



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, August 3, 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

CEREMONIAL ITEMS

PAGE

A. Proclamation of Retiring Transit Driver Keith Lawson

4

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 June 1, 2017	6
	B. Receive and File May and June 2017 Check Register	9
	C. Receive and File May and June 2017 Ridership Report	15
	D. Receive and File Quarterly Investment and Annual Investment Report for Restricted Capital Funds for Quarter Ending 6/30/17	20
	E. Approve Funding Operating Reserve utilizing Bike Locker, Advertising and Miscellaneous revenue accounts for Fiscal Year 2016/17	23
	F. Approve Retroactive Revised Blanket Purchase Order B23011 issued to Girard, Edwards, Stevens & Tucker LLP in the amount of \$40,000 for Fiscal Year 2017/18	25
2.	<u>ACTION ITEMS</u>	
	TIMED ITEM 1:15 PM – PUBLIC WORKSHOP	
	A. Draft <u>2017 El Dorado County Transit Authority Park-and-Ride Master Plan</u>	27
3.	<u>INFORMATION ITEMS</u>	
	A. El Dorado County Fair 2017 Ridership	34
	B. Website Usage Statistics	36

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED
EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING
Thursday, September 7, 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 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
Ceremonial Item

MEMORANDUM

DATE: August 3, 2017
TO: El Dorado County Transit Authority
FROM: Mindy Jackson, Executive Director
SUBJECT: Recognizing Retiring Transit Driver Keith Lawson for eight (8) years of public service

REQUESTED ACTION:
BY MOTION,

Adopt Proclamation in recognition and appreciation of Keith Lawson's 8 years of public service as a Transit Driver

BACKGROUND

Mr. Keith Lawson began his public Transit Driver career in April 2009 with El Dorado Transit and has provided excellent customer service to our passengers and the general public during these eight (8) years.

We are proud of the safe, compassionate and courteous service Mr. Lawson has provided our passengers over the years. Mr. Lawson is very friendly, polite and always willing to assist co-workers and supervisors.

Staff recommends the presentation of the Proclamation acknowledging El Dorado Transit's appreciation of Mr. Lawson's eight (8) years of outstanding dedicated public service.



Proclamation

OF THE EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS

Recognizing Keith Lawson, Transit Driver, for 8 years and 4 months of outstanding public service

WHEREAS, Keith Lawson has been employed by the El Dorado County Transit Authority since April 13, 2009 during which time he has dedicated himself to public service and excellence within the El Dorado County Transit Authority ensuring the highest level of service to the public; and

WHEREAS, Mr. Lawson has been well known for his exceptional customer service; and

WHEREAS, Mr. Lawson is known for his kindness and reliability; and

WHEREAS, Mr. Lawson, honorably served the public during his career of 8 years and 4 months with El Dorado County Transit Authority; and

WHEREAS, Mr. Lawson has elected to retire from his position with El Dorado County Transit Authority; and

WHEREAS, we, as members of the El Dorado County Transit Authority wish to extend our utmost appreciation for the work that Mr. Lawson has provided.

NOW THEREFORE BE IT PROCLAIMED that the El Dorado County Transit Authority Board recognizes and acknowledges and declares its sincere appreciation for the outstanding service provided by Mr. Lawson while employed by the El Dorado County Transit Authority and extends its best wishes to him in all future endeavors.

PASSED by the Governing Board of the El Dorado County Transit Authority at a regular meeting of the Board held on the 3rd day of August 2017.

Attest:

Megan Wilcher
Secretary to the Board

Patty Borelli
Chairperson



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

The meeting was called to order by Chair Borelli at 1:01 PM

ROLL CALL

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

Directors Absent: Trisha Wilkins

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: Veerkamp/Wendy Thomas
Ayes: Borelli/Frentzen/Hidahl/Veerkamp
Noes: None
Abstain: None
Absent: Wilkins

PUBLIC COMMENT

Lindell Price

1. CONSENT CALENDAR

- A. Approve Conformed Minutes of Regular Meeting May 4, 2017
- B. Receive and File April 2017 Check Register
- C.
 - 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
- D.
 - 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
 - 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
- 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
 - 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

2. Authorize Executive Director to execute all documents necessary for continued participation

2. ACTION ITEMS

- A. 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

Action:

- 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**

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

Stanley Price, Kathleen Guerrero and Lindell Price provided public comment in favor of route expansion

3. INFORMATION ITEMS

- A. 2017 El Dorado County Fair Flyer

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

Chair Borelli adjourned the meeting at 1:40 PM

* Verbal Report

Respectfully Submitted,

Megan Wilcher
Secretary to the Board

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: August 3, 2017
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Fiscal Administration Manager
SUBJECT: Receive and File May and June 2017 Check Registers

REQUESTED ACTION:

BY MOTION,

Receive and File May and June 2017 Check Registers

BACKGROUND

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

DISCUSSION

Eight (8) items merit further detail;

Check #30859 – Tolar MFG. CO. Inc.....\$9,569.51
This warrant pays an obligation for the Passenger Security Surveillance & Lighting project using State Transit Assistance (STA) funds; CIP Project #12-04 & 16-01.

Check #30906 – EDC Community Development Agency.....\$118.00
This warrant pays an obligation for the Passenger Security Surveillance & Lighting project using State Transit Assistance (STA) funds; CIP Project #12-04 & 16-01.

Check #30933 – CalPERS – OPEB.....\$51,092.00
This warrant pays the obligation for Prefunding the Liability of Other Post-Employment Benefits (OPEB) for Fiscal Year 2016/17 using Local Transportation (LTF) operating funds.

Check #30954 - Dokken Engineering.....\$2,640.00
This warrant pays an obligation for the Park & Ride Surveillance project using State Transit Assistance (STA) funds; CIP Project #12-04 & 16-01.

Check #30968 - Koff & Associates Inc.....\$7,168.00
This warrant pays the obligation for the Classification and Compensation Study using Local Transportation (LTF) operating funds.

Check #30978 – Spot-On Signs & Graphics.....\$482.63
This warrant pays the obligation for the Classification and Compensation Study using Local AB2766 funds as provided by the El Dorado County Air Quality Management District.

Check # 1002 – City of Placerville.....\$39,786.00
This warrant pays the obligation for Progress Payment #2 for costs associated with the Western Placerville Interchange (WPI) project using Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) funds; CIP Project #12-06.

Check #31033 - Koff & Associates Inc.....\$2,240.00
This warrant pays the obligation for the Classification and Compensation Study using Local Transportation (LTF) operating funds.

EL DORADO COUNTY TRANSIT AUTHORITY

Check Register

May through June 2017

Date	Num	Name	Memo	Amount
05/01/2017	30833	STATE WATER RESOURCES CONTROL BOARD	Annual Fee for 04/1/17-03/31/18	1,676.00
05/03/2017	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Health Insurance Premium - May 2017	34,852.11
05/04/2017	30834	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Employee Paid Premium - May 2017	132.02
05/04/2017	30835	ASSURANT EMPLOYEE BENEFITS	Life/LTD Premium - May 2017	2,879.27
05/04/2017	30836	AT&T / CALNET 3	Monthly Utility Charge	1,310.52
05/04/2017	30837	AT&T MOBILITY	Monthly Utility Charge	168.60
05/04/2017	30838	BLUE RIBBON PERSONNEL SERVICES	Temp Maint Custodian - JD	245.76
05/04/2017	30839	BURGER PHYSICAL THERAPY SERVICES INC	Ergonomic Evaluation - MP	250.00
05/04/2017	30840	CalTIP - CAL TRANSIT INDEMNITY POOL	Reimb of Deductible	5,493.49
05/04/2017	30841	CUMMINS PACIFIC LLC	Parts & Supplies	3,236.29
05/04/2017	30842	DAWSON OIL	Fuel Purchases - April 2017	42,908.00
05/04/2017	30843	EL DORADO DISPOSAL	Monthly Utility Charge	289.08
05/04/2017	30844	EMP. MISC. REIMBURSEMENT	Mileage Reimb - MJ	90.15
05/04/2017	30845	EMP. MISC. REIMBURSEMENT	DMV Physical - TB	75.00
05/04/2017	30846	EMP. MISC. REIMBURSEMENT	General Pass Refund - DD	60.00
05/04/2017	30847	GCR TIRES & SERVICE	Tires #1202	1,588.96
05/04/2017	30848	GIRARD & EDWARDS	General Legal Counsel - March 2017	634.50
05/04/2017	30849	HANGTOWN BODY SHOP	Install/Paint Side Step #1503	1,238.91
05/04/2017	30850	HKR PROMOTIONS	Vinyl Graphics #1006 #0607	5,372.06
05/04/2017	30851	MIGUEL GARCIA LANDSCAPING	April 2017 - Landscape Service	570.00
05/04/2017	30852	PETTY CASH	Petty Cash - NM	95.88
05/04/2017	30853	QUILL	Misc. Office Supplies	242.69
05/04/2017	30854	RESCO PRINTING	40 Scrip Bks \$.75-Qty 2500	2,460.47
05/04/2017	30855	RON DUPRATT FORD	Parts & Supplies	468.87
05/04/2017	30856	ROUTEMATCH SOFTWARE INC	Third Party Hardware-6 Vehicles	8,196.00
05/04/2017	30857	RTS IT INC	IT Services/Back-Up May 2017	4,180.00
05/04/2017	30858	SIERRA NEVADA TIRE & WHEEL	Tires #0904 #1302	1,515.78
05/04/2017	30859	TOLAR MFG CO INC	Bus Shelter CIP 12-04 & 16-01	9,569.51
05/04/2017	30860	TOWN CENTER EAST LP	Lease Pymt for May 2017 P&R	700.00
05/04/2017	30861	WAYNE'S LOCKSMITH SERVICE	Keys for Cash Drawer at Senior Center	87.00
05/04/2017	30862	XEROX FINANCIAL SERVICES	Lease Payment - May 2017	774.35
05/04/2017	30863	ZEP MANUFACTURING CO.	Parts & Supplies	206.43
05/08/2017	30864	A-Z BUS SALES	Parts & Supplies	559.59
05/08/2017	30865	ALPHA ANALYTICAL LABORATORIES INC	Storm Water Testing 2017	195.00
05/08/2017	30866	AUTOZONE	Parts & Supplies	541.09
05/08/2017	30867	CAPITOL CLUTCH & BRAKE	Parts & Supplies	1,443.83
05/08/2017	30868	CITY OF PLACERVILLE	Livescan Fee - April 2017	60.00
05/08/2017	30869	D&K AUTO GLASS	Install Pass Windshield #1401	165.00
05/08/2017	30870	EMP. MISC. REIMBURSEMENT	Reimb 457 Loan Overpayment-KMK	39.31
05/08/2017	30871	EMP. MISC. REIMBURSEMENT	DMV Physical - GB	85.00
05/08/2017	30872	FACTORY MOTOR PARTS	Parts & Supplies	813.04
05/08/2017	30873	FASTENAL	Parts & Supplies	670.84
05/08/2017	30874	FLEMING DISTRIBUTING CO.	Parts & Supplies	825.61
05/08/2017	30875	HUNT & SONS INC	Fuel & Oil	1,406.37
05/08/2017	30876	KINETICO WATER SYSTEMS INC	Filtered Water Rental for May 2017	43.32
05/08/2017	30877	M.O.R.E.	Document Destruction-227 lbs	56.75
05/08/2017	30878	MISSION UNIFORM SERVICE	Monthly Service	233.12
05/08/2017	30879	MOUNTAIN DEMOCRAT INC	Recruit AD Maint Cust & OA II	474.16
05/08/2017	30880	O'REILLY AUTO PARTS	Parts & Supplies	662.67
05/08/2017	30881	PACIFIC GAS & ELECTRIC	Monthly Utility Charge	2,795.00
05/08/2017	30882	PRO-LINE CLEANING SERVICES INC	Cleaning Services - April 2017	630.00
05/08/2017	30883	QUILL	Misc Office Supplies	328.37
05/08/2017	30884	RAMOS ENVIRONMENTAL SERVICES	Waste Oil Pick Up	243.44
05/08/2017	30885	RIEBES AUTO PARTS	Parts & Supplies	670.76
05/08/2017	30886	TERRIE Y. PRODHON	CPA Services - April 2017	16.68
05/08/2017	30887	THOMPSONS BUICK GMC	Parts & Supplies	471.33
05/08/2017	30888	THOMPSONS CHRYSLER DODGE	Parts & Supplies	658.76
05/08/2017	30889	TRUE VALUE HARDWARE	Parts & Supplies	258.43
05/08/2017	30890	VISA	Monthly Charges	831.70
05/09/2017	30891	ADM SCREENING	Random & Pre-Employ Screening	415.00
05/09/2017	30892	ARNOLDS FOR AWARDS	Safety Awards Plaque /EOM Plaque	758.76
05/09/2017	30893	C & H MOTOR PARTS	Parts & Supplies	429.60
05/09/2017	30894	EDC SHERIFF'S OFFICE-Fingerprinting	Fingerprinting 1 Person	12.00
05/09/2017	30895	EMP. MISC. REIMBURSEMENT	Misc Travel Exp - JP	218.51
05/09/2017	30896	EMP. MISC. REIMBURSEMENT	DMV Physical - RN	75.00
05/09/2017	30897	GIRARD & EDWARDS	General Legal Counsel - April 2017	1,410.00
05/09/2017	30898	GOLD RUSH TAXI LLC	Taxi Voucher Program-April 2017	1,380.00
05/09/2017	30899	IMAGE SOURCE	Staples for Admin Machine	113.82
05/09/2017	30900	LANGUAGE LINE SERVICES INC	Interpreter Service-April 2017	20.11
05/09/2017	30901	MCI SERVICE PARTS INC	Parts & Supplies	4,861.88
05/09/2017	30902	MED 7 URGENT CARE CENTER	Pre-Employ Phy, PPD, Drug Screen-4 Emp	594.00
05/09/2017	30903	OPERATING ENGINEERS - MEDICAL	Health Premium - May 2017	59,562.00
05/09/2017	30904	STATE OF CA - DEPT OF JUSTICE	Fingerprints, Investigations-Apps & FBI-04/17	196.00

EL DORADO COUNTY TRANSIT AUTHORITY

Check Register

May through June 2017

Date	Num	Name	Memo	Amount
05/09/2017	30905	WOLFPACK INSURANCE SERVICES, INC.	Vision/Dental Premium - June 2017	4,265.20
05/10/2017	30906	EDC COMMUNITY DEVELOPMENT AGENCY	Encroachment Permit CIP 12-04 & 16-01	118.00
05/11/2017	30907	EMP. MISC. REIMBURSEMENT	DMV PHYSICAL - CM	75.00
05/11/2017	30908	EMP. MISC. REIMBURSEMENT	EVENT REGISTRATION / PARKING - BJ	39.00
05/12/2017	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE MAY 5, 2017	4,982.49
05/12/2017	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #9	12,054.45
05/12/2017	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #9 SUPP.	6,365.51
05/24/2017	30909	ACCESS SYSTEMS INC	Repair Maint Breakroom Entry Door Keypad	314.76
05/24/2017	30910	AFLAC	Employee Paid Premiums - May 2017	885.32
05/24/2017	30911	ARNOLDS FOR AWARDS	Engraving for EOM Plate-June 2017	12.50
05/24/2017	30912	AT&T LONG DISTANCE	Monthly Utility Charge	643.06
05/24/2017	30913	CAL.NET	May 2017 Camera Service	106.97
05/24/2017	30914	CALIFORNIA CUSTOM TEE'S	New Drivers & Employee Uniforms	382.77
05/24/2017	30915	COMCAST	High Speed Cable Internet-May 2017	240.93
05/24/2017	30916	D&K AUTO GLASS	Parts & Supplies	585.00
05/24/2017	30917	EDC FAIR ASSOCIATION, INC.	Fair Grounds P & R Lease 2017	150.00
05/24/2017	30918	EDC FAIR ASSOCIATION, INC.	Fair Tickets for Employees	492.00
05/24/2017	30919	EL DORADO IRRIGATION DISTRICT	Monthly Utility Charge	470.39
05/24/2017	30920	EMPLOYMENT DEVELOPMENT DEPARTMENT	Reimbursable Account	2,388.00
05/24/2017	30921	GCR TIRES & SERVICE	Tires #0608	1,367.53
05/24/2017	30922	HANGTOWN BODY SHOP	Install/Paint Side Step #1504	1,238.91
05/24/2017	30923	HKR PROMOTIONS	Vinyl Graphics #0609	2,110.88
05/24/2017	30924	HUNT & SONS INC	Fuel Purchases - April 2017	951.86
05/24/2017	30925	IMAGE SOURCE	All Copier Maintenance 05/14/17-06/13/17	552.57
05/24/2017	30926	J. C. NELSON SUPPLY CO.	Janitorial Supplies	163.69
05/24/2017	30927	LSC TRANSPORTATION CONSULTANTS, INC.	Trans Plan Srves-04/01/17-04/30/17	780.00
05/24/2017	30928	OPERATING ENGINEERS LOCAL UNION #3	Employee Paid Union Dues-May 2017	2,024.00
05/24/2017	30929	QUILL	Misc Office Supplies	510.56
05/24/2017	30930	SAC REGIONAL TRANSIT	May 2017 Combo Passes	440.00
05/24/2017	30931	VERIZON WIRELESS	Cellular & Wifi Service - May 2017	2,774.20
05/24/2017	30932	BUS & EQUIPMENT REPAIR OF CA	Harness Pendant Relay #0608	239.94
05/24/2017	30933	CalPERS - OPEB	CalPERS OPEB FY 2016/17	51,092.00
05/25/2017	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE MAY 19, 2017	5,084.95
05/25/2017	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #10	11,746.53
05/25/2017	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #10 SUPP.	6,327.31
05/31/2017	30934	EMP. MISC. REIMBURSEMENT	Uniform Pants 2 - LS	38.97
05/31/2017	30935	EMP. MISC. REIMBURSEMENT	DMV License Fee - JZ	73.00
05/31/2017	30936	EMP. MISC. REIMBURSEMENT	Uniform Pants 1 - TA	50.00
05/31/2017	30937	EMP. MISC. REIMBURSEMENT	Uniform Pants 2 - BW	50.00
05/31/2017	30938	EMP. MISC. REIMBURSEMENT	DMV Physical - BF	70.00
06/07/2017	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Medical Premium - June 2017	35,610.83
06/07/2017	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE JUNE 2, 2017	5,092.73
06/07/2017	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #11	11,893.27
06/07/2017	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #11 SUPP.	6,891.88
06/12/2017	30939	A-Z BUS SALES	Parts & Supplies	2,659.33
06/12/2017	30940	ADM SCREENING	Random & Pre-Employ Screening May 2017	140.00
06/12/2017	30941	AMERIGAS	Propane Tank Refill-#6567	111.50
06/12/2017	30942	APOLLO VIDEO TECHNOLOGY	Camera's for Gillig's	8,078.05
06/12/2017	30943	ASSURANT EMPLOYEE BENEFITS	Employee Paid Premium - June 2017	2,957.55
06/12/2017	30944	AUTOZONE	Parts & Supplies	167.00
06/12/2017	30945	BLUE RIBBON PERSONNEL SERVICES	Temp Maint Custodian - SD	3,055.91
06/12/2017	30946	BUS & EQUIPMENT REPAIR OF CA	Parts & Supplies	1,750.52
06/12/2017	30947	C & H MOTOR PARTS	Parts & Supplies	498.52
06/12/2017	30948	CALIFORNIA STEAM INC	Maintenance/Parts-Filtration System	569.63
06/12/2017	30949	CAPITOL CLUTCH & BRAKE	Parts & Supplies	671.27
06/12/2017	30950	CUMMINS PACIFIC LLC	Parts & Supplies	1,875.67
06/12/2017	30951	D&K AUTO GLASS	2 Combo Breaks #1007	135.00
06/12/2017	30952	DAWSON OIL	Fuel Purchases - May 2017	45,608.93
06/12/2017	30953	DOKKEN ENGINEERING	CCTV Installation CIP 12-04 and 16-01	2,640.00
06/12/2017	30954	EMP. MISC. REIMBURSEMENT	2 Uniform Shorts - SK	45.53
06/12/2017	30955	EMP. MISC. REIMBURSEMENT	2 Uniform Pants - SL	50.00
06/12/2017	30956	EMP. MISC. REIMBURSEMENT	DMV Physical - BS	65.00
06/12/2017	30957	EMP. MISC. REIMBURSEMENT	DMV Permit - CH	73.00
06/12/2017	30958	EMP. MISC. REIMBURSEMENT	DMV Physical - GB	75.00
06/12/2017	30959	EMP. MISC. REIMBURSEMENT	DMV Physical - TH	75.00
06/12/2017	30960	FACTORY MOTOR PARTS	Parts & Supplies	897.93
06/12/2017	30961	FASTENAL	Bus Cleaning Supplies	288.47
06/12/2017	30962	FLEMING DISTRIBUTING CO.	Additives PM Services	756.49
06/12/2017	30963	GCR TIRES & SERVICE	Tires #1401 #1009	3,336.09
06/12/2017	30964	GOLD RUSH TAXI LLC	Taxi Voucher Program-May 2017	1,320.00
06/12/2017	30965	HKR PROMOTIONS	Vinyl Graphics #1701 - #1706	16,841.54
06/12/2017	30966	HUNT & SONS INC	Fuel Purchases - May 2017	899.14
06/12/2017	30967	KINETICO WATER SYSTEMS INC	Filtered Water Rental for June 2017	43.32
06/12/2017	30968	KOFF & ASSOCIATES INC	PDQ Completion & Review, Interviews	7,168.00

EL DORADO COUNTY TRANSIT AUTHORITY

Check Register

May through June 2017

Date	Num	Name	Memo	Amount
06/12/2017	30969	LANGUAGE LINE SERVICES INC	Interpreter Service-May 2017	47.72
06/12/2017	30970	MCI SERVICE PARTS INC	Parts & Supplies	2,737.74
06/12/2017	30971	MOUNTAIN DEMOCRAT INC	Recruit AD Maint Cust & OA II PT/TD	1,169.96
06/12/2017	30972	O'REILLY AUTO PARTS	Parts & Supplies	825.68
06/12/2017	30973	PACIFIC GAS & ELECTRIC	Monthly Utility Charge	875.17
06/12/2017	30974	PRO-LINE CLEANING SERVICES INC	Cleaning Services - May 2017	630.00
06/12/2017	30975	RIEBES AUTO PARTS	Parts & Supplies	164.80
06/12/2017	30976	RON DUPRATT FORD	Parts & Supplies	541.63
06/12/2017	30977	RTS IT INC	IT Services/Back-Up June 2017	4,180.00
06/12/2017	30978	SPOT-ON SIGNS & GRAPHICS	Fair Shuttle Service Directional Signs	482.63
06/12/2017	30979	THOMPSONS BUICK GMC	Parts & Supplies	3,161.59
06/12/2017	30980	TOWN CENTER EAST LP	Lease Pymt for June 2017 P&R	700.00
06/12/2017	30981	TRUE VALUE HARDWARE	Parts & Supplies	375.68
06/12/2017	30982	VALLEY POWER SYSTEMS	Transynd Fluid #1001	2,047.16
06/12/2017	30983	VIPER PEST CONTROL INC	Bi-Monthly Pest Control-#6565	60.00
06/12/2017	30984	VISA	Monthly Charges	3,706.33
06/12/2017	30985	WESTERN SUPPLY INC	Equal Tire Balance #1009 #1401	168.92
06/12/2017	30986	XEROX FINANCIAL SERVICES	Lease Payment - June 2017	774.35
06/16/2017	1002	CITY OF PLACERVILLE	Progress Pymt #2-WPI	39,786.00
06/16/2017	30987	OPERATING ENGINEERS - MEDICAL	Medical Premiums - June 2017	58,467.00
06/20/2017	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE JUNE 16, 2017	5,096.31
06/20/2017	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #12	12,725.60
06/20/2017	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #12 SUPP	6,615.42
06/20/2017	30988	ADVANCED INDUSTRIAL SOLUTIONS INC	Final Payment-Fall Protection CIP - 17-05	7,263.81
06/20/2017	30989	AFLAC	Employee Paid Premiums - June 2017	1,327.98
06/20/2017	30990	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Employee Paid Premiums - June 2018	110.46
06/20/2017	30991	AT&T / CALNET 3	Monthly Utility Charge	1,311.85
06/20/2017	30992	AT&T LONG DISTANCE	Monthly Utility Charge	566.41
06/20/2017	30993	AT&T MOBILITY	Monthly Utility Charge	168.40
06/20/2017	30994	BLUE RIBBON PERSONNEL SERVICES	Temp Maint Cust - SD	683.84
06/20/2017	30995	CAL.NET	June 2017 Camera Service	106.97
06/20/2017	30996	CALIFORNIA CUSTOM TEE'S	New Drivers & Employee Uniforms	499.98
06/20/2017	30997	D&K AUTO GLASS	Install DS Windshield #1004	210.00
06/20/2017	30998	EDC FAIR ASSOCIATION, INC.	Fair Grounds P & R Lease 2017	110.72
06/20/2017	30999	EL DORADO DISPOSAL	Monthly Utility Charge	289.08
06/20/2017	31000	EL DORADO IRRIGATION DISTRICT	Monthly Utility Charge	99.47
06/20/2017	31001	GIRARD & EDWARDS	General Legal Counsel - May 2017	1,210.25
06/20/2017	31002	HUNT & SONS INC	Fuel Purchases - May 2017	2,473.51
06/20/2017	31003	J. C. NELSON SUPPLY CO.	Janitorial Supplies	163.69
06/20/2017	31004	MED 7 URGENT CARE CENTER	Pre-Employ Phy, PPD, Drug Screen-4 Emp	356.00
06/20/2017	31005	MIGUEL GARCIA LANDSCAPING	May 2017 - Landscape Service	570.00
06/20/2017	31006	MISSION UNIFORM SERVICE	Monthly Service	2,753.07
06/20/2017	31007	OPERATING ENGINEERS LOCAL UNION #3	Employee Paid Union Dues-June 2017	2,116.00
06/20/2017	31008	PACIFIC GAS & ELECTRIC	Monthly Utility Charge	2,876.48
06/20/2017	31009	QUILL	Misc. Office Supplies	595.37
06/20/2017	31010	RAMOS ENVIRONMENTAL SERVICES	Waste Oil Pick Up	981.19
06/20/2017	31011	SAC REGIONAL TRANSIT	June 2017 Combo Passes	440.00
06/20/2017	31012	SIERRA NEVADA TIRE & WHEEL	Tires #1013	2,001.24
06/20/2017	31013	SKI AIR INCORPORATED	Replace A/C Filters	189.60
06/20/2017	31014	TERRIE Y. PROD'HON	CPA Services - May 2017	944.64
06/20/2017	31015	UPS	Return Services @ #6567	11.40
06/20/2017	31016	WOLFPACK INSURANCE SERVICES, INC.	Vision/Dental Premium - July 2017	4,523.80
06/29/2017	31017	ARNOLDS FOR AWARDS	Engraving for EOM Plate-July 2017	12.50
06/29/2017	31018	BLUE RIBBON PERSONNEL SERVICES	Temp Maint Cust - SD	1,997.27
06/29/2017	31019	CALIFORNIA STEAM INC	55 Gal Drum Chlorine/Water Filt Sys	427.93
06/29/2017	31020	COMCAST	High Speed Cable Internet-June 2017	240.93
06/29/2017	31021	DENTON'S	Air Bags #0609	836.04
06/29/2017	31022	EMP. MISC. REIMBURSEMENT	Work Boots - MD	100.00
06/29/2017	31023	EMP. MISC. REIMBURSEMENT	VOID:	0.00
06/29/2017	31024	EMP. MISC. REIMBURSEMENT	Mileage Reimb - MH	199.06
06/29/2017	31025	EMP. MISC. REIMBURSEMENT	Uniform Boots - TW	100.00
06/29/2017	31026	EMP. MISC. REIMBURSEMENT	DMV Physical - JW	65.00
06/29/2017	31027	EMP. MISC. REIMBURSEMENT	DMV License Fee - MS	73.00
06/29/2017	31028	EMP. MISC. REIMBURSEMENT	DMV & VTT License Fee - JSN	53.00
06/29/2017	31029	EMP. MISC. REIMBURSEMENT	Uniform Pants - SF	50.00
06/29/2017	31030	GCR TIRES & SERVICE	Tires #1004	2,057.83
06/29/2017	31031	HUNT & SONS INC	Fuel Purchases - June 2017	997.36
06/29/2017	31032	IMAGE SOURCE	All Copier Maintenance 06/14/17-07/13/17	519.24
06/29/2017	31033	KOFF & ASSOCIATES INC	Draft Class Description Development/Update	2,240.00
06/29/2017	31034	OPERATING ENGINEERS LOCAL UNION #3	Supplemental Union Dues 16/17	272.00
06/29/2017	31035	PACIFIC GAS & ELECTRIC	Monthly Utility Charge	854.73
06/29/2017	31036	QUILL	Misc. Office Supplies	524.96
06/29/2017	31037	TRANSIT MARKETING LLC	Project: On-Call Marktg Support Feb-June/2017	592.50
06/29/2017	31038	U.S. POSTAL SERVICE	Postage for Meter refill	3,000.00

EL DORADO COUNTY TRANSIT AUTHORITY

Check Register

May through June 2017

Date	Num	Name	Memo	Amount
06/29/2017	31039	UPS	Return Services @ #6567	84.86
06/29/2017	31040	VERIZON WIRELESS	Cellular & Wifi Service - June 2017	2,783.31
06/29/2017	31041	ZONAR SYSTEMS INC	Asset Tags #1702-#1707	248.98
				<u>700,019.30</u>
Total				<u><u>700,019.30</u></u>

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

DATE: August 3, 2017

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: May and June 2017 Ridership Reports

REQUESTED ACTION:

BY MOTION,

Receive and File the May and June 2017 Ridership Reports

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

Following are the May 2017 and June 2017 monthly ridership reports, and the year-to-date ridership report comparing the current fiscal year to the previous fiscal year.

May Ridership

May 2017	May 2016	Increase	% Increase
29,551	29,205	346	1.2%

May 2017 had one more weekday than May 2016. Demand response ridership increased by 8.5%, local fixed route ridership decreased by 7.5%, commuter ridership increased by 8.1%.

June Ridership

June 2017	June 2016	Decrease	% Decrease
27,044	28,901	-1,857	-6.4%

June 2017 had the same number of weekdays as June 2016. Demand response ridership increased by 6.2%, local fixed route ridership decreased by 16.6%, commuter ridership increased by 0.5%.

Year-to-Date Ridership

2016-17	2015-16	Decrease	% Decrease
341,393	345,882	-4,489	-1.3%

Comparing Fiscal Year 2016-17 to Fiscal Year 2015-16, demand response ridership decreased by 1.5%, local fixed route ridership decreased by 4.4%, commuter ridership increased by 1.5%.

The American Public Transportation Association (APTA) data shows that from 2014-2016 nearly every major transit system in America saw a decline in ridership with an average ridership loss of 4.5% over that time. Lower fuel costs, the uptick of new transportation options from companies like Uber and Lyft, an improved job market and an increase in telecommuting are often cited as reasons for the decline.

FISCAL IMPACT

None

May 2017 Ridership Report

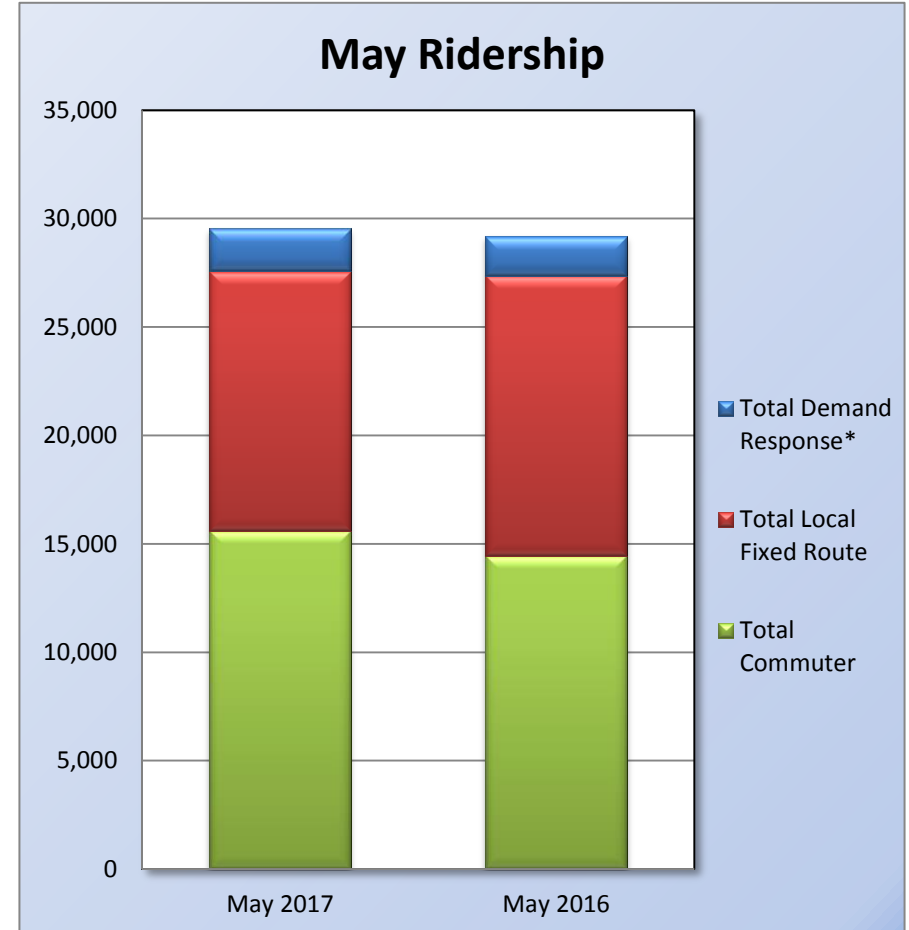


Demand Response	May 2017	May 2016	% Change
Dial-a-Ride	1,813	1,714	5.8%
Sac-Med	47	60	-21.7%
Grizzly Flat	0	0	0.0%
ADA Paratransit	116	47	146.8%
Total Demand Response*	1,976	1,821	8.5%

Local Fixed Route	May 2017	May 2016	% Change
Cameron Park	1,107	1,259	-12.1%
Diamond Springs	2,264	2,790	-18.9%
Saturday Express	395	494	-20.0%
Pollock Pines	3,914	3,731	4.9%
Placerville Shuttle	4,205	4,652	-9.6%
Diamond Springs Saturday	68	0	100.0%
Total Local Fixed Route	11,953	12,926	-7.5%

Commuter	May 2017	May 2016	% Change
Sacramento Commuter	12,552	11,360	10.5%
Reverse Commuter	70	80	-12.5%
50 Express	3,000	3,018	-0.6%
Total Commuter	15,622	14,458	8.1%

M.O.R.E. & Adult Day Services	May 2017	May 2016	% Change
M.O.R.E.	2,032	2,189	-7.2%
Adult Day Services	587	519	13.1%
Total M.O.R.E. and ADS	2,619	2,708	-3.3%



Systemwide*	May 2017	May 2016	% Change
	29,551	29,205	1.2%

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

June 2017 Ridership Report

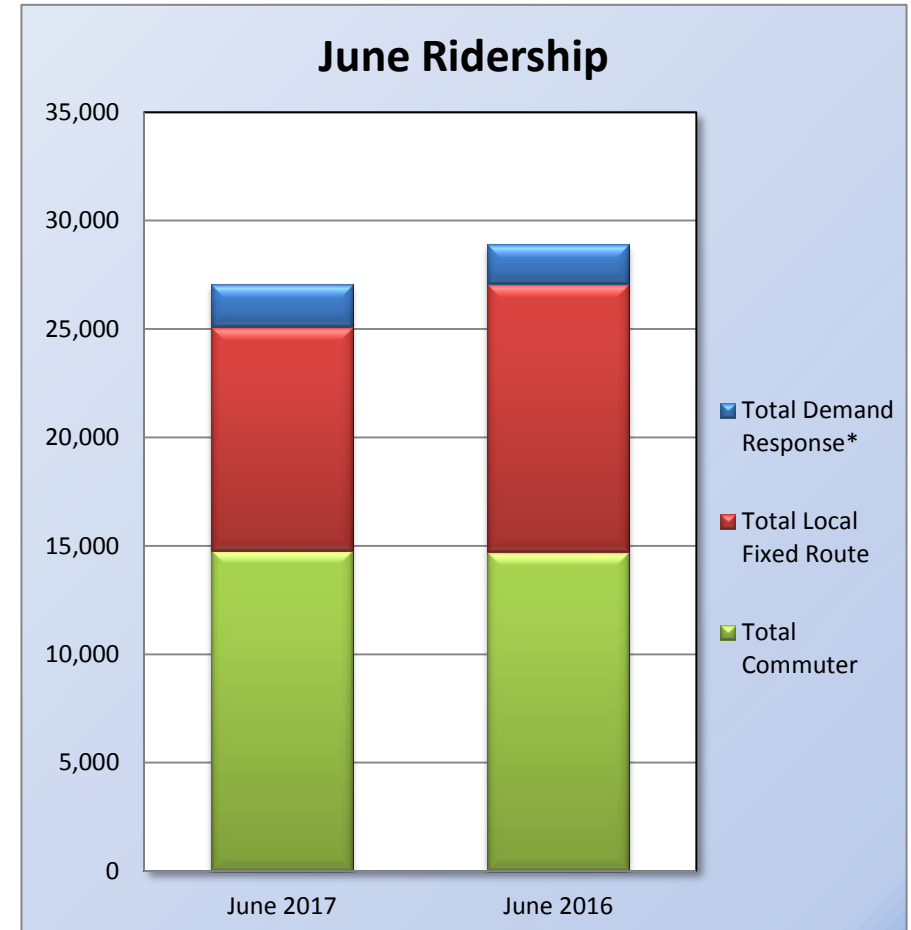


Demand Response	June 2017	June 2016	% Change
Dial-a-Ride	1,784	1,728	3.2%
Sac-Med	60	62	-3.2%
Grizzly Flat	0	0	0.0%
ADA Paratransit	94	35	168.6%
Total Demand Response*	1,938	1,825	6.2%

Local Fixed Route	June 2017	June 2016	% Change
Cameron Park	973	1,253	-22.3%
Diamond Springs	1,423	1,939	-26.6%
Saturday Express	368	441	-16.6%
Pollock Pines	3,531	3,742	-5.6%
Placerville Shuttle	3,931	4,991	-21.2%
Diamond Springs Saturday	93	0	100.0%
Total Local Fixed Route	10,319	12,366	-16.6%

Commuter	June 2017	June 2016	% Change
Sacramento Commuter	12,453	11,919	4.5%
Reverse Commuter	113	41	175.6%
50 Express	2,221	2,750	-19.2%
Total Commuter	14,787	14,710	0.5%

M.O.R.E. & Adult Day Services	June 2017	June 2016	% Change
M.O.R.E.	2,182	2,266	-3.7%
Adult Day Services	564	546	3.3%
Total M.O.R.E. and ADS	2,746	2,812	-2.3%



Systemwide*	June 2017	June 2016	% Change
	27,044	28,901	-6.4%

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

Ridership Report Fiscal Year-to-Date

July 2016 to June 2017

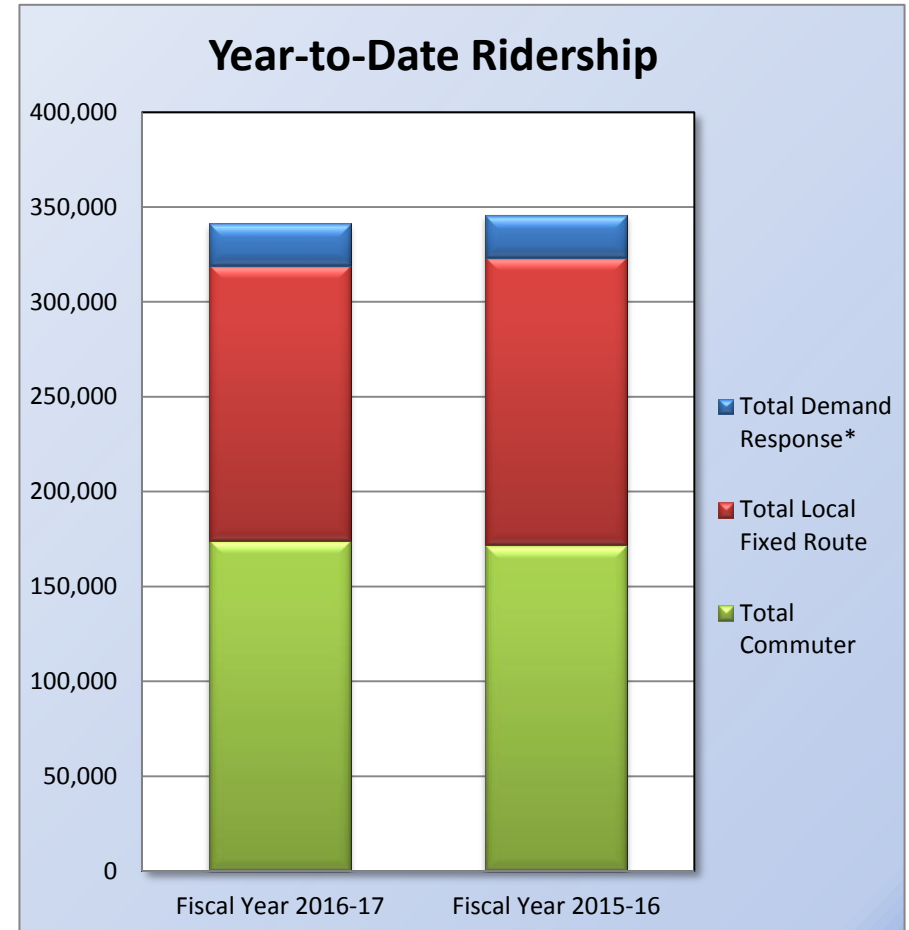


Demand Response	Fiscal Year 2016-17	Fiscal Year 2015-16	% Change
Dial-a-Ride	20,724	21,173	-2.1%
Sac-Med	560	733	-23.6%
Grizzly Flat	0	48	0.0%
ADA Paratransit	957	615	55.6%
Total Demand Response*	22,241	22,569	-1.5%

Local Fixed Route	Fiscal Year 2016-17	Fiscal Year 2015-16	% Change
Cameron Park	14,408	14,433	-0.2%
Diamond Springs	28,001	31,164	-10.1%
Saturday Express	5,660	6,240	-9.3%
Pollock Pines	45,070	45,380	-0.7%
Placerville Shuttle	50,640	54,364	-6.9%
Diamond Springs Saturday	1,096	0	100.0%
Total Local Fixed Route	144,875	151,581	-4.4%

Commuter	Fiscal Year 2016-17	Fiscal Year 2015-16	% Change
Sacramento Commuter	139,165	138,341	0.6%
Reverse Commuter	627	777	-19.3%
50 Express	34,485	32,614	5.7%
Total Commuter	174,277	171,732	1.5%

M.O.R.E. & Adult Day Services	Fiscal Year 2016-17	Fiscal Year 2015-16	% Change
M.O.R.E.	25,326	27,664	-8.5%
Adult Day Services	5,798	6,219	-6.8%
Total M.O.R.E. and ADS	31,124	33,883	-8.1%



Systemwide*	Fiscal Year 2016-17	Fiscal Year 2015-16	% Change
	341,393	345,882	-1.3%

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

AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: August 3, 2017

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Fiscal Administration Manager

SUBJECT: Quarterly Investment and Annual Investment Report for Restricted Capital Funds

REQUESTED ACTION:

BY MOTION,

**Receive and File Quarterly Investment and Annual Investment
Report for Restricted Capital Funds for Quarter Ending 06/30/2017**

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 Second calendar quarter of 2017 equal \$5,882.10, to-date total interest earned for fiscal year (FY) 2016/17 equals \$23,853.25; this reflects an amount of \$146.75 under adopted budget. These funds are budgeted and used as operating income. Investment report for quarter ending 06/30/17 is submitted for review and file.

Additional information is provided on interest earned on restricted capital funds. This interest is reported to the corresponding program and is used towards project specific expenses.

FISCAL IMPACT

Account 4970.00-Interest Income will be adjusted in the FY 2016/17 Final Budget Adjustment process and presented for adoption in September 2017.

EL DORADO COUNTY TRANSIT AUTHORITY

QUARTERLY INVESTMENT REPORT

PERIOD 04/01/2017 – 06/30/2017

LOCAL AGENCY INVESTMENT FUND (L A I F)

Account Summary

03/31/2017	Balance Forward	\$ 1,197,374.52
	Total Transfers to General Checking Account	\$ -000,000.00
	Total Transfers from General Checking Account	\$ 000,000.00
	Interest Earned @ 0.92%	\$ <u>2,757.39</u>
06/30/2017	Ending Balance 2nd Qtr., 2017	\$ 1,200,131.91

UMPQUA BANK (Money Market Account)

Account Summary

03/31/2017	Balance Forward	\$ 2,856,553.16
	Total Transfers to General Checking Account	\$ -000,000.00
	Total Transfer from General Checking Account	\$ 000,000.00
	Interest Earned @ 0.42%	\$ <u>2,992.19</u>
06/30/2017	Ending Balance 2nd Qtr., 2017	\$ 2,859,545.35

EL DORADO COUNTY TRANSIT AUTHORITY

ANNUAL INVESTMENT REPORT
RESTRICTED CAPITAL FUNDS

PERIOD 07/01/2016 – 06/30/2017

Public Transportation Modernization Improvement and Service Enhancement Account
(PTMISEA)

\$12,087.96

California Transit Security Grant Program – California Transit Assistance Funds (CTSGP-
CTAF)

\$1,305.88

Low Carbon Transit Operations Program (LCTOP)

\$727.45

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: August 3, 2017

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Fiscal Administration Manager

SUBJECT: Funding of Operating Reserve Fund for Fiscal Year 2016/17

REQUESTED ACTION:

BY MOTION,

**Approve Funding Operating Reserve utilizing Bike Locker,
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. Resolution 11-27 states, *“The Board hereby sets the optimum minimum operating reserve level for an Operating Reserve Fund at an average of three (3) months or twenty-five percent (25%) of the previous annual operating budget, currently estimated to be approximately \$1,500,000.”*

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.

On February 2, 2017 at the regularly scheduled meeting, the Board approved the designation of accounts; 4370.00-Bike Locker Rental, 4400.00-Advertising Income and 4990.00-Misc. Revenue as sources of non-tax revenue to be used to fund the operating reserve.

FISCAL IMPACT

The current balance of this fund at June 30, 2017 is \$81,680, well below the optimum level as established in resolution 11-27.

No adjustment to the Contingency account is needed to offset the shift of non-tax income.

Actual receipts for these accounts total \$16,746.87 which will be transferred into the operating reserve interest bearing account.

AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: August 3, 2017

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Fiscal Administration Manager

SUBJECT: Retroactive Blanket Purchase Order for Fiscal Year 2017/18

REQUESTED ACTION:
BY MOTION,

Approve Retroactive Revised Blanket Purchase Order B23011 issued to Girard, Edwards, Stevens & Tucker LLP in the amount of \$40,000 for fiscal year 2017/18.

BACKGROUND

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

DISCUSSION

Typically each year the Preliminary Operating Budget is Board adopted by the March regularly scheduled meeting. During the April and May regularly scheduled Board meetings, Blanket Purchase Orders (BPO's) are presented for Board approval that are beyond the twenty-five thousand dollar (\$25,000) threshold allowed for approval by the Executive Director.

During the fiscal year (FY) 2017/18 process the BPO issued to Girard, Edwards, Stevens & Tucker LLP, legal counsel, was inadvertently overlooked and not sent for Board approval.

Staff is requesting the Board approve the retroactive approval of BPO# B23011 issues to Girard, Edwards, Stevens & Tucker LLP, in the amount of forty thousand dollars (\$40,000) for FY 2017/18.

FISCAL IMPACT

Expenses are incorporating in the Final Operating Budget adopted on June 1, 2017. No budget adjustments are needed.

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

PURCHASE ORDER NO. B23011

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

DATE: 07/01/17

ACCOUNT: 5030

CLASS: 125, 600

ACCOUNT: VARIOUS

SHIP & INVOICE TO:

EL DORADO COUNTY TRANSIT AUTHORITY

6565 COMMERCE WAY

DIAMOND SPRINGS, CA 95619-9454

TO: GIRARD, EDWARDS, STEVENS &
TUCKER LLP
8801 FOLSOM BLVD SUITE 285
SACRAMENTO, CA 95826

Contact: Brooke

Vendor Phone No: (916) 706-1255

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PROFESSIONAL LEGAL SERVICES FOR FISCAL YEAR 07/01/17 THROUGH 06/30/18		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. PURCHASING AGENT			SUBTOTAL	\$40,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$40,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

AGENDA ITEM 2 A
Action Item

TIMED ITEM 1:15 PM

MEMORANDUM

DATE: August 3, 2017

TO: El Dorado County Transit Authority

FROM: Mindy Jackson, Executive Director

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

REQUESTED ACTION:

BY MOTION,

1. Accept agency comments on the Draft 2017 El Dorado County Transit Authority Park-and-Ride Master Plan and staff response to comments
2. Open the Public Workshop and receive any additional public comments
3. Direct staff to return at the September 2017 meeting with a Final Draft document for the Board's consideration to approve

BACKGROUND

In 2007 the El Dorado County Transit Authority (El Dorado Transit) approved the El Dorado County Transit Authority Park-and-Ride Master Plan (Plan). The Plan included improvements to and expansion of existing facilities and construction of new facilities along the State Route Highway 50 Corridor.

The Plan identified and prioritized twelve (12) improvements needed over a twenty-year horizon, but with capacity to serve beyond a span of twenty years. In 2014, the El Dorado Transit Board accepted the draft Western El Dorado County Park and Ride Facilities Study. At that time, the Board requested an update of the 2007 Park-and-Ride Master Plan with updated projects, priorities and policies.

At your February 2, 2017 meeting, staff presented the Draft 2017 El Dorado County Transit Authority Park-and-Ride Master Plan and the Board directed staff to circulate the document for comments.

El Dorado County Transit Authority
August 3, 2017 Agenda

DISCUSSION

On June 5, 2017, staff published a Public Notice soliciting comments on the draft 2017 El Dorado County Transit Authority Park-and-Ride Master Plan and sent notices to local agencies regarding the comment period which closed on July 20, 2017.

The draft 2017 El Dorado County Transit Authority Park-and-Ride Master Plan and the Notice of the Public Workshop are available at <http://eldoradotransit.com/news/draft-park-and-ride-master-plan-public-workshop/>.

Attached is a summary of the agency comments that were received, and proposed staff responses.

Staff recommends that the Board conduct a Public Workshop at the August meeting. Staff will return with a Final Draft document in September, for the Board's consideration and possible approval.

FISCAL IMPACT

There is no fiscal impact associated with this agenda item to receive public comment.

Should the Board approve the 2017 El Dorado County Transit Authority Park-and-Ride Master Plan that action would also not directly have a fiscal impact.

Future approval of the Plan would provide a policy framework for both future facility expansions, and operations/maintenance of existing facilities. Expenditures for any of these activities would be authorized in future Board actions related to approval of the annual agency Budget and approval of the five-year Capital Improvement Program.

Attachment

Draft 2017 El Dorado County Transit Authority Park-and-Ride Master Plan

RESPONSE TO COMMENTS

Commenting Agency: County of El Dorado

1. Inside Cover. Use consistent formatting for agency staff.

Agreed. Will modify in the Final Draft document.

2. Page 1. Regarding use of term “watershed times”, may want to use a different descriptor so readers aren't thinking about water instead of transit. The dictionary defines watershed times as a turning point - suggest using a form of "turning point".

Agreed. This is language from the 2007 document but could be misinterpreted. Will modify in the Final Draft document.

3. Page 2. Clarify the number of Park-and-Ride facilities.

Agreed. This existing language is confusing as it does not fully clarify the distinction between the number of facilities in the County, in the transit service area, and in the Highway 50 corridor. This language will be re-written to be clearer.

4. Page 2. The extension of the U.S. Highway 50 carpool lanes east of Cameron Park Drive to Ponderosa Road are not included in El Dorado County's CIP or TIM Fee program.

Agreed. The language was referencing the previously-approved environmental documents for the eastern carpool lane extension, but the Draft Plan is not dependent on this eastern extension and this reference will be eliminated.

5. Page 2. Footnote should reference Appendix F, rather than Appendix A.

Agreed.

6. Page 5, Table 2. Update status of the El Dorado County Transportation Commission grant for the County Line Multi-Modal Transit Center to reflect that the grant has now been approved.

Agreed.

7. Page 6, Table 3. Is there still a parking deficit at Cambridge even with the expansion? Maybe move the sentence after this statement to explain why there is a deficit.

There is still an existing deficit at Cambridge Road. However, the reference to an older study can be replaced with newer data that has been collected in 2007, 2014 and 2017.

8. Page 7, first bullet. What traffic delays from the MMTF occur in El Dorado Hills? This statement was prior to the opening of the Silva Valley Parkway interchange and the improvements to the El Dorado Hills Blvd. interchange. Maybe modify or add disclaimers.

Agreed. Opening of the Silva Valley Interchange has dramatically reduced vehicle delay. It remains true that adding an additional Park-and-Ride facility in El Dorado Hills is the operationally preferred and only feasible alternative (vs. replacing the existing Multimodal

Transfer Facility and overflow lot). The language will be updated to reflect the current circumstance.

9. Page 8, regarding the statement, “This plan needs to look beyond a traditional 20-25 year horizon. Is this wise given the rapidly changing technological advances as stated on pages 1 and 2? Some of the advances can significantly affect the transportation demand projections. If you do look beyond the 20-25 year horizon there should be multiple disclaimers attached to the projections.

The point is valid that there are many possible future scenarios, depending on how personal vehicle ownership, car-sharing services, autonomous vehicles and vehicle electrification evolve.

El Dorado Transit’s challenge in the Park-and-Ride Master Plan is to accommodate the widest variety of scenarios and to look far enough in the future to be able to project the largest reasonable need for Park-and-Ride facilities, and develop priorities and a funding strategy.

The best approach is to maintain the 20-25 horizon, but revisit the plan as the implications for impending possibilities become clearer. In that way, El Dorado Transit remains aware of the potential need but does not unnecessarily plan for overbuilding.

10. Page 9, regarding the statement, “El Dorado Transit will consider providing developers the option to pay a fee in lieu of constructing a transit facility.” Won't this require a nexus study, environmental document, etc.?

No. The in-lieu fee is based upon the valuation of a project-specific condition, not a fee schedule, and has been applied in cases where El Dorado Transit, the local land use authority, and the developer mutually agree to a condition of approval.

11. Page 11. “Financing Policies.” This should be updated to reflect Senate Bill 1 (SB 1).

Agreed. The recent passage of SB 1 will be noted. The specific revenue potentials for El Dorado Transit facilities are not yet fully known. El Dorado Transit will work with the El Dorado County Transportation Commission to provide a possible estimate of funding, if possible.

12. Page 11. Regarding, using standard hardware in facilities, minimal-maintenance landscaping, and installation of garbage cans. Should these be long-term maintenance? Not sure if you can use this type of financing for operations.

These can be added as maintenance policies also. The intent of listing these as a financing policy is the belief that the first revenue source for any project is cost avoidance and using standard hardware, etc. reduces inventories, staff time, and maintenance costs.

13. Page 11. Regarding including Park-and-Ride facilities in lighting and landscape, and similar districts. Should this be long-term maintenance? Not sure if you can use this type of financing for operations.

These costs are eligible, and ideally these costs would be included in districts. It is recognized that this has not been done previously, and may not be immediately feasible.

14. Facility and Administration Policies. Misc. edits.

The Final Draft will reflect the suggested wording.

15. Page 12. Suggest eliminating the statement “All new Park-and-Ride facilities should be constructed as locally-owned (City or County) facilities.”

Agreed. El Dorado Transit’s current policy is preferring to own the facilities.

16. Page 12, regarding “Where possible, Park-and-Ride capacity should first be used for public transportation users. Carpooling, vanpooling, and other forms of shared sides should be directed to secondary facilities, including joint-use parking facilities and designated parking spaces in large commercial parking lots.”

Comment noted. The intent of the policy is to make maximum use of Park-and-Ride facilities for transit patrons, to keep transit routes efficient. Examples of facilities that are currently at or near capacity include those at Missouri Flat Road, Cambridge Road, and the El Dorado Hills Multimodal Transit Facility.

Ideally, all uses would be accommodated in a single facility. This language will be clarified.

17. Page 14, regarding Marble Valley Specific Plan and following paragraphs. Add a note explaining the status of the proposed project.

An update will be included in the Final Draft document.

18. Page 14, Placerville Multi-Modal Station. Clarify language. It appears that some words are missing from this sentence.

Agreed. Intent is that the facility is nearing final approval for construction on the permanent expansion. This will be clarified in the Final Draft document.

19. Page 15, regarding projected demands. Should the forecasts be updated to include additional ride share potential providers such as Uber, Lyft or even autonomous vehicles?

Comment noted. As above, the potential impacts of these trends are not yet clear, though undoubtedly each has the potential to tremendously impact demand. At this time, there are scenarios that will increase Park-and-Ride demand, and scenarios that will diminish demand.

Moreover, it is conceivable that the impact on demand could be inverse in different areas along the Highway 50 corridor.

The best approach appears to re-evaluate the projected demands as data begins shape how each of these are manifesting.

20. Page 15. Change “Elk Grove-Rancho Cordova-El Dorado Connector” to “Capital SouthEast Connector.”

Agreed.

21. Page 16, update reference to the successful funding of the grant to study feasibility of the County Line Transit Center.

Agreed.

22. Page 16. Regarding reference to the Rodeo Drive Park-and-Ride facility/transit stop. Is there an existing Park-and-Ride here?

Comment noted. This facility was discontinued and this reference will be deleted.

23. Page 16, regarding opportunity areas for a new Cameron Park Drive Park-and-Ride facility. Area's identified in this study near the Cameron Park Drive Interchange may be problematic due to rare plants, and the location circled at the western end of Coach Lane feeds into the most congested area near the interchange where it would be difficult to provide good access to US 50.

Agreed. This is a challenging location. El Dorado Transit will continue to coordinate with any future efforts to study interchange and other transportation facility improvements to identify potential locations.

24. Page 17, third bullet. Extra characters after "El Dorado Hills Multimodal Transfer Facility."

Agreed.

25. Page 20, see comment 12 above.

See response to comment 12 above.

26. Page 20, first paragraph under "recommended financing program." Is there any new funding available with SB1?

Yes, but unknown in magnitude. The language will be updated to reflect the recent passage of SB 1. El Dorado Transit will work with the El Dorado County Transportation Commission to provide a possible estimate of funding, if possible.

27. Table 7, regarding "Traffic Impact Mitigation Fees (City and County)." You cannot use TIM fees for Maintenance.

Agreed. This will be removed in the Final Draft.

28. Page 22, regarding funding assumptions. Which revenue source?

The intended reference is to Table 8. This will be clarified in the Final Draft.

29. Page 24, regarding, "Alternatively, these projects could be funded through other mechanisms tied to new development, such as parcel taxes." This is a discussion that would have to be expanded and include all the steps needed to implement such a parcel tax. What would be the mechanism? The El Dorado County BOS would have to be the implementing authority.

Comment noted. Additional language will be added with the stated clarifications.

30. Table 10, regarding assumption that over the 10-year horizon El Dorado Transit will be successful in obtaining 25% of an approximately \$2.0 million annual apportionment of Congestion Mitigation/Air Quality funds. Is this a correct assumption?

Comment noted. It is reasonable, but intended only as an estimate to base a funding/phasing program for future Park-and-Ride facility expansions and as an indication of the level of need.

31. Page 26, regarding use of traffic impact fees for Park-and-Ride facilities. The EDC TIM fee program can only pay for the portion associated with the growth. Under the current program that is approximately 20%. Transit has a line item in the current TIM Fee program which is based on 20% of the cost of EDCTA's Capital Improvement Program. Previously indicated this is an exaction from development therefore, it would not be included in the TIM Fee program.

Comments noted and this language will be clarified in the Final Draft document.

32. Page 27. Please modify as noted: "The State of California will consider working cooperatively to relinquish other existing Park-and-Ride facilities that are served by El Dorado Transit to the ~~County of El Dorado~~."

Agreed.

AGENDA ITEM 3 A
Information Item

MEMORANDUM

DATE: August 3, 2017

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: 2017 Fair Shuttle

REQUESTED ACTION:

BY MOTION,

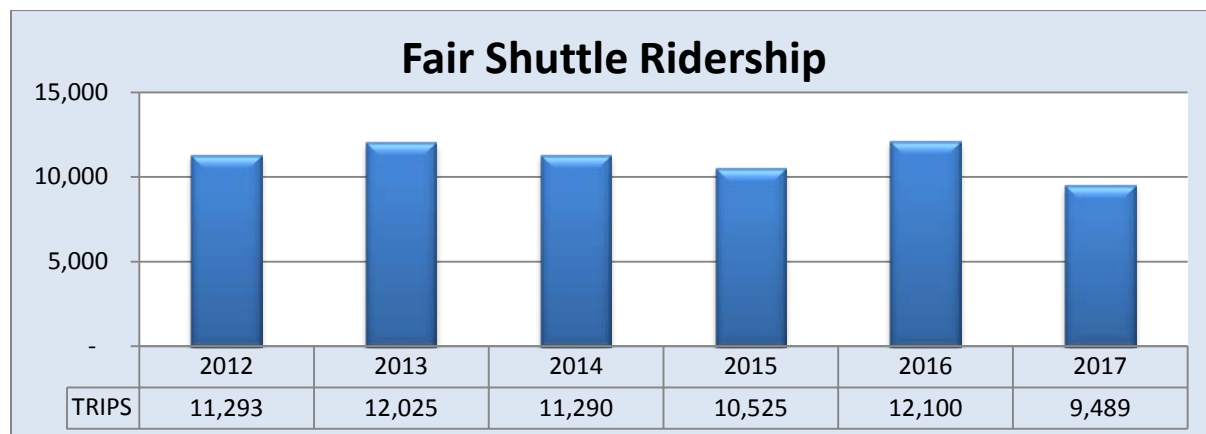
None. Information Only

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) is proud to have provided shuttle service for the El Dorado County Fair, June 15 through June 18, 2017. This was the twenty-seventh (27th) year that El Dorado Transit provided a Fair Shuttle. The Fair Shuttle was funded through a grant from the El Dorado County Air Quality Management District and was provided free to the public. The service ran as planned from two (2) offsite parking locations to the Green Gate on Placerville Drive from thirty (30) minutes before the gates opened to thirty (30) minutes after the Fair closed each day.

DISCUSSION

Ridership for the June 2017 Fair Shuttle decreased approximately twenty-two percent (22%) compared to 2016. The weather during the fair was very hot, which caused a decrease in fair attendance resulting in a decrease in fair shuttle ridership. The following chart compares ridership over the last six (6) years:



The final trip count per day for the 2017 Fair Shuttle was as follows:

Day	Trips
Thursday	2,672
Friday	2,263
Saturday	2,763
Sunday	1,791
Total	9,489

Overall the 2017 Fair Shuttle operation went smoothly, with no serious service disruptions and generally very positive feedback from passengers.

The Fair Association staff was very responsive in improving safety at the front gate by adding barriers to direct pedestrians, moving the entrance to the south gate and by moving the box truck that is near the gate to improve visibility for the bus operators. The Placerville Police Department operated a portable overhead light that was placed on the western side of Placerville Drive above the crosswalk which vastly improved visibility for pedestrians and drivers.

Management would like to thank the El Dorado Transit supervisors, safety coordinator and operators for running a smooth, safe and very friendly operation; the El Dorado County Air Quality Management District for funding the 2017 El Dorado County Fair Shuttle and Fair Association staff for their support.

AGENDA ITEM 3 B
Information Item

MEMORANDUM

DATE: August 3, 2017
TO: El Dorado County Transit Authority
FROM: Brian James, Planning and Marketing Manager
SUBJECT: Website Usage Statistics

REQUESTED ACTION:

BY MOTION,

None. Item is for information only.

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) currently maintains an agency website at www.eldoradotransit.com for the dissemination of pertinent information regarding the transit system and general agency administrative functions. The website was updated and launched on July 5, 2015. The website provides users with a sleek, clean efficient information depot which is scalable across all electronic formats (desktop, laptop, tablet and phone). The website is Americans with Disabilities Act (ADA) compliant, and includes a Google trip planning tool and the addition of zoomable route maps with specific stop information and links to real-time traveler information portal RouteShout (where passengers can get real-time bus arrival information).

DISCUSSION

The goal of the new website was to increase customer usage of the website by redesigning, simplifying and improving the current website in order to deliver clear concise information in an easy to navigate customer friendly manner.

The average number of sessions per month in Fiscal Year 2014-15 using the previous website was 4,448 sessions. In Fiscal Year 2016-17 using the new website, the average number of sessions per month was 8,770 for an increase of 4,282 or ninety-seven percent (97%). This indicates that the goal of the new website is being fulfilled.

Public transportation for the Western Slope of El Dorado County
Info: 530-642-5383, 888-246-2877

COMMUTER
LOCAL
DIAL-A-RIDE
HOW TO RIDE
BUY PASSES

TRIP PLANNER
ENTER A LOCATION

20 - PLACERVILLE
30 - DIAMOND SPRINGS
40 - CAMERON PARK
50X - 50 EXPRESS
60 - POLLOCK PINES
SACRAMENTO COMMUTER
SATURDAY SERVICE

SEE FULL INTERACTIVE MAP

THE **CONNECT** TRANSIT CARD IS HERE.

Sign up today at www.connecttransitcard.com

NEWS

- July - September 2017 Newsletter is now available!
- NEW Local Route changes coming July 31, 2017
- Draft Park-and-Ride Master Plan Public Workshop

[See all News >>](#)

GET REAL-TIME UPDATES WITH

[SIGN UP FOR RIDER ALERTS](#)

RIDER INFORMATION

How to ride
Interactive Map
Trip Planner Information
Title VI and other policies

Fares & Passes
Holiday Service
Rider apps
Juror Transportation

EL DORADO COUNTY TRANSIT AUTHORITY

About us
Contact us
Related organizations
Board of Directors

Meetings agendas and minutes
Document Library
Procurement / RFP's
Careers

The El Dorado County Transit Authority (El Dorado Transit) provides public transportation on the western slope of El Dorado County under authority of a Joint Powers Agreement (JPA) with the County of El Dorado and the City of Placerville. Our fixed route and dial-a-ride services provide mobility for the communities of Placerville, Diamond Springs, Cameron Park, Pollock Pines, and El Dorado Hills, and commute trips into Sacramento and Folsom.

[Read More About El Dorado Transit >>](#)

Copyright © 2015 El Dorado Transit | [Site Credits](#)