



EL DORADO TRANSIT

Trisha Wilkins,
Councilmember,
City of Placerville

John Hidahl,
Board of Supervisors,
District I

Patty Borelli,
Chairperson
Councilmember,
City of Placerville

Mindy Jackson,
Executive Director

Shiva Frentzen,
Vice Chairperson
Board of Supervisors,
District II

Brian Veerkamp,
Board of Supervisors,
District III

**County of El Dorado
Board of Supervisors Meeting Room
330 Fair Lane, Bldg. A
Thursday, June 1, 2017 1:00 PM**

EL DORADO COUNTY TRANSIT AUTHORITY AGENDA Regular Meeting

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

- 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

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 May 4, 2017	4
B.	Receive and File April 2017 Check Register	8
C.	1. Adopt Resolution No. 17-19 Adopting the Allocation Plan for Fiscal Year 2017/18	11
	2. Adopt Resolution No. 17-20 Approving the Salary Schedule for Fiscal Year 2017/18	
D.	1. Approve Purchase Order 23004 issued to the California Transit Indemnity Pool in the amount of \$430,000	18
	2. Approve Purchase Order 23005 issued to the California Transit Indemnity Pool in the amount of \$28,000	
	3. Approve Purchase Order 23023 issued to the Special District Risk Management Authority in the amount of \$280,465	
	4. Approve Budget transfer of \$34,566 from Contingency Line Item to Liability and Physical Damage Insurance Line Items	
E.	Receive and File the April 2017 Ridership Report	23
F.	1. Adopt Resolution No. 17-21 Authorizing the Executive Director to File an Application for Federal Transit Administration Section 5311 for Fiscal Year 2016/17	26
	2. Adopt Resolution No. 17-22 Authorizing the Executive Director to File an Application for Federal Transit Administration Section 5311 for Fiscal Year 2017/18	
G.	1. Approve Prefunding of Other Post-Employee Benefit Program for fiscal year Ending June 30, 2017 in the amount of \$51,092	32
	2. Authorize Executive Director to execute all documents necessary for continued participation	
2.	<u>ACTION ITEMS</u>	
A.	1. Accept Public Comments on Proposed Cameron Park Route and New El Dorado Hills Route	34
	2. Approve the Cameron Park Route Changes with Expansion of Service to El Dorado Hills	

3. INFORMATION ITEMS

A. 2017 El Dorado County Fair Flyer

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EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED
EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING
Thursday, August 3, 2017 1:00 P.M.
County of El Dorado
Board of Supervisors Meeting Room
330 Fair Lane, Bldg A
Placerville, CA 95667

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

The Agenda is available on the website www.eldoradotransit.com



EL DORADO TRANSIT

	John Hidahl Board of Supervisors, District I	Patty Borelli, Chairperson Councilmember City of Placerville	Shiva Frentzen, Vice Chairperson Board of Supervisors District II	
Trisha Wilkins, Councilmember City of Placerville		Mindy Jackson, Executive Director		Brian Veerkamp Board of Supervisors District III

**County of El Dorado
Board of Supervisors Meeting Room
330 Fair Lane, Bldg. A
Thursday, May 4, 2017 1:00 PM**

EL DORADO COUNTY TRANSIT AUTHORITY AGENDA Regular Meeting

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

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

Executive Director: Mindy Jackson

CALL TO ORDER

The meeting was called to order by Chair Borelli at 1:04 PM.

PLEDGE OF ALLEGIANCE TO THE FLAG

The Pledge of Allegiance was recited.

ROLL CALL

Directors Present: Patty Borelli, Shiva Frentzen, Brian Veerkamp, John Hidahl

Directors Absent: Trisha Wilkins

CEREMONIAL ITEMS

A. Proclamation of Retiring Transit Driver Arthur Harms

Proclamation of Retiring Transit Driver Arthur Harms was approved by unanimous vote

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.

It was moved and seconded to adopt the agenda and approve the consent calendar

M/S: Frentzen/Veerkamp
Ayes: Borelli/Frentzen/Hidahl/Veerkamp
Noes: None
Abstain: None
Absent: Wilkins

PUBLIC COMMENT

None

1. CONSENT CALENDAR

- A. Approve Conformed Minutes of Regular Meeting April 6, 2017
- B. Receive and File March 2017 Check Register
- C. Receive and File Quarterly Investment Report for Quarter Ending 03/31/2017
- D. Approve Charter Rate of \$155.00 per hour for Fiscal Year 2017/18
- E.
 - 1. Approve Professional Services Agreement with RTS Computer Services for Computer and Network Support Services for Fiscal Year 2017/18
 - 2. Approve Purchase Order No. B23022 for an amount not-to-exceed \$60,000.00 for Informational Technology Support during Fiscal Year 2017/18
- F.
 - 1. Adopt Resolution No. 17-19 Identifying Fuel as Exempt from Competitive Bidding and Authorize the Executive Director to Procure Fuel from Outside Vendors
 - 2. Approve Blanket Purchase Order No. B23008 issued to Dawson Oil Company in the amount of \$572,000 and Blanket Purchase Order No. B23013 issued to Hunt & Sons, Inc. in the amount of \$90,000 for Fiscal Year 2017/18

- G. Adopt Revised Capital Improvement Project #17-04 Cameron Park Drive Bus Stop Improvements to transfer State Transit Assistance (STA) funding between projects #17-01 and #17-04
- H. 1. Award Construction Contract for Capital Improvement Project #17-01 Bus Parking Lot Improvements to Joe Vicini, Inc.
2. Authorize Executive Director to execute the Construction Contract and related documents to complete the Capital Improvement Project #17-01
- I. 1. Award Construction Contract for Capital Improvement Project #17-04 Cameron Park Drive Bus Stop to Joe Vicini, Inc.
2. Authorize Executive Director to execute the Construction Contract and related documents to complete the Capital Improvement Project #17-04

2. ACTION ITEMS

- A. Approve the Discontinuance of the Grizzly Flat Flex Route

Action: Approve the Discontinuance of the Grizzly Flat Route

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

- B. 1. Approve the Cameron Park Route Expansion with Service to El Dorado Hills
2. Approve Proposed Revised Allocation Table for Fiscal Year 2017/18
3. Approve Organizational Chart for Fiscal Year 2017/18

Bill Hughes, Lindell Price, and Kathleen Guerrero all provided public comment in favor of Cameron Park Route Expansion

**Action: 1. Approve the Cameron Park Route Expansion with Service to El Dorado
2. Approve Proposed Revised Allocation Table for Fiscal Year 2017/18
3. Approve Organizational Chart for Fiscal Year 2017/18**

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

TIMED ITEM 1:00 PM – PUBLIC HEARING

- C. Fiscal Year 2017/18 Final Operating Budget

Action: Adopt Resolution No. 17-17 for the Fiscal Year 2017/18 Final Operating Budget

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

TIMED ITEM 1:00 PM – PUBLIC HEARING

D. Fiscal Year 2017/18 Final Capital Improvement Plan and 2017/18 Capital Budget

Action: Adopt Final Capital Improvement Plan for Fiscal Year 2017/18 and Adopt Resolution No. 17-18 for adoption of the Final Capital Budget for the Fiscal Year 2017/18

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

3. INFORMATION ITEMS

A. March 2017 Ridership Report

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

Chair Borelli adjourned the meeting to Closed Session at 1:36 PM.

CLOSED SESSION

* Verbal Report

Respectfully Submitted,

Megan Wilcher
Secretary to the Board

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: June 1, 2017
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Fiscal Administration Manager
SUBJECT: Receive and File April 2017 Check Register

REQUESTED ACTION:
BY MOTION,
Receive and File April 2017 Check Register

BACKGROUND

The following check register includes routine transactions for the month of April 2017. These expenditures fall within budgets adopted by the El Dorado County Transit Authority Board of Directors.

DISCUSSION

Three (3) items merit further detail;

Check #30777 - Koff & Associates Inc.....\$896.00
This warrant pays the obligation for the Classification and Compensation Study using State Transit Assistance (STA) funds.

Check #30801 – Feild and Associates.....\$10,795.00
This warrant pays an obligation for Management of Multiple Transit Projects using both local and grant funding as directed under individual capital plan budgets.

Check #30808 – Advanced Industrial Solutions Inc.....\$3,435.98
This warrant pays an obligation for the Cable Harness/Fall Protection System project using State Transit Assistance (STA) funds; CIP Project #17-05.

Date	Num	Name	Memo	Amount
04/06/2017	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Health Premium - April 2017	35,544.81
04/06/2017	30740	A-Z BUS SALES	Parts & Supplies	434.67
04/06/2017	30741	BLUE RIBBON PERSONNEL SERVICES	Temp Maint Cust - JD	149.59
04/06/2017	30742	BUS & EQUIPMENT REPAIR OF CA	Parts & Supplies	1,578.49
04/06/2017	30743	CUMMINS PACIFIC LLC	Parts & Supplies	4,787.18
04/06/2017	30744	D&K AUTO GLASS	Parts & Supplies	510.00
04/06/2017	30745	DAWSON OIL	Fuel Purchases - March 2017	43,897.79
04/06/2017	30746	EL DORADO DISPOSAL	Monthly Utilities	289.08
04/06/2017	30747	EMP. MISC. REIMBURSEMENT	Mileage Reimb - BJ	57.46
04/06/2017	30748	FASTENAL	Bus Cleaning Supplies	218.36
04/06/2017	30749	GCR TIRES & SERVICE	Tires #1009	2,057.83
04/06/2017	30750	HOLT OF CALIFORNIA	Parts & Supplies	6,092.28
04/06/2017	30751	J. C. NELSON SUPPLY CO.	Janitorial Supplies	238.63
04/06/2017	30752	MIGUEL GARCIA LANDSCAPING	March 2017 - Landscape Service	570.00
04/06/2017	30753	MOUNTAIN DEMOCRAT INC	Public Notice	17.50
04/06/2017	30754	RTS IT INC	IT Services/Back-Up April 2017	4,180.00
04/06/2017	30755	THOMPSONS BUICK GMC	Parts & Supplies	2,131.42
04/06/2017	30756	THOMPSONS CHRYSLER DODGE	Parts & Supplies	13.83
04/06/2017	30757	TOWN CENTER EAST LP	Lease Pymt for April 2017 P&R	700.00
04/06/2017	30758	VISA	Monthly Charges	9,561.03
04/06/2017	30759	XEROX FINANCIAL SERVICES	Lease Payment - April 2017	774.35
04/06/2017	30760	ASSURANT EMPLOYEE BENEFITS	Life/LTD Premiums - April 2017	2,939.93
04/06/2017	30761	VISA	Monthly Charges	96.37
04/11/2017	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE APRIL 7, 2017	5,059.64
04/11/2017	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #7	11,843.73
04/11/2017	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #7 SUPP.	6,365.30
04/13/2017	30762	ADM SCREENING	Random & Pre-Employ Screening Mar 2017	190.00
04/13/2017	30763	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Employee Paid Premium - April 2017	132.02
04/13/2017	30764	AT&T / CALNET 3	Monthly Charges	1,309.31
04/13/2017	30765	C & H MOTOR PARTS	Parts & Supplies	645.84
04/13/2017	30766	CAPITOL CLUTCH & BRAKE	Parts & Supplies	4,984.99
04/13/2017	30767	CARNAHAN ELECTRIC LTD	Add Receptacle at DEF Tank	249.81
04/13/2017	30768	CITY OF PLACERVILLE	Bus Shelter Maintenance	330.00
04/13/2017	30769	D&K AUTO GLASS	Parts & Supplies	165.00
04/13/2017	30770	EDC CHAMBER OF COMMERCE	Annual Membership 2017	144.00
04/13/2017	30771	FACTORY MOTOR PARTS	Parts & Supplies	1,114.36
04/13/2017	30772	FLEMING DISTRIBUTING CO.	Parts & Supplies	799.99
04/13/2017	30773	GCR TIRES & SERVICE	Parts & Supplies	3,425.36
04/13/2017	30774	GOLD RUSH TAXI LLC	Taxi Voucher Program-March 2017	1,884.00
04/13/2017	30775	HANGTOWN BODY SHOP	Install/Paint Side Step #1502	893.33
04/13/2017	30776	KINETICO WATER SYSTEMS INC	Filtered Water Rental for April 2017	43.32
04/13/2017	30777	KOFF & ASSOCIATES INC	Initial Reviews & Orientation Mtgs	896.00
04/13/2017	30778	LANGUAGE LINE SERVICES INC	Interpreter Service-March 2017	7.53
04/13/2017	30779	MCI SERVICE PARTS INC	Parts & Supplies	3,195.59
04/13/2017	30780	MISSION UNIFORM SERVICE	Monthly Charges	233.12
04/13/2017	30781	MOUNTAIN DEMOCRAT INC	Recruit AD F/T & P/T Drivers	555.00
04/13/2017	30782	O'REILLY AUTO PARTS	Parts & Supplies	812.55
04/13/2017	30783	PACIFIC GAS & ELECTRIC	Monthly Charges	3,052.67
04/13/2017	30784	PRO-LINE CLEANING SERVICES INC	Cleaning Services-March 2017	630.00
04/13/2017	30785	QUILL	Misc. Office Supplies	191.88
04/13/2017	30786	RIEBES AUTO PARTS	Parts & Supplies	799.44
04/13/2017	30787	RON DUPRATT FORD	Parts & Supplies	878.89
04/13/2017	30788	SIERRA NEVADA TIRE & WHEEL	Tires #0901	1,917.38
04/13/2017	30789	THOMPSONS BUICK GMC	Parts & Supplies	4,112.41
04/13/2017	30790	TK SERVICES INC	Blower Motor #0708	1,009.68
04/13/2017	30791	UNIVERSAL SECURITY & FIRE INC	Alarm Monitoring 04/01/17-06/30/17	135.00
04/13/2017	30792	VALLEY POWER SYSTEMS	Parts & Supplies	544.45
04/13/2017	30793	WOLFPACK INSURANCE SERVICES, INC.	Vision/Dental Premiums - May 2017	4,351.40
04/18/2017	30794	AFLAC	Employee Paid Premiums - April 2017	885.32
04/18/2017	30795	AMERIGAS	Propane Tank Refill-#6567	1,447.95
04/18/2017	30796	AT&T LONG DISTANCE	Monthly Charges	549.49
04/18/2017	30797	CAL.NET	April 2017 Camera Service	106.97
04/18/2017	30798	D&K AUTO GLASS	Parts & Supplies	310.00
04/18/2017	30799	EDC FAIR ASSOCIATION, INC.	Fair Grounds P & R Lease 2017	150.00
04/18/2017	30800	EMP. MISC. REIMBURSEMENT	DMV Physical - GS	75.00
04/18/2017	30801	FEILD AND ASSOCIATES	Transit Project Mgmt for 01-03/17	10,795.00

Date	Num	Name	Memo	Amount
04/18/2017	30802	HKR PROMOTIONS	Vinyl Graphics #1401 #0606	6,172.00
04/18/2017	30803	HUNT & SONS INC	Fuel Purchases - March 2017	616.12
04/18/2017	30804	OPERATING ENGINEERS - MEDICAL	Health Premium - April 2017	59,562.00
04/18/2017	30805	OPERATING ENGINEERS LOCAL UNION #3	Employee Paid Union Dues - April 2017	2,116.00
04/18/2017	30806	QUILL	Misc. Office Supplies	382.10
04/18/2017	30807	TRANSIT & PARATRANSIT COMPANY	Safety / Training Videos	8,050.00
04/19/2017	30808	ADVANCED INDUSTRIAL SOLUTIONS INC	Pynt Installment #1-Fall Protection System	3,435.98
04/26/2017	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE APRIL 21, 2017	5,160.95
04/26/2017	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #8	11,787.38
04/26/2017	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #8 SUPP.	6,514.27
04/27/2017	30809	ARNOLDS FOR AWARDS	Engraving for EOM Plate-May 2017	12.50
04/27/2017	30810	AUTOZONE	Parts & Supplies	296.81
04/27/2017	30811	BLUE RIBBON PERSONNEL SERVICES	Temp Maint Cust - JD	2,088.10
04/27/2017	30812	COMCAST	High Speed Cable Internet-April 2017	240.93
04/27/2017	30813	D&K AUTO GLASS	Install Windshield #1003	240.00
04/27/2017	30814	EDC RISK MANAGEMENT	Health Insurance - April 2017	2,132.86
04/27/2017	30815	EL DORADO IRRIGATION DISTRICT	Monthly Charges	101.20
04/27/2017	30816	EMP. MISC. REIMBURSEMENT	DMV License Fee - SF	66.00
04/27/2017	30817	EMP. MISC. REIMBURSEMENT	Taxi Voucher Refund - DV	51.00
04/27/2017	30818	EMP. MISC. REIMBURSEMENT	DMV License Fee - GS	43.00
04/27/2017	30819	EMP. MISC. REIMBURSEMENT	DMV Physical - ML	75.00
04/27/2017	30820	FEDERAL EXPRESS	Misc. Postage / Shipping	43.61
04/27/2017	30821	HANGTOWN BODY SHOP	Install/Paint Side Step #1501	1,238.91
04/27/2017	30822	HANGTOWN FIRE CONTROL INC	Annual Fire Extinguisher Service	1,687.13
04/27/2017	30823	HUNT & SONS INC	Fuel Purchases - April 2017	690.47
04/27/2017	30824	IMAGE SOURCE	All Copier Maintenance 04/14/17-05/13/17	772.56
04/27/2017	30825	PACIFIC GAS & ELECTRIC	Monthly Charges	911.78
04/27/2017	30826	PACIFIC MATERIAL HANDLING SOL INC	Service-Forklift Model GLC060VX	362.67
04/27/2017	30827	ROMAINE ELECTRIC	A/C Alternator #0606	795.71
04/27/2017	30828	SAC REGIONAL TRANSIT	April 2017 Combo Passes	495.00
04/27/2017	30829	STATE BOARD OF EQUALIZATION	1st QTR Exempt Bus Operator Diesel Fuel Tax 2017	364.44
04/27/2017	30830	TK SERVICES INC	Parts & Supplies	954.85
04/27/2017	30831	TRUE VALUE HARDWARE	Parts & Supplies	147.76
04/27/2017	30832	VERIZON WIRELESS	Cellular & Wifi Service - April 2017	2,778.33
				<u>314,450.74</u>
Total				<u>314,450.74</u>

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

DATE: June 1, 2017

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager/Admin Services

SUBJECT: Fiscal Year 2017/18 Approved Allocation Plan and Proposed Salary Schedule for Fiscal Year 2017/18

REQUESTED ACTION:
BY MOTION,

1. **Adopt Resolution No. 17-19 Adopting the Allocation Plan for Fiscal Year 2017/18**
2. **Adopt Resolution No. 17-20 Approving the Salary Schedule for Fiscal Year 2017/18**

BACKGROUND

As required under Article 6.1 of the El Dorado County Transit Authority Personnel Policies and Procedures Manual, Amended and Adopted 10/6/2011, Standard Salary Ranges. “Unless otherwise required by law or policy, a standard salary schedule, consisting of either flat rates or steps of hourly and equivalent monthly salary rates in dollars for employees in full-time positions, shall be established by Resolution of El Dorado Transit.”

The El Dorado County Transit Authority (El Dorado Transit) annually adopts a personnel allocation plan/table and approves the organizational chart. The proposed salary schedule and allocation for Fiscal Year (FY) 2017/18 are included for adoption. The allocation table and organizational chart for FY 2017/18 were approved on May 4, 2017 as part of a separate action. Adoption by Resolution is the requested action.

DISCUSSION

To comply with Board adopted policies and associated time frame for annual final budget adoption, staff recommends adoption of Resolution 17-19 Allocation Table and Resolution 17-20 approving FY 2017/18 Salary Schedule.

Personnel Allocation Resolution No. 17-19 (Attached)

The Approved Allocation Table noted in Resolution No. 17-19 is attached for reference and includes Board approved changes to increase staffing levels from 62 allocated full-time equivalent (fte) positions to 63 allocated full time equivalent (fte) positions at El Dorado Transit.

Salary Schedule Resolution No. 17-20 (Attached)

The proposed Salary Schedule for FY 2017/18 incorporates current adopted salaries, as well as the approved staffing levels and the Memorandum of Understanding between El Dorado County Transit Authority and Operating Engineers Local Union No. 3 Transit Drivers (MOU). For Fiscal Year 2017/18 the Transit Driver classification receives a 3% increase per the MOU. El Dorado Transit is currently conducting a Classification and Compensation Study that is scheduled to be completed in August 2017 therefore; at this time there are no changes to unrepresented classification wages pending the final outcome of the study.

FISCAL IMPACT

All costs associated with Resolution No. 17-20 are included in the proposed final operating budget for Fiscal Year 2017/18.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 17-19**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING A PERSONNEL ALLOCATION TABLE FOR FISCAL
YEAR 2017/18**

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

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

1. The Board adopts the attached Personnel Allocation Table as a maximum allocation of personnel for the fiscal year 2017/18.
2. The Board authorizes the Executive Director to utilize extra-help employees as necessary to meet the service needs of the public.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF EL DORADO TRANSIT at a regular meeting of said Board held on the 1st day of June 2017, by the following vote of said Board:

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 1st day of June 2017, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Patty Borelli, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

Classification	Approved FY 2016/17 (fte*)	Approved FY 2017/18 (fte*)
Accounting Technician I	2	2
Administrative Analyst	1	1
Maintenance Custodian	1	1
Equipment Mechanic I/II	4	4
Fiscal Administration Manager	1	1
Information Technology Analyst	1	1
Maintenance Technician	2	2
Office Assistant II	2	2
Human Resources/Admin Services Manager	1	1
Operations Manager	1	1
Operations Supervisor	3	3
Planning and Marketing Manager	1	1
Safety Coordinator	1	1
Senior Equipment Mechanic	1	1
Executive Director	1	1
Transit Dispatcher	4	5
Transit Driver	34	35
<i>TOTAL ALLOCATED POSITIONS</i>	<i>61</i>	<i>63</i>

* fte = Full Time Equivalent

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 17-20**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING THE FISCAL YEAR 2017/18 SALARY SCHEDULE
FOR REGULAR AND EXTRA HELP EMPLOYEES**

WHEREAS, Article 3.1 of the El Dorado County Transit Authority Personnel Policies and Procedures Manual provides that a salary schedule shall be established by Resolution of the Board of Directors of the El Dorado County Transit Authority; and

WHEREAS, the Manual further states “The monthly salary rates are also listed for the purpose of convenience in quotation of monthly salaries and computations for purposes of paying employees shall be on the basis of hourly rates;” and

WHEREAS, no adjustments have been made to the schedule to regular unrepresented and extra help employees; and

NOW, THEREFORE, BE IT RESOLVED, that the following attached salary schedule is authorized by the Board of Directors of the El Dorado County Transit Authority effective the first pay date of July 2017.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 1st day of June 2017, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Patty Borelli, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

El Dorado County Transit Authority
PROPOSED SALARY SCHEDULE FOR FISCAL YEAR 2017/18

JOB CLASSIFICATION	SALARY STEPS						
	1	2	3	4	5	6	7
ACCOUNTING TECHNICIAN - UR	16.87 2,924.13	17.71 3,070.43	18.60 3,224.00	19.53 3,385.20	20.51 3,554.55	21.53 3,732.39	22.61 3,919.07
ADMINISTRATIVE ANALYST - UR	21.06 3,650.40	22.12 3,834.13	23.23 4,025.84	24.39 4,227.25	25.61 4,438.72	26.89 4,660.76	28.23 4,893.89
EQUIPMENT MECHANIC I - UR	17.72 3,071.47	18.61 3,225.04	19.54 3,386.41	20.51 3,555.76	21.54 3,733.60	22.62 3,920.28	23.75 4,116.32
EQUIPMENT MECHANIC I - UR - Grandfathered	18.44 3,196.27	19.36 3,356.08	20.33 3,524.04	21.35 3,700.32	22.42 3,885.44	23.54 4,079.75	24.71 4,283.76
EQUIPMENT MECHANIC II - UR	20.55 3,562.00	21.58 3,740.19	22.66 3,927.21	23.79 4,123.60	24.98 4,329.87	26.23 4,546.36	27.54 4,773.77
EQUIPMENT MECHANIC II - UR - Y Rated							29.51 5,115.07
FISCAL ADMINISTRATION MANAGER - UR / C / M	31.27 5,420.13	32.83 5,691.23	34.48 5,975.84	36.20 6,274.67	38.01 6,588.40	39.91 6,917.91	41.91 7,264.40
HUMAN RESOURCES / ADMINISTRATIVE SERVICES MANAGER - UR / C / M	32.05 5,555.33	33.65 5,833.19	35.34 6,124.91	37.10 6,431.19	38.96 6,752.89	40.91 7,090.55	42.95 7,445.19
INFORMATION TECHNOLOGY ANALYST - UR	27.64 4,790.93	29.02 5,030.48	30.47 5,282.16	31.99 5,544.93	33.59 5,822.27	35.27 6,113.47	37.03 6,419.23
MAINTENANCE CUSTODIAN - UR	12.23 2,119.87	12.85 2,227.33	13.49 2,338.79	14.17 2,455.79	14.88 2,578.68	15.62 2,707.64	16.40 2,843.19
MAINTENANCE TECHNICIAN - UR	15.28 2,648.53	16.04 2,780.96	16.85 2,920.15	17.69 3,066.27	18.58 3,219.67	19.50 3,380.69	20.48 3,549.87
OFFICE ASSISTANT II - UR / C	14.91 2,584.40	15.66 2,713.71	16.44 2,849.43	17.26 2,991.91	18.13 3,141.67	19.03 3,298.88	19.98 3,463.89
OFFICE ASSISTANT II BILINGUAL - UR / C	15.91 2,757.73	16.66 2,887.04	17.44 3,022.76	18.26 3,165.24	19.13 3,315.00	20.03 3,472.21	20.98 3,637.23
OPERATIONS MANAGER - UR / C / M	35.38 6,132.53	37.15 6,439.16	39.00 6,760.00	40.95 7,098.00	43.00 7,452.99	45.15 7,825.65	47.41 8,217.04
OPERATIONS SUPERVISOR - UR	23.83 4,130.53	25.02 4,337.15	26.27 4,554.16	27.59 4,781.92	28.97 5,021.12	30.42 5,272.28	31.94 5,535.92
PLANNING & MARKETING MANAGER - UR / C / M	26.30 4,558.67	27.62 4,786.60	29.00 5,025.97	30.45 5,277.31	31.98 5,543.20	33.58 5,820.36	35.26 6,111.39
SAFETY COORDINATOR - UR	22.68 3,931.20	23.82 4,128.80	25.01 4,335.24	26.26 4,552.08	27.57 4,778.80	28.95 5,017.83	30.40 5,268.81
SR EQUIPMENT MECHANIC - UR	23.83 4,130.53	25.02 4,337.15	26.27 4,554.16	27.59 4,781.92	28.97 5,021.12	30.42 5,272.28	31.94 5,535.92
SR EQUIPMENT MECHANIC - UR - Grandfathered	25.25 4,376.67	26.51 4,595.59	27.84 4,825.43	29.23 5,066.71	30.69 5,320.12	32.23 5,586.19	33.84 5,865.60
TRANSIT DISPATCHER - UR	14.91 2,584.40	15.65 2,712.67	16.43 2,848.39	17.26 2,990.87	18.12 3,140.45	19.02 3,297.49	19.98 3,462.51
EXTRA HELP TRANSIT DISPATCHER - UR	14.91 2,584.40	15.65 2,712.67	16.43 2,848.39				

El Dorado County Transit Authority
PROPOSED SALARY SCHEDULE FOR FISCAL YEAR 2017/18

TRANSIT DISPATCHER - UR - Grandfathered	15.40	16.17	16.98	17.83	18.72	19.66	20.64
	2,669.33	2,802.80	2,943.03	3,090.19	3,244.80	3,407.04	3,577.43

TRANSIT DISPATCHER - UR - Y Rated							20.64
							3,577.60

* TRANSIT DRIVER - FULL TIME - R	17.12	17.98	18.88	19.82	20.81	21.86	22.95
	2,967.47	3,115.84	3,271.67	3,435.29	3,607.07	3,789.07	3,978.52

* TRANSIT DRIVER - PART TIME - R	17.12	17.98	18.88	19.82	20.81	21.86	22.95
	2,967.47	3,115.84	3,271.67	3,435.29	3,607.07	3,789.07	3,978.52

EXTRA HELP TRANSIT DRIVER	17.12	17.98	18.88				
	2,967.47	3,115.84	3,271.67				

UR = Unrepresented

R = Represented

C = Confidential

M = Management

Unrepresented and Management; Adopted: Resolution 16-19 & Resolution 16-21

* Represented; Board Ratified June 4, 2015

AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: June 1, 2017

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Fiscal Administration Manager

SUBJECT: Purchase Orders for Insurance Coverage for Fiscal Year 2017/18

REQUESTED ACTION:
BY MOTION,

- 1. Approve Purchase Order 23004 issued to the California Transit Indemnity Pool in the amount of \$430,000**
- 2. Approve Purchase Order 23005 issued to the California Transit Indemnity Pool in the amount of \$28,000**
- 3. Approve Purchase Order 23023 issued to the Special District Risk Management Authority in the amount of \$280,465 and**
- 4. Approve Budget transfer of \$34,566 from Contingency Line Item to Liability and Physical Damage Insurance Line Items**

BACKGROUND

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

March 2, 2017 Board adopted the preliminary operating budget for FY 2017/18

May 4, 2017 Board adopted the final operating budget for FY 2017/18

DISCUSSION

The presented purchase orders address El Dorado Transit's liability, physical damage and worker's compensation insurance premiums. The preliminary and final budgets were based on estimates; final premium rates have now been received.

- California Transit Purchase Order No. 23004
Indemnity Pool – Liability Not To Exceed \$430,000

Increase of \$57,439

- California Transit Indemnity Pool – Physical Damage Purchase Order No. 23005
Not To Exceed \$28,000

Increase of \$9,662

- Special District Risk Management Authority Purchase Order No. 23023
Not To Exceed \$280,465

Decrease of \$32,535

Staff is requesting authorization to transfer \$34,566 from Contingency to the Public Liability and the Physical Damage budget lines. This adjustment will be represented in the Mid-Year Budget Adjustment process.

The Executive Director certifies that these purchases are processed within approved Purchasing Procedures.

FISCAL IMPACT

Purchase Order amounts are within the overall budget in the proposed Final Fiscal Year 2017/18 Operating Budget presented as a part of this agenda packet.

	FY 2017/18 Adopted Final <u>Budget</u>	FY 2017/18 Proposed Mid-Year <u>Budget</u>
5060.01 – Public Liability	\$372,561	\$430,000
5060.02 – Physical Damage	\$18,338	\$28,000
5020.05 – Workers’ Compensation	\$313,000	\$280,465
6270.00 – Contingency	\$381,812	\$347,246

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

PURCHASE ORDER NO. 23004

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

DATE: 07/01/17

ACCOUNT: 1300

CLASS: 125

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

SHIP & INVOICE TO:

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

Contact: Vicky Quintrall

Vendor Phone No: (916) 244-1104

Fax No: (916) 244-1199

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		LIABILITY PROGRAM ANNUAL RENEWAL FOR FISCAL YEAR 07/01/17 THROUGH 06/30/18 COVERAGE PERIOD 05/01/17 THROUGH 04/30/18 COVERAGE LIMITS ARE AS FOLLOWS: CalTIP \$1.5M SELF-INSURED RETENTION GEM AT THE \$1.5M EXCESS OF \$1.5M MUNICH RE AT \$7M x \$3M HALLMARK AT \$5M EXCESS OF \$10M AWAC AT \$10M EXCESS \$15M TOTAL LIABILITY LIMIT OF \$25M		\$430,000.00
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	\$430,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$430,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

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

PURCHASE ORDER NO. 23005

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

DATE: 07/01/17

ACCOUNT: 1300

CLASS: 125

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

SHIP & INVOICE TO:

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

Contact: Vicky Quintrall

Vendor Phone No: (916) 244-1104

Fax No: (916) 244-1199

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		VEHICLE PHYSICAL DAMAGE PROGRAM ANNUAL RENEWAL FOR FISCAL YEAR 07/01/17 THROUGH 06/30/18 COVERAGE PERIOD 05/01/17 THROUGH 04/30/18 COVERAGE LIMITS ARE AS FOLLOWS: CalTIP \$100K SELF-INSURED RETENTION ALTERRA \$19M x \$100K MAXUM INDEMNITY/LLOYD'S/HISCOX \$10M x \$20M		\$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	\$28,000.00
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."

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

PURCHASE ORDER NO. 23023

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

DATE: 07/01/17

ACCOUNT: 1300

CLASS: 125

TO: SPECIAL DISTRICT RISK MANAGEMENT
AUTHORITY
1112 "I" STREET, SUITE 300
SACRAMENTO, CA 95814-2865

SHIP & INVOICE TO:

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

Contact: Sherrill Hanley

Vendor Phone No: (800) 537-7790 ext 20

Fax No: (916) 231-4111

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		WORKERS' COMPENSATION INSURANCE PREMIUMS FOR FISCAL YEAR 07/01/17 THROUGH 06/30/18		NOT TO EXCEED: \$280,465.00
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	\$280,465.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$280,465.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

Circle Distributing: Vendor - Accounting - Requestor - Purchasing

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: June 1, 2017
TO: El Dorado County Transit Authority
FROM: Brian James, Planning and Marketing Manager
SUBJECT: April 2017 Ridership Report

REQUESTED ACTION:

BY MOTION,

Receive and File the April 2017 Ridership Report

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) staff reports monthly and year-to-date ridership trend reports at each Board meeting.

DISCUSSION

April 2017 ridership decreased system wide from 30,477 to 26,899 one-way passenger trips or 11.7% compared to the previous year. April 2017 had one less weekday than the previous year, and spring break for the students was in April compared to March last year. Demand response increased by 0.5%, while local fixed route and commuter ridership decreased.

Year-to-date ridership for the period July 1, 2016 to April 30, 2017 decreased from 287,776 to 284,798 one-way passenger trips or 1.0% compared to the previous year.

FISCAL IMPACT

None

Ridership Report Fiscal Year-to-Date

July 2016 to April 2017

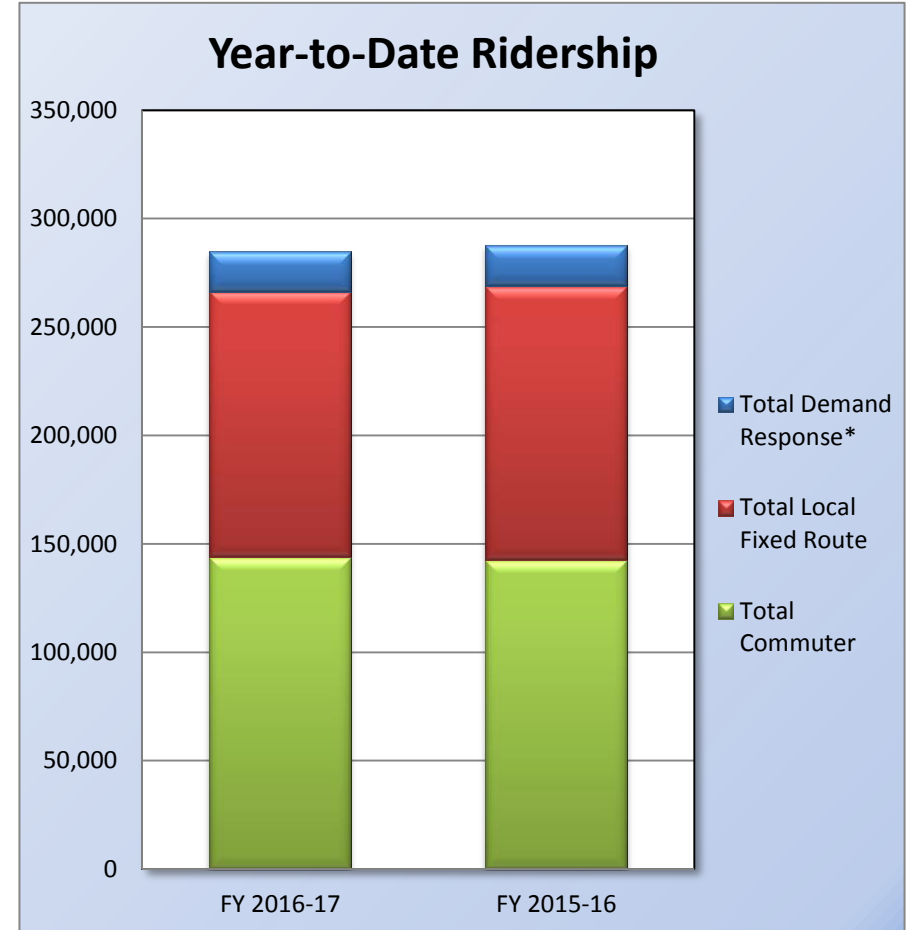


Demand Response	FY 2016-17	FY 2015-16	% Change
Dial-a-Ride	17,127	17,731	-3.4%
Sac-Med	453	611	-25.9%
Grizzly Flat	0	48	0.0%
ADA Paratransit	747	533	40.2%
Total Demand Response*	18,327	18,923	-3.1%

Local Fixed Route	FY 2016-17	FY 2015-16	% Change
Cameron Park	12,328	11,921	3.4%
Diamond Springs	24,314	26,435	-8.0%
Saturday Express	4,897	5,305	-7.7%
Pollock Pines	37,625	37,907	-0.7%
Placerville Shuttle	42,504	44,721	-5.0%
Diamond Springs Saturday	935	0	100.0%
Total Local Fixed Route	122,603	126,289	-2.9%

Commuter	FY 2016-17	FY 2015-16	% Change
Sacramento Commuter	114,160	115,062	-0.8%
Reverse Commuter	444	656	-32.3%
50 Express	29,264	26,846	9.0%
Total Commuter	143,868	142,564	0.9%

M.O.R.E. & Adult Day Services	FY 2016-17	FY 2015-16	% Change
M.O.R.E.	21,112	23,209	-9.0%
Adult Day Services	4,647	5,154	-9.8%
Total M.O.R.E. and ADS	25,759	28,363	-9.2%



Systemwide*

	FY 2016-17	FY 2015-16	% Change
	284,798	287,776	-1.0%

*Does not include M.O.R.E. and Adult Day Services

April 2017 Ridership Report

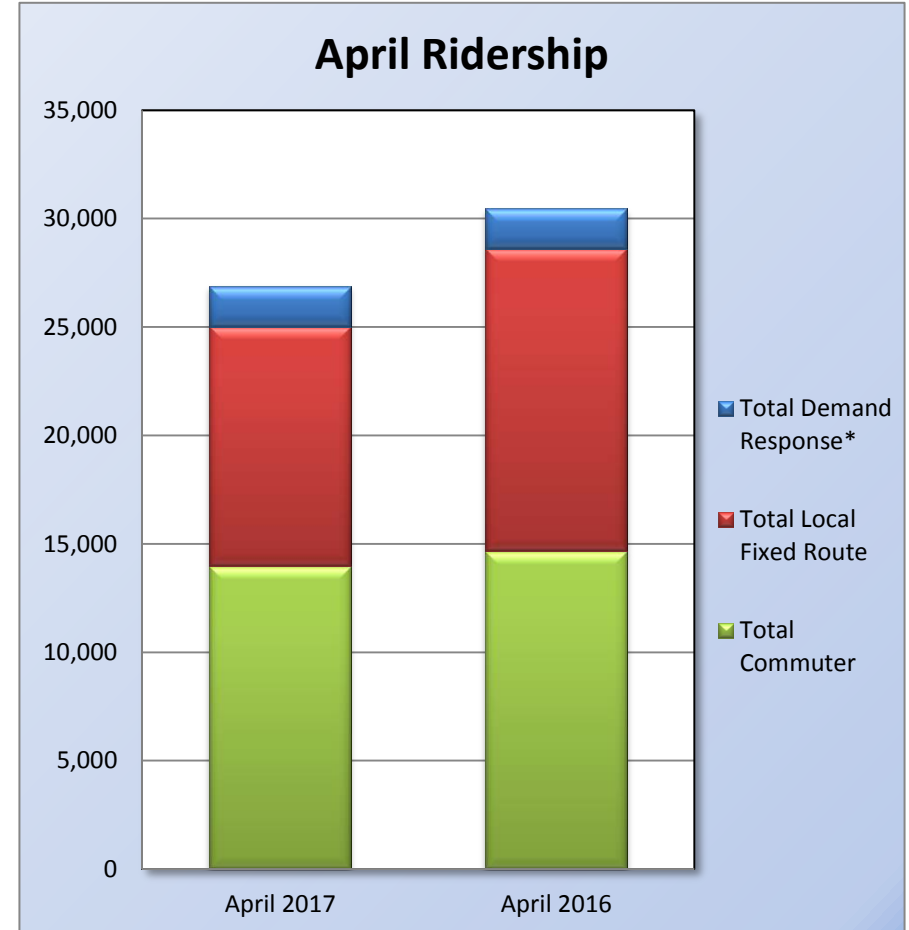


Demand Response	April 2017	April 2016	% Change
Dial-a-Ride	1,772	1,778	-0.3%
Sac-Med	44	40	10.0%
Grizzly Flat	0	6	-100.0%
ADA Paratransit	57	40	42.5%
Total Demand Response*	1,873	1,864	0.5%

Local Fixed Route	April 2017	April 2016	% Change
Cameron Park	1,118	1,275	-12.3%
Diamond Springs	2,029	3,299	-38.5%
Saturday Express	422	583	-27.6%
Pollock Pines	3,376	4,061	-16.9%
Placerville Shuttle	3,977	4,727	-15.9%
Diamond Springs Saturday	124	0	100.0%
Total Local Fixed Route	11,046	13,945	-20.8%

Commuter	April 2017	April 2016	% Change
Sacramento Commuter	11,072	11,364	-2.6%
Reverse Commuter	50	55	-9.1%
50 Express	2,858	3,249	-12.0%
Total Commuter	13,980	14,668	-4.7%

M.O.R.E. & Adult Day Services	April 2017	April 2016	% Change
M.O.R.E.	2,033	2,279	-10.8%
Adult Day Services	516	566	-8.8%
Total M.O.R.E. and ADS	2,549	2,845	-10.4%



Systemwide*	April 2017	April 2016	% Change
	26,899	30,477	-11.7%

*Does not include M.O.R.E. and Adult Day Services

AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: June 1, 2017

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Fiscal Administration Manager

SUBJECT: Adopt Resolutions to File and Execute Documents for Federal Transit Administration Section 5311 funds.

REQUESTED ACTION:
BY MOTION,

1. Adopt Resolution No. 17-21 Authorizing the Executive Director to File an Application for Federal Transit Administration Section 5311 for Fiscal Year 2016/17.
2. Adopt Resolution No. 17-22 Authorizing the Executive Director to File an Application for Federal Transit Administration Section 5311 for Fiscal Year 2017/18.

BACKGROUND

Funds are available through the Federal Transit Administration (FTA) on a competitive and formulaic basis for transit operations and capital assistance.

FTA Section 5311 provides Federal grants, made through the state, 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. Typically, El Dorado Transit receives funds under the formula program for operating assistance.

- February 4, 2016 Board adopted resolution No. 16-08 to apply for FY 2016/17 funds
- February 2, 2017 Board adopted resolution No. 17-04 to apply for FY 2017/18 funds

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.”*

On April 27, 2017 the California Department of Transportation (Caltrans) released the call for projects for both 2016/17 and 2017/18 funding years. As a part of the application, a new format for the resolutions required changed.

Staff is requesting the reauthorization through new resolutions No. 17-21 and 17-22 for inclusion in the grant applications.

FISCAL IMPACT

If the two (2) applications are not accepted by Caltrans, the loss of \$479,675 and \$490,631 respectively would demand modifications to the FY 2016/17 and FY 2017/18 Operating Budgets.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 17-21**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EL DORADO COUNTY TRANSIT AUTHORITY AUTHORIZING
THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) WITH
CALIFORNIA DEPARTMENT OF TRANSPORTATION**

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, El Dorado County Transit Authority desires to apply for said financial assistance to permit operation of service in El Dorado County; and

WHEREAS, El Dorado County Transit Authority has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that El Dorado Transit does hereby authorize the Executive Director or his/her designated representative to file and execute applications on behalf of El Dorado Transit with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**), as amended.

That the Executive Director or his/her designated representative is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That the Executive Director or his/her designated representative is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.

That the Executive Director or his/her designated representative is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

PASSED AND ADOPTED By the Governing Board of the El Dorado County Transit Authority, County of El Dorado, State of California at the regular meeting of said Board held on the 1st day of June 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Patty Borelli, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 17-22**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EL DORADO COUNTY TRANSIT AUTHORITY AUTHORIZING
THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) WITH
CALIFORNIA DEPARTMENT OF TRANSPORTATION**

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, El Dorado County Transit Authority desires to apply for said financial assistance to permit operation of service in El Dorado County; and

WHEREAS, El Dorado County Transit Authority has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that El Dorado Transit does hereby authorize the Executive Director or his/her designated representative to file and execute applications on behalf of El Dorado Transit with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**), as amended.

That the Executive Director or his/her designated representative is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That the Executive Director or his/her designated representative is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.

That the Executive Director or his/her designated representative is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

PASSED AND ADOPTED By the Governing Board of the El Dorado County Transit Authority, County of El Dorado, State of California at the regular meeting of said Board held on the 1st day of June 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Patty Borelli, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 1 G
Consent Item

MEMORANDUM

DATE: June 1, 2017

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Fiscal Administration Manager

SUBJECT: California Employer's Retiree Benefit Trust Program
(CERBT) funding for Other Post-Employment Benefits
Funding (OPEB)

REQUESTED ACTION:
BY MOTION,

1. **Approve Prefunding of Other Post-Employee Benefit Program for fiscal year ending June 30, 2017 in the amount of \$51,092**
2. **Authorize Executive Director to execute all documents necessary for continued participation**

BACKGROUND

In July 2004, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pension*. GASB 45 mandates disclosure of Other Post-Employment Benefits (OPEB) liabilities for public employees. OPEB may include benefits such as medical, dental, prescription drug, vision and life insurance plans. GASB 45 establishes a standard for measuring and reporting the liability of retirement benefits other than pensions however; it does not require funding the liability.

During Fiscal Year (FY) 2007/08 El Dorado Transit contracted with California Public Employers' Retirement System (CalPERS) to provide cost effective medical insurance for the unrepresented employee group (23 employees). CalPERS contractually requires El Dorado Transit to contribute an amount towards the cost of retiree medical coverage as a condition of participating in the CalPERS medical plans. There are two (2) eligible retirees who have elected coverage. Monthly cost to the agency is currently at the lowest level possible of \$56.25 per eligible retiree. This contribution is based on a formula and increases a modest amount each year.

On August 5, 2010 the Board adopted resolution 10-10 to pre-fund the OPEB future liability by placing assets in the CERBT program to allow for a manageable dollar amount to be budgeted each year for contributions to build reserves and earn interest to

offset the cost of the program. A thirty (30) year amortization period is consistent with the anticipated retirement trend of current employees.

- February 4, 2016 Board Accepted the current Valuation of OPEB for fiscal years 2015/16 and 2016/17 and adopted resolution No. 16-09 approving the prefund amounts.

DISCUSSION

The El Dorado Transit continuing retiree health plan allows eligible retirees to enroll in the agency group medical plan through CalPERS at time of separation or at any subsequent open enrollment period. The plan includes only medical insurance coverage excluding other possible retiree benefits e.g. dental, vision, etc. Since plan inception in 2007, two (2) eligible participants have elected coverage however; three (3) eligible retirees may enroll during any open enrollment period. There are twenty-three (23) current employees who are qualified, and nine (9) who may retire within the next five (5) years. These employees have the option to continue their medical coverage under this plan.

Actuarial valuations are used as a method of verifying the changing conditions of an agency's employee statistics that impact the annual cost of OPEB and outstanding obligations or future potential liabilities. CalPERS requires an actuarial valuation every two (2) years under the CERBT pooling program.

El Dorado Transit contracted Bickmore to complete an actuarial valuation of other post-employment benefits to capture and report the current and future potential liabilities of this benefit. This report provides statistics as of July 1, 2015 for the years ending June 30, 2016 and June 30, 2017.

Staff is requesting the approval to prefund OPEB in the amount of \$51,092 for FY 2016/17.

FISCAL IMPACT

Fiscal Year 2016/17 Mid-Year Budget adopted on March 2, 2017 includes this amount.

		<u>Budgeted</u>
5020.02	OPEB Prefund	\$51,092

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: June 1, 2017

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Cameron Park Route Changes with Expansion of Service to El Dorado Hills

REQUESTED ACTION:
BY MOTION,

- 1. Accept Public Comments on Proposed Cameron Park Route and New El Dorado Hills Route**
- 2. Approve the Cameron Park Route Changes with Expansion of Service to El Dorado Hills**

BACKGROUND

The 2014 Short- and Long Range Transit Plan states:

“The low proportion of demand met in the urban area of El Dorado County (10 percent) reflects the lack of transit service in El Dorado Hills (beyond Dial-A-Ride and commuter service) and the limited service currently provided in Cameron Park/Shingle Springs. This also impacts the low proportion of social service program trips that are served.”

“The current El Dorado Transit route services...have very limited opportunities to travel between El Dorado Hills and points to the east and no effective service between El Dorado Hills and the portions of Cameron Park not immediately along US 50.”

Using one (1) bus covering a large geographical area, the current Cameron Park route serves portions of Shingle Springs and Cameron Park. Some key locations are either not served or underserved due to time constraints and adding new stops to the existing schedule is not feasible. In order to add stops, existing stops would have to be removed. The Cameron Park route does not serve the Cameron Park branch of the El Dorado County Library or the Cameron Park Community Services District facility (CPCSD).

Currently, there are no fixed route services in El Dorado Hills. In order for passengers to get to El Dorado Hills, they must transfer to the 50 Express which only offers service to the El Dorado Hills Park and Ride.

On May 4, 2017 the Board of Directors approved the concept and funding for the expansion of the Cameron Park and implementation of new fixed route service within El Dorado Hills.

On May 9, 2017 El Dorado Transit published information regarding the public comment period for the proposed service changes. On May 25, 2017 El Dorado Transit held a public meeting at the Cameron Park Library.

DISCUSSION

Adding stops to the existing Cameron Park route is not feasible therefore; the draft route splits the Cameron Park route into two (2) routes with two (2) buses; Route 40 Cameron Park and Route 70 El Dorado Hills.

Route 40 (Cameron Park route) will provide service along the Cameron Park Drive corridor with connections to the 50 Express at the Ponderosa Park and Ride.

Route 70 (El Dorado Hills route) will provide service to portions of Cameron Park and El Dorado Hills. This route will add service to the Cameron Park and El Dorado Hills library branches, CPCSD, La Borgata Shopping Center (El Dorado Hills Raley's Supermarket) and the El Dorado Hills Town Center. Route 70 will also provide bus service to additional low income housing complexes in Cameron Park and El Dorado Hills. Connections to the 50 Express will be accommodated at the El Dorado Hills Park and Ride and the Cambridge Park and Ride.

These route changes offer residents of Cameron Park and El Dorado Hills access to programs such as the new First 5 El Dorado Hubs program that offers activities and classes for families, the 50+ room for seniors at the CPCSD, Cameron Park Lake, youth activities, adult classes, and park facilities. In addition, residents will have better access to shopping, restaurants, community events and the movie theater.

Staff recommends approval of expanding the Cameron Park route into two (2) routes to increase transit access in the Cameron Park and El Dorado Hills communities.

COMMENTS

As of Wednesday May 24, 2017 El Dorado Transit received one written comment regarding the proposed service expansion to El Dorado Hills.

Comment:

The El Dorado Hills Community Services Manager (EDHCSD) General Manager submitted the following comment which is an excerpt from the May 18, 2017 correspondence. A copy of the letter is included in this report.

“The EDHCSD is requesting that route stops be considered and added at the El Dorado Hills Community Service District, located at 1021 Harvard Lane, El Dorado Hills, and at the Gilmore Senior Center, 900 Lassen Lane. A public transit stop at

these locations would offer residents of the surrounding area greater access to the vast variety of activities and events the District provides in El Dorado Hills, as well as provide environmental benefits by reducing greenhouse gases and traffic congestion.”

Response:

The El Dorado County Transit Authority (El Dorado Transit) staff analyzed both sites when developing the proposed route. Basic criteria used for developing the routes included passenger safety, public safety, timing to connect with the 50 Express and trip generator sites. These sites were also considered in the El Dorado Hills Community Transit Needs Assessment and Highway 50 Corridor Operations Plan, May 31, 2013 (Study).

- The Gilmore Senior Center is being served with Dial-A-Ride and the El Dorado Hills Taxi Voucher services. The El Dorado Hills Community Transit Needs Assessment and Highway 50 Corridor Operations Plan, May 31, 2013 recommended a taxi-like service rather than a fixed bus route to best suit the needs of seniors and retirees. The significant input and participation by the senior population resulted in the implementation of a taxi voucher program that is still operating in El Dorado Hills. Staff did not identify a safe location for a fixed route bus to access this site. If a bus pull out was constructed on Lassen Lane, there is not an efficient route for the bus to turn around.
- El Dorado Hills Community Services District. There are currently no safe locations to pull off any of the public roads adjacent to the EDHCSD. Entering the parking lots of the EDHCSD twelve (12) times a day is not safe due to pedestrian and vehicular conflicts.

FISCAL IMPACT

Funding was approved on May 4, 2017 in the line item budget adjustments presented in the final operating budget for Fiscal Year 2017/18 in a separate staff report in this agenda.

6210.01	Cameron Park/El Dorado Hills Expansion	<u>Approved (5/4/17)</u> \$389,000
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May 18, 2017

Mr. Brian James
El Dorado Transit
6565 Commerce Way
Diamond Springs, CA 95619
via email: bjames@eldoradotransit.com

**RE: PROPOSED SERVICE EXPANSION TO EL DORADO HILLS
(El Dorado County Transit Authority)**

Dear Mr. James:

The El Dorado Hills Community Services District (EDHCSD) is in receipt of the Public Notice of Proposed Service Expansion and appreciates the opportunity to provide comments. El Dorado Transit's proposed expansion routes to include areas within El Dorado Hills is highly supported and would provide a valuable benefit to our local and neighboring communities.

The EDHCSD is requesting that route stops be considered and added at the El Dorado Hills Community Services District, located at 1021 Harvard Way, El Dorado Hills, and at the Gilmore Senior Center, 900 Lassen Lane. A public transit stop at these locations would offer residents of the surrounding area greater access to the vast variety of activities and events the District provides in El Dorado Hills, as well as provide environmental benefits by reducing greenhouse gases and traffic congestion.

Should you have any questions or comments regarding the concerns expressed in this letter, please contact me at (916) 614-3212.

Sincerely,

A handwritten signature in blue ink, reading "Kevin A. Loewen".

Kevin A. Loewen
General Manager
El Dorado Hills Community Services District



DRAFT

EL DORADO TRANSIT

40 - CAMERON PARK

Timepoint	Departure Times												Monday through Friday
T Ponderosa Rd Park and Ride	6:20	7:20	8:20	9:20	10:20	11:20	12:20	1:20	2:20	3:20	4:20	5:20	6:20
Palmer Dr (Bel Air Shopping Center)	6:24	7:24	8:24	9:24	10:24	11:24	12:24	1:24	2:24	3:24	4:24	5:24	6:24
Palmer Dr and Kevin St	6:25	7:25	8:25	9:25	10:25	11:25	12:25	1:25	2:25	3:25	4:25	5:25	6:25
Palmer Dr and Ponte Morino Dr	6:26	7:26	8:26	9:26	10:26	11:26	12:26	1:26	2:26	3:26	4:26	5:26	6:26
Cameron Park Dr and Palmer Dr	6:28	7:28	8:28	9:28	10:28	11:28	12:28	1:28	2:28	3:28	4:28	5:28	6:28
Cameron Park Dr and Point Loma	6:31	7:31	8:31	9:31	10:31	11:31	12:31	1:31	2:31	3:31	4:31	5:31	6:31
Camerado Dr and Virada Rd	***	***	***	***	***	***	***	***	***	***	***	***	***
Cimarron Rd and Cambridge Rd	6:37	7:37	8:37	9:37	10:37	11:37	12:37	1:37	2:37	3:37	4:37	5:37	6:37
La Crescenta Dr and Green Valley Rd	6:41	7:41	8:41	9:41	10:41	11:41	12:41	1:41	2:41	3:41	4:41	5:41	6:41
T Cameron Park Dr and Green Valley Rd	6:45	7:45	8:45	9:45	10:45	11:45	12:45	1:45	2:45	3:45	4:45	5:45	6:45
Alhambra Dr and Cameron Park Dr	***	***	***	***	***	***	***	***	***	***	***	***	***
Cameron Park Dr and Meder Rd	6:50	7:50	8:50	9:50	10:50	11:50	12:50	1:50	2:50	3:50	4:50	5:50	6:50
Coach Ln and Rodeo Rd	6:55	7:55	8:55	9:55	10:55	11:55	12:55	1:55	2:55	3:55	4:55	5:55	6:55
Market Court	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00
Durock Rd and Presley Ln	7:02	8:02	9:02	10:02	11:02	12:02	1:02	2:02	3:02	4:02	5:02	6:02	7:02
4050 Sunset Ln	7:06	8:06	9:06	10:06	11:06	12:06	1:06	2:06	3:06	4:06	5:06	6:06	7:06
Mother Lode Dr and South Shingle Rd	7:08	8:08	9:08	10:08	11:08	12:08	1:08	2:08	3:08	4:08	5:08	6:08	7:08
T Ponderosa Rd Park and Ride	7:15	8:15	9:15	10:15	11:15	12:15	1:15	2:15	3:15	4:15	5:15	6:15	***

T Indicates transfer point

*** = Request stop-call for pickup

— = No service at this timepoint

AM times are shown in light typeface - PM times are shown in bold typeface

Times are approximate and may vary due to traffic and weather conditions

Schedules are subject to change without notice

EFFECTIVE 7/31/17

DRAFT



DRAFT

EL DORADO TRANSIT

70 - EL DORADO HILLS

Timepoint	Departure Times										Monday through Friday			
T El Dorado Hills Park and Ride	6:20	7:20	8:20	9:20	10:20	11:20	12:20	1:20	2:20	3:20	4:20	5:20	6:20	
Cameron Park CSD/Library	6:31	7:31	8:31	9:31	10:31	11:31	12:31	1:31	2:31	3:31	4:31	5:31	6:31	
T Cambridge Rd Park and Ride	6:34	7:34	8:34	9:34	10:34	11:34	12:34	1:34	2:34	3:34	4:34	5:34	6:34	
Cameron Park Lake	6:40	7:40	8:40	9:40	10:40	11:40	12:40	1:40	2:40	3:40	4:40	5:40	6:40	
Cambridge Rd and Green Valley Rd	6:43	7:43	8:43	9:43	10:43	11:43	12:43	1:43	2:43	3:43	4:43	5:43	6:43	
T Cameron Park Dr and Green Valley Rd	6:45	7:45	8:45	9:45	10:45	11:45	12:45	1:45	2:45	3:45	4:45	5:45	6:45	
Cimarron Rd and Cambridge Rd	6:48	7:48	8:48	9:48	10:48	11:48	12:48	1:48	2:48	3:48	4:48	5:48	6:48	
Parkdale Ln and Bass Lake Rd	6:50	7:50	8:50	9:50	10:50	11:50	12:50	1:50	2:50	3:50	4:50	5:50	6:50	
El Dorado Hills Library	***	***	***	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	
Park Dr (Raley's)	***	***	***	***	***	***	***	***	***	***	***	***	***	***
White Rock Rd and Keagles Ln	***	***	***	***	***	***	***	***	***	***	***	***	***	***
Vineyards at Valley View Apartments	***	***	***	***	***	***	***	***	***	***	***	***	***	***
Vine St and Town Center Blvd	7:11	8:11	9:11	10:11	11:11	12:11	1:11	2:11	3:11	4:11	5:11	6:11	***	
T El Dorado Hills Park and Ride	7:15	8:15	9:15	10:15	11:15	12:15	1:15	2:15	3:15	4:15	5:15	6:15	***	

T Indicates transfer point

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AM times are shown in light typeface - PM times are shown in bold typeface

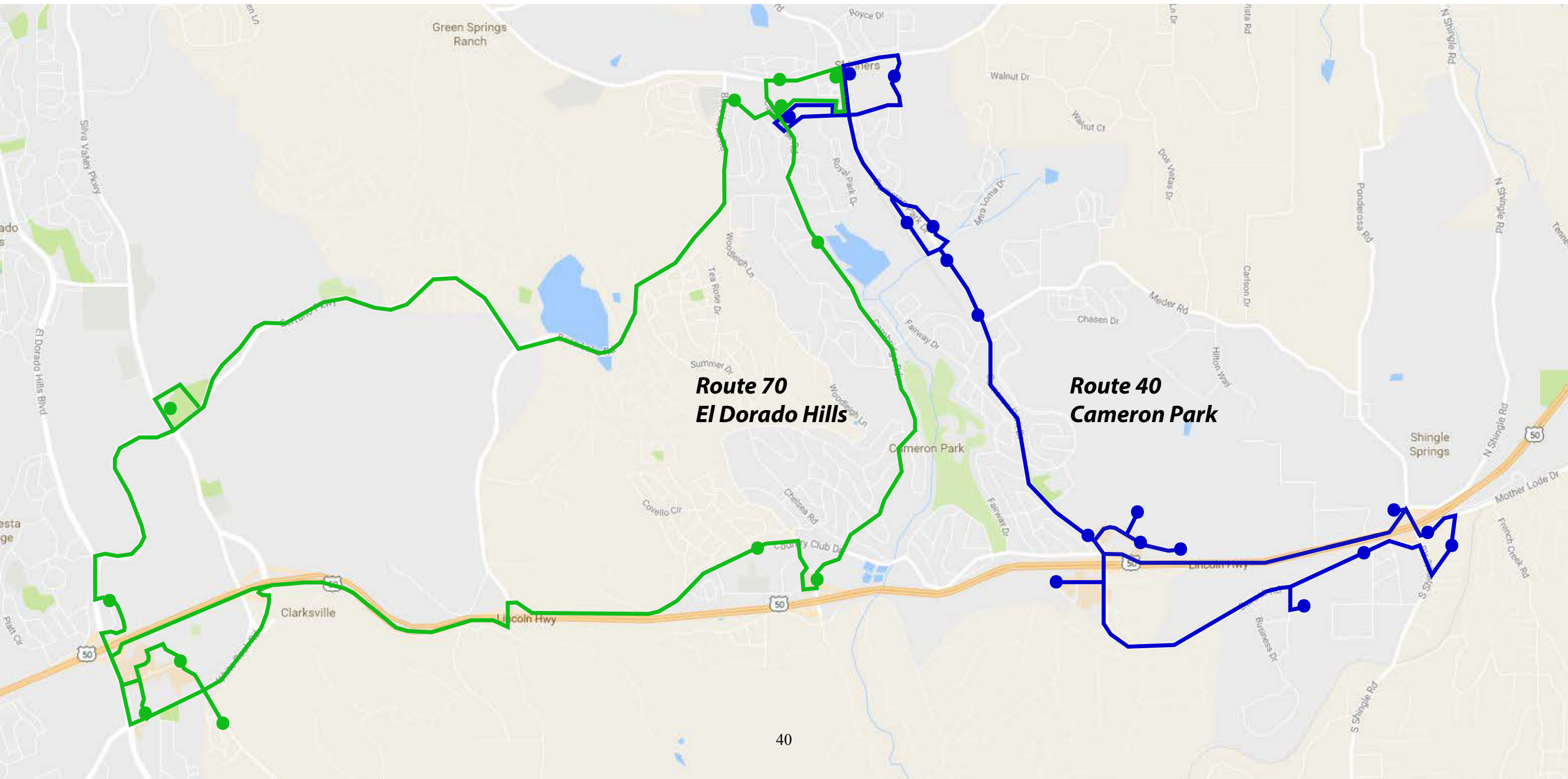
Times are approximate and may vary due to traffic and weather conditions

Schedules are subject to change without notice

EFFECTIVE 7/31/17

DRAFT

El Dorado Transit
Proposed Cameron Park / El Dorado Hills Routes



FREE COUNTY FAIR SHUTTLE



EL DORADO TRANSIT

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