the June 4, 2026, Board meeting.

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of said Board held on the 4th day of June 2026 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Brian Veerkamp, Chairperson

ATTEST:

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Megan Wilcher, Secretary to the Board

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 26-22**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY  
TRANSIT AUTHORITY ADOPTING A PERSONNEL ALLOCATION TABLE FOR FISCAL  
YEAR 2026/27

**WHEREAS**, the Governing Board of El Dorado County Transit Authority is authorized to adopt an annual fiscal year personnel allocation plan; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of El Dorado Transit:

1. The Board adopts the attached Personnel Allocation Table as a maximum allocation of personnel for the fiscal year 2026/27.
2. The Board authorizes the Executive Director to utilize extra-help employees as necessary to meet the service needs of the public.

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of said Board held on the 4th day of June 2026, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Brian Veerkamp, Chairperson

ATTEST:

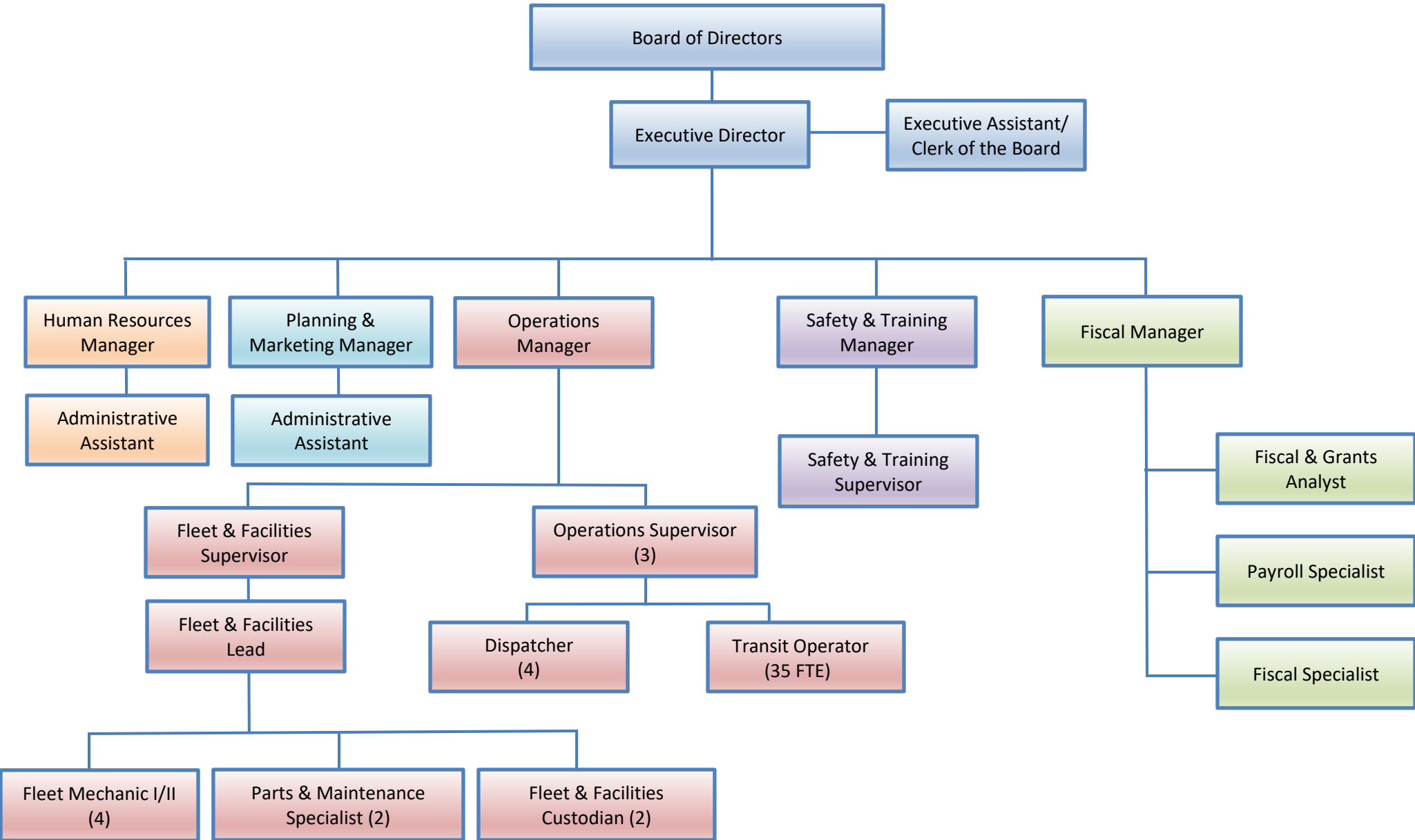
\_\_\_\_\_  
Megan Wilcher, Secretary to the Board

EL DORADO COUNTY TRANSIT AUTHORITY  
PERSONNEL ALLOCATION TABLE  
Fiscal Year (FY) 2026/27

Classification	Approved FY 2026/27 (FTE*)
Administrative Assistant	2
Dispatcher	4
Executive Assistant/Clerk of the Board	1
Executive Director	1
Fiscal & Grants Analyst	1
Fiscal Manager	1
Fiscal Specialist	1
Fleet & Facilities Custodian	2
Fleet & Facilities Supervisor	1
Fleet & Facilities Lead	1
Fleet Mechanic I/II	4
Human Resources Manager	1
Operations Manager	1
Operations Supervisor	3
Parts & Maintenance Specialist	2
Payroll Specialist	1
Planning & Marketing Manager	1
Safety & Training Manager	1
Safety & Training Supervisor	1
Transit Operator	35
<b><i>TOTAL ALLOCATED POSITIONS</i></b>	<b><i>65</i></b>

\* FTE = Full Time Equivalent

**EL DORADO COUNTY TRANSIT AUTHORITY  
APPROVED ORGANIZATIONAL CHART  
FISCAL YEAR 2026/2027**



Board Approved: March 5, 2026  
Effective: June 27, 2026

**EL DORADO COUNTY TRANSIT AUTHORITY  
PROPOSED FINAL OPERATING BUDGET 2026/2027**

OPERATING BUDGET		FY2026/27	FY2026/27	
		Prelim Operating	Final Operating	
REVENUE ACCOUNTS		Adopted 04/02/26	Presented 06/04/2026	Difference
4000.00	Transportation Development Act (TDA/LTF)	\$6,653,232	\$6,653,232	\$0
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$777,840	\$777,840	\$0
4100.05	Federal Transit Administration (FTA) Section 5311(f) Grant	\$75,000	\$75,000	\$0
4100.06	Federal Transit Administration (FTA) ARPA Section 5311 Grant	\$0	\$0	\$0
4107.03	Fair Shuttle AB2766 Grant	\$25,000	\$25,000	\$0
4112.00	Federal Transit Administration (FTA) Section 5307 Grant	\$0	<b>\$526,006</b>	<b>\$526,006</b>
4270.00	State Transit Assistance (STA)	\$1,722,451	\$1,722,451	\$0
4300.00	Cash Fares	\$118,000	\$118,000	\$0
4310.00	Contract Services	\$175,000	\$175,000	\$0
4330.00	Commuter Route Fare Media	\$740,000	\$740,000	\$0
4350.00	Local Route Fare Media	\$114,000	\$114,000	\$0
4360.00	Paper Scrip	\$11,500	\$11,500	\$0
4370.00	CCJPA	\$150,500	\$150,500	\$0
4400.00	Advertising Revenue	\$30,000	\$30,000	\$0
4970.00	Interest Income	\$400,000	\$400,000	\$0
4990.00	Misc. Revenue	\$400	\$400	\$0
5060.00	Offset Reserve Fund - CalTIP (Restricted)	\$137,205	\$137,205	\$0
<b>TOTAL REVENUES</b>		<b>\$11,130,128</b>	<b>\$11,656,134</b>	<b>\$526,006</b>
<b>SALARY &amp; BENEFIT ACCOUNTS</b>				
5010.00	Regular Employees	\$4,600,000	\$4,600,000	\$0
5010.02	Temporary Employees	\$110,000	\$110,000	\$0
5010.07	Overtime	\$120,000	\$120,000	\$0
5010.08	On Call Pay	\$6,500	\$6,500	\$0
5010.09	ARBRK and Shift Pay	\$60,000	\$60,000	\$0
5020.01	Employee Retirement	\$700,000	\$700,000	\$0
5020.02	Health Insurance	\$1,550,000	\$1,550,000	\$0
5020.03	Unemployment Insurance	\$10,000	\$10,000	\$0
5020.04	LT Disability/Life Ins	\$50,000	\$50,000	\$0
5020.05	Worker's Comp	\$340,000	\$340,000	\$0
5070.01	OASDI - Payroll Tax - FICA	\$7,000	\$7,000	\$0
5070.02	MEDICARE - Payroll Tax	\$65,000	\$65,000	\$0
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>\$7,618,500</b>	<b>\$7,618,500</b>	<b>\$0</b>
<b>SERVICE &amp; SUPPLY ACCOUNTS</b>				
5030.00	Professional Services	\$180,000	\$180,000	\$0
5030.10	Employee Medical Exams	\$15,000	\$15,000	\$0
5030.30	Background Checks	\$3,000	\$3,000	\$0
5040.00	Vehicle Maintenance (In-House)	\$500,000	\$500,000	\$0
5040.01	Fuel Purchase	\$750,000	<b>\$1,000,000</b>	<b>\$250,000</b>
5040.02	Vehicle Maintenance/Tires & Tubes	\$125,000	\$125,000	\$0
5040.03	Vehicle Maintenance/Lubricants	\$45,000	\$45,000	\$0
5040.04	Vehicle Maintenance/Small Tools - Shop	\$5,000	\$5,000	\$0
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$45,000	\$45,000	\$0
5050.01	Communications - Phone	\$50,000	\$50,000	\$0
5050.02	Utilities	\$60,000	\$60,000	\$0
5050.03	Utilities/ Park & Rides	\$25,000	<b>\$30,000</b>	<b>\$5,000</b>
5060.01	Insurance Premiums/Public Liability	\$500,000	\$500,000	\$0
5060.02	Insurance Premiums/Physical Damage	\$40,500	\$40,500	\$0
5060.03	Insurance Premiums/Commercial	\$15,000	\$15,000	\$0
5060.04	Insurance Premium EPLI Package	\$32,000	\$32,000	\$0
5090.00	Operating Expense - Other	\$2,500	\$2,500	\$0
5090.01	Household Expenses	\$25,000	\$25,000	\$0
5090.02	Shop Clothing & Supplies	\$15,000	\$15,000	\$0
5090.05	Uniforms - Other	\$20,000	\$20,000	\$0
5090.06	Service Contracts/Equipment	\$200,000	\$200,000	\$0
5090.08	Pubs/Legal Notices	\$2,500	\$2,500	\$0
5090.20	Communications - Radio	\$500	\$500	\$0
5090.30	Staff Development/Travel	\$80,000	\$80,000	\$0
5090.40	Memberships	\$8,000	\$8,000	\$0
5090.50	Safety Equipment/Training	\$30,000	\$30,000	\$0
5090.70	Office Expense	\$30,000	\$30,000	\$0
5090.72	Bank Charges	\$1,500	\$1,500	\$0
5090.73	Credit Card Charge Fees	\$6,500	\$6,500	\$0
5090.74	Connect Card Administration Expenses	\$9,000	\$9,000	\$0
5090.75	Printing	\$10,000	\$10,000	\$0
5090.80	Postage	\$5,500	\$5,500	\$0
5120.00	Rents/Leases	\$16,000	\$16,000	\$0
5140.01	Equipment Purchase - Data Processing	\$2,500	\$2,500	\$0
5140.05	Equipment Purchase - Office	\$1,800	\$1,800	\$0
5150.00	Special Department Expense	\$1,500	\$1,500	\$0
5150.01	Marketing	\$7,500	\$7,500	\$0
5160.00	Maintenance/Other	\$2,000	\$2,000	\$0
5160.01	Maintenance/Buildings	\$20,000	\$20,000	\$0
5160.03	Maintenance/Equipment	\$3,000	\$3,000	\$0
5160.05	Maintenance/Grounds	\$3,500	\$3,500	\$0
5160.07	Park and Ride Maintenance	\$15,000	<b>\$25,000</b>	<b>\$10,000</b>
5160.09	Maintenance/Bus Stop	\$4,000	\$4,000	\$0
4108.03	Fair Shuttle AB2766 Grant	\$25,000	\$25,000	\$0
5008.01	MY RIDE - Mileage Expenses	\$190,000	\$190,000	\$0
6270.00	Contingency	\$383,328	<b>\$644,334</b>	<b>\$261,006</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$3,511,628</b>	<b>\$4,037,634</b>	<b>\$526,006</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>\$11,130,128</b>	<b>\$11,656,134</b>	<b>\$526,006</b>



The El Dorado Transit, Transit Advisory Committee (TAC) will meet next on August 12, 2026, and will review the presentation of the FY 2026/27 proposed Capital Improvement Plan and Budget at that time.

### **DISCUSSION**

The El Dorado County Transit Authority Capital Improvement Plan, Fiscal Year 2026/27 recommends capital projects and identifies funding for maintenance facility projects, vehicle purchase, software and hardware upgrades, safety and security, and park and ride improvements. Staff recommends adoption of Resolution No. 26-23 finalizing the FY 2026/27 CIP and corresponding Capital Budget as presented.

No changes were made since the preliminary CIP was presented in the April 2, 2026, board meeting.

### **FISCAL IMPACT**

The proposed Final FY 2026/27 Capital Budget as presented today reflects an overall budget of \$11,191,586.

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 26-23**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY  
TRANSIT AUTHORITY ADOPTING THE FINAL CAPITAL  
BUDGET FOR FISCAL YEAR 2026/27

**WHEREAS**, Section 11.1 of the Joint Powers Agreement (JPA) establishing the El Dorado County Transit Authority states, *“For each fiscal year, the Board shall adopt capital and operating budgets which are consistent with the requirements of the Regional Transportation Planning Agency, the California Transportation Development Act, the Federal Highway Act of 1973, and the Federal Transit Administration Act as amended from time to time, and all other funding and regulatory agencies involved in the execution of the purpose of EDCTA.”*; and

**WHEREAS**, Section 7.2 of the Bylaws further require, *“Final capital budget shall be adopted by the Board on or before July 15 of each year.”*; and

**WHEREAS**, the preliminary Fiscal Year 2026/27 capital budget was presented at public meeting on March 5, 2026: and

**WHEREAS**, the preliminary Fiscal Year 2026/27 capital budget was adopted at public meeting on April 2, 2026: and

**WHEREAS**, the proposed capital budget for Fiscal Year 2026/27 ending June 30, 2027, is based upon the current level of service; and

**WHEREAS**, the proposed Fiscal Year 2026/27 capital budget projected revenue is based on known levels of anticipated funding.

**NOW THEREFORE, BE IT RESOLVED**, the El Dorado County Transit Authority hereby adopts the final capital budget for Fiscal Year 2026/27 ending June 30, 2027, considered at the June 4, 2026, Board meeting.

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of said Board held on the 4th day of June 2026 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Brian Veerkamp, Chairperson

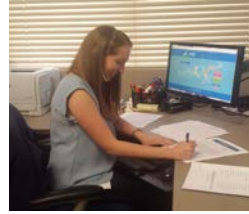
ATTEST:

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Megan Wilcher, Secretary to the Board



**EL DORADO TRANSIT**



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**Fiscal Year 2026/27**

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# **Capital Improvement Plan**

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**June 4, 2026**

**Prepared by:**

**El Dorado County Transit Authority  
6565 Commerce Way  
Diamond Springs, CA 95619  
(530) 642-5383  
[www.eldoradotransit.com](http://www.eldoradotransit.com)**

EL DORADO COUNTY TRANSIT AUTHORITY  
PROPOSED FINAL  
CAPITAL IMPROVEMENT PLAN  
FISCAL YEAR 2026/2027

# EL DORADO COUNTY TRANSIT AUTHORITY

## CAPITAL IMPROVEMENT PLAN

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

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

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

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

The Capital Improvement Plan and Capital Budget for 2025/26 identify transit capital funded with Transportation Development Act (TDA) funds, State of Good Repair (SGR) funds, Federal Transit Administration (FTA) Section 5307 funds, Federal Transit Administration (FTA) Section 5310 funds, and a proposed Low Carbon Transit Operations Program (LCTOP) grant from the State.

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

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## **El Dorado Hills Park and Ride Improvements**

Project No. 22-02 (4)

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

### *COST SUMMARY (ESTIMATE)*

### Adopted Budget

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

### *FUNDING SOURCES*

Section 5307 – Capital FY 2021	\$ 300,000
Section <del>5307</del> <b>5339</b> – Capital FY 2023	\$ 438,792
Section 5339 – Capital FY 2024	\$ 271,760
Transportation Development Act (TDA)	<u>\$1,789,448</u>
<i>Total Revenue</i>	<u>\$2,800,000</u>

<b>Adopted into CIP</b>	<b>Status</b>	<b>Estimated Completion Date</b>
FY 2021 / 2022	Active	FY 2027 / 2028

## **Zero Emission Vehicles and Infrastructure – Phase I**

Project No. 22-03 (5)

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

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

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

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

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

Update: While the future of zero-emission mandates are uncertain, El Dorado Transit currently has grant funds (LCTOP) specifically designated toward the Zero Emission Vehicles and Infrastructure project that must be used (according to grant guidelines, "upon receipt of the final year's funding, whether 4 years or less, the agency will have six months to begin the project.") El Dorado Transit leadership has participated in multiple discussions between electric and hydrogen. Although battery-electric buses currently have more options available, the infrastructure and support for hydrogen buses is growing, and could match battery-electric in the near future. Leadership believes it is in El Dorado Transit's best interest to explore both options.

The first phase would be to install the infrastructure and electrical charging equipment using the current grant funds then focus future grant funds on exploring hydrogen.

*COST SUMMARY (ESTIMATE)*

	<u>Adopted Budget</u>	<u>Proposed Budget</u>
Zero Emission Consulting Work	\$ 137,500	\$ 137,500
Zero Emission Infrastructure	\$1,462,800	\$1,462,800
Zero Emission Infrastructure Contingency	\$ 146,300	\$ 146,300
Zero Emission Bus	<del>\$1,100,000</del>	<b>\$1,299,652</b>
Zero Emission Bus Contingency	<del>\$ 110,000</del>	<b>\$ 259,930</b>
Zero Emission Charging Station	\$ 0	<b>\$ 150,000</b>
Zero Emission Charging Station	<u>\$ 0</u>	<u><b>\$ 30,000</b></u>
<i>Total Project Estimate</i>	<i>\$2,956,600</i>	<i><b>\$3,486,184</b></i>

*FUNDING SOURCES*

Low Carbon Transit Operations Program FY20/21	\$ 140,523	\$ 140,523
Low Carbon Transit Operations Program FY21/22	\$ 378,215	\$ 378,215
Low Carbon Transit Operations Program FY22/23	\$ 380,959	\$ 380,959
Low Carbon Transit Operations Program FY23/24	\$ 491,690	\$ 491,690
Interest from LCTOP FY20/21*	<del>\$ 5,111</del>	<b>\$ 6,835</b>
Interest from LCTOP FY21/22*	<del>\$ 16,176</del>	<b>\$ 20,845</b>
Interest from LCTOP FY22/23*	<del>\$ 9,348</del>	<b>\$ 14,824</b>
Interest from LCTOP FY23/24*	<del>\$ 0</del>	<b>\$ 8,101</b>
Section 5339 – Capital FY 2024	\$ 935,000	\$ 935,000
Zero-Emission Transit Capital Program FY24/25	<del>\$ 402,943</del>	<b>\$ 721,692</b>
Transportation Development Act (TDA/STA) Funds	<u>\$ 196,635</u>	<u><b>\$ 250,000</b></u>
<i>Total Revenue</i>	<i>\$2,956,600</i>	<i><b>\$3,486,184</b></i>

<b>Adopted into CIP</b>	<b>Status</b>	<b>Estimated Completion Date</b>
FY 2021 / 2022	Active	FY 2027 / 2028

## **Bus Parking Lot Rehabilitation**

Project No. 23-02 (5)

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

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

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

### *COST SUMMARY (ESTIMATE)*

	<u>Adopted Budget</u>	<u>Proposed Budget</u>
Bus Parking Lot Rehabilitation Consulting Work	\$ 112,500	\$ 112,500
Bus Parking Lot Rehabilitation	\$1,180,700	\$1,180,700
Contingency 10%	<u>\$ 118,100</u>	<u>\$ 118,100</u>
<i>Total Project Estimate</i>	<i>\$1,411,300</i>	<i>\$1,411,300</i>

### *FUNDING SOURCES*

SB1 State of Good Repair Grant FY 22/23	\$ 288,775	\$ 288,775
SB1 State of Good Repair Grant FY 23/24	\$ 315,003	\$ 315,003
SB1 State of Good Repair Grant FY 24/25	<del>\$ 308,398</del>	<b>\$ 330,780</b>
SB1 State of Good Repair Grant FY 25/26	\$ 328,416	\$ 328,416
Interest from SGR Grant FY22/23	<del>\$ 1,327</del>	<b>\$ 4,761</b>
Interest from SGR Grant FY23/24	<del>\$ 1,445</del>	<b>\$ 5,191</b>
Interest from SGR Grant FY24/25	<del>\$ 0</del>	<b>\$ 684</b>
Transportation Development Act (TDA) Funds	<u>\$ 167,936</u>	<u><b>\$ 137,690</b></u>
<i>Total Revenue</i>	<i>\$1,411,300</i>	<i><b>\$1,411,300</b></i>

<b>Adopted into CIP</b>	<b>Status</b>	<b>Estimated Completion Date</b>
FY 2022 / 2023	Active	FY 2026 / 2027

## **Security Surveillance & Lighting**

Project No. 24-02 (2)

The current surveillance equipment at the El Dorado Transit Main Office, including the Maintenance Building and bus yard, primary bus stops, transfer points, and park & ride facilities occurred between 2011 and 2016. This project will replace current hardware and software to significantly enhance safety and security for transit passengers and property. The project proposes a reinstallation of security cameras and/or lighting including the following locations, Main Office, Central Park and Ride, Placerville Station, Cambridge Road Park and Ride, El Dorado Hills Park and Ride, Ponderosa Road, Bass Lake Road Park and Ride, and Ray Lawyer Drive Park and Ride. Additional locations may be included depending on funding availability.

### *COST SUMMARY (ESTIMATE)*

### Adopted Budget

Passenger Security Surveillance & Lighting - Bus Stops	\$410,000
Contingency	<u>\$ 41,000</u>
<i>Total Project Cost</i>	<i>\$451,000</i>

### *FUNDING SOURCES*

Transportation Development Act (TDA) funds	<u>\$451,000</u>
<i>Total Revenue</i>	<i>\$451,000</i>

<b>Adopted into CIP</b>	<b>Status</b>	<b>Estimated Completion Date</b>
FY 2023 / 2024	Active	FY 2026 / 2027

## **Cambridge Road Park and Ride Improvements**

Project No. 25-03

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

### *COST SUMMARY (ESTIMATE)*

### Adopted Budget

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

### *FUNDING SOURCES*

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

<b>Proposed into CIP</b>	<b>Status</b>	<b>Estimated Completion Date</b>
FY 2024 / 2025	Active	FY 2027 / 2028

## Placerville Station Upgrades

Project No. 25-04

The Placerville Station Transfer Center is a key hub for El Dorado Transit routes. Three local routes (20, 50X & 60) utilize Placerville Station as well as the Sacramento/South Lake Tahoe Connecting Bus. For passengers traveling to Tahoe with Capitol Corridor and Amtrak, Placerville Station might be their only impression of the city of Placerville.

The restrooms at Placerville Station experience heavy usage from not only Transit riders, but also from locals, including transients and users of the nearby El Dorado Trail. This, in conjunction with a worn and older building, has left Placerville Station in poor shape.

The city of Placerville is planning maintenance improvements which consist of:

- Replacing roof
- Power washing facility
- Drywall repair
- Exterior painting
- New restroom amenities

El Dorado Transit is a constant user of the Placerville Station and partners with the city of Placerville in the utilization of the facility. As such, the city has asked El Dorado Transit to share 50% of the maintenance improvement costs estimated at \$100,000.

### *COST SUMMARY (ESTIMATE)*

### Adopted Budget

Placerville Station Improvements	\$50,000
Contingency 10%	<u>\$ 5,000</u>
<i>Total Project Cost</i>	\$55,000

### *FUNDING SOURCE*

Transportation Development Act (TDA)	<u>\$ 55,000</u>
<i>Total Revenue</i>	<u>\$ 55,000</u>

<b>Proposed into CIP</b>	<b>Status</b>	<b>Estimated Completion Date</b>
FY 2024 / 2025	Pending	FY 2027 / 2028

**Vehicle Replacement – Demand Response/Micro-Transit**

Project No. 25-06

This project will replace four (4) current demand response minivans and two (2) current cutaways with six (6) ford transit vans. These vehicles will be used for demand response and micro-transit services. The replacement vehicles will be purchased off the CalACT/Basin Transit purchasing cooperative agreement which El Dorado Transit is named as a participant.

*COST SUMMARY (ESTIMATE)*

Adopted Budget

Vehicle Replacement - Demand Response/Micro-Transit	\$602,965
Contingency 10%	<u>\$ 60,297</u>
<i>Total Project Cost</i>	<i>\$663,262</i>

*FUNDING SOURCES*

Section 5339 – Capital FY2022	\$395,469
Transportation Development Act	<u>\$267,793</u>
<i>Total Revenue</i>	<i>\$663,262</i>

<b>Proposed into CIP</b>	<b>Status</b>	<b>Estimated Completion Date</b>
FY 2025 / 2026	Active	FY 2026 / 2027

**Administration / Maintenance Facility Equipment**

Project No. 27-01

El Dorado Transit may have the need during the Fiscal Year 2026/27 to procure items considered incidental in nature but are above the \$1,000 threshold that designates an asset posted to the depreciation schedule. Examples of this would include the replacement of small office equipment/furniture and/or replacement of Maintenance equipment.

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

*COST SUMMARY (ESTIMATE)*

Proposed Budget

Admin./Maintenance Facility Equipment	<b><u>\$50,000</u></b>
<i>Total Project Estimate</i>	<b><u>\$50,000</u></b>

*FUNDING SOURCES*

Transportation Development Act (TDA)	<b><u>\$50,000</u></b>
<i>Total Revenue</i>	<b><u>\$50,000</u></b>

<b>Proposed into CIP</b>	<b>Status</b>	<b>Estimated Completion Date</b>
FY 2026 / 2027	Pending	FY 2026 / 2027

## **Bus Stop Improvements, Maintenance and Repairs**

Project No. 27-02

El Dorado Transit may have the need during the Fiscal Year 2026/27 to procure items considered incidental in nature but are above the \$1,000 threshold that designates an asset posted to the depreciation schedule. Examples of this would include the replacement of trash receptacles, benches, landscaping, shelter repairs and other items of this nature.

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

### *COST SUMMARY (ESTIMATE)*

### Proposed Budget

Admin./Maintenance Facility Equipment	<b><u>\$50,000</u></b>
<i>Total Project Estimate</i>	<b><u>\$50,000</u></b>

### *FUNDING SOURCES*

Transportation Development Act (TDA)	<b><u>\$50,000</u></b>
<i>Total Revenue</i>	<b><u>\$50,000</u></b>

<b>Proposed into CIP</b>	<b>Status</b>	<b>Estimated Completion Date</b>
FY 2026 / 2027	Pending	FY 2026 / 2027

## Modular for Meeting Spaces

Project No. 27-03

El Dorado Transit is growing each year with FTE. With the current approved FTE for FY 26-27, an additional office is required to accommodate the reclassification of the Safety & Training Supervisor. El Dorado Transit transitioned the small conference room into the new office but by doing so, we now have a need for more meeting spaces to accommodate meetings and training.

Transit staff are looking to add a modular (approximately 12' x 40' long with a wall so there will be two additional meeting spaces available) to the west side of the administration building. The cost summary includes the preparation work (clearing of trees, running electricity, leveling the cement), the price to purchase the modular, and additional work to make sure the modular has ADA compliance modifications (ramp, etc).

This is a short-term solution that we are hoping to utilize for the next 5 years until funding can be secured in order to add more space to the current administration building structure.

### *COST SUMMARY (ESTIMATE)*

### Proposed Budget

Preparation Work	<b>\$200,000</b>
Modular	<b>\$150,000</b>
ADA Compliance Modifications	<b>\$ 50,000</b>
Finishing & Furnishing	<b>\$ 50,000</b>
Contingency	<b><u>\$ 50,000</u></b>
<i>Total Project Estimate</i>	<b><i>\$500,000</i></b>

### *FUNDING SOURCES*

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

<b>Proposed into CIP</b>	<b>Status</b>	<b>Estimated Completion Date</b>
FY 2026 / 2027	Pending	FY 2026 / 2027

## **TripSpark Streets Software and Hardware Purchase**

Project No. 27-04

El Dorado Transit currently utilizes old and outdated software to support its fixed-route transit operations. Updates and improvements are no longer offered, and this is affecting data collection and ridership accuracy, which is critical for agency reporting. As part of ongoing efforts to improve operational efficiency, data accuracy, and rider experience, El Dorado Transit is proposing utilizing TripSpark Streets software for fixed-route service.

Improvements would include upgraded software functionality, optimized route and schedule management tools, enhanced real-time data integration, improved reporting and analytics capabilities, and ensuring compatibility with current and future technological needs. The project is intended to streamline transit operations, improve service reliability, and provide more accurate and accessible information for both staff and passengers.

### *COST SUMMARY (ESTIMATE)*

### Proposed Budget

Core Components	<b>\$336,327</b>
Optional In-Vehicle Add-Ons	<b>\$169,851</b>
Optional Back Office Add-Ons	<b>\$ 67,977</b>
Proprietary Use Software Maintenance (Year 1)	<b>\$ 4,711</b>
Software Maintenance (Year 1)	<b>\$ 62,658</b>
Yearly Hosting Fees ( 3 Years)	<b>\$ 32,250</b>
Contingency	<b><u>\$101,066</u></b>
<i>Total Project Estimate</i>	<b><i>\$774,840</i></b>

### *FUNDING SOURCES*

Section 5339 – Capital FY2024	<b>\$118,929</b>
Section 5339 – Capital FY2025	<b>\$315,788</b>
Transportation Development Act (TDA)	<b><u>\$340,123</u></b>
<i>Total Revenue</i>	<b><i>\$774,840</i></b>

<b>Proposed into CIP</b>	<b>Status</b>	<b>Estimated Completion Date</b>
FY 2026 / 2027	Pending	FY 2026 / 2027

**El Dorado County Transit Authority  
Proposed Final Capital Improvement Plan Budget FY 2026/27**

Status	CIP Project Number	Project Description	Fiscal Year Completion Estimate	Project Budget (Adopted)	Previous Years Expenditures	STA	FTA Section 5307	FTA Section 5339	LCTOP	ZETCP	TIRCP	SB1 / SGR	Unfunded
						\$12,892,692 <i>Based off of FY24/25 Audited Financial Statements</i>	\$300,000	\$2,475,738	\$1,441,992 <i>Grants + Interest</i>	\$797,880 <i>Balance as of 12/31/2025</i>	\$9,485,833 <i>Balance as of 12/31/2025</i>	\$1,273,610 <i>Grants + Interest</i>	
ACTIVE	22-02	El Dorado Hills Park & Ride Improvements	2027/28	\$2,800,000	\$0	\$1,789,448	\$300,000	\$710,552					\$0
ACTIVE	22-03	Zero Emission Vehicles and Infrastructure	2027/28	\$3,486,184	\$137,500	\$250,000		\$935,000	\$1,441,992	\$721,692			\$0
ACTIVE	23-02	Bus Parking Lot Rehabilitation	2026/27	\$1,411,300	\$112,500	\$25,190						\$1,273,610	\$0
ACTIVE	24-02	Passenger Security Surveillance & Lighting	2026/27	\$451,000	\$239,813	\$211,187							\$0
ACTIVE	25-03	Cambridge Road Park and Ride Improvements	2027/28	\$950,000	\$0	\$950,000							\$0
FUNDED	25-04	Placerville Station Upgrades	2027/28	\$55,000	\$0	\$55,000							\$0
ACTIVE	25-06	Vehicle Replacement - Demand Response/Micro-Transit	2026/27	\$663,262	\$0	\$267,793		\$395,469					\$0
FUNDED	27-01	Administration / Maintenance Facility Equipment	2026/27	\$50,000	\$0	\$50,000							\$0
FUNDED	27-02	Bus Stop Improvements, Maintenance and Repairs	2026/27	\$50,000	\$0	\$50,000							\$0
FUNDED	27-03	Modular for Meeting Spaces	2026/27	\$500,000	\$0	\$500,000							\$0
FUNDED	27-04	TripSpark Streets Software and Hardware Purchase	2026/27	\$774,840	\$0	\$340,123		\$434,717					\$0
<b>Project Totals</b>				\$11,191,586	\$489,813	\$4,488,741	\$300,000	\$2,475,738	\$1,441,992	\$721,692	\$0	\$1,273,610	<b>\$0</b>
<b>Remaining Funds Available</b>						\$8,403,951	\$0	\$0	\$0	\$76,188	\$9,485,833	\$0	

**Project Status:** In Progress Funded Unfunded

AGENDA ITEM 3 A  
Information Item

**MEMORANDUM**

**DATE:** June 4, 2026

**TO:** El Dorado County Transit Authority

**FROM:** Erik Bergren, Planning and Marketing Manager

**SUBJECT:** Microtransit Service – Demonstration Project

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

**No Action. Information Item.**

**BACKGROUND**

The 2024 Short Range Transit Plan identified Microtransit service as a recommended service expansion to improve transportation access in select areas of El Dorado County. Due to the County’s topography and land use patterns, providing and accessing traditional fixed-route transit service can be challenging in certain communities.

At the March 5, 2026 meeting of the El Dorado County Transit Authority (El Dorado Transit) Board of Directors, the Preliminary Capital Improvement Plan (CIP) was approved as presented. Project No. 25-06 outlines the vehicle replacement plan for the Microtransit program. The vehicles are being procured through the CalACT/Basin Transit purchasing cooperative agreement, of which El Dorado Transit is a participating agency.

**DISCUSSION**

Beginning July 6, 2026, El Dorado Transit will launch a Microtransit demonstration project. Initial service hours will operate weekdays from 7:00 a.m. to 7:00 p.m. During the initial rollout phase, service will be available in two zones: El Dorado Hills and Cameron Park/Shingle Springs, with two vehicles assigned to each zone. The fare will be \$3.00 per trip, and the service will provide curb-to-curb transportation that is open to the general public. Riders will be able to schedule on-demand trips using a mobile app supported by existing software, or by calling the El Dorado Transit office directly.

Staff will include Microtransit ridership data in the ridership report presented to the Board at each meeting.

# FREE EL DORADO COUNTY FAIR SHUTTLE & PARKING JUNE 18-21, 2026

## Shuttle Hours

Thursday.....11:30am to CLOSE  
 Friday.....11:30am to CLOSE  
 Saturday.....9:30am to CLOSE  
 Sunday.....11:30am to CLOSE



Go to [eldoradotransit.com](http://eldoradotransit.com) or  
 call (530) 642-5383  
 for more information

No animals except service animals allowed on shuttle



## EL DORADO TRANSIT

*Funding provided by the El Dorado County Air Quality Management District with AB2766 funds,  
 the El Dorado County Fair Association and El Dorado Transit*