

AGENDA ITEM 1 G
Consent Item

MEMORANDUM

DATE: October 1, 2026

TO: El Dorado County Transit Authority

FROM: Steffi Ahart, Human Resources Manager

SUBJECT: Purchase Order for Workers' Compensation Annual Audit Adjustment

REQUESTED ACTION:

BY MOTION,

Approve Purchase Order No. 32179 for Special District Risk Management Authority in the amount of \$29,565.17 for the Fiscal Year 2025/26 workers' compensation annual audit adjustment.

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 Purchase Order (PO) is for an additional workers' compensation contribution due to Special District Risk Management Authority (SDRMA) following completion of the Fiscal Year (FY) 2025/26 annual payroll audit.

Workers' compensation contributions for FY 2025/26 were initially based on estimated payroll. Following completion of the annual payroll audit, SDRMA calculated the final contribution based on actual payroll amounts by employee classification. The audited payroll amounts resulted in an additional workers' compensation contribution of \$29,565.17.

The requested action will provide for approval of PO No. 32179 for SDRMA to accommodate the additional amount due following the FY 2025/26 annual payroll audit.

Purchase Order 32179 – Special District Risk Management Authority (SDRMA)

5020.05 Workers' Compensation Annual Audit \$29,565.17

FISCAL IMPACT

The \$29,565.17 workers' compensation contribution will be paid based on the completion of the SDRMA Fiscal Year (FY) 2025/26 annual payroll audit.

COST SUMMARY

SDRMA Workers Compensation Contribution	<u>\$29,565.17</u>
Total Costs	\$29,565.17

FUNDING SOURCES

Transportation Development Act (TDA) Funds	<u>\$29,565.17</u>
Total Revenue	\$29,565.17

Annual Workers' Compensation Reconciliation Invoice



Program Year 2025-26

El Dorado County Transit Authority

6565 Commerce Way
Diamond Springs, California 95619

Invoice Date: 09/11/2026
Invoice Number: 80835
Member Number: 5452

Class Code	Classification Description	Actual Payroll	Rate per \$100	Annual Contribution
7382	Drivers; Bus and Limousine Operations	\$2,071,791	\$12.21	\$252,965.68
8389	Heavy Equipment; Truck Mechanic	\$585,466	\$6.37	\$37,294.18
8810	Clerical/Office Employees	\$1,379,225	\$0.60	\$8,275.35

** Indicates per capita rate class code

Total Audited Annual Contribution Based on Rates	\$298,535.22
Contribution as Adjusted by the Experience Modification Factor of 84%	\$250,769.58
Less: 10% Actual Earned Credit Incentive Program Discount	-29,853.52
Audited Annual Adjusted Contribution	\$220,916.06
Less: Longevity Distribution Credit	-17,893.00
Less: 5% Multi-Program Discount	0.00
Net Audited Contribution Adjusted	\$203,023.06
Less Net Estimated Annual Contribution Previously Invoiced	173,457.89

Total Contribution Amount Due by 10/11/2026

\$29,565.17

Please pay in full by the due date. If not, a late charge of one percent (1%) per month, twelve percent (12%) per annum, will be assessed on all sums past due. Imposition of this charge does not extend the due date for payment.

Remit Payment to:

Special District Risk Management Authority
P.O. Box 15677, Sacramento, California 95852

For invoice questions contact the SDRMA Finance Department at accounting@sdrma.org or 800.537.7790

Special District Risk Management Authority
1112 I Street Suite 300, Sacramento, California 95814-2865
Tel 916.231.4141 or 800.537.7790 | Fax 916.231.4111
www.sdrma.org

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

PURCHASE ORDER NO. 32179

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

DATE: 10/01/26

ACCOUNT: 5020.05

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
		ANNUAL WORKERS COMPENSATION RECONCILIATION INVOICE 2025/26		\$29,565.17
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	\$29,565.17
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$29,565.17
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

Circle Distributing: Vendor - Accounting - Requestor - Purchasing