



EL DORADO TRANSIT

Trisha Wilkins,
Councilmember
City of Placerville

John Hidahl
Board of Supervisors,
District I

Brian Veerkamp,
Chairperson
Board of Supervisors
District III

Mindy Jackson,
Executive Director

Patty Borelli,
Vice Chairperson
Councilmember
City of Placerville

Shiva Frentzen
Board of Supervisors
District II

County of El Dorado
Planning Commission Hearing Room
2850 Fairlane Court, Bldg. C
Thursday, February 2, 2017 1:00 PM

EL DORADO COUNTY TRANSIT AUTHORITY AGENDA Regular Meeting

Chairperson: Brian Veerkamp, County of El Dorado Supervisor, District III
Vice Chairperson: Patty Borelli, City of Placerville Councilmember
Directors: John Hidahl, County of El Dorado Supervisor, District I
Shiva Frentzen, County of El Dorado Supervisor, District II
Trisha Wilkins, City of Placerville Councilmember

- Wendy Thomas, Alternate for City Councilmembers
- Michael Ranalli, Alternate for Board of Supervisors, District IV

Executive Director: Mindy Jackson

CALL TO ORDER AND ELECTION OF OFFICERS

- A. Election of Chairperson and Vice-Chairperson for Calendar Year 2017
- B. Oath of Office

PLEDGE OF ALLEGIANCE TO THE FLAG

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.

PUBLIC COMMENT

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

1. <u>CONSENT CALENDAR</u>	<u>PAGE</u>
A. Approve Conformed Minutes of Regular Meeting December 1, 2016	6
B. Receive and File November and December 2016 Warrant Registers	9
C. Approve Designation of Surplus Property	16
D. 1. Adopt Resolution No. 17-03 Authorizing the Executive Director to File Applications for Federal Administration funding programs	18
2. Adopt Resolution No. 17-04 Authorizing the Executive Director to File Application specific to the Federal Transit Administration Section 5311 grant program	
E. 1. Adopt Resolution No. 17-05 Authorizing the El Dorado County Transit Authority to execute the Caltrans Division of Rail and Mass Transportation Low Carbon Transit Operations Program (LCTOP), Fiscal Year 2015/16	22
2. Adopt Resolution No. 17-06 Authorizing the Executive Director to execute all documents for the Caltrans Division of Rail and Mass Transportation Low Carbon Transit Operations Program (LCTOP), Fiscal Year 2015/16	
F. Receive and File Quarterly Investment Report for Quarter Ending 12/31/16	26
G. Approve funding Operating Reserve utilizing Advertising and Miscellaneous revenue accounts for Fiscal Year 2016/17	28
H. Adopt Resolution No. 17-01 acknowledging the El Dorado County Transit Authority authorization to participate in the Employment Management Risk Association and commercial group purchased Employment Practices Liability coverage	30
I. Adopt Fiscal Year 2016/17 Revised Mid-Year Operating Budget Adjustments	35
J. Adopt Resolution No. 17-07 Authorizing the Executive Director to file a revised Transportation Development Act (TDA) Claim for Fiscal Year 2016/17	39

1. <u>CONSENT CALENDAR CONTINUED</u>	<u>PAGE</u>
K. Approve Revised Blanket Purchase Orders above \$25,000 for Fiscal Year 2016/17	43
L. 1. Adopt Resolution No. 17-08 Authorizing the Adoption and Implementation of the El Dorado County Transit Authority Title VI Program	57
2. Authorize the Executive Director to Execute All Documents Necessary for Implementation of the Title VI Policy	
2. <u>ACTION ITEMS</u>	
A. Adopt Resolution No. 17-02 Stating the Fare Structure for the El Dorado County Transit Authority to Include Connect Card and Discount Fare Eligibility Requirements	103
B. 1. Receive and File the <u>DRAFT 2017 El Dorado County Transit Authority Park-And-Ride Master Plan</u> and direct staff to circulate the document for comments	118
2. Accept the <i>White Paper: El Dorado Hills Transit Facility</i> for planning purposes, direct staff to return at the March 2, 2017 El Dorado Transit Board Meeting with recommendations to ensure that a suitable parcel for a new Park-And-Ride facility can be acquired or preserved through an option-to-purchase agreement, or other means, as quickly as possible	
3. <u>INFORMATION ITEMS</u>	
A. Monthly Ridership Report	131
B. Quarterly Newsletter	139

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED
EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING
Thursday, March 2, 2017 1:00 P.M.
County of El Dorado
Planning Commission Hearing Room
2850 Fairlane Court, Bldg C
Placerville, CA 95667

The El Dorado County Board of Supervisors Meeting Room and the Planning Commission Hearing 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

AGENDA ITEM
Election of Officers

MEMORANDUM

DATE: February 2, 2017
TO: El Dorado County Transit Authority
FROM: Megan Wilcher, Secretary to the Board/Administrative Analyst
SUBJECT: Election of Chairperson and Vice-Chairperson

REQUESTED ACTION:

BY MOTION,

Elect Chairperson and Vice-Chairperson for Calendar Year 2017

BACKGROUND

In accordance with Section 4.5 of the El Dorado County Transit Authority (El Dorado Transit) Bylaws: "The Board shall elect a Chairperson and Vice-Chairperson at the first meeting of each calendar year."

Chairperson Duties

The Chairperson shall preside and preserve order at all regular and special meetings of El Dorado Transit. The Chairperson shall state every question coming before El Dorado Transit, announce the decision on all subjects and decide all questions of order without debate, subject to an appeal to El Dorado Transit on which a member shall speak but once, the Chairperson having precedence in speaking on question of order. In addition, the Chairperson shall make all Committee appointments with the concurrence of the El Dorado Transit Board.

Vice-Chairperson Duties

In the absence of the Chairperson, the Vice-Chairperson may perform duties and obligations of the office of Chairperson.

DISCUSSION

The Rules and Bylaws do not identify a specific rotation for Chairperson and Vice-Chairperson; however, El Dorado Transit custom is that the Vice-Chairperson ascends to Chairperson. Further, El Dorado Transit custom is that the Vice-Chairperson represents the alternate jurisdiction as the Chairperson.

FISCAL IMPACT

None



EL DORADO TRANSIT

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Councilmember
City of Placerville

Ron Mikulaco
Board of Supervisors,
District I

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Chairperson
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District III

Mindy Jackson,
Executive Director

Patty Borelli,
Vice Chairperson
Councilmember
City of Placerville

Shiva Frentzen
Board of Supervisors
District II

**County of El Dorado
Planning Commission Hearing Room
2850 Fairlane Court, Bldg. C
Thursday, December 1, 2016 1:00 PM**

EL DORADO COUNTY TRANSIT AUTHORITY AGENDA Regular Meeting

Chairperson: Brian Veerkamp, County of El Dorado Supervisor, District III
Vice Chairperson: Patty Borelli, City of Placerville Councilmember
Directors: Ron Mikulaco, County of El Dorado Supervisor, District I
Shiva Frentzen, County of El Dorado Supervisor, District II
Trisha Wilkins, City of Placerville Councilmember

- Wendy Thomas, Alternate for City Councilmembers
- Michael Ranalli, Alternate for Board of Supervisors, District IV

Executive Director: Mindy Jackson

CALL TO ORDER AND PLEDGE OF ALLEGIANCE TO THE FLAG

The meeting was called to order by Chair Veerkamp at 1:02 P.M. and Pledge of Allegiance was recited.

ROLL CALL

Directors Present: Brian Veerkamp, Patty Borelli, Michael Ranalli

Directors Absent: Ron Mikulaco, Shiva Frentzen, Trisha Wilkins

ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR

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It was moved and seconded to adopt the agenda.

M/S: Borelli/Veerkamp
Ayes: Borelli, Veerkamp, Ranalli
Noes: None
Abstain: None
Absent: Mikulaco, Frentzen, Wilkins

It was moved and seconded to approve the consent calendar.

M/S: Borelli/Veerkamp
Ayes: Borelli, Veerkamp, Ranalli
Noes: None
Abstain: None
Absent: Mikulaco, Frentzen, Wilkins

PUBLIC COMMENT

At this time, any person may comment on any item that is not on the agenda. Please state your name and address for the records. 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.

None

1. CONSENT CALENDAR

- A. Approve Conformed Minutes of Regular Meeting November 3, 2016
- B. Receive and File October 2016 Warrant Register
- C. Approve El Dorado County Transit Authority Board of Directors Proposed Meeting Schedule for 2017
- D. Receive and File Independent Financial Audit and Compliance Reports for Fiscal Year 2015/16 for the El Dorado County Transit Authority

2. ACTION ITEMS

- A. Proclamation of Retiring Transit Driver Janice Eppinger
- B. Proclamation of Retiring Transit Driver Marla Sisneros

Action Items A and B were approved by unanimous vote.

3. INFORMATION ITEMS

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

Chair Veerkamp adjourned the meeting at 1:19 P.M. The next regularly scheduled meeting is Thursday, February 2, 2017 at 1:00 P.M.

* Verbal Report

Respectfully Submitted,

Megan Wilcher
Secretary to the Board

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: February 2, 2017
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Fiscal Administration Manager
SUBJECT: Receive and File November and December 2016 Warrant Registers

REQUESTED ACTION:
BY MOTION, Receive and File November and December 2016 Warrant Registers

BACKGROUND

The following warrant registers include routine transactions for the months of November and December 2016. These expenditures fall within budgets adopted by the El Dorado County Transit Authority Board of Directors.

DISCUSSION

Sixteen (16) items merit further detail;

Check #30222 – RTS IT Inc.....\$9,355.00
This warrant pays an obligation for the completion several capital projects as well as the monthly maintenance and back-up costs using both local and grant funding as directed under individual capital plan budgets.

Check #30266 – Creative Bus Sales.....\$577,106.90
This warrant pays an obligation for five (5) 2016 Eldorado Cutaways for Demand Response services using Federal Transit Administration (FTA) Section 5310 grant funds and State Transit Assistance (STA) funds; CIP Project #15-01.

Check #30267 – Creative Bus Sales.....\$58,802.50
This warrant pays an obligation for updated video camera wiring on five (5) 2016 Eldorado Cutaways for Demand Response services using State Transit Assistance (STA) funds; CIP Project #15-01.

Check #30268 – Creative Bus Sales.....\$28,140.80
This warrant pays an obligation for updated paint on five (5) 2016 Eldorado Cutaways for Demand Response services using State Transit Assistance (STA) funds; CIP Project #15-01.

Check #30287 – Winner Chevrolet Inc.....\$30,491.48
This warrant pays an obligation for one (1) 2017 Chevrolet Traverse AWD Marketing and road check services using State Transit Assistance (STA) funds; CIP Project #11-06.

Check # 1013 – Sacramento Area Council of Governments.....\$5,080.92
This warrant pays the obligation for the fourteenth installment payment for the Connect Card Program using Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) funds; CIP Project #09-03

Check #30289 – KPFF Consulting Engineers.....\$9,135.00
This warrant pays an obligation for work done on the Park & Ride Master Plan specific to the El Dorado Hills area.

Check #30291 – Creative Bus Sales.....\$230,842.76
This warrant pays an obligation for two (2) 2016 Eldorado Cutaways for Demand Response services using Federal Transit Administration (FTA) Section 5310 grant funds and State Transit Assistance (STA) funds; CIP Project #13-01.

Check #30292 – Creative Bus Sales.....\$23,521.00
This warrant pays an obligation for updated video camera wiring on two (2) 2016 Eldorado Cutaways for Demand Response services using State Transit Assistance (STA) funds; CIP Project #13-01.

Check #30293 – Creative Bus Sales.....\$11,256.32
This warrant pays an obligation for updated paint on two (2) 2016 Eldorado Cutaways for Demand Response services using State Transit Assistance (STA) funds; CIP Project #13-01.

Check #30401 – Elk Grove Ford.....\$95,221.52
This warrant pays an obligation for four (4) 2016 Ford C-Max Hybrid staff cars using State Transit Assistance (STA) funds; CIP Project #16-08.

Check #30408 – Liberty Mutual Insurance.....\$11,284.00
This warrant pays an obligation for the Commercial Insurance package for 2017 using Local Transportation Funds (LTF).

Check #30424 – HKR Promotions.....\$16,567.00
This warrant pays an obligation for the new and replacement vinyl logo and lettering on transit vehicles using Local Transportation Funds (LTF).

Check #1004 - Dokken Engineering.....\$3,135.00
This warrant pays an obligation for the Park & Ride Surveillance project using California Transit Security Grant Program-California Transit Assistance Funds (CTSGP-CTAF) funds; CIP Project #12-04 & 16-01.

Check #1050 - Dokken Engineering.....\$6,270.00

This warrant pays an obligation for the Bus Parking Lot Improvement project using California Transit Security Grant Program-California Transit Assistance Funds (CTSGP-CTAF) funds; CIP Project #17-01.

Check #3001 - Dokken Engineering.....\$5,865.00

This warrant pays an obligation for the Bus Parking Lot Improvement project using California Transit Security Grant Program-California Transit Assistance Funds (CTSGP-CTAF) funds; CIP Project #17-04.

EL DORADO COUNTY TRANSIT AUTHORITY

Warrant Register

November through December 2016

Date	Num	Name	Memo	Amount
11/02/2016	30219	EMP. MISC. REIMBURSEMENT	2 Uniform Pants - DE	38.86
11/02/2016	30220	EMP. MISC. REIMBURSEMENT	Mileage Reimb - BJ	20.68
11/02/2016	30221	GCR TIRES & SERVICE	Parts & Supplies	5,492.65
11/02/2016	30222	RTS IT INC	Server Migration / Monthly Maint.	9,355.00
11/03/2016	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Health Premium - November 2016	34,384.95
11/08/2016	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE NOV. 4, 2016	4,138.05
11/08/2016	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #23	12,402.25
11/08/2016	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #22 SUPP.	5,171.35
11/08/2016	30223	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Employee Paid Premium - November 2016	132.02
11/08/2016	30224	ARNOLDS FOR AWARDS	Engraving for EOM Plate-November 2016	10.00
11/08/2016	30225	AT&T / CALNET 3	Monthly Charges	1,257.01
11/08/2016	30226	AUTOMOTIVE EXCELLENCE	Parts & Supplies	539.65
11/08/2016	30227	BUS & EQUIPMENT REPAIR OF CA	Parts & Supplies	468.52
11/08/2016	30228	C & H MOTOR PARTS	Parts & Supplies	751.00
11/08/2016	30229	CALIFORNIA SPECIAL DISTRICTS ASSOCIATION	Annual Membership Dues - 2017	1,231.00
11/08/2016	30230	CALIFORNIA TRANSIT ASSOCIATION	Public Transit Sys Membership Dues 2017	2,580.00
11/08/2016	30231	CAPITOL CLUTCH & BRAKE	Parts & Supplies	509.12
11/08/2016	30232	CDW GOVERNMENT	IT Equipment	2,087.49
11/08/2016	30233	D&K AUTO GLASS	Chip Repair (Destination) #1202	90.00
11/08/2016	30234	DRIVE LINE SERVICE OF SAC	Parts & Supplies	874.25
11/08/2016	30235	ECO SIGNS	Bulbs/Capacitors @ Camb P&R	1,272.39
11/08/2016	30236	EL DORADO DISPOSAL	Monthly Charges	289.08
11/08/2016	30237	FASTENAL	Bus Cleaning Supplies	101.76
11/08/2016	30238	G & O BODY SHOP INC	Towing Fee's	1,200.00
11/08/2016	30239	HUNT & SONS INC	Fuel Purchases - October 2016	753.83
11/08/2016	30240	KINETICO WATER SYSTEMS INC	Filtered Water Rental for November 2016	43.20
11/08/2016	30241	MARSHALL MEDICAL CENTER	Clinical Lab and Immunology Follow-Up	137.40
11/08/2016	30242	MIGUEL GARCIA LANDSCAPING	October 2016 - Service	570.00
11/08/2016	30243	MISSION UNIFORM SERVICE	Monthly Charges	208.16
11/08/2016	30244	O'REILLY AUTO PARTS	Parts & Supplies	536.76
11/08/2016	30245	PACIFIC GAS & ELECTRIC	Monthly Charges	3,008.16
11/08/2016	30246	PLATT ELECTRIC SUPPLY INC	Bulbs #0706 #0707	75.95
11/08/2016	30247	QUILL	Misc. Office Supplies	141.13
11/08/2016	30248	RESCO PRINTING	Taxi Voucher - 3000	757.88
11/08/2016	30249	RIEBES AUTO PARTS	Parts & Supplies	1,091.63
11/08/2016	30250	RON DUPRATT FORD	Parts & Supplies	793.38
11/08/2016	30251	TERRIE Y. PROD'HON	CPA Services - October 2016	1,468.00
11/08/2016	30252	THOMPSONS BUICK GMC	Parts & Supplies	2,275.53
11/08/2016	30253	THOMPSONS CHRYSLER DODGE	Parts & Supplies	241.66
11/08/2016	30254	TOWN CENTER EAST LP	Lease Pymt for November 2016 P&R	700.00
11/08/2016	30255	TRUE VALUE HARDWARE	Parts & Supplies	53.83
11/08/2016	30256	VIPER PEST CONTROL INC	Bi-Monthly Pest Control-#6565	60.00
11/08/2016	30257	WESTERN SUPPLY INC	Sprayer-Tire Mounting/Shop Use	83.89
11/08/2016	30258	XEROX FINANCIAL SERVICES	Lease Payment - October 2016	776.16
11/08/2016	30259	YORK INSURANCE SERVICES GROUP INC - CA	Monthly Worker's Comp-September 2016	88.00
11/10/2016	30260	HANGTOWN BODY SHOP	Blue Painting #0607	4,700.00
11/15/2016	30261	ADM SCREENING	Random & Pre-Employ Screening Oct 2016	415.00
11/15/2016	30262	AFLAC	Employee Paid Premiums - November 2016	1,128.00
11/15/2016	30263	AT&T LONG DISTANCE	Monthly Charges	253.46
11/15/2016	30264	AUTOZONE	Parts & Supplies	1,346.09
11/15/2016	30265	CITY OF PLACERVILLE	Livescan Fee 09-10/16-2 Emp	40.00
11/15/2016	30266	CREATIVE BUS SALES	5 - 2016 Eldorado Aero Elite 290	577,106.90
11/15/2016	30267	CREATIVE BUS SALES	5 - 2016 Eldorado Aero Elite 290-Camera	58,802.50
11/15/2016	30268	CREATIVE BUS SALES	5 - 2016 Eldorado Aero Elite 290-Paint	28,140.80
11/15/2016	30269	DAWSON OIL	Fuel Purchases - October 2016	41,011.08
11/15/2016	30270	DIAMOND SPRINGS PRINTING & GRAPHICS	Bus Cards-CP & MW-Qty 500	135.45
11/15/2016	30271	EMP. MISC. REIMBURSEMENT	Travel Meal Reimb - MH	49.95
11/15/2016	30272	EMP. MISC. REIMBURSEMENT	Mileage Reimb - MH	266.76
11/15/2016	30273	EMP. MISC. REIMBURSEMENT	DMV Medical - RU	75.00
11/15/2016	30274	EMP. MISC. REIMBURSEMENT	DMV License Fee - HM	73.00
11/15/2016	30275	EMPLOYMENT DEVELOPMENT DEPARTMENT	Reimbursable Account	3,213.81
11/15/2016	30276	FACTORY MOTOR PARTS	Parts & Supplies	1,124.78
11/15/2016	30277	FLEMING DISTRIBUTING CO.	Additives PM Services	813.45
11/15/2016	30278	GIRARD & EDWARDS	Legal Counsel - October 2016	4,316.50
11/15/2016	30279	GOLD RUSH TAXI LLC	Taxi Voucher Program-October 2016	1,728.00
11/15/2016	30280	HKR PROMOTIONS	Vinyl Graphics #1601 #1003	6,010.00
11/15/2016	30281	LANGUAGE LINE SERVICES INC	Interpreter Service-October 2016	8.80
11/15/2016	30282	MCI SERVICE PARTS INC	Parts & Supplies	1,658.67

EL DORADO COUNTY TRANSIT AUTHORITY

Warrant Register

November through December 2016

Date	Num	Name	Memo	Amount
11/15/2016	30283	OPERATING ENGINEERS - MEDICAL	Insurance Premium - November 2016	46,088.00
11/15/2016	30284	TRANSIT MARKETING LLC	Monthly Bus Pass Artwork	485.00
11/15/2016	30285	VALLEY POWER SYSTEMS	Parts & Supplies	4,362.34
11/15/2016	30286	VISA	Monthly Charges	2,640.61
11/15/2016	30287	WINNER CHEVROLET INC	2017 Chevrolet Traverse	30,491.48
11/17/2016	1013	SACRAMENTO AREA COUNCIL OF GOVERNMENTS	Connect Card - Prog Pymt #14	5,080.92
11/17/2016	30288	DEPARTMENT OF TOXIC SUBSTANCES CONTROL	Annual Fee	150.00
11/17/2016	30289	KPFF CONSULTING ENGINEERS	Park & Ride Master Plan	9,135.00
11/17/2016	30290	SOCIETY FOR HUMAN RESOURCE MGMT	Annual Fee	190.00
11/22/2016	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE NOV. 18, 2016	4,126.91
11/22/2016	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #23	11,882.59
11/22/2016	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #23	5,367.96
11/29/2016	30291	CREATIVE BUS SALES	2 - 2016 Eldorado Aero Elite 290	230,842.76
11/29/2016	30292	CREATIVE BUS SALES	2 - 2016 Eldorado Aero Elite 290-Camera	23,521.00
11/29/2016	30293	CREATIVE BUS SALES	2 - 2016 Eldorado Aero Elite 290-Paint	11,256.32
11/29/2016	30294	EDC RISK MANAGEMENT	Health Insurance November 2016	5,842.28
11/29/2016	30295	EMP. MISC. REIMBURSEMENT	Uniform Pants - SL	29.03
11/29/2016	30296	HANGTOWN BODY SHOP	Blue Painting #0609	5,439.20
11/29/2016	30297	STEVE STYMEIST COLLISION CNTRS	Repair Charges	8,194.66
12/02/2016	30298	A-Z BUS SALES	Parts & Supplies	3,838.87
12/02/2016	30299	ASSURANT EMPLOYEE BENEFITS	LTD/Life Premiums November 2016	2,710.47
12/02/2016	30300	AUTOMOTIVE EXCELLENCE	Smog Inspection #1010	179.90
12/02/2016	30301	CAL.NET	November 2016 Camera Service	106.97
12/02/2016	30302	COMCAST	High Speed Cable Internet-November 2016	240.97
12/02/2016	30303	D&K AUTO GLASS	Parts & Supplies	90.00
12/02/2016	30304	EDC FAIR ASSOCIATION, INC.	Fair Grounds P & R Lease 2016	150.00
12/02/2016	30305	EL DORADO IRRIGATION DISTRICT	Monthly Charges	1,105.52
12/02/2016	30306	EMP. MISC. REIMBURSEMENT	DMV Physical - SR	75.00
12/02/2016	30307	FASTENAL	Parts & Supplies	425.23
12/02/2016	30308	FEDERAL EXPRESS	Shipping	69.40
12/02/2016	30309	FRANKS BODY SHOP	Body Repair/Paint #1301	3,481.12
12/02/2016	30310	GCR TIRES & SERVICE	Tires #1009	2,232.31
12/02/2016	30311	HANGTOWN FIRE CONTROL INC	Annual Sprinkler System Inspection	225.00
12/02/2016	30312	HUNT & SONS INC	Bulk Engine Oil 15W40	2,705.28
12/02/2016	30313	J. C. NELSON SUPPLY CO.	Janitorial Supplies	138.00
12/02/2016	30314	MED 7 URGENT CARE CENTER	Pre-Employ Phy, PPD, Drug Screen-2 Emp	289.00
12/02/2016	30315	MIGUEL GARCIA LANDSCAPING	November 2016 - Landscape Service	570.00
12/02/2016	30316	NEOPOST NORTHWEST	Mailing Labels-4 Sided, 50 Sheets	78.43
12/02/2016	30317	NEOPOST USA INC	Equip Lease 2016	837.26
12/02/2016	30318	OPERATING ENGINEERS LOCAL UNION #3	Union Dues-November 2016	1,806.00
12/02/2016	30319	PACIFIC GAS & ELECTRIC	Monthly Charges	977.36
12/02/2016	30320	PRO-LINE CLEANING SERVICES INC	Cleaning Services-October 2016	630.00
12/02/2016	30321	QUILL	Misc. Office Supplies	1,583.06
12/02/2016	30322	RAMOS ENVIRONMENTAL SERVICES	Waste Oil Pick-Up-Shop	723.74
12/02/2016	30323	ROMAINE ELECTRIC	Starter #0608	286.35
12/02/2016	30324	RON DUPRATT FORD	Parts & Supplies	1,113.52
12/02/2016	30325	RTS IT INC	IT Services/Back-Up December 2016	4,180.00
12/02/2016	30326	SAC REGIONAL TRANSIT	November 2016 Combo Passes	330.00
12/02/2016	30327	SIERRA NEVADA TIRE & WHEEL	Parts & Supplies	6,116.91
12/02/2016	30328	STATE OF CA - DEPT OF JUSTICE	Fingerprints, Investigations-Apps & FBI	98.00
12/02/2016	30329	TOWN CENTER EAST LP	Lease Pymt for December 2016 P&R	700.00
12/02/2016	30330	UNITED TEXTILE	Replacement Screen/Floor Sweep	194.58
12/02/2016	30331	VALLEY POWER SYSTEMS	Parts & Supplies	193.02
12/02/2016	30332	VERIZON WIRELESS	Cellular Service - November 2016	2,303.06
12/02/2016	30333	WAYNE'S LOCKSMITH SERVICE	Re-Key Lock	81.96
12/02/2016	30334	WESTERN SUPPLY INC	Equal Balance Bags #1009	281.84
12/02/2016	30335	WOLFPACK INSURANCE SERVICES, INC.	Vision/Dental Premium December 2016	4,269.20
12/02/2016	30336	A-Z BUS SALES	VOID: EL244	0.00
12/05/2016	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Premium - December 2016	34,382.71
12/06/2016	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE DEC. 2, 2016	4,148.73
12/06/2016	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #24	11,724.88
12/06/2016	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #24 SUPP.	5,877.06
12/08/2016	30337	PETTY CASH	Petty Cash -KM	107.28
12/13/2016	30338	4 IMPRINT INC	End of Year Items	1,484.77
12/13/2016	30339	ACCESS SYSTEMS INC	Magic Card Printer Ribbon-3	263.88
12/13/2016	30340	ADM SCREENING	Random & Pre-Employ Screening Nov 2016	385.00
12/13/2016	30341	AFLAC	Insurance Premiums - December 2016	1,308.54
12/13/2016	30342	ALPHA ANALYTICAL LABORATORIES INC	Storm Water Testing 2016	220.00

EL DORADO COUNTY TRANSIT AUTHORITY

Warrant Register

November through December 2016

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
12/13/2016	30343	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Employee Paid Premium - December 2016	132.02
12/13/2016	30344	ARNOLDS FOR AWARDS	Engraving for EOM Plates	123.91
12/13/2016	30345	ASSURANT EMPLOYEE BENEFITS	LTD/Life December 2016 Coverage	2,689.15
12/13/2016	30346	AT&T / CALNET 3	Monthly Charges	1,270.48
12/13/2016	30347	AUTOZONE	Parts & Supplies	201.15
12/13/2016	30348	BUS & EQUIPMENT REPAIR OF CA	Parts & Supplies	2,895.10
12/13/2016	30349	C & H MOTOR PARTS	Parts & Supplies	573.45
12/13/2016	30350	CALIFORNIA CUSTOM TEE'S	New Drivers Uniforms & Pd Uniforms	279.37
12/13/2016	30351	CALIFORNIA STEAM INC	Maintenance/Parts	744.31
12/13/2016	30352	CAPITOL CLUTCH & BRAKE	Parts & Supplies	727.29
12/13/2016	30353	CITY OF PLACERVILLE	Livescan Fee - November 2016	120.00
12/13/2016	30354	CUMMINS PACIFIC LLC	Filters #1004	604.31
12/13/2016	30355	DAWSON OIL	Fuel Purchases - November 2016	33,265.24
12/13/2016	30356	EL DORADO DISPOSAL	Monthly Charges	289.08
12/13/2016	30357	EMP. MISC. REIMBURSEMENT	Evo Case for New Work Phone Verizon	43.19
12/13/2016	30358	EMP. MISC. REIMBURSEMENT	DMV License & VTT Renewal - RN	53.00
12/13/2016	30359	EMP. MISC. REIMBURSEMENT	DMV Physical - JSN	75.00
12/13/2016	30360	EMP. MISC. REIMBURSEMENT	Mileage Reimb - JP	130.99
12/13/2016	30361	EMP. MISC. REIMBURSEMENT	Reimb for Boots - SH	82.61
12/13/2016	30362	FACTORY MOTOR PARTS	Parts & Supplies	1,435.37
12/13/2016	30363	FAST UNDERCAR	Brake Pads #1304	67.67
12/13/2016	30364	FASTENAL	Parts & Supplies	515.98
12/13/2016	30365	FLEMING DISTRIBUTING CO.	Additives PM Services	976.69
12/13/2016	30366	GIRARD & EDWARDS	Legal Counsel - November 2016	1,633.25
12/13/2016	30367	HOLT OF CALIFORNIA	Parts & Supplies	2,468.46
12/13/2016	30368	HUNT & SONS INC	Fuel Purchases - November 2016	1,445.49
12/13/2016	30369	IMAGE SOURCE	All Copier Maintenance 11/14/16-12/13/16	431.98
12/13/2016	30370	KINETICO WATER SYSTEMS INC	Filtered Water Rental for December 2016	43.20
12/13/2016	30371	LANGUAGE LINE SERVICES INC	Interpreter Service-November 2016	3.77
12/13/2016	30372	MCI SERVICE PARTS INC	Parts & Supplies	2,215.32
12/13/2016	30373	MED 7 URGENT CARE CENTER	Pre-Employ Phy, PPD, Drug Screen-6 Emp	667.00
12/13/2016	30374	MISSION UNIFORM SERVICE	Monthly Charges	260.20
12/13/2016	30375	MOUNTAIN DEMOCRAT INC	Recruitment Ad OAIL	678.74
12/13/2016	30376	O'REILLY AUTO PARTS	Parts & Supplies	620.77
12/13/2016	30377	OPERATING ENGINEERS - MEDICAL	Health Premium - December 2016	50,986.00
12/13/2016	30378	PACIFIC GAS & ELECTRIC	VOID:	0.00
12/13/2016	30379	PRO-LINE CLEANING SERVICES INC	Cleaning Services - November 2016	630.00
12/13/2016	30380	QUILL	Misc. Office Supplies	634.46
12/13/2016	30381	RESCO PRINTING	Map Card 4/4 with UV Coat-5000	404.20
12/13/2016	30382	RIEBES AUTO PARTS	Parts & Supplies	89.62
12/13/2016	30383	SAC REGIONAL TRANSIT	December 2016 Combo Passes	440.00
12/13/2016	30384	SIERRA NEVADA TIRE & WHEEL	Tires #0706 #0708	1,921.83
12/13/2016	30385	STATE OF CA - DEPT OF JUSTICE	Fingerprints, Investigations-Apps & FBI	245.00
12/13/2016	30386	TERRIE Y. PROD'HON	CPA Services - November 2016	2,096.76
12/13/2016	30387	VISA	Monthly Charges	1,768.44
12/13/2016	30388	WOLFPACK INSURANCE SERVICES, INC.	Dental/Vision Premium - January 2017	5,067.40
12/13/2016	30389	XEROX FINANCIAL SERVICES	Lease Payment - November 2016	776.16
12/13/2016	30390	ZONAR SYSTEMS INC	Parts & Supplies	3,957.07
12/20/2016	EFT TRANS	CaPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE DEC. 16, 2016	4,233.43
12/20/2016	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVIC PERIOD PR #25	11,867.89
12/20/2016	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #25 SUPP.	6,082.28
12/22/2016	30391	AT&T LONG DISTANCE	Monthly Charges	210.28
12/22/2016	30392	AT&T MOBILITY	Monthly Charges	235.92
12/22/2016	30393	BLUE RIBBON PERSONNEL SERVICES	Temp Maint Cust - DF & JD	1,020.42
12/22/2016	30394	CAL.NET	December 2016 Camera Service	106.97
12/22/2016	30395	CDW GOVERNMENT	3 Samsung Galaxy Tab E Tablets	1,157.81
12/22/2016	30396	DAWSON OIL	Anti-Freeze #0609	674.24
12/22/2016	30397	DENTON'S	Tie Rod Ends #1007	59.94
12/22/2016	30398	EDC FAIR ASSOCIATION, INC.	Fair Grounds P & R Lease 2016	150.00
12/22/2016	30399	EDC RISK MANAGEMENT	Health Insurance December 2016	4,128.61
12/22/2016	30400	EL DORADO IRRIGATION DISTRICT	Monthly Charges	239.65
12/22/2016	30401	ELK GROVE FORD	4 - 2016 Ford C-Max Hybrid	95,221.52
12/22/2016	30402	EMP. MISC. REIMBURSEMENT	Reimb for Boots-JF	86.38
12/22/2016	30404	FEDERAL EXPRESS	Shipping	79.60
12/22/2016	30405	GCR TIRES & SERVICE	Parts & Supplies	1,546.96
12/22/2016	30406	GOLD RUSH TAXI LLC	Taxi Voucher Program-November 2016	1,380.00
12/22/2016	30407	LIBERTY MUTUAL INSURANCE	Commercial Insurance Pkg / 2017	11,284.00
12/22/2016	30408	OPERATING ENGINEERS LOCAL UNION #3	Union Dues - December 2016	1,764.00

EL DORADO COUNTY TRANSIT AUTHORITY

Warrant Register

November through December 2016

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
12/22/2016	30409	QUILL	Misc. Office Supplies	191.75
12/22/2016	30410	TESSCO INC	Antennas/Cables #1601-#1607	166.77
12/22/2016	30411	THOMPSONS BUICK GMC	Parts & Supplies	437.81
12/22/2016	30413	TRUE VALUE HARDWARE	Parts & Supplies	103.86
12/22/2016	30414	U.S. POSTAL SERVICE	Postage for Meter Refill	3,000.00
12/22/2016	30415	EMP. MISC. REIMBURSEMENT	DMV Physical - SK	75.00
12/22/2016	30416	THOMPSONS CHRYSLER DODGE	Parts & Supplies	1,246.35
12/28/2016	30417	PACIFIC GAS & ELECTRIC	Monthly Charges	3,303.55
12/28/2016	30418	BIKE LOCKER KEY DEPOSIT RETURN	Key Deposit Return - MS	20.00
12/28/2016	30419	BLUE RIBBON PERSONNEL SERVICES	Testing for Office Assistant II	1,105.32
12/28/2016	30420	COMCAST	High Speed Cable Internet-December 2016	240.97
12/28/2016	30421	ECO SIGNS	Replace Bulbs-Bus Yard	234.03
12/28/2016	30422	EMP. MISC. REIMBURSEMENT	DMV License Fees - SG	73.00
12/28/2016	30423	EMP. MISC. REIMBURSEMENT	DMV License Fees - SS	73.00
12/28/2016	30424	HKR PROMOTIONS	Vinyl Graphics #1004 #1603 #1604	16,567.00
12/28/2016	30425	HUNT & SONS INC	Bulk Engine Oil	2,288.08
12/28/2016	30426	IMAGE SOURCE	All Copier Maintenance 12/14/16-01/13/17	473.05
12/28/2016	30427	PACIFIC GAS & ELECTRIC	Monthly Charges	981.54
12/28/2016	30428	RESCO PRINTING	Day Passes-7 Colors, 100 Booklets	483.75
12/28/2016	30429	VERIZON WIRELESS	Cellular Service - December 2016	2,475.67
12/28/2016	30430	ZEP MANUFACTURING CO.	Bus Cleaning Supplies	469.72
12/28/2016	30431	ZONAR SYSTEMS INC	2010 Handheld, Pogs	1,470.38
12/29/2016	1004	DOKKEN ENGINEERING	P & R Surveillance Project	3,135.00
12/29/2016	1050	DOKKEN ENGINEERING	Bus Parking Lot Improvements	6,270.00
12/29/2016	3001	DOKKEN ENGINEERING	CP Drive Bus Stop Project	5,865.00
				<u>1,660,186.85</u>
Total				<u>1,660,186.85</u>

AGENDA ITEM 1 C
Consent Calendar

MEMORANDUM

DATE: February 2, 2017
TO: El Dorado County Transit Authority
FROM: Scott A. Ousley, Operations Manager
SUBJECT: Surplus Property Designation

REQUESTED ACTION:

BY MOTION, Approve Designation of Surplus Property as Per Itemized Property Inventory List

BACKGROUND

Property identified, as surplus requires approved designation by the El Dorado County Transit Authority (El Dorado Transit) Board of Directors per El Dorado Transit Purchasing Procedures Section 3.12.150. Upon approval of designation, the sale of surplus property will be published and posted as detailed in section 3.12.150.

The Executive Director has determined that El Dorado Transit owns personal property that is no longer required for public use. All other property on the itemized surplus list has a zero value on the fixed asset account and not entered into the Depreciation Schedule.

The list of proposed surplus property is included as an attachment.

EL DORADO COUNTY TRANSIT AUTHORITY
ITEMIZED SURPLUS PROPERTY INVENTORY
February 2, 2017

Quantity	Description	EDCTA Inventory Number
1	2010 Dodge Caravan VIN #: 2D4RN4DE0AR463076 Miles: 125798 License #: 1368672	1010
1	2010 Dodge Caravan VIN #: 2D4RN4DE2AR463077 Miles: 139225 License #: 1368674	1011
1	2010 Dodge Caravan VIN #: 2D4RN4DE4AR463078 Miles: 128434 License #: 1368673	1012
1	2010 Dodge Caravan VIN #: 2D4RN4DE6AR463079 Miles: 86509 License #: 1368675	1013
1	2011 Dodge Caravan VIN #: 2D4RN4DGXBR778986 Miles: 120906 License #: 1406390	1101
1	2012 INTERNATIONAL VIN #: 5WEASSKMOCJ583594 Miles: 120439 License #: 1385780	1201

AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: February 2, 2017

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Adopt Resolutions to File and Execute Documents for Federal Transit Administration Sections 3005, 3006, 3019, 5307, 5309, 5310, 5311, 5312, 5314, 5329, 5337 and 5339 funding programs

REQUESTED ACTION:
BY MOTION,

1. **Adopt Resolution No. 17-03 Authorizing the Executive Director to File Applications for Federal Transit Administration funding programs**
2. **Adopt Resolution No. 17-04 Authorizing the Executive Director to File Application specific to the Federal Transit Administration Section 5311 grant program**

BACKGROUND

Competitive and formulaic grant funding is available for transit operations and capital assistance through the Federal Transit Administration (FTA). Grant applications require a Board adopted resolution designating the representative to file the grant application and execute all documents/contracts resulting from the application.

FTA Section 5307 are regional funds available to the El Dorado County Transit Authority (El Dorado Transit) to fund services in designated urban areas of the county. This funding program is competitive with large urban areas within the Sacramento Area Council of Governments (SACOG) region and restricted to capital, preventive maintenance and in some cases Americans with Disabilities Act (ADA) related service.

FTA Section 5310 provides capital funding for assistance in providing transportation services meeting the special needs of elderly and persons with disabilities. El Dorado Transit was successful in fourteen (14) grant cycles for capital grants from this program. Typically, these funds are used to replace buses and minivans beyond useful life.

FTA Section 5311 provides Federal grants, made through states, for public transportation projects in non-urbanized areas. There are two (2) types of programming in Section 5311; 1)

County/Regional apportionment by formula and 2) Competitive Discretionary for Intercity connection projects. El Dorado Transit receives funds under the formula program for operating assistance and/or capital projects.

FTA Sections 5309 and 5339 provide Federal grants to replace, rehabilitate and purchase buses and related equipment and to construct bus related facilities.

FTA Section 5312 is for innovative research and reporting while FTA Section 5314 is for workforce development and technical assistance. FTA Section 5329 is to support the development of Public Transportation Safety Programs. FTA Sections 3005 and 3006 support expedited project delivery and Innovative Coordinated Access & Mobility.

Adoption of these two (2) resolutions allow staff to pursue grant funding in a timely manner based on the timing of any call for projects. The El Dorado Transit Board would consider any associated plans; budgets and/or reporting associated with any individual project.

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 allow agency staff to move forward and consider grant funding that support adopted transit plans.

FISCAL IMPACT

All applications that require matching funds or budgetary consideration are submitted to the El Dorado Transit Board for approval either individually or through the Operating or Capital Grant budget approval process.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 17-03**

RESOLUTION OF THE BOARD OF DIRECTORS OF
THE EL DORADO COUNTY TRANSIT AUTHORITY
AUTHORIZING THE EXECUTIVE DIRECTOR TO FILE FEDERAL TRANSIT
ADMINISTRATION (FTA) SECTIONS 3005, 3006, 3019, 5307, 5309, 5310, 5311, 5312, 5314,
5329, 5337 AND 5339 FUNDS

BE IT HEREBY RESOLVED AND ORDERED, that the Executive Director of the El Dorado County Transit Authority (El Dorado Transit) is hereby authorized and directed to file applications for funds under the Federal Transportation Act Sections 3005, 3006, 3019, 5307, 5309, 5310, 5311, 5312, 5314, 5329, 5337 and 5339 on behalf of El Dorado Transit with the United States Department of Transportation, relative to the expenditure of funds for transit operating and capital assistance to provide transit services in El Dorado County and other jurisdictions, and to do and perform everything necessary to carry out the purpose of this resolution;

BE IT FURTHER RESOLVED, that the Executive Director or his/her designated representative shall be authorized to execute all documents resulting from these Applications.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 2nd day of February 2017, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

El Dorado County Transit Authority Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 17-04**

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE EL DORADO COUNTY TRANSIT AUTHORITY
AUTHORIZING THE EXECUTIVE DIRECTOR TO FILE FEDERAL TRANSIT
ADMINISTRATION (FTA) SECTION 5311 FUNDS**

BE IT HEREBY RESOLVED AND ORDERED, that the Executive Director of the El Dorado County Transit Authority (El Dorado Transit) is hereby authorized and directed to file applications for Section 5311 funds under the Federal Transportation Act, on behalf of El Dorado Transit with the United States Department of Transportation, relative to the expenditure of funds for transit operating and capital assistance to provide transit services in El Dorado County and other jurisdictions, and to do and perform everything necessary to carry out the purpose of this resolution;

BE IT FURTHER RESOLVED, that the Executive Director or his/her designated representative shall be authorized to execute all documents resulting from these Applications.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 2nd day of February 2017, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

El Dorado County Transit Authority Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: February 2, 2017

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Caltrans Division of Rail and Mass Transportation Low Carbon Transit Operations Program (LCTOP)

REQUESTED ACTION:
BY MOTION,

1. **Adopt Resolution No. 17-05 Authorizing the El Dorado County Transit Authority to execute the Caltrans Division of Rail and Mass Transportation Low Carbon Transit Operations Program (LCTOP), Fiscal Year 2015/16**
2. **Adopt Resolution No. 17-06 Authorizing the Executive Director to execute all documents for the Caltrans Division of Rail and Mass Transportation Low Carbon Transit Operations Program (LCTOP), Fiscal Year 2015/16**

BACKGROUND

The Low Carbon Transit Operations Program (LCTOP) is a component of the Transit, Affordable Housing and Sustainable Communities Program established by the California Legislature in 2014 under Senate Bill 862. The purpose of this program is to provide operating and capital assistance to transit agencies to reduce greenhouse gas emissions and improve mobility, with a focus on environmentally disadvantaged communities. Funding is available to current Public Utilities Commission (PUC) 99313, and 99314 fund recipients.

December 9, 2016 Caltrans posts updated LCTOP guidelines.

DISCUSSION

The El Dorado County Transit Authority (El Dorado Transit) is applying for \$99,883 in LCTOP funds to continue to partially fund the service enhancements that were implemented in Cameron Park effective July 6, 2015.

The project is based on the recommendations of the adopted 2014 Western El Dorado County Short- and Long- Range Transit Plan, June 2014. The project increases the service levels in

Cameron Park from 180 minute headways (service every three (3) hours), to 60 minute headways (service every hour) localized to Cameron Park.

This funding request complements currently programmed and approved Local Transportation Funds (LTF) as indicated in the Board approved Fiscal Year 2015/16 El Dorado Transit budget.

FISCAL IMPACT

The Fiscal Year 2017/18 Caltrans Division of Rail and Mass Transportation Low Carbon Transit Operations Program (LCTOP) grant application represents a total of \$99,883 in potential revenue for Fiscal Year 2017/18 transit operations in Cameron Park.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 17-05**

RESOLUTION OF THE BOARD OF DIRECTORS OF
THE EL DORADO COUNTY TRANSIT AUTHORITY
AUTHORIZATION FOR THE EXECUTION OF THE
LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT:
CONTINUATION OF THE CAMERON PARK SERVICE ENHANCEMENT PROJECT FOR \$99,883

WHEREAS, the El Dorado County Transit Authority (El Dorado Transit) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) 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 862 (2014) named the California Department of Transportation (Caltrans) as the administrative agency for the LCTOP; and

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

WHEREAS, El Dorado Transit wishes to implement the LCTOP project listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of El Dorado Transit that the fund recipient agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of El Dorado Transit that it hereby authorizes the submittal of the following project nomination and allocation request to the Department in FY 2016-17 LCTOP Funds:

Project Name: Cameron Park Service Enhancement Project

Amount of LCTOP funds requested: \$99,883

Short description of project: Fixed route service in Cameron Park from 3 hour headways to 60 minute headways. An addition of 765 hours annually.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board, held on the 2nd Day of February 2017, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

El Dorado County Transit Authority Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 17-06**

AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)

WHEREAS, the El Dorado County Transit Authority (El Dorado Transit) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) 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 862 (2014) named the California Department of Transportation (Caltrans) as the administrative agency for the LCTOP; and

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

WHEREAS, El Dorado Transit wishes to delegate authorization to execute these documents and any amendments thereto to Mindy Jackson, Executive Director.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of El Dorado Transit that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW, THEREFORE, BE IT FURTHER RESOLVED that Mindy Jackson, Executive Director be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board, held on the 2nd Day of February 2017, by the following vote of said Board:

AYES: NOES: ABSTAIN: ABSENT:

El Dorado County Transit Authority Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: February 2, 2017
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Fiscal Administration Manager
SUBJECT: Quarterly Investment Fund Report

REQUESTED ACTION:

BY MOTION,

**Receive and File Quarterly Investment Report for Quarter Ending
12/31/2016**

BACKGROUND

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

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

DISCUSSION

Interest earnings for the fourth calendar quarter of 2016 equals \$5,890.27, to-date total interest earned for Fiscal Year (FY) 2016/17 equals \$12,479.37; this reflects an amount of \$3,479.37 over adopted budget. These funds are budgeted and used as operating income. Investment report for quarter ending 12/31/16 is submitted for review and file.

FISCAL IMPACT

Account 4970.00-Interest Income has been adjusted in the FY 2016/17 Mid-Year Budget Adjustment process presented in this agenda packet.

EL DORADO COUNTY TRANSIT AUTHORITY

QUARTERLY INVESTMENT REPORT

PERIOD 10/01/2016 – 12/31/2016

LOCAL AGENCY INVESTMENT FUND (L A I F)

Account Summary

09/30/2016	Balance Forward	\$ 1,193,055.98
	Total Transfers to General Checking Account	\$ -000,000.00
	Total Transfers from General Checking Account	\$ 000,000.00
	Interest Earned @ 0.60%	\$ <u>2,032.17</u>
12/31/2016	Ending Balance 4th Qtr., 2016	\$ 1,195,088.15

UMPQUA BANK (Money Market Account)

Account Summary

09/30/2016	Balance Forward	\$ 3,949,600.79
	Total Transfers to General Checking Account	\$ -600,000.00
	Total Transfer from General Checking Account	\$ 000,000.00
	Interest Earned @ 0.42%	\$ <u>3,858.10</u>
12/31/2016	Ending Balance 4th Qtr., 2016	\$ 3,353,458.89

AGENDA ITEM 1 G
Consent Item

MEMORANDUM

DATE: February 2, 2017
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Fiscal Administration Manager
SUBJECT: Funding Recommendation for Operating Reserve Fund

REQUESTED ACTION:

BY MOTION,

**Approve funding Operating Reserve utilizing Advertising and
Miscellaneous revenue accounts for Fiscal Year 2016/17**

BACKGROUND

On August 4, 2011 the El Dorado County Transit Authority (El Dorado Transit) adopted resolution 11-26 establishing a Board-Designated Operating Reserve Policy and resolution 11-27 establishing a designated target level for funding the operating reserve fund.

The intent of this fund is to create a transparent, stable funding source available to offset unexpected revenue shortfalls or increased expenses. El Dorado Transit, as a Joint Powers Agency (JPA) between the County of El Dorado and the City of Placerville does not have access to “loans” from jurisdictional General Funds or other agency departments.

DISCUSSION

During each Mid-Year Budget Adjustment process, revenue and expenses are analyzed to determine the financial “health” of the agency based on the first six (6) month actual, and projections for the final six (6) months of operations.

At this time a recommendation for funding the operating reserve is made to include account numbers 4370.00-Bike Locker Rental, 4400.00-Advertising Income and 4990.00-Misc. Revenue as sources of non-tax operating revenue funds.

FISCAL IMPACT

Actual receipts for these accounts to-date total \$9,279.52. Final closing amounts will be transferred into the operating reserve interest bearing account.

	<u>Approved Budget</u>	<u>Proposed Budget Adjustment</u>
4400.00 – Advertising Revenue	\$20,000.00	\$ 0
4990.00 – Misc. Revenue	\$400.00	\$ 0

Final Budget Adjustments will be made at year-end to capture this recommendation. Actual amounts will be presented after final year-end closing.

AGENDA ITEM 1 H
Consent Item

MEMORANDUM

DATE: February 2, 2017
TO: El Dorado County Transit Authority
FROM: Maria Harris, Human Resources/Admin Services Manager
SUBJECT: California Transit Indemnity Pool Liability Program Amendment

REQUESTED ACTION:
BY MOTION,

Adopt Resolution No. 17-01 acknowledging the El Dorado County Transit Authority authorization to participate in the Employment Management Risk Association and commercial group purchased Employment Practices Liability coverage

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) joined California Transit Systems Joint Powers Authority (CalTIP) in 1993 to obtain liability coverage, vehicle physical damage coverage and risk management services through jointly pooling resources with the other transit agencies.

CalTIP was formed in 1987 when it was difficult for public entities to obtain coverage from the commercial insurance market. Although the difficulty of obtaining insurance from the standard markets eventually waned, coverage provided by the insurance industry typically is not tailored to the specific needs of public entities and does not provide industry specific risk management services.

CalTIP was established with the execution of a joint powers agreement (Agreement) between all members. This initial Agreement was executed in 1987 and revised on August 4, 2011. CalTIP participates in a larger public entity self-insurance pool to offer options for higher limits of liability coverage to each member.

DISCUSSION

El Dorado Transit business practice includes having Employer Liability Insurance Coverage (EPL). EPL covers businesses against claims by workers that their legal rights as employees of the company have been violated. EPL provides protection against various employee lawsuits, including but not limited to sexual harassment, discrimination, wrongful termination, breach of employment contract, wrongful discipline, or mismanagement of benefit plans.

CalTIP's insurance committee authorized the preparation of a study to explore alternative methods of providing liability insurance coverage due to increasing premiums, decreasing coverages and increasing deductibles. Consequently, the recommendation was made for public transit operators to band together for the purpose of creating a self-funded insurance pool that includes liability coverage programs for thirty (30) transit operators administered by CalTIP.

The current EPL coverage will no longer be available effective July 1, 2017. During the December 2016 Board meeting, action was taken for CalTIP to pursue membership through the Employment Risk Management Association (ERMA) for EPL Coverage.

ERMA is a pool consisting of other public agency risk pools. Individual public agencies cannot apply to be members of ERMA directly, but may apply to be an underlying member of ERMA. Member Agencies may obtain EPL coverage through CalTIP's membership pool. ERMA is the first statewide risk sharing pool created exclusively to provide broad coverage for EPL with tailored loss prevention services. It is comprised of nine (9) JPA members and two individual members, totaling over 195 individual underlying members. The pool provides coverage up to \$1 million per occurrence, and purchases excess coverage through RSUI Indemnity for coverage of \$1 million excess \$1 million per occurrence.

The Adoption of the Resolution No. 17-01 authorizes El Dorado County Transit Authority's participation in ERMA. Along with an adopted resolution El Dorado Transit must submit a completed application form which will be evaluated by ERMA's Underwriting Committee (UWC) for recommendation to the CalTIP Board, which has final approval. The ERMA Board of Directors is scheduled to meet on May 1, 2017 and will consider membership at the meeting for any CalTIP member Agencies who apply for coverage effective July 1, 2017. CalTIP members that apply for membership will be notified of their pending acceptance or denial following a currently unscheduled meeting of the UWC in mid-March 2017.

Staff respectfully requests the adoption of Resolution No. 17-01, authorizing El Dorado Transit's participation within the ERMA EPL Coverage program.

El Dorado County Transit Authority
February 2, 2017 Agenda

FISCAL IMPACT

Self-Insured retention level: \$25,000
Annual premiums, fees are to be determined.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 17-01**

**RESOLUTION OF THE EL DORADO COUNTY TRANSIT AUTHORITY
AUTHORIZING PARTICIPATION IN THE EMPLOYMENT RISK MANAGEMENT
AUTHORITY**

WHEREAS, the El Dorado County Transit Authority wishes to obtain Employment Practices Liability coverage for the period July 1, 2017 to June 30, 2020; and

WHEREAS, the Employment Risk Management Authority (ERMA) is a self-insured joint powers authority created for the sole purpose of Employment Practices Liability Coverage. ERMA is comprised of various public entities who risk share up to \$1 million against potentially unlawful employment practices and discrimination claims; and

WHEREAS, ERMA formed primarily due to the fact that government entities have not historically been able to secure Employment Practices Liability (EPL) coverage at a competitive cost through the commercial insurance marketplace; and

WHEREAS, ERMA has met all of the high professional standards established by the California Association of Joint Powers Authorities (CAJPA) in the areas of governance, finance, claims control, safety and loss control and ERMA is fully accredited by CAJPA. CAJPA's accreditation process requires reviews by independent consultants in the areas of accounting, claims adjusting, and actuarial analysis; and

WHEREAS, ERMA provides services to both Joint Powers Insurance Authorities and individual public entities; and

WHEREAS, the El Dorado County Transit Authority has determined that it is in the best interest to become a member of ERMA for the purpose of obtaining Employment Practices Liability coverage; and

WHEREAS, ERMA requires the El Dorado County Transit Authority to pass a resolution expressing the desire and commitment of the El Dorado County Transit Authority's participation in ERMA, which requires a three year minimum participation period. El Dorado County Transit Authority also understands our entity will be bound by the provisions in the ERMA Joint Powers Agreement just as though it were fully set forth and incorporated herein whether our entity had signed it individually or through an underlying Joint Powers Insurance Authority.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF DIRECTORS OF THE EL DORADO COUNTY TRANSIT AUTHORITY: The Board approves El Dorado County Transit Authority participation in ERMA July 1, 2017; and

THAT, the Executive Directory on behalf of the El Dorado County Transit Authority is hereby authorized to take any and all actions necessary to implement the foregoing resolution.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of the Board held on the 2nd day of February 2017, by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

El Dorado County Transit Authority Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 1 I
Consent Item

MEMORANDUM

DATE: February 2, 2017
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Fiscal Administration Manager
SUBJECT: Adopt Proposed Fiscal Year 2016/17 Revised Mid-Year Operating Budget

REQUESTED ACTION:

BY MOTION,

Adopt Fiscal Year 2016/17 Revised Mid-Year Operating Budget Adjustments

BACKGROUND

The Proposed Fiscal Year (FY) 2016/17 Mid-Year Adjusted Operating Budget is presented to consider the status of the El Dorado County Transit Authority's (El Dorado Transit) budget at the six (6) month closing. Section 8.9 of the Joint Exercise of Powers Agreement of the El Dorado County Transit Authority states that the Executive Director has the power "*to execute transfers within major budget units, as long as the total expenditures of each major budget unit remain unchanged*".

The Proposed Fiscal Year 2016/17 Mid-Year Operating Budget includes a reduction in Revenue and Salary & Benefit accounts and an increase in Service & Supply accounts requiring Board approval.

Proposed account adjustments are noted in bold in the attached proposed budget report.

DISCUSSION

Revenue Accounts **Net change is a decrease of \$74,450 in revenue**

- Account 4000.00 Transportation Development Act (TDA) Local Transportation Fund (LTF) Deferred: This represents an increase of \$913,262 which is the excess amount of funds held by El Dorado Transit from the FY 2015/16 financial audit.
- Account 4270.00 State Transit Assistance (STA) Deferred: STA funds may be used for operating revenues if certain criteria are met and capital projects. El Dorado Transit does not typically use STA to fund transit operations due to the volatility of the funding stream. STA is impacted by the price and amount of fuel sold and potential legislative action. The El Dorado Transit Board normally approves a transfer of all STA from

operating to capital as a component of mid-year budget adjustments however; this year final adjustments will be made during the Final Amended Budget Process.

- Account 4970.00 Interest Income: Interest income has been increased to reflect actual receipts and final projections; revised to \$24,000.
- Account 4310.00 Contract Services: Decrease based on first six (6) months actual income; revised to \$485,000.
- Account 4330.00 Sacramento Commute Route Passes: Decrease based on six (6) months actual receivables; revised to \$731,000.
- Account 4400.00 Advertising Revenue: It is the recommendation from staff to allocate these non-operating revenues to the Operating Reserve fund as presented in a separate agenda item.
- Account 4990.00 Miscellaneous Revenue: It is the recommendation from staff to allocate these non-operating revenues to the Operating Reserve fund as presented in a separate agenda item.

Salary and Benefits Accounts **Net change is a decrease of \$161,050 in expenses**

- Account 5010.02 Temporary Employees: Increase based on six (6) month actual and final projections. Increase of \$30,000. Temporary Employees are used to cover vacated positions and operations staff absents.
- Account 5070.01 FICA Tax: Increase of \$6,000 is based on six month actual and final projections. Temp Employee use increases tax base.
- Account 5070.02 Medicare Payroll Tax: Increase of \$2,950 is based on six month actual and final projections.
- Account 5020.02 Health Insurance: Decrease of \$200,000 based on first six (6) month actual. Several positions eligible for coverage began after December 2016.

Service and Supply Accounts **Net change is an increase of \$86,600 expenses**

The adjustments in each line item presented, are based on actual costs for the first six (6) months of fiscal year 2016/17 and a projection for the remaining six (6) months.

- Account 5090.05 Uniforms – Other: Increase of \$4,000 is based on actual expenses and final projections.
- Account 5090.05 Communications – Phone: Increase of \$10,000 primarily due to the increased use of cellular products used for data collection on buses. Upcoming implementation of WIFI on Commuter buses will also drive costs up.
- Account 5160.09 Maintenance/Bus Stops; Increase of \$2000 due to replacement of schedule holders at most bus stops. This is a periodic necessity.
- Account 5160.00 Vehicle Maintenance (In-House): Increase of \$52,000 based on first six (6) month actual. Vehicle warranties have expired, driving up repair costs as well as the one-time charges for new paint scheme and graphics; revised to \$345,000.
- Account 5030.10 Employee Medical Exams: Increase of \$5,600 based on first six (6) month actual.

- Account 5030.30 Background Checks: Increase of \$3,000 based on first six (6) months actual expenses; revised to \$4,000.
- Account 5090.30 Staff Development & Training: Increase of \$8,000 based on first six (6) month actual; revised to \$25,500. With the ever changing laws and regulations that impact transit, aggressive training and education classes is a priority to meet new and on-going compliance requirements.
- Account 5030.03 Utilities: Increase of \$2,000 based on first six (6) month actual; revised to \$21,000. Primarily due to the installation of safety and security efforts.

FISCAL IMPACT

The overall outlook of the El Dorado Transit budget is positive. The proposed mid-year budget for fiscal year 2016/17 nets a \$74,450 decrease in revenue and expenses while maintaining the current level of public transportation provided to the residents of the County of El Dorado.

El Dorado Transit is a joint powers agency and does not draw funding from the general funds of either member agency. The annual budget includes a contingency. If contingency funds are not used they are moved to the next fiscal year as allowed per California law under the Transportation Development Act.

EL DORADO COUNTY TRANSIT AUTHORITY

PROPOSED MID-YEAR BUDGET 2016/2017

OPERATING BUDGET

		FY 2016/2017 Final Adopted 06/02/16	FY 2016/2017 Mid-Year Proposed 02/02/2017	Difference
REVENUE ACCOUNTS				
4000.00	Transportation Development Act (TDA/LTF)	\$3,781,200	\$3,781,200	\$0
4000.00	Transportation Development Act (TDA/LTF) Deferred 15/16	\$0	\$913,262	\$913,262
4270.00	State Transit Assistance (STA)	\$710,781	\$710,781	\$0
4270.00	State Transit Assistance (STA) Deferred	\$968,195	\$68,883	-\$899,312
4970.00	Interest Income	\$18,000	\$24,000	\$6,000
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$474,917	\$474,917	\$0
4300.00	Farebox	\$189,000	\$189,000	\$0
4310.00	Contract Services	\$529,000	\$485,000	-\$44,000
4320.00	Farebox - Charter	\$5,000	\$5,000	\$0
4330.00	Sac Commute Route Passes	\$761,000	\$731,000	-\$30,000
4350.00	Bus Passes	\$89,610	\$89,610	\$0
4360.00	Scrip	\$83,000	\$83,000	\$0
4400.00	Advertising Revenue	\$20,000	\$0	-\$20,000
4990.00	Misc. Revenue	\$400	\$0	-\$400
4107.03	Fair Shuttle AB2766 Grant	\$31,512	\$31,512	\$0
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$0	\$0	\$0
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant CP	\$172,232	\$172,232	\$0
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$8,299	\$8,299	\$0
TOTAL REVENUES		\$7,842,146	\$7,767,696	-\$74,450
SALARY & BENEFIT ACCOUNTS				
5010.00	Regular Employees	\$2,934,490	\$2,934,490	\$0
5010.02	Temporary Employees	\$160,000	\$190,000	\$30,000
5010.07	Overtime	\$80,000	\$80,000	\$0
5010.08	On Call Pay	\$13,000	\$13,000	\$0
5010.09	Skill and Shift Pay	\$34,000	\$34,000	\$0
5020.01	Employee Retirement	\$470,000	\$470,000	\$0
5070.01	(OASDI - Payroll Tax) FICA	\$8,000	\$14,000	\$6,000
5070.02	MEDICARE - Payroll Tax	\$47,050	\$50,000	\$2,950
5020.02	Health Insurance	\$1,334,000	\$1,134,000	-\$200,000
5020.03	Unemployment Insurance	\$20,000	\$20,000	\$0
5020.04	LT Disability/Life Ins	\$33,000	\$33,000	\$0
5020.05	Worker's Comp	\$291,031	\$291,031	\$0
TOTAL SALARY & BENEFITS		\$5,424,571	\$5,263,521	-\$161,050
SERVICE & SUPPLY ACCOUNTS				
5090.02	Clothing & Supplies	\$4,000	\$4,000	\$0
5090.05	Uniforms - Other	\$12,000	\$16,000	\$4,000
5050.01	Communications - Phone	\$38,000	\$48,000	\$10,000
5090.20	Communications - Radio	\$1,000	\$1,000	\$0
5090.01	Household Expenses	\$15,750	\$15,750	\$0
5060.01	Insurance Premiums/Public Liability	\$338,692	\$338,692	\$0
5060.02	Insurance Premiums/Physical Damage	\$16,671	\$16,671	\$0
5060.03	Insurance Premiums/Commercial Property	\$15,000	\$15,000	\$0
5090.06	Service Contracts/Equipment	\$130,000	\$130,000	\$0
5160.07	Park and Ride Maintenance	\$9,400	\$9,400	\$0
5160.01	Maintenance/Buildings	\$6,000	\$6,000	\$0
5160.05	Maintenance/Grounds	\$4,000	\$4,000	\$0
5160.09	Maintenance/Bus Stop	\$3,000	\$5,000	\$2,000
5160.00	Maintenance/Other	\$5,000	\$5,000	\$0
5040.00	Vehicle Maintenance (In-House)	\$293,000	\$345,000	\$52,000
5040.02	Vehicle Maintenance/Tires & Tubes	\$108,000	\$108,000	\$0
5040.03	Vehicle Maintenance/Lubricants	\$31,000	\$31,000	\$0
5040.04	Vehicle Maintenance/Small Tools - Shop	\$5,500	\$5,500	\$0
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$38,000	\$38,000	\$0
5090.40	Memberships	\$7,000	\$7,000	\$0
5090.70	Office Expense	\$18,000	\$18,000	\$0
5090.80	Postage	\$4,000	\$4,000	\$0
5030.00	Professional Services	\$150,000	\$150,000	\$0
5030.10	Employee Medical Exams	\$7,400	\$13,000	\$5,600
5030.30	Background Checks	\$1,000	\$4,000	\$3,000
5090.08	Pubs/Legal Notices	\$4,000	\$4,000	\$0
5090.75	Printing	\$34,000	\$34,000	\$0
5120.02	Rents/Leases - Equipment	\$19,000	\$19,000	\$0
5120.03	Rents/Leases Park and Rides	\$12,000	\$12,000	\$0
5140.01	Equipment Purchase - Data Processing	\$3,000	\$3,000	\$0
5140.05	Equipment Purchase - Office	\$38,000	\$38,000	\$0
5150.00	Special Department Expense	\$5,000	\$5,000	\$0
5150.01	Marketing	\$25,000	\$25,000	\$0
5090.30	Staff Development/Travel	\$17,500	\$25,500	\$8,000
5040.01	Fuel Purchase	\$565,000	\$565,000	\$0
5090.72	Bank Charges	\$200	\$200	\$0
5050.02	Utilities	\$54,000	\$54,000	\$0
5050.03	Utilities/ Park & Rides	\$19,000	\$21,000	\$2,000
4108.03	Fair Shuttle AB2766 Grant	Pending	Pending	\$0
6270.00	Contingency	\$360,462	\$360,462	\$0
TOTAL SERVICES AND SUPPLIES		\$2,417,575	\$2,504,175	\$86,600
TOTAL OPERATING EXPENSES		\$7,842,146	\$7,767,696	-\$74,450

AGENDA ITEM 1 J
Consent Item

MEMORANDUM

DATE: February 2, 2017
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Fiscal Administration Manager
SUBJECT: Revised Transportation Development Act Claim for Fiscal Year (FY) 2016/17

REQUESTED ACTION:

BY MOTION,

Adopt Resolution No. 17-07 Authorizing the Executive Director to file a revised Transportation Development Act (TDA) Claim for Fiscal Year (FY) 2016/17

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) operates with funding from the Transportation Development Act (TDA), Federal Transit Administration (FTA) grant funds, passenger fares, and various other grant programs.

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

El Dorado Transit files annual claims for LTF and STA with the El Dorado County Transportation Commission (EDCTC).

DISCUSSION

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

In December 2016, the adopted financial audit for fiscal year (FY) 2015/2016 reported that El Dorado Transit claimed \$913,262 in LTF funds over the maximum allowed. The revised claim includes this deferred (excess) amount to be utilized for FY 2016/17. These funds will be utilized to maintain the Board approved contingency fund.

El Dorado Transit Resolution No. 17-07 presented for adoption authorizes the Executive Director to file a revised FY 2016/17 claim per California Code of Regulations Section 6649 reflecting the revised TDA and STA revenue.

FISCAL IMPACT

Resolution No. 17-07, if adopted, will result in adjustments to the FY 2016/17 Mid-Year Operating budget as noted in a separate agenda item.

	<u>Adopted Final 2016/17</u>	<u>Revised Mid-Year 2016/17</u>
TDA (LTF) Revenue	\$ 3,781,200.18	\$ 3,781,200.18
TDA Deferred Carryover	\$ TBD	\$ 913,262.00
STA Deferred	\$ 710,781.00	\$ 710,781.00
Total Claim FY 2014/15	\$ 4,491,981.18	\$ 5,405,243.18

TDA-1

**TRANSPORTATION DEVELOPMENT ACT
CLAIM FORM**

TO: El Dorado County Transportation Commission
2828 Easy Street, Suite 1
Placerville, CA 95667
(530) 642-5260

FROM:

Claimant: El Dorado County Transit Authority
Address: 6565 Commerce Way
City, State, Zip Code: Diamond Springs, CA 95619
Contact: Mindy Jackson, Executive Director
Phone: (530) 642-5383 ext. 210

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

LTF	\$3,781,200.18	FY 2016 / 2017
	913,262.00	FY 2015 / 2016
STA	\$ 710,781.00	FY 2016 / 2017
Total Claim	\$5,405,243.18	FY 2016 / 2017

Submitted By: Mindy Jackson
Title: Executive Director
Date: 02/02/2017

EDCTC
Date of Approval: _____
Resolution No.: _____
Administrative Amendment No.: _____

EDCTC Executive Director
El Dorado County Transit Authority
February 2, 2017 Agenda

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 17-07**

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director or the designated representative shall be authorized to file a revised claim for TDA Article 4 funding for transit services for fiscal year 2015/16 as follows:

Article 4	Operating Expenses	\$3,781,200.18
Article 4	Excess Deferred Carryover	<u>\$ 913,262.00</u>
Total Article 4 Allocation Available		\$4,694,462.18

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

2016/17 Claim	<u>\$ 710,781.00</u>
Total 2016/17 Claim	\$ 710,781.00

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board, held on the 2nd day of February, 2017 by the following vote of said Board:

AYES: NOES: ABSTAIN: ABSENT:

El Dorado County Transit Authority Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 1 K
Consent Item

MEMORANDUM

DATE: February 2, 2017
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Fiscal Administration Manager
SUBJECT: Blanket Purchase Order Revisions for Fiscal Year 2016/17

REQUESTED ACTION:
BY MOTION,

**Approve Revised Blanket Purchase Orders above \$25,000 for
Fiscal Year 2016/17**

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.

At the mid-year point of operations staff evaluates the financial position of El Dorado Transit including overview of purchase orders for the remaining six (6) months of service.

Typically these purchase order adjustments are presented for consideration at the regularly scheduled Board meeting in February of each fiscal year.

DISCUSSION

Salary & Benefit Accounts

Purchase Order B22002 – CalPERS 457 Deferred Compensation Plan

2032.00	Deferred Comp / Payroll Deduction	\$100,000	\$125,000
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The requested increase to the CalPERS 457 Deferred Compensation Plan has a zero effect to El Dorado Transit. This is a voluntary plan funded from employee payroll deductions. Purchase order B22002 is the mechanism that allows for these deductions and payments.

Purchase Order B22003 – Health Benefit Service Division, California Public Employees’ Retirement System

5020.02	Health Insurance	\$465,000	\$475,000
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Preliminary estimates for unrepresented employee health premiums were under projected for Fiscal Year (FY) 2016/17.

Purchase Order B22019 – Public Employee Retirement System

5020.01	Employee Retirement	\$540,000	\$700,000
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The recommended increase includes the total retirement premium charged to El Dorado Transit of 9.558% and employee contributions of 7%. The actual operating budget line item remains at \$470,000. The Purchase order increase is the mechanism that allows for proper purchasing procedures to be upheld. This includes payroll deductions and vendor payments.

Purchase Order B22026 – Wolfpack Insurance Services Inc.

5020.02	Health Insurance	\$56,000	\$58,000
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Preliminary estimates for unrepresented employee dental & vision premiums were under projected for Fiscal Year (FY) 2016/17.

Purchase Order B22162 – Operating Engineers Local Union No. 3 - Dues

2035.00	Union Dues Payable	\$20,000	\$25,000
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The requested increase to the Operating Engineers Local Union No. 3 - Dues has a zero effect to El Dorado Transit. Represented dues are paid through employee payroll deductions. Purchase order B22162 is the mechanism that allows for these deductions and payments.

Service & Supply Accounts

Service and Supply accounts are utilized to achieve the maximum cost saving by purchasing from a variety of vendors. When vendor blanket purchase orders are increased, purchases for other vendors are reduced so the line item remains within budget.

Purchase Order B22010 – GCR Tire Center

5040.02	Vehicle Maintenance/Tires & Tubes	\$35,000	\$40,000
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Purchase Order B22014 – MCI Service Parts Inc.

5040.00	Vehicle Maintenance (In-House)	\$45,000	\$55,000
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Purchase Order B22020 – Resco Printing

5090.75	Printing	\$30,000	\$35,000
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<i>Purchase Order B22024 – Sierra Nevada Tire & Wheel</i>			
5040.02	Vehicle Maintenance/Tires & Tubes	\$40,000	\$45,000
<i>Purchase Order B22087 – Steve Stymeist Collision Centers</i>			
5040.06	Incident Repairs		
5040.00	Maintenance Vehicle/Equipment	\$24,000	\$40,000
<i>Purchase Order B22101 – Zonar Systems Inc.</i>			
5040.00	Maintenance Vehicle/Equipment		
5040.00	Service Contracts/Equipment	\$24,000	\$28,000

FISCAL IMPACT

The increase of these blanket purchase orders are incorporated within the proposed Mid-Year Budget Adjustments included in a separate agenda item.

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

REVISED 02/02/17

PURCHASE ORDER NO. B22002

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

DATE: 07/01/16

ACCOUNT: 2032

CLASS: 125

TO: CalPERS 457 DEFERRED
 COMPENSATION PLAN
 PO BOX 2647
 LEWISTON, ME 04241-2647

SHIP & INVOICE TO:

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

Contact: Lisa Crowell

Vendor Phone No: (617) 657-7366

Fax No: (617) 376-4285

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p>OPTIONAL EMPLOYEE PAID SUPPLEMENTAL INCOME PLAN FOR RETIREMENT FOR FISCAL YEAR 07/01/16 THROUGH 06/30/17</p> <p>PAYROLL DEDUCTIONS SENT TO CalPERS 457 ARE PAID THROUGH AN ELECTRONIC FUNDS TRANSFER TRANSACTION</p> <p>NOTE: PURCHASE ORDER REFLECTS TOTAL PREMIUM CHARGED. EDCTA ACTUAL COST IS REDUCED BY PAYROLL DEDUCTION OF EMPLOYEE PORTION.</p>		NOT TO EXCEED: \$125,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$125,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$125,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

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

REVISED 02/02/17

PURCHASE ORDER NO. B22003

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

DATE: 07/01/16

ACCOUNT: 5020.02 CLASS: 125

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

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

Contact: Robert Sharp

Vendor Phone No: (888) 225-7377

Fax No: (916) 795-7901

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		EDCTA SPONSORED HEALTH INSURANCE COVERAGE FOR UNREPRESENTED AND MANAGEMENT EMPLOYEES FOR FISCAL YEAR 07/01/16 THROUGH 06/30/17 PAYROLL DEDUCTIONS SENT TO CalPERS HEALTH BENEFIT SERVICE DIVISION ARE PAID THROUGH AN ELECTRONIC FUNDS TRANSFER TRANSACTION NOTE: PURCHASE ORDER REFLECTS TOTAL PREMIUM CHARGED. EDCTA ACTUAL COST IS REDUCED BY PAYROLL DEDUCTION OF EMPLOYEE PORTION.		NOT TO EXCEED: \$475,000.00
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	\$475,000.00
			SHIPPING	
			SALES TAX	
			PURCHASING AGENT	TOTAL

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

REVISED 02/02/17

PURCHASE ORDER NO. B22019

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

DATE: 07/01/16

ACCOUNT: 5020.01 CLASS: 125

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

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

Contact:

Vendor Phone No:

Fax No:

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

QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		EMPLOYER PAID RETIREMENT BENEFITS: CLASSIC: EMPLOYEE PORTION 7% EMPLOYER PORTION 9.558% NEW HIRES HIRED AFTER 12/31/12 PEPPRA: EMPLOYEE PORTION 6.5% EMPLOYER PORTION 6.93% OF ELIGIBLE GROSS PAYROLL FOR FISCAL YEAR 07/01/16 THROUGH 06/30/17 CalPERS RETIREMENT BENEFITS ARE PAID THROUGH AN ELECTRONIC FUNDS TRANSFER TRANSACTION		NOT TO EXCEED: \$700,000.00

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	\$700,000.00
	SHIPPING	
	SALES TAX	
	TOTAL	NTE: \$700,000.00

PURCHASING AGENT

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

REVISED 02/02/17

PURCHASE ORDER NO. B22026

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

DATE: 07/01/16

ACCOUNT: 5020.02 CLASS: 125

TO: WOLFPACK INSURANCE SERVICES INC
 PO BOX 156
 425 HARBOR BLVD STE 2C
 BELMONT, CA 94002-0156

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

Contact: Debbie Barr / VRB

Vendor Phone No: (800) 296-0192

Fax No: (650) 591-4022

PROMISED DELIVERY DATE		TERMS: NET 10		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		EDCTA SPONSORED HEALTH INSURANCE FOR DENTAL AND VISION CARE FOR UNREPRESENTED AND MANAGEMENT EMPLOYEES FOR FISCAL YEAR 07/01/16 THROUGH 06/30/17 NOTE: PURCHASE ORDER REFLECTS TOTAL PREMIUM CHARGED. EDCTA ACTUAL COST IS REDUCED BY PAYROLL DEDUCTION OF EMPLOYEE PORTION.		NOT TO EXCEED: \$58,000.00
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	\$58,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$58,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

REVISED 02/02/17

PURCHASE ORDER NO. B22162

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

DATE: 07/01/16

ACCOUNT: 2035

CLASS: 125

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

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (510) 748-7400

Fax No: (510) 748-7401

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		REPRESENTED EMPLOYEES MONTHLY UNION DUES FOR FISCAL YEAR 07/01/16 THROUGH 06/30/17 DUES PAID THROUGH PAYROLL DEDUCTION NO ACTUAL FISCAL COST TO EDCTA		NOT TO EXCEED: \$25,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$25,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$25,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

REVISED 02/02/17

PURCHASE ORDER NO. B22010

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

DATE: 07/01/16

ACCOUNT: 5040.02 CLASS: 110

TO: GCR TIRE CENTER
 1401 RICHARDS BLVD
 SACRAMENTO, CA 95811

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

Contact:

Vendor Phone No: (530) 391-9240

Fax No: (916) 447-0122

PROMISED DELIVERY DATE		TERMS: NET 10th OF THE FOLLOWING MONTH		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		TIRES FOR FLEET VEHICLES ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/16 THROUGH 06/30/17 ALL PRICING THROUGH THE STATE OF CALIFORNIA (SEE ATTACHED)		NOT TO EXCEED: \$40,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$40,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$40,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

REVISED 02/02/17

PURCHASE ORDER NO. B22014

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

DATE: 07/01/16

ACCOUNT: 5040

CLASS: 110

TO: MCI SERVICE PARTS INC
 LOCKBOX 774764
 4764 SOLUTIONS CENTER
 CHICAGO, IL 60677-4007

SHIP & INVOICE TO:

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

Contact: Ryan Horrell

Vendor Phone No: (502) 318-3123

Fax No: (847) 285-2300

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/16 THROUGH 06/30/17		NOT TO EXCEED: \$55,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$55,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$55,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

REVISED 02/02/17

PURCHASE ORDER NO. B22020

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

DATE: 07/01/16

ACCOUNT: 5090.75 CLASS: 125

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

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

Contact: Mike

Vendor Phone No: (530) 642-2842

Fax No: (530) 642-9285

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PRINTING OF BROCHURES, PASSES, SCRIP AND RELATED MATERIALS ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/16 THROUGH 06/30/17		NOT TO EXCEED: \$35,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$35,000.00
			SHIPPING	
			SALES TAX	
			PURCHASING AGENT	TOTAL

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing

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

REVISED 02/02/17

PURCHASE ORDER NO. B22024

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

DATE: 07/01/16

ACCOUNT: 5040.02 CLASS: 110

TO: SIERRA NEVADA TIRE & WHEEL
 659 MAIN STREET
 PLACERVILLE, CA 95667

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

Contact:

Vendor Phone No: (530) 622-4714

Fax No: (530) 622-5345

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		THIRD TIRE VENDOR TO SUPPLY TIRES AT STATE CONTRACT PRICING FOR FLEET VEHICLES FOR FISCAL PERIOD 07/01/16 THROUGH 06/30/17		NOT TO EXCEED: \$45,000.00
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	\$45,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$45,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

REVISED 02/02/17

PURCHASE ORDER NO. B22087

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

DATE: 07/01/16

ACCOUNT: 5040.06 CLASS: 110

ACCOUNT: 5040 CLASS: 110

SHIP & INVOICE TO:

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

TO: STEVE STYMEIST COLLISION CNTRS
 3948 HIGHWAY 49
 PLACERVILLE, CA 95667

Contact: Sue Pardi (Office Manager)

Vendor Phone No: (530) 622-7588

Fax No: (530) 622-0353

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		COLLISION REPAIR FOR COMMUTER BUSES ONLY FACILITY TO ACCOMMODATE OUR COMMUTER BUSES IN EL DORADO COUNTY FOR FISCAL YEAR 07/01/16 THROUGH 06/30/17		NOT TO EXCEED: \$40,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$40,000.00
			SHIPPING	
			SALES TAX	
			PURCHASING AGENT	TOTAL

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

REVISED 02/02/17

PURCHASE ORDER NO. B22101

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

DATE: 07/01/16

ACCOUNT: 5040 CLASS: 110

ACCOUNT: 5090.06 CLASS: 125

SHIP & INVOICE TO:

EL DORADO COUNTY TRANSIT AUTHORITY

6565 COMMERCE WAY

DIAMOND SPRINGS, CA 95619-9454

TO: ZONAR SYSTEMS INC
 18200 CASCADE AVE S
 SEATTLE, WA 98188-4728

Contact: Michelle Shockes

Vendor Phone No: (206) 878-2459

Fax No: (206) 878-3082

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		ANNUAL MAINTENANCE CONTRACT, REPLACEMENT AND OR ADDITIONAL PARTS AND SERVICES FOR FISCAL YEAR 07/01/16 THROUGH 06/30/17		NOT TO EXCEED: \$28,000.00
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	\$28,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$28,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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AGENDA ITEM 1 L
Consent Item

MEMORANDUM

DATE: February 2, 2017
TO: El Dorado County Transit Authority
FROM: Brian James, Planning and Marketing Manager
SUBJECT: Title VI Program Review

REQUESTED ACTION:
BY MOTION,

1. **Adopt Resolution No. 17-08 Authorizing the Adoption and Implementation of the El Dorado County Transit Authority Title VI Program**
2. **Authorize Executive Director to Execute All Documents Necessary for Implementation of the Title VI Policy**

BACKGROUND

As a recipient of Federal Transit Administration (FTA) Funds, the El Dorado County Transit Authority (El Dorado Transit) is required to comply with Title VI of the Civil Rights Act of 1964, and the implementing regulations which provide that no person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program, activity or service that receives Federal financial assistance.

DISCUSSION

El Dorado Transit initially implemented the Title VI Policy on May, 26, 1988 and revised it on December 5, 2013. As a recipient of Federal Transit Administration (FTA) funds, El Dorado Transit is required to ensure that its programs, policies, and activities comply with the Department of Transportation (DOT) Title VI regulations. El Dorado Transit is also required to review the Title VI policy every three (3) years to confirm compliance with all regulations.

The proposed Title VI program includes provisions required for compliance with FTA Circular 4702.1B. In addition, as El Dorado Transit is a sub-recipient of Caltrans for FTA funding, Caltrans must approve the final Title VI Program document. The document has been sent to Caltrans for review.

El Dorado Transit staff recommends authorizing Resolution 17-08 for the implementation of the Title VI Policy, and authorizing the Executive Director to execute all documents necessary for implementation of the Title VI Policy.

FISCAL IMPACT

None.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 17-08**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY AUTHORIZING THE ADOPTION OF THE TITLE VI
PROGRAM**

WHEREAS, the El Dorado County Transit Authority is a recipient of Federal revenues and is required to meet federal regulatory requirements for Title VI of the Civil Rights Act of 1964, established by 49 CFR part 21.7; and

WHEREAS, the El Dorado County Transit Authority has or will provide all annual certifications and assurances to the Federal Transit Administration required for the Title VI Program; and

WHEREAS, the El Dorado County Transit Authority assures that no person or group of persons on the basis of race, color, or national origin, including limited English proficient persons are subjected to discrimination in the level and quality of transportation services, programs and activities provided, whether federally funded or not;

WHEREAS, the El Dorado County Transit Authority assures that all residents and visitors of the Western Slope of El Dorado County are afforded meaningful access to our programs, activities and services;

WHEREAS, the El Dorado County Transit Authority Title VI Program meets current Federal Transit Administration Guidelines.

NOW, THEREFORE, BE IT RESOLVED, that the El Dorado County Transit Authority Board approves and adopts the El Dorado Transit Title VI Program.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of the Board held on the 2nd day of February, 2017, by the following vote of the Board:

AYES: NOES: ABSTAIN: ABSENT:

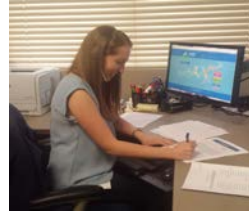
El Dorado County Transit Authority Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board



EL DORADO TRANSIT



Title VI Program

Adopted February 2, 2017

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

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Title VI Program

El Dorado County Transit Authority

2017 Board of Directors

Chair: Brian Veerkamp, El Dorado County Board of Supervisors, District 3

Vice Chair: Patty Borelli, Placerville City Council

John Hidahl, El Dorado County Board of Supervisors, District 1

Shiva Frentzen, El Dorado County Board of Supervisors, District 2

Trisha Wilkins, Placerville City Council

Executive Director: Mindy Jackson, El Dorado County Transit Authority

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



EL DORADO TRANSIT

SECTION 1: EL DORADO COUNTY TRANSIT AUTHORITY TITLE VI PROGRAM POLICY AND COMPLAINT PROCEDURES

POLICY

The El Dorado County Transit Authority (El Dorado Transit) is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any of its programs, activities, or services on the basis of race, color or national origin. All persons, regardless of their citizenship, are covered under this regulation. In addition, El Dorado Transit prohibits discrimination on the basis of race, color or national origin in its employment and business opportunities.

El Dorado Transit will not condone retaliation against an individual for his/her involvement in asserting his/her rights pursuant to Title VI or because he/she filed a complaint or participated in an investigation under Title VI, and /or this regulation.

As a Federal Transit Administration (FTA) fund recipient, El Dorado Transit will ensure that its programs, policies and activities comply with the Department of Transportation (DOT) Title VI Regulations of the Civil Rights Act of 1964.

El Dorado Transit will ensure that the level and quality of its transportation service is provided without regard to race, color or national origin.

El Dorado Transit will promote the full and fair participation of all affected populations in the transportation decision-making process.

El Dorado Transit will make good faith efforts to achieve environmental justice as part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, activities, and services on minority populations and low-income populations within El Dorado Transit's service area as provided herein.

El Dorado Transit will ensure that Limited English Proficient (LEP) individuals have access to El Dorado Transit's programs, activities, and services.

The El Dorado Transit Title VI Policy will be posted on the agency website, within the administrative offices, within vehicles and at high demand stops throughout the system.

This Regulation shall be maintained in English and Spanish.

APPLICABILITY

This policy is applicable to all El Dorado Transit employees, members of the public and all contractors hired by El Dorado Transit.

Failure of an El Dorado Transit employee to follow this policy and procedure may subject such employee to disciplinary action up to and including employment termination.

DEFINITIONS

Adverse Effect means having a harmful or undesired effect.

Discrimination refers to any act or inaction, whether intentional or unintentional, in any program or activity of a Federal aid recipient, subrecipient, or contractor that results in disparate treatment, disparate impact, or perpetuates the effects of prior discrimination based on race, color, or national origin.

Limited English Proficient (LEP) Persons are individuals for whom English is not their primary language and who have a limited ability to speak, understand, read, or write English. It includes people who reported to the U.S. Census that they do not speak English well or do not speak English at all.

Low-Income Population means any readily identifiable groups of low-income individuals who live in geographic proximity, and if circumstances warrant, geographically dispersed transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed DOT program, policy, or activity.

Minority Individuals

1. American Indian and Alaska Native, which refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
2. Asian, which refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.
3. Black or African American, which refers to people having origins in any of the Black racial groups of Africa.
4. Hispanic or Latino, which includes people of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
5. Native Hawaiian and Other Pacific Islanders, which refers to people having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

National Origin means the particular nation in which a person was born, or where the person's parents or ancestors were born.

Race means a group of people united or classified together on the basis of common history, nationality, or geographic distribution.

Recipient means one that has received or is receiving Federal financial assistance. The term includes subrecipients of a recipient and subrecipients in FTA State administered programs.

Retaliation Any adverse action taken against another individual because of his/her participation in the complaint, investigation, or hearing relating to this policy or the provision of federal or state law.

Vital Documents are documents that convey information that critically affects the ability of the customer to make informed decisions about his/her participation in the program (e.g., public notices, consent forms, complaint forms, eligibility rules, notices pertaining to the reduction, denial or termination of services or benefits, right to appeal, and notices informing customers of the availability of free language assistance).

GENERAL REQUIREMENTS AND GUIDELINES

El Dorado Transit will carry out its programs, activities, and services in compliance with Title VI of the Civil Rights Act of 1964. El Dorado Transit or any of its employees will not, on the grounds of race, color, national origin, age, sex, sexual orientation, or gender identity, exclude any person from participating in, deny the benefits of, or subject him/her to discrimination under any El Dorado Transit programs, services, or activities.

El Dorado Transit nor any of its employees will not, on the grounds of race, color or national origin:

- a) Provide any service, financial aid, or benefit that is different from that provided to others;
- b) Subject an individual to segregation or separate treatment;
- c) Restrict an individual in the enjoyment of any advantage or privilege enjoyed by others;
- d) Deny any individual service, financial aid, or benefits under any El Dorado Transit programs, services, or activities;
- e) Treat individuals differently in terms of whether they satisfy admission or eligibility requirements;

- f) Deny an individual the opportunity to participate as a member of a planning or advisory body.

El Dorado Transit shall evaluate significant system-wide service and fare changes and proposed improvements at the planning and programming stages to determine whether these changes have a discriminatory impact on low-income and Limited English Proficiency individuals. This applies to major service changes that affect 25% of service hours of a route.

El Dorado Transit will schedule Board Meetings in most months to ensure that all individuals are afforded an opportunity to participate in transportation decisions.

El Dorado Transit's legal counsel will maintain a list (a minimum of four years in active status) of any Title VI investigations, complaints, or lawsuits filed which allege El Dorado Transit discriminated against a person or group on the basis of race, color, or national origin. This list will include:

- a) The date the investigation, complaint, or lawsuit was filed;
- b) A summary of the allegation(s);
- c) The status of the investigation, complaint, or lawsuit; and
- d) Any actions or corrective actions taken by El Dorado Transit in response to the investigation, complaint or lawsuit.

El Dorado Transit will keep the public informed of the protections against discrimination afforded to them by Title VI and El Dorado Transit's obligations under Title VI by posting a *Title VI Policy Statement* (Attachment A) and associated English and Spanish *Complaint Forms*, on El Dorado Transit's website at www.eldoradotransit.com and at the El Dorado Transit administrative offices.

El Dorado Transit will take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs, activities and services for individuals who are Limited English Proficient (LEP).

El Dorado Transit will provide information, upon request from the FTA, in order to investigate complaints of discrimination, or to resolve concerns about possible noncompliance with Title VI.

El Dorado Transit will submit its Title VI Program to the FTA's regional civil rights officer once every three years to ensure compliance with Title VI Requirements.

El Dorado Transit will ensure that minority and low-income individuals have meaningful access to El Dorado Transit programs, activities and services.

ENVIRONMENTAL JUSTICE REQUIREMENTS

El Dorado Transit will integrate an environmental justice analysis into its National Environmental Protection Act (NEPA) documentation of construction projects. El Dorado Transit is not required to conduct environmental justice analyses of projects where NEPA documentation is not required. El Dorado Transit will consider preparing an environmental assessment (EA) or environmental impact statement (EIS) to integrate into its documents the following components:

- a) A description of the low-income and minority population within the study area affected by the project, and a discussion of the method used to identify this population (e.g., analysis of Census data, direct observation, or a public involvement process);
- b) A discussion of all adverse effects of the project both during and after construction that would affect the identified minority and low-income populations;
- c) A discussion of all positive effects of the project that would affect the identified minority and low-income populations, such as improvements in transit service, mobility, or accessibility;
- d) A description of all mitigation and environmental enhancement actions incorporated into the project to address the adverse effects, including, but not limited to, any special features of the relocation program that go beyond the requirements of the Uniform Relocation Act and address adverse community effects such as separation or cohesion issues; and the replacement of the community resources destroyed by the project;
- e) A discussion of the remaining effects, if any, and why further mitigation is not proposed; and
- f) For projects that traverse predominantly minority and low-income and predominantly non-minority and non-low-income areas, a comparison of mitigation and environmental enhancement actions that affect predominantly low-income and minority areas with mitigation implemented in predominantly non-minority or non-low-income areas.

LIMITED ENGLISH PROFICIENT (LEP) INDIVIDUALS AND PUBLIC PARTICIPATION REQUIREMENTS

El Dorado Transit will seek out and consider the viewpoints of minority, low-income and Limited English Proficient (LEP) populations in the course of conducting public outreach and involvement activities. El Dorado Transit's public participation strategy will offer early and continuous opportunities for the public to be involved in the identification of social, economic and environmental impacts of proposed transportation decisions.

El Dorado Transit will ensure that individuals have access to its programs, activities and services by developing and carrying out the language plan herein. El Dorado Transit will continually assess the language assistance needs of the population to be served.

El Dorado Transit will use the following four (4) factors to determine what measures must be undertaken to provide reasonable and meaningful access to LEP individuals.

- a) Languages likely to be encountered and the number or proportion of LEP persons in the eligible service population likely to be affected by the program, activity, or service.
- b) Frequency with which LEP individuals come into contact with El Dorado Transit programs, activities, and services.
- c) Importance of the program, activity, or service provided by El Dorado Transit to LEP individual's lives.
- d) Resources needed to provide effective language assistance and costs.

ORAL LANGUAGE ASSISTANCE

El Dorado Transit will make every effort to employ bilingual staff to provide Spanish-speaking interpretation at its Administrative office and within its Customer Service for basis transit questions and trip planning assistance.

COMPLAINTS/LAWSUITS AND APPEALS

How to File a Title VI Complaint with El Dorado Transit: Any person who believes that he/she, or as a member of any specific class of individuals, has been subjected to discrimination on the basis of race, color, national origin, age sex, sexual orientation, or gender identity with respect to El Dorado Transit programs, activities, services, or other transit related benefits, may file a written Complaint with El Dorado Transit. A Complaint may be filed by the individual or by a representative. A Complaint must be filed within 180 days after the date of the alleged discrimination, but complainants are encouraged to submit complaints as soon as possible. El Dorado Transit will promptly investigate all Complaints filed under Title VI, pursuant to this Regulation.

Complaint must include the following information:

- a) A Complaint must be in writing and signed and dated by the Complainant or his/her representative before any action can be taken.
- b) A Complaint shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination, including the name and address of the complainant, the date, time

and location of the incident. The Complaint shall include a description of the program, activity or service on which the alleged discrimination occurred.

A Complaint Form (Attachment B) can be used to file a Title VI complaint with El Dorado Transit. A *Complaint Form* will be made in an accessible format upon request. A *Complaint Form* can be obtained at:

- a) El Dorado Transit's website www.eldoradotransit.com
- b) By calling El Dorado Transit at (530) 642-5383 a complaint form can be mailed.
- c) By picking up a complaint form at 6565 Commerce Way, Diamond Springs, CA 95619.

If the Complaint is received by anyone besides El Dorado Transit's Executive Director, the individual in receipt of the Complaint shall forward it to the Executive Director or his/her designee as soon as practicable but no later than two (2) business days of receipt. The Executive Director shall immediately provide a copy of the Complaint to the Chair of the Board of Directors regarding the program, activity or service that is identified as being out of compliance.

Procedures for Investigating Complaints

The Executive Director or his/her designee shall promptly investigate the alleged complaint and shall prepare a written response as soon as practicable, but no later than ten (10) business days of his/her receipt of the complaint. The Executive Director or his/her designee may consult with appropriate staff in the preparation of his/her response to the complaint.

Efforts to Contact Complainant

The Executive Director or his/her designee shall make efforts to speak (meeting or telephone conversation) with the complainant, at which time the complainant may give written or oral evidence supporting the allegation that his/her rights under Title VI have been violated. The Executive Director or his/her designee shall review and consider the response prepared by the Executive Director or his/her designee, all the information provided by the complainant, if any, and any other evidence available regarding the allegations of the complaint. The Executive Director or his/her designee shall prepare a written report of his/her findings and if corrective action is required, a timetable for the completion of such action.

Completion of Investigation

As soon as it is practicable, but no later than twenty (20) business days following receipt of the initial complaint, the Executive Director or his/her designee shall inform the complainant of his/her findings and any corrective action to be taken as a result of the complaint together with the timetable for completion of such action.

Appeal to Chair

If the complainant is not satisfied with the findings and/or action of El Dorado Transit's Executive Director or his/her designee, then the complainant may file his/her Complaint with the Chair of the Board of Directors or with the FTA's Office of Civil Rights.

Appeal Process

If the complainant chooses to file his/her Complaint with the Chair of the Board of Directors, then the complaint and any supporting documentation should be submitted within five (5) business days of his/her receipt of the results of the Executive Director's investigation, with the Chair of the Board of Directors by providing it to Executive Director at El Dorado Transit facility. Upon review of the file, the Chair of the Board of Directors shall notify the complainant of what actions, if any, will be taken as a result of the review by the Chair within ten (10) business days of the Chair's notification that the complainant is not satisfied with the results of the Executive Director's investigation. The decision of the Chair of El Dorado Transit Board of Directors shall be final.

Timeline Waiver

Any timeline set forth herein may be extended by the Executive Director upon a showing of good cause.

How to File a Title VI Complaint with the FTA Office of Civil Rights

Any person who believes that he/she or as a member of any specific class of individuals, has been subjected to discrimination on the basis of race, color, national origin, age, sex, sexual orientation, or gender identity, with respect to El Dorado Transit's programs, activities, or services, or other transit related benefits, may file a written Complaint with FTA. A Complaint may be filed by the individual or by a representative. A Complaint must be filed within 180 days after the date of the alleged discrimination. FTA will promptly investigate all Complaints filed under Title VI in accordance with DOT regulations *49 CFR 21.11(b) and 21.11 (c)*.

- A. *A Complaint must include the following information:* A Complaint must be in writing and signed and dated by the Complainant or his/her representative before any action can be taken. In cases where a Complainant is unable or incapable of providing a written statement, but wishes FTA or DOT to investigate alleged discrimination, a verbal Complaint of discrimination may be made to the FTA Director, Office of Civil Rights. If necessary, the Civil Rights Official will assist the person in converting the verbal Complaint into writing. All Complaints must, however, be signed by the Complainant or his/her representative.

FTA Civil Rights Office Address:

Federal Transit Administration Office of Civil Rights
Attn: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Avenue, S.E.
Washington, DC 20590
TTY: 1-800-877-8339
Voice: 1-866-377-8642
FTA.ADAAssistance@dot.gov

- B. A Complaint shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination, including the date, time and location of the incident. The Complaint shall include a description of the program, activity or service on which the alleged discrimination occurred.

Complaint Acceptance

Once a Complaint has been accepted, FTA will notify El Dorado Transit that it has been subject to a Title VI Complaint and ask El Dorado Transit to respond in writing to the Complainant's allegations. Once the Complainant agrees to release the Complaint to El Dorado Transit, FTA will provide El Dorado Transit with the Complaint. FTA may choose to close a Complaint if the Complainant does not agree to release the Complaint to El Dorado Transit. FTA strives to complete a Title VI Complaint investigation within 180 days of the acceptance date of a Complaint.

Investigations

FTA will make a prompt investigation whenever a compliance review, report, Complaint or any other information indicates a possible failure to comply with Title VI Regulations. FTA's investigation will include a review of the pertinent practices and policies of El Dorado Transit, the circumstances under which the possible noncompliance occurred, and other factors relevant to a determination as to whether El Dorado Transit has failed to comply with Title VI regulations.

Following the investigation, FTA's Office of Civil Rights will transmit to the Complainant and El Dorado Transit one of the following three letters based on its finding:

- a) *Letter of Resolution:* which explains the steps that El Dorado Transit has taken or promises to take to come into compliance with Title VI.
- b) *Letter of Finding (Compliance):* which explains that El Dorado Transit is found to be in compliance with Title VI. This letter will include an explanation of why El Dorado Transit was found to be in compliance, and provide notification of the Complainant's appeal rights.

- c) *Letter of Finding (Noncompliance)*: which explains that El Dorado Transit is found to be in noncompliance. This letter will include each violation referenced, the applicable regulations, a brief description of proposed remedies, notice of the time limit on the conciliation process, the consequences for failure to achieve voluntary compliance, and an offer of assistance to El Dorado Transit in devising a remedial plan for compliance.

Appeals Process

The letters of finding and resolution will offer the Complainant and El Dorado Transit the opportunity to provide additional information that would lead FTA to reconsider its conclusions. FTA requests that the parties in the Complaint provide this additional information within 60 days of the date of the FTA letter of finding. FTA's Office of Civil Rights will respond to an appeal either by issuing a revised letter of resolution or finding to the appealing party, or by informing the appealing party that the original letter of resolution or finding remains in force.

DEFICIENCIES WITH TITLE VI COMPLIANCE

Compliance Reviews will be conducted periodically by FTA, as part of its ongoing responsibility pursuant to its authority under 49 CFR 21.11(a).

If FTA determines that El Dorado Transit is in noncompliance with Title VI, it will transit a *Letter of Finding* that describes FTA's determination and requests that El Dorado Transit voluntarily take corrective action which FTA deems necessary and appropriate.

El Dorado Transit will submit a remedial action plan including a list of planned corrective actions and, if necessary, sufficient reasons and justification for FTA to reconsider any of its findings or recommendations within 30 days of receipt of FTA's *Letter of Finding*.

ADMINISTRATION OF REGULATION

El Dorado Transit will integrate the provisions within its Title VI Program into all programs, activities, and services provided by El Dorado Transit.

El Dorado Transit will integrate the Title VI Program into its policies and procedures.



EL DORADO TRANSIT

SECTION 2: LIMITED ENGLISH PROFICIENCY (LEP) PLAN

INTRODUCTION

This Limited English Proficiency (LEP) Plan has been prepared to address the El Dorado County Transit Authority (El Dorado Transit) responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, Federal Transit Administration Circular 4702.1A dated May 13, 2007, which states that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency, indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds.

PLAN SUMMARY

El Dorado Transit is the public transit operator for the Western Slope of El Dorado County and has developed this LEP Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided by El Dorado Transit. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English.

This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, El Dorado Transit undertook the U.S. Department of Transportation (U.S. DOT) four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter an El Dorado Transit program, activity or service.
2. The frequency with which LEP persons come in contact with El Dorado Transit programs, activities or services.
3. The nature and importance of programs, activities or services provided by El Dorado Transit to the LEP population.

4. The resources available to El Dorado Transit and overall cost to provide LEP assistance.

A summary of the results of the El Dorado Transit four-factor analysis is in the following section.

Four-Factor Analysis

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter an El Dorado Transit program, activity or service.

El Dorado Transit staff reviewed the 2010 U.S. Census Language Survey Report and determined that 19,943 persons in El Dorado County [11.8 % of the population] speak a language other than English. In El Dorado County, 7,219 persons [5.9%] indicated having limited English proficiency; that is, they speak English “not very well”.

In El Dorado County, of those persons with limited English proficiency, 5,508 (3.26% of the total population) speak Spanish; the remaining 1,711 respondents speak approximately 33 different languages, each accounting for less than 1% of the population.

2. The frequency with which LEP persons come in contact with El Dorado Transit programs, activities or services.

El Dorado Transit assessed the frequency with which staff and drivers have, or could have, contact with LEP persons. This includes documenting phone inquiries and surveying vehicle operators for requests for interpreters and translated documents. To date, the most frequent contact between LEP persons is with bus drivers and administrative staff. Administrative staff took approximately 34 calls over a six (6) month survey period, with typical calls being;

- Requests for service to local community lunch providers (10)
- Deviated service stop requests (4)
- General service calls (18)

What is notable, in this instance, is that dispatch staff only indicate taking between two (2) and four (4) similar calls during the same survey period. Based on this information, El Dorado Transit will continue to make efforts to incorporate bilingual staff as much as practicable, work with local community service agencies identified as having high LEP person traffic and ensure that language assistance information is posted in high volume areas, such as; buses, website and administrative offices.

3. The nature and importance of programs, activities or services provided by El Dorado Transit to the LEP population.

The largest geographic concentration of LEP individuals in the El Dorado Transit service area is Spanish. Three (3) concentrated areas have been identified as having significant percentages of the population identified as Hispanic, they are; Cameron Park (15.4%), the City of Placerville

(19.4%) and Shingle Springs (16.7%). Services provided by El Dorado Transit that are most likely to encounter LEP individuals are the fixed route system which serves the general public and the demand-response (Dial-A-Ride) system which serves primarily senior and disabled persons.

It is also likely that El Dorado Transit will encounter LEP individuals at the El Dorado Transit offices where passes and script are sold, community outreach events and posters are displayed relating to transit events.

4. The resources available to El Dorado Transit and overall costs to provide LEP assistance.

El Dorado Transit assessed its available resources that could be used for providing LEP assistance, including determining the cost of a professional interpreter and translation service on an as-needed basis, which of its documents would be the most valuable to be translated if the need should arise, and taking an inventory of available organizations that El Dorado Transit could partner with for outreach and translation efforts. The amount of staff and vehicle operating training that might be needed was also considered. Based on the four-factor analysis, El Dorado Transit developed its LEP Plan as outlined in the following section.

LIMITED ENGLISH PROFICIENCY (LEP) PLAN OUTLINE

How El Dorado Transit and staff may identify an LEP person who needs language assistance:

1. Examine records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events or meetings.
2. Have a staff person greet participants as they arrive to El Dorado Transit sponsored events. By informally engaging participants in conversation it is possible to gauge each attendee's ability to speak and understand English.
3. Have Census Bureau Language Identification Flashcards available at El Dorado Transit meetings. This will assist El Dorado Transit in identifying language assistance needs for future events and meetings.
4. Have Census Bureau Language Identification Flashcards on all transit vehicles to assist vehicle operators in identifying specific language assistance needs of passengers. If such individuals are encountered, vehicle operators will be instructed to try to obtain contact information to give to El Dorado Transit management for follow-up.
5. Vehicle operators and other front-line staff, like dispatchers, dial-a-ride schedulers, and service development planners, will be surveyed on their experience concerning any contacts with LEP persons during the previous year.

LANGUAGE ASSISTANCE MEASURES

There are numerous language assistance measures available to LEP persons, including both oral and written language services. There are also various ways in which El Dorado Transit staff responds to LEP persons, whether in person, by telephone or in writing.

- Provide bilingual staffing to provide Spanish-speaking interpretation at its Administrative offices and within its Customer Service transit questions and trip planning;
- Network with local human service organizations that provide services to LEP individuals and seek opportunities to provide information on El Dorado Transit programs and services;
- Placement of statements in notices and publications that interpreter services are available for these meetings, with seven (7) day advance notice;
- Survey bus drivers and other front-line staff, like dispatchers, dial-a-ride schedulers, and service development planners, annually on their experience concerning any contacts with LEP persons during the previous year;
- Provide Language Identification Flashcards at the Transit Center, onboard the El Dorado Transit fleet, in Road Supervisor vehicles and at transit systems administrative offices;
- Post the El Dorado County Transit Authority Title VI Program and LEP Plan on the agency website, www.eldoradotransit.com and at the administrative offices;
- Provide travel training to LEP persons with the assistance of bilingual staff;
- Include language “Spanish a plus” on bus driver recruitment flyers and onboard recruitment posters;
- When an interpreter is needed, for a language other than Spanish, in person or on the telephone, staff will utilize a professional interpreter services.

STAFF TRAINING

The following training will be provided to El Dorado Transit staff:

1. Information on the El Dorado Transit Title VI Procedures and LEP responsibilities
2. Description of language assistance services offered to the public
3. Use of Language Identification Flashcards (used to identify language preference)
4. Documentation of language assistance requests
5. Use of professional interpreter services (over the phone interpretation provider)
6. How to handle a potential Title VI/LEP complaint

OUTREACH TECHNIQUES

In order to ensure that LEP individuals are aware of El Dorado Transit's language assistance measures, El Dorado Transit provides the following:

- Local schedules include Spanish translation
- Spanish language contact information, phone and email, is posted on the El Dorado Transit website home page
- Bilingual staff are present most service hours for in-person or phone customer service at the administrative offices

Additionally, when staff prepares a document or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed and posted in an alternative language based on the known LEP population. These notices will be posted in the following locations:

- El Dorado Transit Administrative offices
- El Dorado Transit buses
- El Dorado Transit website

Such notices may also be posted or announced with local stakeholders, community centers and effected route major transfer points. Interpreters will be available as needed.

MONITORING AND UPDATING THE LEP PLAN

El Dorado Transit will update the LEP plan as required by U.S. DOT. At a minimum, the plan will be reviewed and updated every three (3) years in conjunction with the Title VI submission, or when data from the 2020 U.S. Census is available, or when it is clear that higher concentrations of LEP individuals are present in the El Dorado Transit service area. Updates will include the following:

- The number of documented LEP person contacts encountered annually
- How the needs of LEP persons have been addressed
- Determination of the current LEP population in the service area
- Determination as to whether the need for translation services has changed
- Determine whether local language assistance programs have been effective and sufficient to meet the need
- Determine whether El Dorado Transit's financial resources are sufficient to fund language assistance resources needed
- Determine whether El Dorado Transit has fully complied with the goals of this LEP Plan
- Determine whether complaints have been received concerning El Dorado Transit's failure to meet the needs of LEP individuals

DISSEMINATION OF THE EL DORADO COUNTY TRANSIT AUTHORITY LEP PLAN

A link to the [El Dorado County Transit Authority LEP Plan](#) and the [Title VI Program](#) is included on the El Dorado Transit website at www.eldoradotransit.com.

Any person or agency with internet access will be able to access and download the plan from the El Dorado Transit website. Alternatively, any person or agency may request a copy of the plan via telephone, mail, or in person and shall be provided a copy of the plan at no cost. LEP individuals may request copies of the plan in translation which El Dorado Transit will provide, if feasible.

Questions or comments regarding the LEP Plan may be submitted to the El Dorado Transit, Executive Director:

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

Phone: 530-642-5383
Toll Free: 888-246-2877
Email: info@eldoradotransit.com



NOTICE

Notifying the Public of Rights Under Title VI

El Dorado County Transit Authority (El Dorado Transit) operates its programs and services without regard to race, color or national origin in accordance with Title VI of the Civil Rights Act. Any person who believes he or she has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with El Dorado Transit.

For more information on El Dorado Transit's civil rights program, and procedures to file a complaint, contact (530) 642-5383; website www.eldoradotransit.com; or visit the administrative offices at 6565 Commerce Way, Diamond Springs, CA 95619.

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington DC 20590

If information is needed in another language, contact (530) 642-5383 or visit eldoradotransit.com for assistance. Si require información en español, vaya a eldoradotransit.com y seleccione en el menú de español.

WWW.ELDORADOTRANSIT.COM
6565 COMMERCE WAY
DIAMOND SPRINGS, CA 95619
(530) 642-5383



EL DORADO TRANSIT

Title VI POLICY STATEMENT

The El Dorado County Transit Authority (El Dorado Transit) is committed to providing public transportation in an environment that is free from discrimination on the basis of race, color or national origin. El Dorado Transit operates its programs, activities and services without regard to race, color or national origin.

As a Federal Transit Administration (FTA) fund recipient, El Dorado Transit will ensure that its programs, policies and activities comply with Title VI of the Civil Rights Act of 1964, as amended, and Department of Transportation regulations.

Any person, who believes that he/she, has been subjected to discrimination on the basis of race, color or national origin, with respect to El Dorado Transit's programs, activities, services, or other transit related benefits, may file a Title VI complaint. Complaints must be filed in writing and signed by the complainant, or a representative, and should include the complainants name, address, and telephone number or other means by which the complainant can be contacted. Complaints must be filed within 180 days of the date of the alleged discriminatory act.

To request additional information on El Dorado Transit's non-discrimination obligations or to file a Title VI Complaint, please submit your request or complaint in writing to:

El Dorado County Transit Authority

Attn: Executive Director
6565 Commerce Way
Diamond Springs, CA 95619

Complaint Forms can also be obtained at www.eldoradotransit.com

Federal Transit Administration (FTA) Title VI Complaints may be filed directly to:

Federal Transit Administration Office of Civil Rights
Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Avenue, SE
Washington, DC 20590



EL DORADO TRANSIT

DECLARACIÓN DE POLÍTICA RELACIONADA CON EL TÍTULO VI

El Dorado County Transit Authority (la Autoridad de Transporte del Condado El Dorado, también conocida como El Dorado Transit) está dedicada a brindar transporte público en un ambiente libre de discriminación por motivos de raza, color, origen nacional, edad, sexo, orientación sexual o identidad de género. El Dorado Transit lleva a cabo sus programas, actividades y servicios independientemente de la raza, color o origen nacional.

Como destinatario de fondos de la Administración Federal de Transporte (FTA, por sus siglas en inglés), El Dorado Transit se asegurará que sus programas, políticas y actividades cumplen con el Título VI del Acta de Derechos Civiles de 1964 y sus enmiendas, y las regulaciones del Departamento de Transporte.

Cualquier persona que crea que ha sido sujeto de discriminación por motivos de raza, color, origen nacional, edad, sexo, orientación sexual o identidad de género con respecto a los programas, actividades, servicios u otros beneficios relacionados con el transporte brindados por El Dorado Transit, puede presentar una queja conforme al Título VI. Las quejas deben presentarse por escrito, y deben incluir la firma de la persona que las presenta o un representante, así como el nombre, dirección y número de teléfono u otra manera de comunicarse con la persona que presenta la queja. Las quejas se deben presentar dentro de los 180 días a partir de la fecha del presunto acto discriminatorio.

Para solicitar información adicional sobre las obligaciones de no discriminación de El Dorado Transit o para presentar una queja conforme al Título VI, sírvase presentar su solicitud o queja por escrito a:

El Dorado County Transit Authority

Attn: Executive Director
6565 Commerce Way
Diamond Springs, CA 95619

Los formularios para quejas también se pueden obtener en www.eldoradotransit.com

Las quejas conforme al Título VI para la Administración Federal de Transporte (FTA) se pueden presentar directamente a:

Federal Transit Administration Office of Civil Rights
Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Avenue, SE
Washington, DC 20590



EL DORADO TRANSIT

El Dorado County Transit Authority
TITLE VI DISCRIMINATION COMPLAINT FORM
6565 Commerce Way, Diamond Springs, CA 95619

Complainant's Name: _____
Street Address: _____
City/State/Zip: _____
Phone: _____ E-Mail Address: _____
Date of Violation: _____ Time of Violation: _____
Date of Complaint: _____ Place of Violation: _____
Bus Number: _____ Bus Route: _____

Discrimination because of: Race Color National Origin
 Age Sex Sexual Orientation Gender Identity

Please provide the name(s) of the El Dorado Transit employees who allegedly discriminated against you, including their job titles (if known).

Identify what El Dorado Transit service, program, or activity did not comply with Title VI of the Civil Rights Act of 1964.

Identify individuals by name, address and phone number that has information relating to the violation.

Explain as clearly as possible what happened, how you feel you were discriminated against and who was involved. Please include how other individuals were treated differently from you.

Signature of Complainant: _____ Date: _____

Attachment B



EL DORADO TRANSIT

El Dorado County Transit Authority
(Autoridad de Transporte del Condado El Dorado)

FORMULARIO DE QUEJA POR DISCRIMINACIÓN CONFORME AL TÍTULO VI

6565 Commerce Way, Diamond Springs, CA 95619

Nombre del que presenta la queja: _____

Dirección (calle): _____

Ciudad/Estado/Código postal: _____

Teléfono: _____ Correo electrónico: _____

Fecha del incidente: _____ Hora del incidente: _____

Fecha de la queja: _____ Lugar del incidente: _____

Número del bus: _____ Ruta del bus: _____

Causa de la discriminación: Raza Color Origen nacional

Edad Sexo Orientación sexual Identidad de género

Sírvase suministrar el/los nombre(s) de los empleados de El Dorado Transit que supuestamente le discriminaron, inclusive los cargos que ocupan (si se saben).

Identifique cuál servicio, programa o actividad de El Dorado Transit no cumplió con el Título VI del Acta de Derechos Civiles de 1964.

Proporcione los nombres, direcciones y números de teléfono de los individuos que poseen información relacionada con el incidente.

Explique lo más claramente posible lo que ocurrió, cómo usted siente que le discriminaron y quién estuvo involucrado. Por favor incluya cómo otras personas fueron tratadas de manera diferente a usted.

Firma del que presenta la queja: _____ Fecha: _____

Attachment B



EL DORADO TRANSIT

LIST OF TRANSIT-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS (GENERAL REQUIREMENT)

El Dorado County Transit Authority (El Dorado Transit) does not have any past, current or pending Title VI complaints



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY FARE AND SERVICE CHANGE PUBLIC NOTIFICATION

POLICY

El Dorado County Transit Authority (El Dorado Transit) shall maintain an open and participative process including the consideration of public comment before a fare increase or major service reduction. Public input is solicited while proposals are under consideration. Customers are notified before the implementation of any major service changes or fare increases.

It is the intent of El Dorado Transit to comply with the Federal Public Comment on Service Change and Fare Change policy cited in Federal Transit Administration Section C. 9030.1C.

DEFINITION

For the purpose of the FTA C. 9030.1C comment requirement, El Dorado Transit's definition of a service change is as follows:

Service Change. A change in service area equal to more than 25% total system square mile service area.

Fare Change. A change of any amount compared to existing fare.

PROCEDURES

In order to insure maximum opportunity for community input and involvement in the decision-making process, El Dorado Transit adheres to the following

1. Provide a thirty (30) day advance notice of a public hearing to consider the proposal in appropriate local and/regional publications as appropriate.
2. Provide customer information regarding the fare change and service reduction proposal and process for public comment on board service vehicles.



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY FARE AND SERVICE CHANGE PUBLIC NOTIFICATION

PROCEDURES (continued)

3. Before finalizing recommendations, El Dorado Transit staff will review proposed fare changes and reductions in service and the merits of such proposals with the El Dorado County Transit Authority Transit Advisory Committee (TAC). The El Dorado Transit TAC includes consumers, consumer advocates and members of the public with interest in public transportation.
4. Conduct at least one (1) formal public hearing to solicit public input and consider recommendations to the proposed service changes. The hearing includes a staff presentation of proposed service changes and the opportunity for testimony from any interested individual in attendance. Minutes of the hearing are recorded.
5. Following the conclusion of the Public Hearing, the El Dorado County Transit Authority Board of Directors will consider both the staff recommendations and the public comment, and make the final decision regarding the service change by a simple majority vote. The effective date of any fare or service change shall be least sixty (60) days after the date noticing the public hearing.

APPROVED AUGUST 1, 2002



EL DORADO TRANSIT

TABLE DEPICTING MINORITY REPRESENTATION ON NON-ELECTED TRANSIT ADVISORY COMMITTEE

Body	Caucasian	Latino	African American	Asian American	Native American
Population	90.4%	12.2%	0.9%	3.8%	1.3%
Transit Advisory committee	83.3%	0%	0%	16.7%	0%

El Dorado Transit encourages participation on non-elected committees via requests for participation or the nomination of persons involved with local human services agencies, non-profit community based organizations and other local stakeholders.



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY (EL DORADO TRANSIT) SYSTEM PERFORMANCE STANDARDS

El Dorado Transit currently reports the following Transit Development Act (TDA) mandated Key Performance Measures:

- Passenger Fares
- Operating Expenses
- Farebox Recovery Ratio (FBR)
- Operating Cost/Passenger
- Operating Cost/Revenue Hour
- Operating Cost/Revenue Mile
- Passenger Trips/Revenue Hour
- Road Calls
- Average Fare Per Passenger
- Employees/Full-Time Equivalent (FTE)

VEHICLE LOAD STANDARDS BY MODE

The average of all loads during the peak operating period should not exceed vehicles' achievable capacities, which are 30 passengers for a 25-foot cut-away bus, 39 passengers for a 30-foot cut-away bus, 55 passengers for 35-foot buses, 67 passengers for 40-foot buses, and 85 passengers for 45-foot over-the-road coaches.

VEHICLE LOAD STANDARDS BY MODE

Vehicle Type	Passenger Capacities			Maximum Load Factor
	Seated	Standing	Total	
25' Cut-away	20	10	30	1.5
30' Cut-away	26	13	39	1.5
35' Transit Bus	37	18	55	1.48
40' Transit Bus	45	22	67	1.48
45' Over the Road Coach	57	28	85	1.49

HEADWAYS AND PERIODS OF OPERATION

Local

Service operates on local lines every 60 minutes beginning at approximately 6:00 am until approximately 8:00 pm on weekdays. On weekends there is limited local service only, operating approximately every 60 minutes beginning at 9:00 am and ending at approximately 5:00 pm.

- Cameron Park service is provided on weekdays every 60 minutes, beginning at 6:35 am and ending at approximately 6:30 pm.
- Pollock Pines service is provided on weekdays every 60 minutes, beginning at 6:30 am and ending at approximately 6:25 pm.
- Placerville service is provided on weekdays every 60 minutes, beginning at 6:00 am and ending at approximately 7:00 pm.
- Diamond Springs service is provided on weekdays every 60 minutes, beginning at 6:00 am and ending at approximately 7:00 pm.
- Saturday Express service is provided on weekends every 60 minutes, beginning at 9:00 am and ending at approximately 5:00 pm.
- Diamond Springs Saturday service is provided on weekends every 60 minutes, beginning at 9:00 am and ending at approximately 5:00 pm.

Flex Route (Grizzly Flat)

Flex route service is available by request only on Thursdays between 08:00-10:00 am and 3:00 – 5:00 pm.

50 Express

The 50 Express route provides intra-county connections between Placerville and the light-rail station in Folsom. This service provides access to Sacramento via light rail. Service operates approximately every 60 minutes, beginning at 5:53 am and ending at approximately 8:00 pm on weekdays.

Commuter

Service is provided between El Dorado County and downtown Sacramento weekdays, operating approximately every 15 minutes during peak commute hours (05:10-09:26 am and 2:46-8:00 pm). There is no service on weekends.

Routing and scheduling involves the consideration of a number of factors including: ridership productivity, transit/pedestrian friendly streets, density of transit-dependent population and activities, relationship to the Regional Transportation Plan, relationship to major transportation developments, land use connectivity, and transportation demand management.

ON-TIME PERFORMANCE STANDARDS

Local: Eighty-five (85%) percent of all fixed-route trips should be operated “on-time,” defined as not early, and no more than five (5) minutes late in comparison to the established time points.

Commuter: Ninety (90%) percent of all trips should be operated “on-time,” defined as not early, and no more than five (5) minutes late in comparison to the established time points.

The above On-time Performance definitions are based upon those definitions as found in the Western El Dorado County Short- and Long-Range Transit Plan, July 11, 2014.

Local Fixed Route: 85%
Demand Response: 90%
Commuter: 90%

SERVICE AVAILABILITY

It is the goal of El Dorado Transit to provide transit service to residential areas, major medical, shopping, government, employment centers, and activity centers that can support those route services.

For Intra-county transit services, the goal is to provide transit service to those employment centers that can support commuter service consistent with the service efficiency and effectiveness goals of El Dorado Transit.

Vehicle Assignment

All buses within the El Dorado Transit fleet are lift-equipped, have bicycle racks and heat/air conditioning. Vehicles are assigned based on operating characteristics of the routes. Local routes typically operate smaller more maneuverable cut-away type buses or city route buses while commuter routes typically operate 35-45 foot transit buses to accommodate long distance travel and larger passenger loads.

Transit Amenities

Installation of transit amenities are based on passenger boardings along the routes. Typically for local or commuter routes; amenities should be installed where passenger boardings number 5 or more persons (benches) and 10 or more persons (shelters).

APPENDIX A

FEDERAL TRANSIT ADMINISTRATION CIVIL RIGHTS ASSURANCE

The El Dorado County Transit Authority HEREBY CERTIFIES THAT, as a condition of receiving Federal financial assistance under the Urban Mass Transportation Act of 1964, as amended, it will ensure that:

1. No person on the basis of race, color, or national origin will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.
2. The El Dorado County Transit Authority will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 4702.1A and in compliance with the Department of Transportation's Title VI regulation, 49 CFR Part 21.9.
3. The El Dorado County Transit Authority will make it known to the public that those person or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.

The person or persons whose signature appears below are authorized to sign this assurance on behalf of the grant applicant or recipient.

Mindy Jackson, Executive Director
(NAME AND TITLE OF AUTHORIZED OFFICER)

DATE: _____

(SIGNATURE OF AUTHORIZED OFFICER)

APPENDIX B

DEPARTMENT OF TRANSPORTATION TITLE VI ASSURANCE

The El Dorado County Transit Authority (hereinafter referred to as the "Recipient") HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Department of Transportation it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department of Transportation, including Federal Transit Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to its FTA Section 5307, 5309, 5310, 5311, 5316, 5337 and 5339 Programs:

1. That the Recipient agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all FTA Section 5307, 5309, 5310, 5311, 5316, 5337 and 5339 Programs: and, in adapted form in all proposals for negotiated agreements:

The El Dorado County Transit Authority, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to this Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over, or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements enter into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under FTA Section 5307, 5309, 5310, 5311, 5316, 5337 and 5339 Programs; and (b) for the construction or use of or access to space on, over, or under real property acquired, or improved under FTA Section 5307, 5309, 5310, 5311, 5316, 5337 and 5339 Programs.
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under the FTA Section 5307, 5309, 5310, 5311, 5316, 5337 and 5339 Programs and is binding on it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest and other participants in the FTA Section 5307, 5309, 5310, 5311, 5316, 5337 and 5339 Programs. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

DATED: _____

by

EL Dorado County Transit Authority
(Name of Recipient)

Mindy Jackson, Executive Director
(Name and Title of Authorized Officer)

(Signature of Authorized Officer)

Attachments:
Appendices A, B, and C

(APPENDIX A TO TITLE VI ASSURANCE)

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor 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 contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor 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 the or the El Dorado County Transit Authority to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the El Dorado County Transit Authority, or the Federal Transit Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with nondiscrimination provisions of this contract, the El Dorado County Transit Authority shall impose contract sanctions as it or they Federal Transit Administration may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the contractor under the contract until the contractor complies; and/or
 - b. cancellation, termination, or suspension of the contract, in whole or in part

6. Incorporation of Provisions: The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the El Dorado County Transit Authority or the Federal Transit Administration 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 contractor may request the El Dorado County Transit Authority to enter into such litigation to protect the interests of the El Dorado County Transit Authority, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

(APPENDIX B TO TITLE VI ASSURANCE)

The following clauses shall be included in any and all deeds affecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

(GRANTING CLAUSE)

NOW, THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the El Dorado County Transit Authority will accept title to the lands and maintain the project constructed thereon, in accordance with Urban Mass Transit Act of 1964, the Regulations for the Administration of FTA Section 5307, 5309, 5310, 5311, 5316, 5337 and 5339 Programs and the policies and procedures prescribed by Federal Transit Administration of the Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the El Dorado County Transit Authority all the right, title and interest of the Department of Transportation in and to said lands described in Exhibit "A" attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto El Dorado County Transit Authority and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the El Dorado County Transit Authority, its successors and assigns.

The El Dorado County Transit Authority, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over or under such lands hereby conveyed (,) (and)* (2) that the El Dorado County Transit Authority shall use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of

Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended, and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.*

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

(APPENDIX C TO TITLE VI ASSURANCE)

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the El Dorado County Transit Authority pursuant to the provisions of Assurance 7(a).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for herself/himself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land") that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee lessee, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination of Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)*

That in the event of breach of any of the above nondiscrimination covenants, El Dorado County Transit Authority shall have the right to terminate the (license, lease, permit, etc.) and to re-enter and repossess said land and the facilities thereon, and hold the same as if said (licenses, lease, permit, etc.) had never been made or issued.

(Include in deeds)*

That in the event of breach of any of the above nondiscrimination covenants, El Dorado County Transit Authority shall have the right to re-enter said lands and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of El Dorado County Transit Authority and its assigns.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by El Dorado County Transit Authority pursuant to the provisions of Assurance 7(b).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for herself/himself, his/her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in case of deeds, and leases add "as a covenant running with the land") that (1) no person on the grounds of race, color, or national origin shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and the furnishing services thereon, no person on the grounds of race,

color, or national origin shall be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination, and (3) that the (grantee, licensee, lessee, permittee, etc.) shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)*

That in the event of breach of any of the above nondiscrimination covenants, El Dorado County Transit Authority shall have the right to terminate the (license, lease, permit, etc.) and to re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, lease, permit, etc.) had never been made or issued.

(Include in deeds)*

That in the event of breach of any of the above nondiscrimination covenants, El Dorado County Transit Authority shall have the right to re-enter said land and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of El Dorado County Transit Authority and its assigns.

* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

APPENDIX C

DIRECTORY

**DEPARTMENT OF TRANSPORTATION AND
FEDERAL TRANSIT ADMINISTRATION OFFICES**

Headquarters

Departmental Director of Civil Rights
Office of the Secretary
Department of Transportation
400 Seventh Street, SW., Room 10215
Washington, D.C. 20590

Director, Office of Civil Rights
Federal Transit Administration
400 Seventh Street, SW., Room 7412
Washington, D.C. 20590

AREA CIVIL RIGHTS

**OFFICES EASTERN AREA
(Regions 1 and 2)**

Federal Transit Administration
Transportation Systems Center, Suite 920
Kendall Square, 55 Broadway
Cambridge, MA 02142-1093

Federal Transit Administration
One Bowling Green, Room 429
New York, NY 10004-1415

**SOUTHEASTERN AREA
(Regions 3 and 4)**

Federal Transit Administration
1760 Market Street, Suite 500
Philadelphia, PA 19103-4124

Federal Transit Administration
Atlanta Federal Center, Suite 17T50
61 Forsyth Street, SW
Atlanta, GA 30303

**CENTRAL/MID-WESTERN AREA
(Regions 5, 6, and 7)**

Federal Transit Administration
200 W. Adams, Suite 320
Chicago, IL 60606

Federal Transit Administration
819 Taylor Street, Room 8A36
Fort Worth, TX 76102

Federal Transit Administration
901 Locust Street, Room 404
Kansas, MO 64106

**WESTERN AREA
(Regions 8, 9, and 10)**

Federal Transit Administration
12300 W. Dakota Ave, Suite 310
Lakewood, CO 80228-2583

Federal Transit Administration
201 Mission Street, Suite 2210
San Francisco, CA 94105-1926

Federal Transit Administration
915 Second Ave, Suite 3412
Seattle, WA 98174-1002

APPENDIX D

APPLICATION OF TITLE VI REQUIREMENTS TO FEDERAL FINANCIAL ASSISTANCE OF THE FEDERAL TRANSIT ADMINISTRATION

Examples: Nondiscrimination on FTA Projects

The following examples, without being exhaustive, illustrate the application of the nondiscrimination provisions of this part to projects receiving Federal financial assistance under the programs of certain Department of Transportation operating administrations.

1. Any person who is, or seeks to be, a patron of any public vehicle which is operated as a part of, or in conjunction with, a project shall be given the same access, seating, and other treatment with regard to the use of such vehicle as other persons without regard to their race, color, or national origin.
2. No person who is, or seeks, to be an employee of the project sponsor or lessees, concessionaires, contractors, licensees, or any organization furnishing public transportation service as a part of, or in conjunction with, the project shall be treated less favorably than any other employee or applicant with regard to hiring, dismissal, advancement, wages, or any other conditions and benefits of employment, on the basis of race, color, or national origin.
3. No person or group of persons shall be discriminated against with regard to the routing, scheduling, or quality of transportation service furnished as a part of the project on the basis of race, color, or national origin. Frequency of service, age and quality of vehicles assigned to routes, quality of stations serving different routes, and location of routes may not be determined on the basis of race, color, or national origin.
4. The location of projects requiring land acquisition and the displacement of persons from their residences and businesses may not be determined on the basis of race, color, or national origin.

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: February 2, 2017
TO: El Dorado County Transit Authority
FROM: Brian James, Planning and Marketing Manager
SUBJECT: Fare Structure

REQUESTED ACTION:
BY MOTION,

Adopt Resolution No. 17-02 Stating the Fare Structure for the El Dorado County Transit Authority to Include Connect Card and Discount Fare Eligibility Requirements

BACKGROUND

Fare structure changes require approval by the El Dorado County Transit Authority (El Dorado Transit) Board of Directors. This Fare Structure Resolution does not call for a fare increase, so public hearing and public comment period are not required for this resolution.

This resolution authorizes El Dorado Transit to accept the Connect Card, which is the Sacramento region's new transit smart card fare collection system. This resolution will also authorize El Dorado Transit to require passengers to show proof of disability, age or student status for discount fares.

DISCUSSION

Connect Card provides a convenient and secure way to pay transit fare. The system uses a plastic smart card called a Connect Card with a computer chip inside that can store cash value, passes and discount fares. El Dorado Transit is working with eight (8) other transit agencies in the Sacramento region to launch the Connect Card fare collection system.

El Dorado Transit currently offers discounted rates for disabled riders, seniors age 60 and above and students K-12. However, El Dorado Transit does not currently require passengers to show proof of disability, age or student status for discount fares. As a result, some passengers who would not qualify for a discounted rate are paying the lower amount. The current system is not equitable to passengers who are paying the full fare.

Under the new discount fare eligibility requirements, passengers requesting a discount fare by virtue of their age, disability or student status must present valid identification for proof of eligibility, along with the proper fare, upon boarding. Proof of eligibility would include the following:

- | | |
|--------------|---|
| Senior | Current discount photo identification issued by El Dorado Transit or another agency or valid State issued photo identification or passport to prove age |
| Disabled | Current discount photo identification issued by El Dorado Transit or another agency or Medicare card presented along with a valid State issued photo ID or passport |
| Student K-12 | Current discount photo identification issued by El Dorado Transit or another agency |

El Dorado Transit discount photo identification cards will be available at the El Dorado Transit administration office and through direct outreach efforts by staff. At the time of discount photo identification card issuance, persons requesting cards must present the following:

- | | |
|--------------|--|
| Senior | Valid State issued photo identification or passport to prove age |
| Disabled | Valid State issued photo identification or passport along with a Medicare card, DMV disabled placard computer printout, Social Security disability benefits award letter, or a completed El Dorado Transit certification form completed and signed by a physician or authorized representative |
| Student K-12 | Current student identification card or other proof of enrollment from their school |

El Dorado Transit discount photo identification cards would expire after five (5) years.

The Fare Structure Resolution was reviewed by legal counsel. Staff is recommending that the Connect Card fare collection system and the new discount fare eligibility requirements be implemented through adoption of the Fare Structure Resolution.

FISCAL IMPACT

The fiscal impact related to Connect Card will be in a separate action in the future. Discount fare eligibility requirements are expected to increase farebox recovery.

EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. ~~15-1017-02~~

RESOLUTION OF THE BOARD OF DIRECTORS OF
THE EL DORADO COUNTY TRANSIT AUTHORITY
STATING THE FARE STRUCTURE

WHEREAS, the El Dorado County Transit Authority (~~EDCTA~~El Dorado Transit) Board desires to revise the Basic and Discount Fares to generate revenues to fund operating costs.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY TRANSIT AUTHORITY (~~EDCTA~~EL DORADO TRANSIT) AS FOLLOWS:

THAT, this Resolution shall become effective on ~~July 6, 2015~~ July 1, 2017 and as of such date, the ~~EDCTA~~El Dorado Transit Fare Structure shall be as hereinafter set forth.

I. PURPOSE, SCOPE AND AUTHORITY OF ADOPTED FARE RESOLUTION

A. Authority to Fix Rates and Charges

The Governing Board of ~~the EDCTA~~El Dorado Transit is authorized to fix the rates and charges for all transit services. (PUC § 102285 and PUC § 99268)

B. Passenger Service Covered By Fare Structure

~~EDCTA~~El Dorado Transit may provide transit service for the transportation of passengers and their incidental baggage by any means, both within and outside the ~~EDCTA~~El Dorado Transit boundaries. (PUC § 102280) This Fare Structure pertains to all fixed route, demand-response, Americans with Disabilities Act (ADA) complementary paratransit and commuter service provided by ~~EDCTA~~El Dorado Transit.

C. Fare Evasion

Evasion of the payment of any fares; or, the misuse of passes, or tickets, with the intent to evade the payment of fares is an infraction punishable by a fine not to exceed the maximum punishment allowed by law. (Penal Code § 640)

II. FARE STRUCTURE DEFINITIONS

A. Authorized Employee

“Authorized Employee” means those persons authorized by Executive Director to issue temporary passes.

B. Business Day

“Business Day” means a weekday which is not a national or state holiday observed by either the United States, the State of California, El Dorado County, County of Sacramento, or the City of Sacramento.

C. Child

“Child” means a person who has not yet reached his or her ~~fifth (5th)~~ sixth (6th) birthday.

D. Complementary Paratransit

Method allowed by the Americans with Disabilities Act (ADA) for the transit operator to provide demand response (dial-a-ride) during fixed route service hours upon request

E. Disabled

The Americans with Disabilities Act (ADA) defines a disability as a physical or mental impairment that substantially limits one or more of the major life activities of an individual. Major life activities include caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. Proof of disability may be established upon boarding by displaying an ~~EDCTA-El Dorado Transit~~ issued I.D. card, an eligibility card issued by another transit agency or a Medicare card presented along with a valid State issued photo I.D. At the time of card issuance, persons with disabilities and Medicare cardholders must provide either a Medicare card, a DMV ~~or a~~ disabled placard identification card issued pursuant to Section 22511.5 of the *Vehicle Code*, a Social Security disabled benefits award letter, an El Dorado Transit certification form completed and signed by a physician or authorized representative or any other identification as approved by local, state or federal jurisdictions along with a valid State issued photo I.D.

F. Personal Care Attendant (PCA)

“Personal Care Attendant (PCA)” means a person who assists a disabled person during their trip on ~~EDCTA-El Dorado Transit transit~~ vehicles. Disabled passengers may be required to display an ~~EDCTA-El Dorado Transit~~ issued I.D. card affixed with an assistant symbol.

G. Fare

“Fare” means the price charged to transport a passenger, including the passenger’s incidental baggage, for one ride on a transit vehicle operating on fixed route, demand response, paratransit or commuter service.

H. Employee Pass

“Employee Pass” means an ~~EDCTA~~ El Dorado Transit I.D. card issued to ~~EDCTA~~ El Dorado Transit employees.

I. Fare Equivalent

“Fare Equivalent” means an ~~EDCTA~~ El Dorado Transit approved substitute for U.S. currency that may be applied toward the applicable fare by depositing it in the farebox or tapping a loaded Connect Card upon boarding an ~~EDCTA~~ El Dorado Transit bus. (i.e. ~~EDCTA~~ El Dorado Transit issued scrip)

J. Scrip Ticket

“Scrip Ticket” means a single paper scrip issued by ~~EDCTA~~ El Dorado Transit with a printed denomination appearing thereon.

K. Fiscal Year

“Fiscal Year” means the period from July 1 of the first year stated through June 30 of the second year stated.

L. Fixed Route Service

“Fixed Route Service” means passenger service provided by ~~EDCTA~~ El Dorado Transit vehicles in revenue service along a scheduled route, whether or not on a continuous, seasonal, experimental, or emergency basis. ~~Revenue service includes but is not limited to: local fixed routes, demonstration projects and emergency transportation at the direction of the Office of Emergency Services or other authorized emergency response team. Charter service is excluded as defined by applicable local, state and federal statutes.~~

M. Holiday

“Holiday” means the day of observance of a holidays as approved by ~~EDCTA~~ El Dorado Transit.

N. Lifetime Pass

“Lifetime Pass” means an ~~EDCTA-El Dorado Transit~~ identification card issued to persons eighty (80) years of age or older. The Lifetime Pass entitles the individual to unlimited rides on any local fixed route service.

O. Monthly Pass

“Monthly Pass” means either an ~~EDCTA-El Dorado Transit~~ issued card or other approved I.D. card to which a monthly stamp is affixed, with the month and year printed on the card by ~~EDCTA-El Dorado Transit~~. Exception: Lifetime passes.

P. Daily Pass

“Daily Pass” means either an ~~EDCTA-El Dorado Transit~~ issued card or ticket or other approved card to which a specified service date or stamp is affixed on the card by ~~EDCTA-El Dorado Transit~~.

Q. Octogenarian

“Octogenarian” means a person 80 years of age or older. Proof of age may be established upon boarding by displaying an ~~EDCTA-El Dorado Transit~~ Lifetime Pass and/or a valid Identification Card that includes a picture and identifies the person’s age.

R. Payment

“Payment” means one of the following:

1. The deposit of the applicable fare in U.S. currency or fare equivalents in the farebox upon boarding a transit ~~bus-revenue service vehicle~~; or
2. Displaying appropriate proof of payment, such as fare media provided by ~~EDTCA-El Dorado Transit~~ upon boarding an ~~EDCTA-El Dorado Transit~~ ~~bus revenue service vehicle~~, provided that the displayed proof of payment is valid at the time of boarding.
- ~~2.3.~~ Tapping a Connect Card onto the tap box upon boarding an El Dorado Transit bus or van with the appropriate fare being deducted from the card or the appropriate pass already loaded on the card.

S. Peace Officer

“Peace Officer” means any person currently employed by a public agency as a peace officer as defined in California Penal Code Sections 830.1 and 830.2.

T. Prepaid Fare

“Prepaid Fare” means a fare that is paid before boarding a transit vehicle and is one for which proof of payment is required by [EDCTA-El Dorado Transit](#).

U. Proof of Payment

“Proof of Payment” means the evidence of a prepaid fare that must be displayed by a passenger whenever required or permitted by this Fare Structure resolution in lieu of depositing the applicable fare in U.S. currency or fare equivalents in the farebox upon boarding an [EDCTA-El Dorado Transit bus revenue service vehicle](#).

V. Retiree

Employee retired from [EDCTA-El Dorado Transit](#) with a minimum of five (5) years of employment with [EDCTA-El Dorado Transit](#).

W. Ride

“Ride” means a continuous one-way passenger trip between any two points served by [EDCTA-El Dorado Transit](#) on fixed route, demand response or commuter service without transferring to another transit vehicle.

X. RT

“RT” means the Sacramento Regional Transit District.

Y. Senior Citizen

“Senior Citizen” means a person 60 years of age or older. Proof of age may be established upon boarding by displaying an [EDCTA-El Dorado Transit I.D. card](#), [Medicare card presented along with a valid State issued photo I.D.](#)~~the federal Medicare identification card~~, the State Department of Motor Vehicles Driver’s License or Identification card issued pursuant to subdivision (b) of Section 13000 of the *California Vehicle Code*, or a passport which includes a picture and identifies the person’s age.

Z. Student

“Student” is a person aged six (6) to nineteen (19), who has not completed a program resulting in a high school diploma or attainment of a General Education Diploma (G.E.D.) or California High School Proficiency Exam (CHSPE) and attends a day program of 240 minutes per day or is enrolled in a certified home school program supervised by an adult if under age sixteen (16) years of age. [Also referred to as K-12.](#)

To be eligible for an El Dorado Transit issued student ~~monthly~~-pass, ~~EDCTA-El Dorado Transit~~ may-requires the production of a valid student I.D. card or other similar evidence of enrollment by the person requesting such a pass.

AA. Transit Vehicle

“Transit Vehicle” means an ~~EDCTA-El Dorado Transit~~bus or van revenue service vehicle.

BB. Validated

“Validated” means the process of fixing the date of expiration on an ~~EDCTA-El Dorado Transit~~ ticket by an ~~EDCTA-El Dorado Transit~~ transit-driver or authorized staff member.

CC. Student Access Card

The Los Rios Community College District student access card and the California State University Sacramento student card with commuter sleeve entitle individuals to unlimited rides on any local fixed route service and \$1.00 off the standard rate for commuter routes.

DD. Revenue Service

“Revenue service” includes but is not limited to: local fixed routes, demonstration projects and emergency transportation at the direction of the Office of Emergency Services or other authorized emergency response teams. Charter service is excluded as defined by applicable local, state and federal statutes.

III. CONSTRUCTION OF FARE STRUCTURE

1. Applicable Fare

Applicable fare means the price established as set forth in Article VI as a condition of carrying one passenger on any transit vehicle for one ride on fixed route, commuter, ADA complementary paratransit or dial-a-ride service.

2. Fare Payment

The applicable fare shall be paid by all persons riding on ~~EDCTA-El Dorado Transit~~ revenue service vehicles.

Fares on ~~EDCTA-El Dorado Transit~~ bus service must be paid upon boarding by either depositing into the farebox U.S. currency or fare equivalents in the amount of the applicable fare, or the passenger shall display appropriate proof

of payment valid at the time of boarding in the form of a pass or a tap of their Connect Card.

3. Appropriate Proof of Payment

Appropriate proof of payment means the evidence of fare prepayment that constitutes the applicable fare. Proof of payment may constitute any one of the following:

- a. Monthly pass issued by EDCTA-El Dorado Transit including, when applicable, a monthly stamp affixed to the pass; or
- b. EDCTA-El Dorado Transit scrip ticket; or
- c. EDCTA-El Dorado Transit employee pass; or
- d. Lifetime pass; or
- e. Daily Pass; or
- f. Peace officer identification; or
- g. EDCTA-El Dorado Transit retiree pass/id, or
- h. fare media approved by Executive Director within adopted fare structure
- i. Connect Card

4. Fare Equivalent

Fare equivalent is an EDCTA-El Dorado Transit issued scrip ticket or free ride ticket issued by an authorized agent of El Dorado Transit.

5. Valid Proof of Payment

Proof of payment issued by EDCTA-El Dorado Transit is valid as provided below:

- a. Monthly Pass/Stamp – An EDCTA-El Dorado Transit monthly pass shall be valid only for the month of the year printed by EDCTA-El Dorado Transit either on the pass or on the stamp to be affixed on an approved photo I.D. card. Notwithstanding the foregoing, a monthly pass shall be valid from the first day to the last day of the month.
- b. Lifetime Pass – A lifetime pass issued to persons 80 years of age or older shall be valid during the life of the pass holder.
- c. Student Pass – A student pass issued by EDCTA-El Dorado Transit shall be valid only to the student issued the pass for the term specified on the pass
- d. Peace Officer Identification – A peace officer badge or photo identification card issued by a public agency is valid for so long as the bearer of such badge or photo identification is employed by the issuing public entity as a peace officer.

- e. ~~EDCTA-El Dorado Transit~~ Retiree Pass/ID issued by EDCTA

IV. FARE STRUCTURE CLASSIFICATIONS

A. Basic Fare

The basic fare shall be in the amount set forth in Article VI. Any passenger paying the basic fare shall be entitled to one ride upon paying the fare

B. Discount Fare

Discount fare classifications are established as hereinbelow provided:

Disabled Persons, Senior Citizens and Students K-12 – The discount rate for disabled persons, senior citizens and students K-12 shall be in the amount set forth in Article VI. Only disabled persons, senior citizens and students K-12 are entitled to one ride on fixed route service upon displaying the proper disabled, senior citizens or student K-12 I.D. Cardpass or required documentation set forth in Article II and payment of the fare set forth in Article VI.

C. Child Fare

One (1) child age zero (0) to five (5) may ride at no cost with an adult that pays a fare or uses a valid prepaid fare media. If more than one (1)two (2) children ~~is accompanying~~ accompany one passenger, the passenger shall pay the discountfull regular fare for the second and each additional child.

D. Special Services

Special services are fixed route service provided under contract between ~~EDCTA-El Dorado Transit~~ and a third party. Special services are open to the public upon payment of the applicable fare. Unless otherwise indicated below, the fare for special services shall be in accordance with the fare structure classifications as set forth in this Article ~~VI~~. Fares shall not be collected for special service if the cost of such service is paid under the terms of a contract.

~~1. Special Service Fares shall not be collected for special service if the cost of such service is paid under the terms of a contract.~~

E. Octogenarian Fare

Persons 80 years of age or older are entitled to ride all fixed route service for free upon displaying the proper identification card. Free rides are not available for commuter or demand response services.

F. EDCTA-El Dorado Transit Retiree Fare

Persons retired from EDCTA-El Dorado Transit under EDCTA-El Dorado Transit retirement policy are entitled to ride all fixed route and commuter service for free upon displaying the proper pass/identification card.

V. FARE PREPAYMENT

A. Basic Monthly Pass

The basic monthly pass consists of either an EDCTA-El Dorado Transit issued monthly pass card or an approved card to which an EDCTA-El Dorado Transit monthly stamp is affixed. This pass entitles the bearer to ride on all fixed route and commuter services, subject to the following limitations and conditions:

1. The pass may be purchased from EDCTA-El Dorado Transit or designated EDCTA-El Dorado Transit pass outlets by any person; and
2. The pass is valid only on specified services during the month of the year printed by EDCTA-El Dorado Transit on the pass or stamp that is affixed to the bearer's approved card. Notwithstanding the foregoing, a monthly pass shall be valid through the first day of month through the last day of the month; and
3. The monthly pass constitutes prepayment of the basic fare or any fare established in an amount lower than the basic fare of the service for which it is valid; and
4. The monthly pass card or monthly stamp shall be non-refundable and non-exchangeable and shall be sold for the amount established in Article VI. EDCTA-El Dorado Transit is not responsible for lost or stolen passes.

B. Discount Monthly Pass

The discount monthly pass consists of an EDCTA-El Dorado Transit monthly pass card. This entitles the bearer to ride all fixed route services, subject to the following limitations and conditions:

1. This pass may be purchased only by disabled persons, senior citizens and students K-12; and
2. This pass is valid only during the month of the year printed by EDCTA-El Dorado Transit on the card. Notwithstanding the foregoing, a

discount monthly pass shall be valid from the first day through the last day of the month; and

3. For disabled persons, senior citizens, and students K-12, this pass constitutes prepayment of the discount fare or any fare established in any amount lower than the discount fare of the service for which it is valid; and
4. The discount monthly pass is non-refundable, non-exchangeable and non-transferable and shall be sold for the amount established in Article VI. EDCTA-El Dorado Transit is not responsible for lost or stolen passes.

C. **Basic Day Pass**

The Basic Day Pass consists of an EDCTA-El Dorado Transit daily pass card. This entitles the bearer to ride all fixed route services subject to the following limitations and conditions.

1. The pass may be purchased from EDCTA-El Dorado Transit drivers only or designated EDCTA pass outlets by any person; and
2. ~~This~~The pass is valid only on specified services during the day of the month printed by EDCTA-El Dorado Transit on the pass or stamp that is affixed to the bearer's approved card. Notwithstanding the foregoing, a daily pass shall be valid from the first pick-up of the day through the last drop-off of the day on the local fixed routes; and
3. ~~This~~The daily pass constitutes prepayment of the basic fare or any fare established in an amount lower than the basic fare of the service for which it is valid; and
4. The daily pass card or daily stamp shall be non-refundable and non-exchangeable and shall be sold for the amount established in Article VI. EDCTA-El Dorado Transit is not responsible for lost or stolen passes.

D. **Discount Day Pass**

The Discount Day Pass consists of an EDCTA-El Dorado transit daily pass card. This entitles the bearer to ride all fixed route services subject to the following limitations and conditions.

1. This pass may be purchased only by disabled persons, senior citizens and students K-12; and
2. This pass is valid only on specified services during the day of the month printed by EDCTA-El Dorado Transit on the pass or stamp that is

affixed to the bearer's approved card. Notwithstanding the foregoing, a daily pass shall be valid from the first pick-up of the specified service day through the last drop-off of the specified service day on the local fixed routes; and

3. For disabled persons, senior citizens, and students K-12, this pass constitutes prepayment of the discount fare or any fare established in any amount lower than the discount fare of the service for which it is valid; and
4. The discount daily pass card or daily stamp shall be non-refundable and non-exchangeable and shall be sold for the amount established in Article VI. ~~EDCTA-El Dorado Transit~~ is not responsible for lost or stolen passes.

E. Employee Pass

A valid ~~EDCTA-El Dorado Transit~~ employee I.D. card entitles the lawful bearer to ride on all fixed route and commuter service at no charge.

F. Retiree Pass

A valid ~~EDCTA-El Dorado Transit~~ Retiree I.D. entitles an ~~EDCTA-El Dorado Transit~~ retiree to ride all fixed route and commuter services at no charge.

G. Lifetime Pass

A lifetime pass consists of an ~~EDCTA-El Dorado Transit~~ I.D. card and is issued only to persons 80 years of age or older. A lifetime pass entitles the bearer and the bearer's Personal Care Attendant (PCA) to ride for free on all local fixed route service and is valid during the life of the passholder. A lifetime pass is non-transferable and non-exchangeable.

H. Peace Officer Identification

A valid peace officer identification consists of a badge or photo identification card issued by a public agency to persons employed as peace officers. A peace officer identification entitles the bearer to ride on all fixed route service at no charge.

I. Scrip Ticket

All scrip tickets will be sold for the price corresponding to the denomination appearing on the ticket.

J. I.D. Cards

I.D. cards may be acquired by those persons participating in a monthly pass subsidy program; and disabled persons, senior citizens, ~~oetogenarians~~Octogenarians, and students who meet the eligibility criteria set forth in Article II and Transit Advisory Committee members. Unless the I.D. card is issued to the ~~oetogenarians~~Octogenarians or is provided by a subsidizing agency through contractual arrangement with ~~EDCTAEI~~El Dorado Transit, the price of the I.D. cards shall be ~~Five-Three~~ Dollars (~~\$35.00~~).

VI. FARE AND MONTHLY PASS PRICING

Effective: ~~July 6, 2015~~July 1, 2017

Local Fixed Routes: Route **20**-Placerville, Route **30**-Diamond Springs, Route **40**-Cameron Park, Route **60**-Pollock Pines, **50 Express**, Route 25-Saturday Express, Route 35-Diamond Springs Saturday and other fixed routes as developed.

One Way Fare:	General... \$1.50	Senior/Disabled/Student <u>K-12</u> ... \$0.75
Daily Pass:	General... \$6.00	Senior/Disabled/Student <u>K-12</u> ... \$3.00
Monthly Pass*:	General... \$60.00	Senior/Disabled/Student <u>K-12</u> ... \$30.00

*Passengers may purchase an RT combo pass for ~~\$50~~\$55.00 to be used in conjunction with the Monthly Pass on ~~the 50 Express~~all local fixed routes.

Grizzly Flat Route:

One Way Fare:	General... \$10.00	Senior/Disabled/Student <u>K-12</u> ... \$5.00
Monthly Pass:	General... \$60.00	Senior/Disabled/Student <u>K-12</u> ... \$30.00

Sacramento Commuter Routes:

Sacramento	\$5.00 One-way fare
El Dorado County Destinations	\$5.00 One-way fare
Monthly Sacramento Commuter Pass	\$180.00
Monthly Combination El Dorado Transit/RT	As allowed per interagency agreement

Dial-A-Ride (DAR):

Zone A:	Senior/Disabled	\$ 2.00 one way
Zone A:	General Public	\$ 4.00 one way
Zone B-E:	Senior/Disabled	\$ 3.00 one way + \$ 0.50 per zone crossing
Zone B-E:	General Public	\$ 5.00 one way + \$ 1.00 per zone crossing

Zone F-L:	Senior/Disabled	\$ 5.00 one way + \$ 0.50 per zone crossing
Zone F-L:	General Public	Not Applicable
Sac-Med		\$10.00 one way fare
Senior Day Care		\$2.00 per one way fare in DAR zone A
Senior Day Care		\$3.00 per one way fare in all DAR zones except zone A

ADA Complementary Paratransit

ADA Complementary Paratransit \$3.00 per trip per person

VII. Fare structures for demonstration projects shall be set by the Executive Director for a period not to exceed twelve (12) months. After a twelve (12) month period, ~~the~~ EDCTA El Dorado Transit will review and consider for adoption, a fare structure for any new service developed through such demonstration project.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board, held on the ~~May 7,~~ February 2, 2017 by the following vote of said Board:

AYES: ~~PB, SF, RM, BV, TW~~ — NOES: ABSTAIN: ABSENT:

El Dorado County Transit Authority Chairperson

ATTEST:

~~Maria Harris~~ Megan Wilcher, Secretary to the Board

AGENDA ITEM 2 B
Action Item

MEMORANDUM

DATE: February 2, 2017

TO: El Dorado County Transit Authority

FROM: Mindy Jackson, Executive Director
Matt Boyer, Planning Consultant

SUBJECT: **2017 El Dorado County Transit Authority Park-and-Ride Master Plan and Implementation**

REQUESTED ACTION:

BY MOTION,

- 1. Receive and file the *DRAFT* 2017 El Dorado County Transit Authority Park-and-Ride Master Plan and direct staff to circulate the document for comments.**
- 2. Accept the *White Paper: El Dorado Hills Transit Facility* for planning purposes, direct staff to return at the March 2, 2017 El Dorado Transit Board meeting with recommendations to ensure that a suitable parcel for a new Park-and-Ride facility can be acquired or preserved through an option-to-purchase agreement, or other means, as quickly as possible.**

BACKGROUND

In 2007 the El Dorado County Transit Authority prepared a Park-and-Ride Master Plan for facilities along the U.S. Highway 50 Corridor, including improvement to, and expansion of, existing facilities, and construction of new facilities.

The approved Park-and-Ride Master Plan identified, and prioritized, twelve (12) improvements needed over a twenty-year horizon, but with capacity to serve well beyond. In 2014 the board accepted The Draft Western El Dorado County Park-and-Ride Facilities Study and requested staff to update the 2007 Park and Ride Master Plan with updated projects, priorities, and policies.

DISCUSSION

Included as a separate attachment and available as electronic download at the El Dorado Transit website under the Agendas and Minutes section, is the Draft 2017 Park and Ride Master Plan. This document does the following.

- u Quantifies the need for additional parking capacity, by location;
- u Estimates the cost of constructing the needed capacity;
- u Identifies specific and general financing strategies; and,
- u Establishes a series of policies and implementation measures to guide daily, short-term, and long-term implementation.

Included in this agenda item is a *White Paper: El Dorado Hills Transit Facility* which recommends that El Dorado Transit move forward with land acquisition for a replacement Park-and-Ride facility in the El Dorado Hills area, while funding for a larger study of other facilities is sought by the El Dorado County Transportation Commission (EDCTC), and, if successful, a grant-funded study is completed.

The EDCTC study would consider the need and location of a multi-jurisdictional County Line Transit Center and a Regional Fueling Facility that could supply some combination of solar/electric, hydrogen, and compressed natural gas energy to public agency, utility company fleets, and private vehicles.

1. INTRODUCTION

Issue

The existing El Dorado Hills Multi-Modal Transfer Facility, with approximately 120 parking spaces, has been several over capacity for more than 10 years.

Preserving the property for a new, replacement Park-and-Ride facility in El Dorado Hills has become a critical issue as the inventory of suitable properties has shrunk in recent years, and may be down to a single parcel.

Recommendation

Review this White Paper, and direct staff to return at the March 2 2017 El Dorado Transit Board meeting with recommendations to ensure that a suitable parcel can be acquired or preserved through an option-to-purchase agreement, as quickly as possible.

Further studies of the potential for a major inter-service bus transfer facility and regional fueling station can be studied as planning funds become available.

Background

In 2007 El Dorado Transit accepted the Park-and-Ride Master Plan. The Park-and-Ride Master Plan identified twelve (12) high-priority capital improvement projects along the U.S. Highway 50 Corridor from Placerville to El Dorado Hills that were projected to be needed within a ten-year period (fiscal year 2007/08 through 2016/17).

As shown in Table 1, substantial progress has been made to complete most of the twelve priority projects:

- ▶ Three (3) projects are complete;
- ▶ Two (2) additional projects have completed final design and are scheduled to begin construction in the next 18 months;
- ▶ Two (2) projects are largely funded by new developments that were delayed due to the recession; and,
- ▶ Two (2) projects have been deferred because the demand has not materialized as quickly as anticipated.

Planning has been initiated for the remaining three (3) projects, all clustered in El Dorado Hills near the intersection of White Rock Road and Latrobe:

- ▶ County Line Multi-Modal Transit Center (County Line Transit Center);
- ▶ County Line Regional Fueling Station (Regional Fueling Station); and,
- ▶ El Dorado Hills Multimodal Parking Structure.

There are two, related reasons for the concentration of so many similar facilities in El Dorado Hills.

- ▶ The existing Multi-Modal Transfer Facility on the northeast corner of White Rock and Latrobe Roads is at capacity, and has been for nearly a decade. Moreover, there is likely an undetermined latent demand for parking that has been suppressed by the lack of consistently-available parking.

Table 1
Existing Park-and-Ride Facility Project Priorities

Priority	Facility	Status
1	Bass Lake Road Multi-Modal Facility	<i>Deferred.</i> Included in Bass Lake Specific Plan to be constructed as a condition of approval on new development.
2	Ponderosa Park-and-Ride Reconstruction	<i>Complete</i>
3	Placerville Multi-Modal Station - Phase II	<i>Deferred by the City of Placerville</i>
4	Central Transit Center	<i>Complete</i>
5	Missouri Flat Road Park-and-Ride	<i>Complete</i> (short-term solution - upgrades to the existing bus transfer center on Missouri Flat Road). The long-term Park-and-Ride parking capacity is assumed to be done as part of new commercial development north of U.S. 50 along Missouri Flat Road.
6	County Line Multi-Modal Transit Center	<i>Planning initiated.</i> Concept for new State funding source developed and being discussed. A grant application was submitted by the El Dorado County Transportation Commission (EDCTC) to Caltrans for discretionary planning funding starting in FY 2017/18. EDCTC expects to be notified in Spring, 2017 regarding whether this planning grant application will be funded.
7	Fairgrounds Transit Center	<i>Eliminated.</i> 20-year demand now expected to be met by the Park-and-Ride component of the Western Placerville Interchanges project scheduled for construction in starting in 2018.
8	County Line Regional Fueling Station	<i>Planning initiated.</i> An application has been submitted by the EDCTC for planning funding starting in FY 2017/18. (Priority #6 above).
9	Cameron Park Drive Park-and-Ride Facility	<i>Deferred.</i> Facility previously considered as part of County studies to improve the Cameron Park Drive Interchange. No financially-feasible interchange solutions were found.
10	Forni Road Interchange Park-and-Ride Facility	<i>Eliminated.</i> 20-year demand now expected to be met by the Park-and-Ride component of the Western Placerville Interchanges project scheduled for construction in 2017.
11	Western Placerville Interchanges Park-and-Ride Facility (formerly Ray Lawyer Drive Park-and-Ride Facility).	<i>Construction scheduled for 2018.</i>
12	El Dorado Hills Multi-Modal Parking Structure	<i>Planning initiated.</i> An application has been submitted by the EDCTC for planning funding starting in FY 2017/18. (Priority #6 above).

Source: El Dorado Transit Park-and-Ride Master Plan, 2007

- ▶ The intersection of White Rock Road and Latrobe Road has been, and is projected to continue to be, the most-congested intersection within unincorporated El Dorado County. This intersection is the point at which several regional roads intersect.
 - **Latrobe Road to the south** is not only a major local connection to the El Dorado Hills Business Park and Blackstone development, but is also the connection into Amador County, and points beyond. Travelers originating along the Highway 49 corridor, as far south as Sonora, often use Highway 49 to the Highway 16 intersection near Plymouth, and then reach the Highway 50 / Latrobe Road interchange via State Route 16 and Latrobe Road.
 - **Latrobe Road through El Dorado Hills (onto El Dorado Hills Boulevard)** is a key facility for this Highway 49 traffic to reach Interstate 80, and points further north, particularly in the winter months when facilities like State Routes 120, 4, and 88 are closed over the Sierra Nevada summit.
 - **White Rock Road, to the east and north**, connects to U.S. Highway 50 interchange at the newly-completed Silva Valley Road interchange, and continues north as a major artery to the Serrano development and Green Valley Road.
 - **White Rock Road to the west** is not only a local connection into commercial areas in Folsom, Intel, and Aerojet, but it is also the eastern end of the 34-mile long Southeast East Connector expressway into Southern Sacramento County, terminating in Elk Grove.

The County of El Dorado has enacted special policies to limit certain types of development in the vicinity to partially address this situation.

Exhibit 1 below is a map of these regional connections.

Just as this intersection, and the vicinity, are expected to continue to see heavy volumes of local, regional, and inter-regional vehicular traffic, it is expected to become a major intersection of existing and future transit systems that are likely to be provided by more than one service provider.

2. DISCUSSION

Existing Facilities

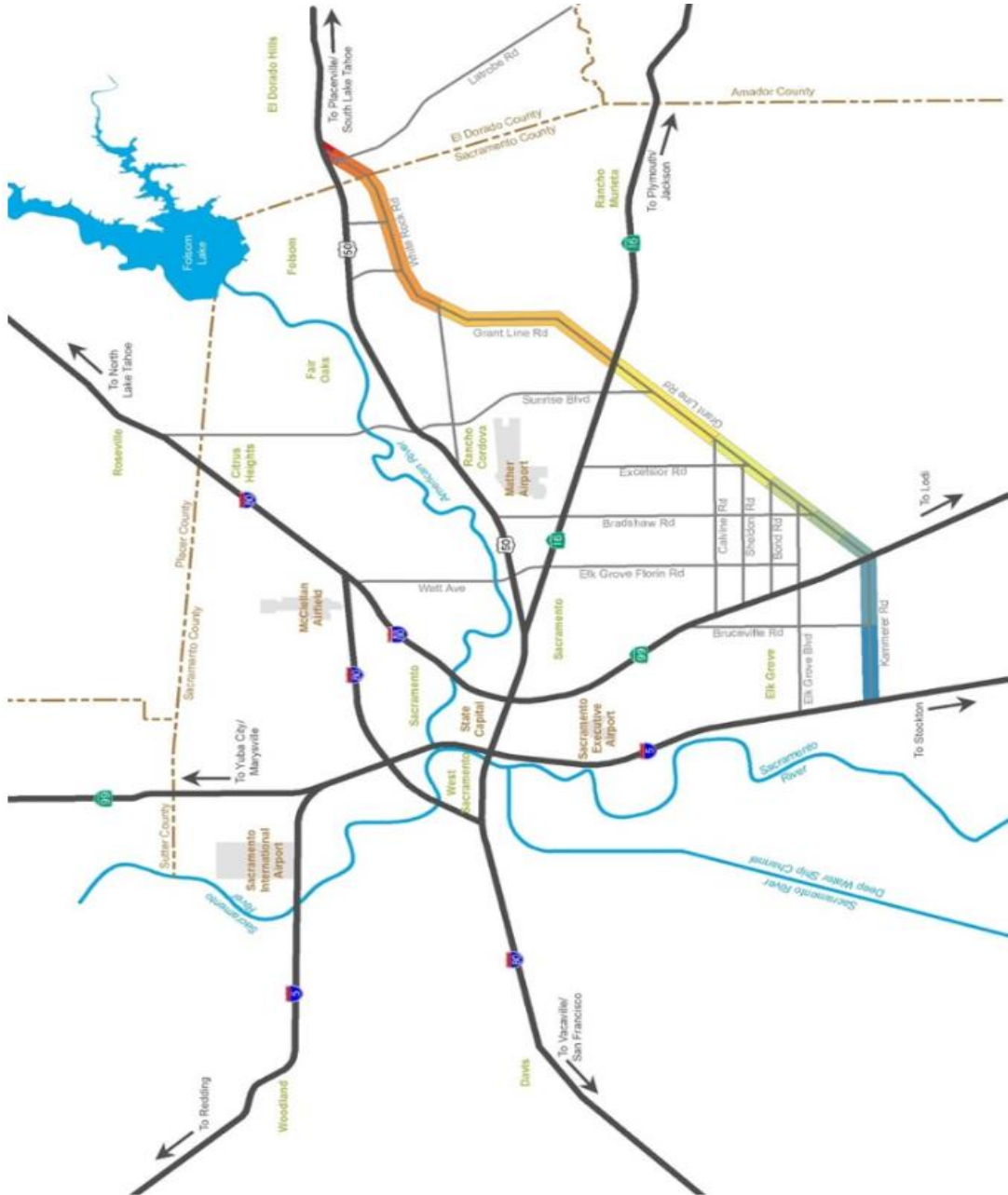
The existing El Dorado Hills Multimodal Transfer Facility was constructed by the County of El Dorado using Proposition 116 funds. This facility has approximately 120 parking spaces and has been out of capacity for more than 10 years.

To address the lack of capacity, in 2013 El Dorado Transit entered a lease agreement for additional, temporary parking in Town Center East, near the movie theater. The owner has a proposed multi-family development on the site of the temporary overflow parking that could well be underway in less than three years, pending resolution of existing litigation and/or approval of a new development application.

Once the apartment project moves into construction, the lease for the temporary overflow parking would be terminated, and El Dorado Transit would need to find alternative parking locations for existing commuter bus riders.

Exhibit 1

Regional Roadways Converging at the White Rock Road/ Latrobe Road Intersection



Original map courtesy of The Capital South East Connector Joint Powers Authority, <http://www.connectoripa.net/project-overview.html>

Existing Priority Projects

As above, the 2007 Park and Ride Master Plan envisioned three new projects in the El Dorado Hills area.

- ▶ ***County Line Transit Center***, a new park-and-ride facility with a major inter-service bus transfer facility (priority #6).
- ▶ ***Regional Fueling Station*** (priority #8) that could include some combination of electric vehicle charging stations, compressed natural gas fueling for transit vehicles and public and utility vehicle fleets, and hydrogen fueling.
- ▶ ***El Dorado Hills Multi-Modal Parking Structure*** which is the vertical expansion of the existing El Dorado Hills Multimodal Transfer Facility into a multi-story parking garage (priority #12).

The potential to convert the existing facility into a parking garage does not specifically meet the needs of El Dorado Transit, or other transit providers, although it could be a significant community asset.

More specifically, the location has several constraints that make it very difficult to expand into a parking garage and still accommodate significant numbers of large buses. These constraints include high voltage overhead power lines that cannot practically be relocated.

The County has previously expressed a strong interest in retaining the property which is valuable as either a commercial area, and provides right-of-way that might be needed in the future to improve the adjacent White Rock Road/Latrobe Road intersection.

Planning Since the 2007 Park-and-Ride Master Plan

The County Line Transit Center and Regional Fueling Station projects are each potentially as complex as they are ambitious and these complexities have delayed addressing the urgent need for a new, permanent replacement Park-and-Ride facility with adequate parking capacity to meet existing and long-term parking demand.

- ▶ In 2014, the Western El Dorado County Park-and-Ride Facilities Study: Preliminary Assessment of Potential Sites quantified existing parking capacity deficits in the El Dorado Hills and Cameron Park areas as shown in Table 2, referencing an earlier study by LSC Transportation Consultants, Inc.
- ▶ Several efforts have occurred to move the County Line Transit Center project forward, including meetings with potential transit and funding partnering agencies (Sacramento Regional Transit, City of Sacramento, Sacramento Area Council of Governments, the El Dorado County Transportation Commission (EDCTC), and The Capital South East Connector Joint Powers Authority).
- ▶ In 2016 EDCTC submitted a grant application to further study the County Line Transit Center and Regional Fueling Station. However, the grant was not approved. EDCTC staff has updated and re-submitted the application for discretionary FY 2017/18 planning grant funding. EDCTC should be notified in Spring 2017 as to whether or not the planning grant is approved.

There may now be only a single parcel near the existing facility that is suitable in location, size, and zoning, for a new Park-and-Ride facility, regardless of the interest in, or viability of, the County Line Transit Center and Regional Fueling Station.

Community	Existing Utilization			Year 2010		Year 2027	
	Existing Spaces	Existing Use	Existing Deficit	Additional Short-Term Need	Total Deficiency	Additional Long-Term Demand	Total Need
El Dorado Hills	120	143	23	9	60	170	230
Cameron Park	33	47	14	15	30	40	70

* Calculation prior to expansion of Cambridge Road Park-and-Ride facility, completed in 2006.

Sources: U.S. Highway 50 Corridor Short Term Transit Plan (LSC Transportation Consultants, Inc, March 2006), Western El Dorado County Park-and-Ride Facilities Study: Preliminary Assessment of Potential Sites (Matthew C. Boyer and Associates, 2014)

Site Criteria for a Permanent El Dorado Hills Park-and-Ride Facility

The new Park-and-Ride facility would need to meet the following three criteria.

- ▶ **Minimizes Impact on El Dorado Transit Operating Costs and on Transit Passenger Travel Times.** Given the high number of commuter transit runs per day and the number of passengers traveling through the El Dorado Hills, any increase in travel distance and time has a substantial impact both on the transit system’s operating costs as well as the passenger’s perception of the quality of transit service.
- ▶ **Adequate Size.** Operationally, it is important for the new facility to accommodate all transit, Park-and-Ride, public carpool/vanpool, and other shared-ride needs, avoiding the need to schedule and operate service to multiple sites (and the issues arising from passengers who mistakenly find themselves on a bus serving the wrong site). Preliminary planning indicates the need for 230 park-and-ride spaces, along with space for up to nine buses. Depending on physical layout and need for other site functions such as stormwater retention, this will require a site of at least 4 acres.
- ▶ **Compatible Neighbors.** As the site with the greatest level of transit service, it is desirable for the new facility to be within a convenient walking distance of key trip destinations (major employers, commercial centers, etc.). On the other hand, some aspects (the noise impacts, in particular) can make a park-and-ride/transit facility a poor neighbor to adjacent, relatively sensitive land uses such as residences.

Although it is likely that similar criteria would drive location of a County Line Transit Center, this White Paper recommends that this be considered a separate project, with several key project partners, and should be studied separately from the urgent need to preserve property for a replacement Park-and-Ride facility.

Limited Remaining Parcels

The following images show the evolution of development in the immediate area of the White Rock Road / Latrobe Road intersection, and exactly why the need to preserve adequate land for a facility is so critical.

The existing El Dorado Hills Multimodal Transfer Facility (EDHMTF) at this location was acquired and constructed by El Dorado County in 1994 using Proposition 116 transportation bond revenues. Proposition 116 was approved by California voters in 1990. El Dorado Transit operates the EDHMTF under an agreement with the County.

In 1993 there was virtually no land development between the El Dorado Hill Business Park and U.S. Highway 50. See Exhibit 2.



Source: Google Earth

Soon after the El Dorado Hills Multimodal Transfer Facility opened in 1994, land development began immediately north of White Rock Road, on both sides of Latrobe Road began. See Exhibit 3.

As shown in Exhibit 4, by June 2007, during the time the Park-and-Ride Master Plan was being written, development in the same vicinity had continued to fill in around the existing EDHMTF.

In 2014 the Western El Dorado County Park-and-Ride Facilities Study: Preliminary Assessment of Potential Sites identified the remaining potential, unbuilt, locations, as shown in Exhibit 5 below. Parcels labeled “1,” “4,” and “5” had other projects envisioned by the land developer / ownership group. The parcel labeled “3” may have significant potential environmental limitations.

Exhibit 6 is the most-recently available aerial photograph (April 2015). And, does not show the new multi-family housing project that is under construction.

Exhibit 3

Development in the Vicinity as of August, 1998



Source: Google Earth

Exhibit 4

Development in the Vicinity as of June, 2007



Source: Google Earth

Exhibit 5

2014 Exhibit of Potential Locations for a New Park-and-Ride Facility/
County Line Transit Center



Sources: *Western El Dorado County Park-and-Ride Facilities Study: Preliminary Assessment of Potential Sites* (Matthew C. Boyer and Associates, 2014), Google Earth

Exhibit 6

Development in the Vicinity as of April, 2015



Source: Google Earth

Exhibit 7 taken from the most-recent EDCTC grant application identifies the only 3 remaining properties that could accommodate a replacement Park-and-Ride facility. The property in the far northwest portion of the exhibit (labeled “4” in the discussion above) is challenging because of the adjacent single-family residential neighborhood). The property south of White Rock Road can be considered, but does not provide the type of adjacent, walkable uses that the property between White Rock Road and Town Center Boulevard.



Source: El Dorado County Transportation Commission

3. OPTIONS

For the reasons described above, it appears imperative that El Dorado Transit move quickly to preserve the ability to acquire property to construct a new Park-and-Ride Facility to replace the over-capacity El Dorado Hills Multimodal Facility.

Whether the location selected for the permanent Park-and-Ride facility is appropriate for a County Line Transit Center, or Regional Fueling Facility, or whether either of these facilities are necessary, should be studied separately as planning funds become available.

Prepared by:



El Dorado Transit

Mindy Jackson, Executive Director

Brian James, Planning and Marketing Manager



Matthew C. Boyer & Associates

Matt Boyer, President

Veronica Herrera, Research Analyst II

Nikki Zanchetta, Research Analyst I



LSC Transportation Consultants, Inc

Gordon Shaw, Principal

AGENDA ITEM 3 A
Information Item

MEMORANDUM

DATE: February 2, 2017
TO: El Dorado County Transit Authority
FROM: Brian James, Planning and Marketing Manager
SUBJECT: Monthly Ridership Report

REQUESTED ACTION:
BY MOTION,

No action. Information item.

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) staff records performance measures that are reported to the Board twice per year in the Administrative Operations Report. Staff also tracks these statistics internally on a monthly and year-to-date basis to analyze trends.

DISCUSSION

Staff is pleased to report that systemwide from July 1, 2016 to December 31, 2016 ridership is up 0.8%. As the ridership report is available, staff will present the report and other pertinent statistics to the Board as a consent item for receive and file. Each report will include the data from the months since the previous Board meeting as well as a year-to-date summary. As this is the first monthly report, staff has included each month in the current fiscal year.

FISCAL IMPACT

None

Ridership Report Fiscal Year-to-Date

July 2016 to December 2016

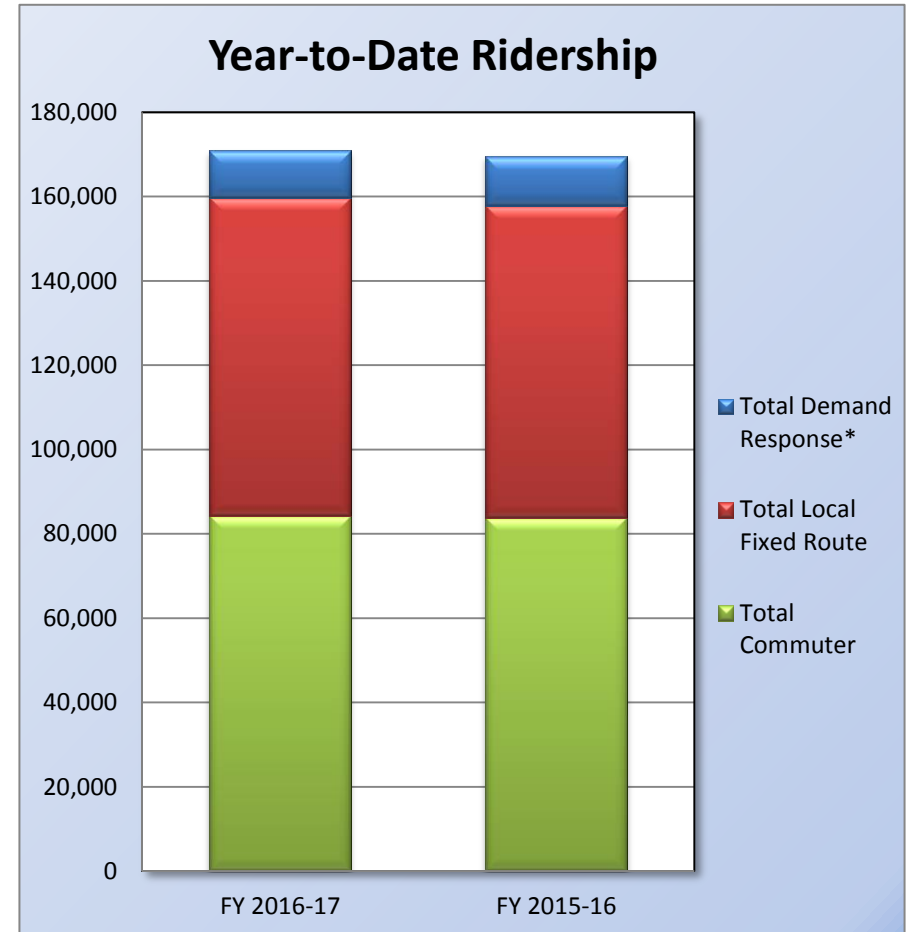


Demand Response	FY 2016-17	FY 2015-16	% Change
Dial-a-Ride	10,460	10,982	-4.8%
Sac-Med	296	369	-19.8%
Grizzly Flat	0	24	0.0%
ADA Paratransit	389	306	27.1%
Total Demand Response*	11,145	11,681	-4.6%

Local Fixed Route	FY 2016-17	FY 2015-16	% Change
Cameron Park	7,505	6,955	7.9%
Diamond Springs	14,857	15,094	-1.6%
Saturday Express	3,120	3,107	0.4%
Pollock Pines	23,498	22,395	4.9%
Placerville Shuttle	25,947	26,457	-1.9%
Diamond Springs Saturday	539	0	100.0%
Total Local Fixed Route	75,466	74,008	2.0%

Commuter	FY 2016-17	FY 2015-16	% Change
Sacramento Commuter	67,140	68,627	-2.2%
Reverse Commuter	253	403	-37.2%
50 Express	16,964	14,866	14.1%
Total Commuter	84,357	83,896	0.5%

M.O.R.E. & Senior Day Care	FY 2016-17	FY 2015-16	% Change
M.O.R.E.	12,902	14,106	-8.5%
Senior Day Care	2,710	2,976	-8.9%
Total M.O.R.E. and SDC	15,612	17,082	-8.6%



Systemwide*	FY 2016-17	FY 2015-16	% Change
	170,968	169,585	0.8%

*Does not include M.O.R.E. and Senior Day Care

July 2016 Ridership Report

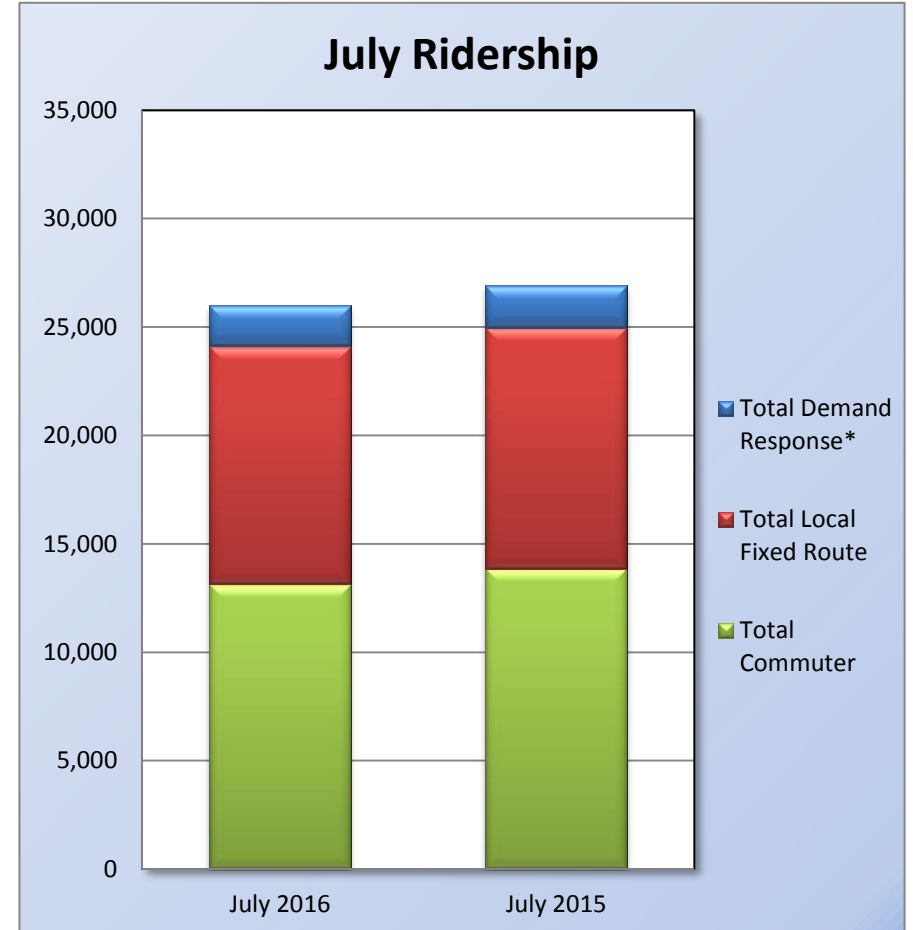


Demand Response	July 2016	July 2015	% Change
Dial-a-Ride	1,748	1,789	-2.3%
Sac-Med	54	57	-5.3%
Grizzly Flat	0	0	0.0%
ADA Paratransit	75	92	-18.5%
Total Demand Response*	1,877	1,938	-3.1%

Local Fixed Route	July 2016	July 2015	% Change
Cameron Park	1,088	1,010	7.7%
Diamond Springs	1,451	1,595	-9.0%
Saturday Express	596	340	75.3%
Pollock Pines	3,635	3,551	2.4%
Placerville Shuttle	4,156	4,617	-10.0%
Diamond Springs Saturday	49	0	100.0%
Total Local Fixed Route	10,975	11,113	-1.2%

Commuter	July 2016	July 2015	% Change
Sacramento Commuter	10,765	12,094	-11.0%
Reverse Commuter	41	86	-52.3%
50 Express	2,337	1,685	38.7%
Total Commuter	13,143	13,865	-5.2%

M.O.R.E. & Senior Day Care	July 2016	July 2015	% Change
M.O.R.E.	1,998	2,387	-16.3%
Senior Day Care	397	461	-13.9%
Total M.O.R.E. and SDC	2,395	2,848	-15.9%



Systemwide*	July 2016	July 2015	% Change
	25,995	26,916	-3.4%

*Does not include M.O.R.E. and Senior Day Care

August 2016 Ridership Report

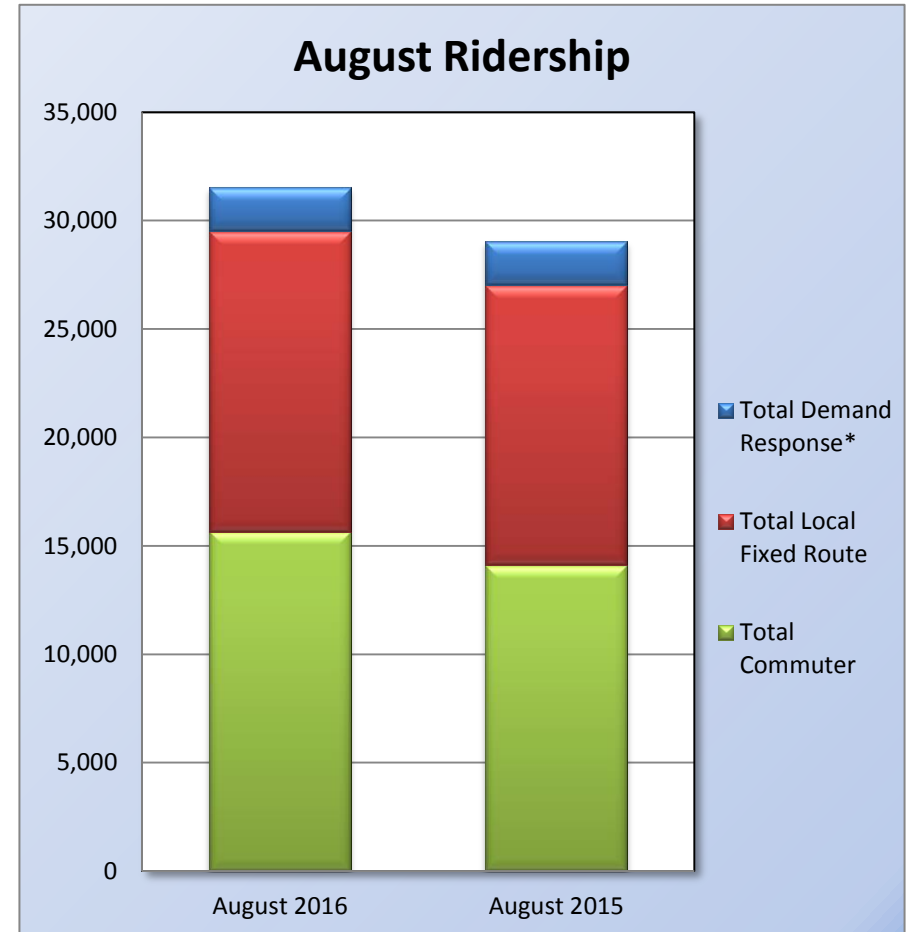


Demand Response	August 2016	August 2015	% Change
Dial-a-Ride	1,874	1,920	-2.4%
Sac-Med	63	45	40.0%
Grizzly Flat	0	0	0.0%
ADA Paratransit	77	50	54.0%
Total Demand Response*	2,014	2,015	0.0%

Local Fixed Route	August 2016	August 2015	% Change
Cameron Park	1,289	1,092	18.0%
Diamond Springs	2,678	2,545	5.2%
Saturday Express	506	571	-11.4%
Pollock Pines	4,428	3,750	18.1%
Placerville Shuttle	4,932	4,945	-0.3%
Diamond Springs Saturday	37	0	100.0%
Total Local Fixed Route	13,870	12,903	7.5%

Commuter	August 2016	August 2015	% Change
Sacramento Commuter	12,694	11,762	7.9%
Reverse Commuter	37	60	-38.3%
50 Express	2,928	2,303	27.1%
Total Commuter	15,659	14,125	10.9%

M.O.R.E. & Senior Day Care	August 2016	August 2015	% Change
M.O.R.E.	2,469	2,368	4.3%
Senior Day Care	454	531	-14.5%
Total M.O.R.E. and SDC	2,923	2,899	0.8%



Systemwide*	August 2016	August 2015	% Change
	31,543	29,043	8.6%

*Does not include M.O.R.E. and Senior Day Care

September 2016 Ridership Report

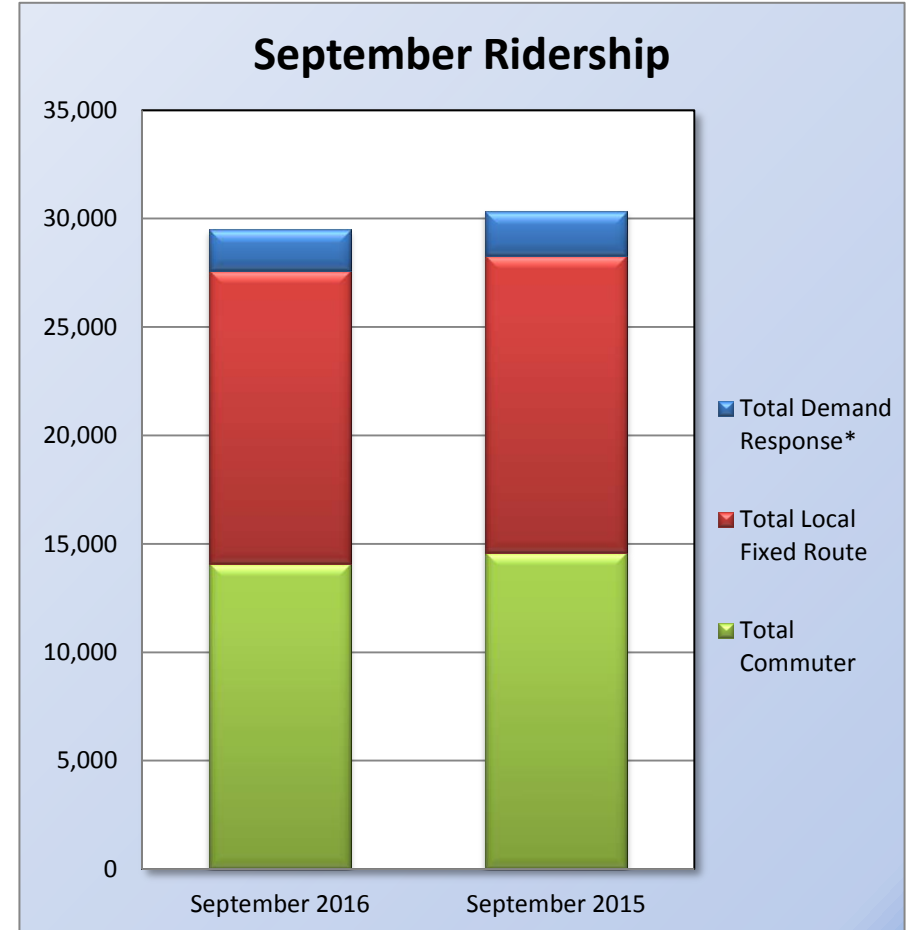


Demand Response	September 2016	September 2015	% Change
Dial-a-Ride	1,789	1,957	-8.6%
Sac-Med	55	63	-12.7%
Grizzly Flat	0	8	-100.0%
ADA Paratransit	60	44	36.4%
Total Demand Response*	1,904	2,072	-8.1%

Local Fixed Route	September 2016	September 2015	% Change
Cameron Park	1,274	1,230	3.6%
Diamond Springs	3,064	3,005	2.0%
Saturday Express	467	489	-4.5%
Pollock Pines	4,124	4,101	0.6%
Placerville Shuttle	4,476	4,845	-7.6%
Diamond Springs Saturday	86	0	100.0%
Total Local Fixed Route	13,491	13,670	-1.3%

Commuter	September 2016	September 2015	% Change
Sacramento Commuter	11,111	11,783	-5.7%
Reverse Commuter	37	46	-19.6%
50 Express	2,960	2,784	6.3%
Total Commuter	14,108	14,613	-3.5%

M.O.R.E. & Senior Day Care	September 2016	September 2015	% Change
M.O.R.E.	2,166	2,467	-12.2%
Senior Day Care	471	561	-16.0%
Total M.O.R.E. and SDC	2,637	3,028	-12.9%



Systemwide*	September 2016	September 2015	% Change
	29,503	30,355	-2.8%

*Does not include M.O.R.E. and Senior Day Care

October 2016 Ridership Report

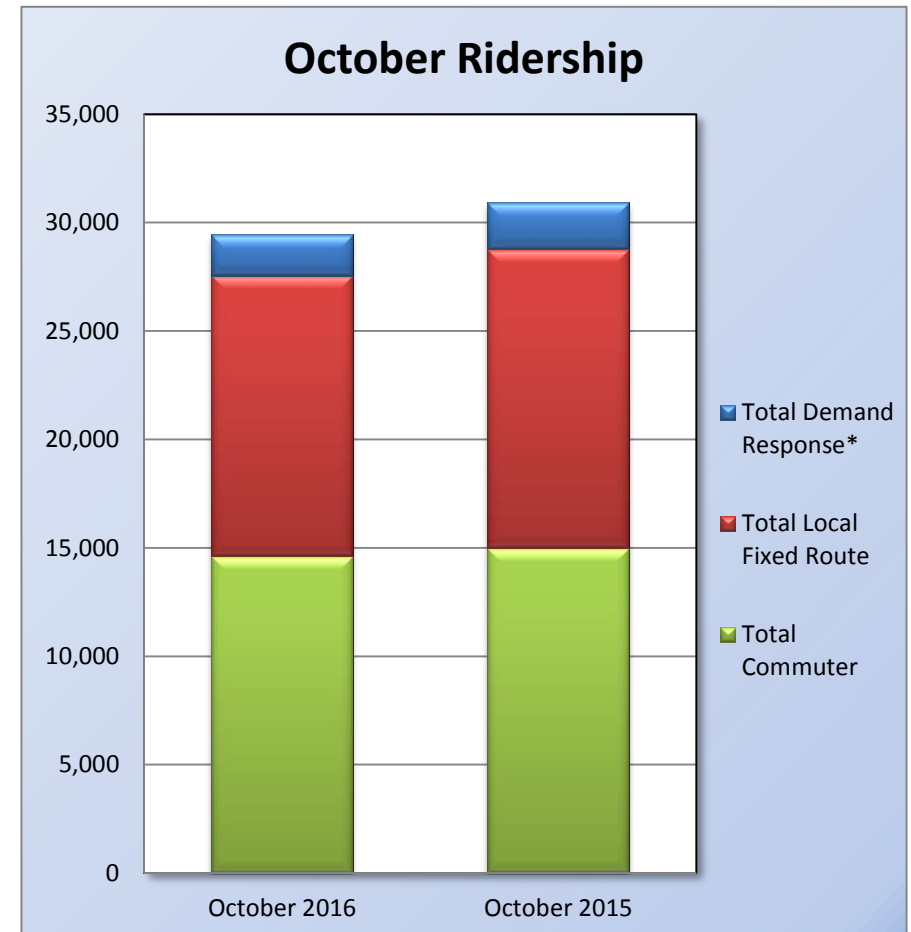


Demand Response	October 2016	October 2015	% Change
Dial-a-Ride	1,783	2,003	-11.0%
Sac-Med	37	85	-56.5%
Grizzly Flat	0	0	0.0%
ADA Paratransit	78	60	30.0%
Total Demand Response*	1,898	2,148	-11.6%

Local Fixed Route	October 2016	October 2015	% Change
Cameron Park	1,336	1,281	4.3%
Diamond Springs	2,917	3,183	-8.4%
Saturday Express	577	676	-14.6%
Pollock Pines	3,763	4,153	-9.4%
Placerville Shuttle	4,203	4,512	-6.8%
Diamond Springs Saturday	135	0	100.0%
Total Local Fixed Route	12,931	13,805	-6.3%

Commuter	October 2016	October 2015	% Change
Sacramento Commuter	11,573	11,912	-2.8%
Reverse Commuter	47	53	-11.3%
50 Express	3,008	3,018	-0.3%
Total Commuter	14,628	14,983	-2.4%

M.O.R.E. & Senior Day Care	October 2016	October 2015	% Change
M.O.R.E.	2,236	2,435	-8.2%
Senior Day Care	490	542	-9.6%
Total M.O.R.E. and SDC	2,726	2,977	-8.4%



Systemwide*	October 2016	October 2015	% Change
	29,457	30,936	-4.8%

*Does not include M.O.R.E. and Senior Day Care

November 2016 Ridership Report

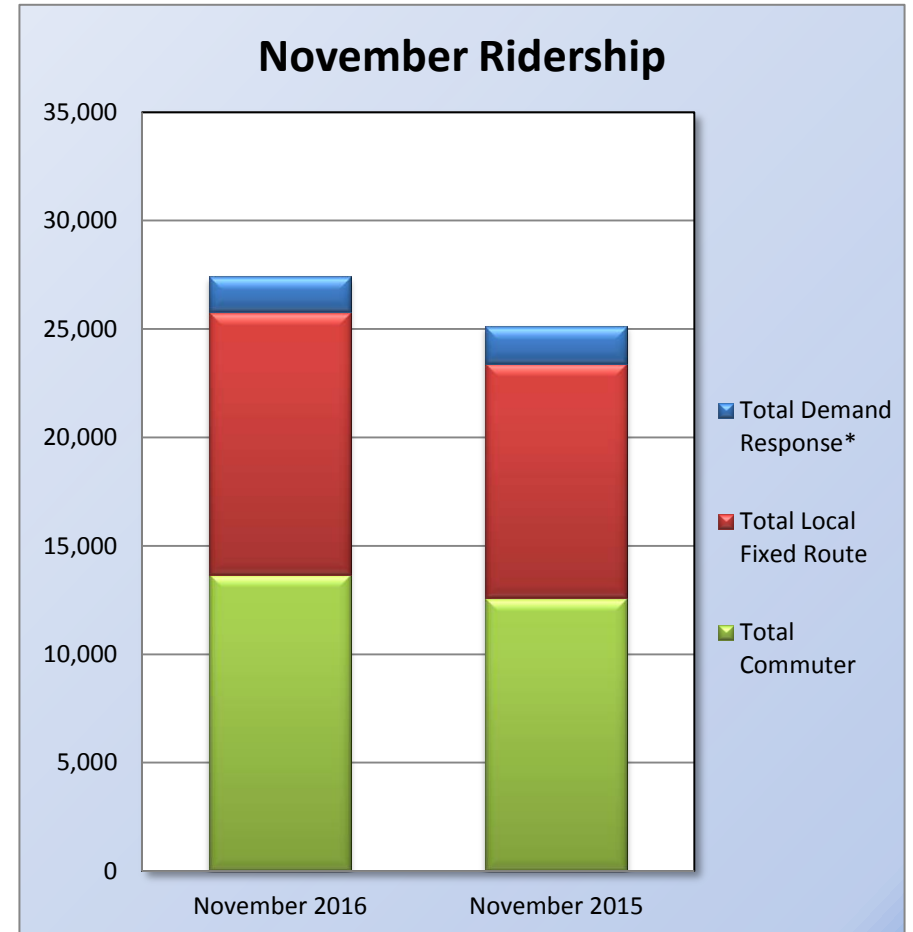


Demand Response	November 2016	November 2015	% Change
Dial-a-Ride	1,563	1,626	-3.9%
Sac-Med	39	69	-43.5%
Grizzly Flat	0	8	-100.0%
ADA Paratransit	42	30	40.0%
Total Demand Response*	1,644	1,733	-5.1%

Local Fixed Route	November 2016	November 2015	% Change
Cameron Park	1,278	1,123	13.8%
Diamond Springs	2,518	2,434	3.5%
Saturday Express	503	476	5.7%
Pollock Pines	3,676	3,194	15.1%
Placerville Shuttle	4,000	3,586	11.5%
Diamond Springs Saturday	121	0	100.0%
Total Local Fixed Route	12,096	10,813	11.9%

Commuter	November 2016	November 2015	% Change
Sacramento Commuter	10,651	10,009	6.4%
Reverse Commuter	56	84	-33.3%
50 Express	2,974	2,503	18.8%
Total Commuter	13,681	12,596	8.6%

M.O.R.E. & Senior Day Care	November 2016	November 2015	% Change
M.O.R.E.	1,960	2,097	-6.5%
Senior Day Care	446	397	12.3%
Total M.O.R.E. and SDC	2,406	2,494	-3.5%



Systemwide*	November 2016	November 2015	% Change
	27,421	25,142	9.1%

*Does not include M.O.R.E. and Senior Day Care

December 2016 Ridership Report

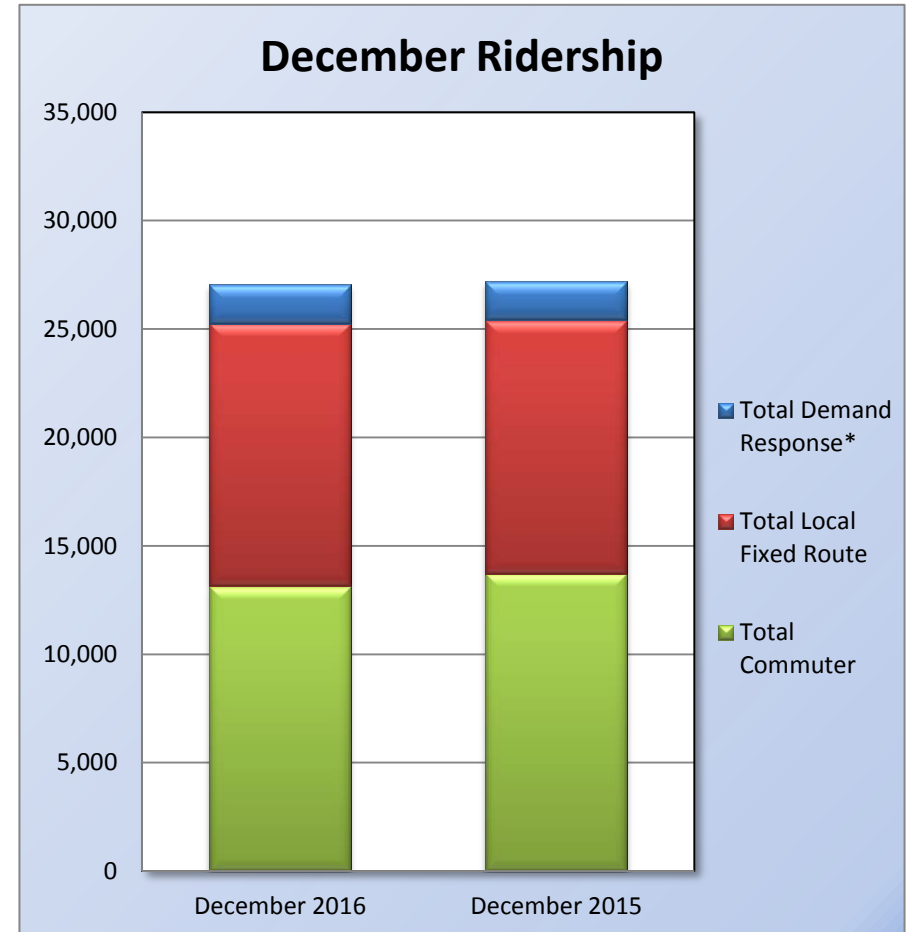


Demand Response	December 2016	December 2015	% Change
Dial-a-Ride	1,703	1,687	0.9%
Sac-Med	48	50	-4.0%
Grizzly Flat	0	8	-100.0%
ADA Paratransit	57	30	90.0%
Total Demand Response*	1,808	1,775	1.9%

Local Fixed Route	December 2016	December 2015	% Change
Cameron Park	1,240	1,219	1.7%
Diamond Springs	2,229	2,332	-4.4%
Saturday Express	471	555	-15.1%
Pollock Pines	3,872	3,646	6.2%
Placerville Shuttle	4,180	3,952	5.8%
Diamond Springs Saturday	111	0	100.0%
Total Local Fixed Route	12,103	11,704	3.4%

Commuter	December 2016	December 2015	% Change
Sacramento Commuter	10,346	11,067	-6.5%
Reverse Commuter	35	74	-52.7%
50 Express	2,757	2,573	7.2%
Total Commuter	13,138	13,714	-4.2%

M.O.R.E. & Senior Day Care	December 2016	December 2015	% Change
M.O.R.E.	2,073	2,352	-11.9%
Senior Day Care	452	484	-6.6%
Total M.O.R.E. and SDC	2,525	2,836	-11.0%



Systemwide*	December 2016	December 2015	% Change
	27,049	27,193	-0.5%

*Does not include M.O.R.E. and Senior Day Care

AGENDA ITEM 3 B
Information Item

MEMORANDUM

DATE: February 2, 2017
TO: El Dorado County Transit Authority
FROM: Brian James, Planning and Marketing Manager
SUBJECT: Quarterly Newsletter

REQUESTED ACTION:
BY MOTION,

No action. Information item.

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) introduced its first quarterly newsletter on January 4, 2017 as Volume 1 – Number 1. These newsletters will be distributed to the public and employees every three months with the latest news and information.

DISCUSSION

Each newsletter will include stories about new services, new vehicles, marketing information, and holidays that will affect service in the next quarter. It will be another tool to disseminate information about what El Dorado Transit does to serve the community.

FISCAL IMPACT

None



Newsletter

January – March 2017

Volume 1 – Number 1



New Paratransit Vehicles

El Dorado Transit was highlighted on the front page of the Mountain Democrat on Monday December 26th. The article drew attention to the seven new paratransit buses and four new paratransit vans that were recently acquired to replace vehicles that had traveled more than 3 million miles collectively.

The new vehicles will primarily be used to transport seniors and individuals with disabilities throughout the western slope of El Dorado County. Most of the buses are already in service, while the vans will begin service soon.

Holiday Schedule

El Dorado Transit office and dispatch center will be closed, and no routes or service will be available on the following holidays from January to March 2017.

New Years Day.....Sunday January 1
Martin Luther King Day.....Monday January 16
President’s Day.....Monday February 20

Connect Card Is Coming

Connect Card is the Sacramento region's new transit smart card fare collection system. It provides a convenient and secure way for riders to pay their fare. The system uses a plastic smart card called a Connect Card with a computer chip inside that can store cash value, passes and discount fares. The region is moving to a smart card system to provide easier travel throughout the Sacramento region.

Phase I of the soft-launch started recently for hundreds of volunteers who use Sacramento Regional Transit. Phase II of the soft-launch, which will include El Dorado Transit, is expected to start in early 2017 with select volunteers participating. If everything goes as planned through Phase I and Phase II of the soft launch, the rollout of the Connect Card system will be available to all passengers in the spring.

For more information about Connect Card and to sign up as a participant in Phase II of the soft-launch, please go to www.connecttransitcard.com or call 916-321-2877.



Wi-Fi on Commuter Buses

Wi-Fi services seem to be appearing almost everywhere. However, it is still not so easy to get internet access while on public transit unless using a personal cellular device. Technology is now catching up.

El Dorado Transit is in the process of adding Wi-Fi internet access to the MCI commuter buses. This will give commuters the ability to check emails, read the news, or check the scoreboards on their way to work. However, video streaming and other activities that use a large amount of bandwidth will be blocked to keep the system running fast for everyone on board.



RouteShout Mobile App

RouteShout is a free mobile app that is available on iPhone and Android. Through the app, users can look up bus schedules, route maps and get real time bus arrival information. Users can type in their current address or use the "Locate me" option which will bring up all bus stops in the area. Users can also look up information by route. Preferred stops can be added to favorites to make locating stops and routes easier the next time.

Be sure to download the RouteShout app from the iTunes App Store for the iPhone or iPad, or from the Android Marketplace for Android devices.



Park and Ride Security Cameras

Security cameras are being added at multiple Park and Ride facilities throughout the county. Those facilities include the Central Park and Ride, Placerville Station, Ponderosa Rd. Park and Ride, Cambridge Rd. Park and Ride and El Dorado Hills Park and Ride. Other Park and Ride facilities are currently being leased, so cameras cannot be added at those facilities.

Installation of the new camera system will be completed in early 2017. The project is being funded by a grant from Homeland Security and Proposition 1B for transit system safety.

The cameras should be a strong deterrent for criminal activities at the facilities. However, if criminal activities do occur, please contact law enforcement.



New Bus Shelter at Placerville Senior Center

The Placerville Senior Center on Spring Street received a new bus shelter in late December. This shelter will give passengers a safe, dry place to sit or stand as they wait for the bus.