



# **EL DORADO TRANSIT**

**County of El Dorado  
Board of Supervisors Meeting Room  
330 Fair Lane, Bldg. A  
Thursday, April 5, 2018; 1:00PM**

## **EL DORADO COUNTY TRANSIT AUTHORITY Regular Meeting**

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

- John Clerici, Alternate for City Councilmembers
- Michael Ranalli, Alternate for Board of Supervisors, District IV

Executive Director: Mindy Jackson

### **CALL TO ORDER AND RECESS TO CLOSED SESSION**

Closed Personnel Session Pursuant to Government Code Section 54957 to consider the Appointment, Employment and Evaluation of the Executive Director.

Closed Personnel Session Pursuant to Government Code Section 54957.6 Concerning Labor Negotiations with the Transit Driver's Bargaining Unit. The designated representatives for the El Dorado County Transit Authority are Executive Director Mindy Jackson and Michael Tucker.

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

### **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.

### **OPEN FORUM**

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.

<b>1.</b>	<b><u>CONSENT CALENDAR</u></b>	<b><u>PAGE</u></b>
A.	Approve Conformed Minutes of Regular Meeting March 1, 2018	5
B.	Receive and File February 2018 Check Registers	10
C.	Receive and File February 2018 Ridership Reports	13
D.	1. Approve Prefunding of Other Post-Employee Benefit Program for fiscal year ending June 30, 2018 in the amount of \$55,631	17
	2. Authorize Executive Director to execute all documents necessary for continued participation	
E.	Adopt Capital Improvement Plan Project 19-04 for Local Route Vehicle Replacement Fiscal Year 2018/19	20
F.	Adopt Resolution No. 18-14 Authorizing the El Dorado County Transit Authority and the Executive Director to execute all documents for the Caltrans Division of Rail and Mass Transportation Low Carbon Transit Operations Program (LCTOP), Fiscal Year 2017/18	23
G.	Approve Vehicle Replacement Plan for Fiscal Years 2018/19 through 2024/25	27
H.	Adopt Resolution No. 18-16 establishing a \$1,000,000 Target for an Operating Reserve	30
I.	1. Adopt Resolution No. 18-15 Identifying a Fare Box Purchase as Exempt from Competitive Bidding	33
	2. Approve Purchase Order 23281 for the purchase of Fare Boxes, Stands and Mounting Brackets from Diamond Manufacturing, Inc.	
	3. Authorize the Executive Director to execute all contracts and documents related to purchase and implementation of up to the approved budget for Capital Improvement Plan 18-07	
J.	Approval of Purchase Orders above \$25,000 for Fiscal Year 2018/19	37
K.	1. Adopt Resolution No. 18-12 revising the Adopted El Dorado County Transit Authority Personnel Policies and Procedures Manual	66
	2. Adopt and Approve Revised Office Assistant II Job Classification	

<b>1.</b>	<b><u>CONSENT CALENDAR CONTINUED</u></b>	<b><u>PAGE</u></b>
L.	1. Adopt Resolution No. 18-13 Adopting the Allocation Plan for Fiscal Year 2018/19	70
	2. Adopt Resolution No. 18-20 Approving the Salary Schedule for Fiscal Year 2018/19	
M.	Approve Designation of Surplus Property as Per Itemized Property Inventory List	77
N.	Adopt Resolution No. 18-18, a Resolution to Accept an Irrevocable Offer of Dedication #18-01, from Salud, et. al., which conveys fee title and a slope easement to a portion of the Bass Lake Hills Park and Ride site	79
O.	Adopt Resolution No. 18-19, a Resolution to Accept an Irrevocable Offer of Dedication #18-02, from Carolyn M. Uchikura, which conveys fee title to a portion of the Bass Lake Hills Park and Ride site	90
P.	1. Approve Professional Services Agreement (PSA) with RTS Computer Services for Computer and Network Support Services for Fiscal Year 2018/19	97
	2. Approve Purchase Order No. B24023 for an amount not-to-exceed \$70,000.00 for Informational Technology Support during Fiscal Year 2018/19	
<b>2.</b>	<b><u>ACTION ITEMS</u></b>	
A.	1. Approve the engagement of a five (5) year Lease Purchase option to partially fund the purchase of five (5) Motor Coach Industries, Inc. (MCI) Commuter Coaches	133
	2. Approve Revised Vehicle Replacement Capital Improvement Project 17-02 (2) to reflect revised funding strategy	
	3. Authorize the Executive Director, with Legal Counsel review to execute all documents relating to the project up to the approved budget as presented in project 17-02 (2)	
B.	1. Approve Purchase Order No. 23279 issued to Motor Coach Industries, Inc. (MCI) in the amount of \$2,820,098.95 for purchase of five (5) replacement commuter coaches	139
	2. Approve Purchase Order No. 23283 issued to INIT Innovations in Transportation, Inc. in the amount of \$33,180.00 for wiring on five (5) MCI coaches on Purchase Order No. 23279	

**2.      ACTION ITEMS CONTINUED PAGE**

3. Authorize the Executive Director to execute all documents relating to the Vehicle Replacement Capital Improvement Plan project 17-02 (2)

**3.      INFORMATION ITEMS**

- |  |     |
|--|-----|
| A. Pension and Other-Post Employee Retirement Benefits | 145 |
| B. El Dorado Transit Newsletter                        | 149 |
| C. El Dorado Transit Go Pass Flyer                     | 151 |

**EXECUTIVE DIRECTOR REPORT \***

**BOARD MEMBER COMMENTS \***

**ADJOURNMENT**

\* Verbal Report

NEXT REGULARLY SCHEDULED  
EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING  
Thursday, May 3, 2018 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.*

*To listen to open session portions of the meeting in real time, dial (530) 621-7603. This specialized dial in number is programmed for listening only and is operable when the audio system inside the meeting room is activated. Please be advised that callers will experience silence anytime the Board is not actively meeting, such as during Closed Session or break periods.*

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



# **EL DORADO TRANSIT**

**County of El Dorado  
Board of Supervisors Meeting Room  
330 Fair Lane, Bldg. A  
Thursday, March 1, 2018; 1:00PM**

## **EL DORADO COUNTY TRANSIT AUTHORITY CONFORMED AGENDA MINUTES CONFORMED MINUTES**

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

- John Clerici, Alternate for City Councilmembers
- Michael Ranalli, Alternate for Board of Supervisors, District IV

Executive Director: Mindy Jackson

### **CALL TO ORDER AND RECESS TO CLOSED SESSION**

**The meeting was called to order by Chairperson Frentzen at 1:00 PM and recessed to closed session.**

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: 1 Potential Case

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

**Nothing to report out.**

### **PLEDGE OF ALLEGIANCE TO THE FLAG**

**Director Hidahl led the Pledge of Allegiance.**

### **ROLL CALL**

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

**A quorum was present.**

## **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: Clerici/Veerkmamp**

**Ayes: Borelli, Clerici, Frentzen, Hidahl, Veerkamp**

## **OPEN FORUM**

None

### **1. CONSENT CALENDAR**

- A. Approve Conformed Minutes of Regular Meeting February 1, 2018
- B. Receive and File January 2018 Check Registers
- C. Receive and File January 2018 Ridership Reports
- D. Receive and File Regional Fare Comparison
- E. Adopt Resolution No. 18-06 Authorizing Financial Transactions by Newly Elected Officers and the Executive Director
- F. Adopt Resolution No. 18-07 Authorizing the Executive Director to Claim Transportation Development Act (TDA) Funds for Fiscal Year 2018/19
- G.
  - 1. Approve Purchase Order 23207 issued to Next Level Warehouse Solutions in the amount of \$7,040.73 for the purchase of a Pallet Racking System
  - 2. Authorize the Executive Director execute all contracts and documents included in the Adopted Capital Improvement Plan 17-05 budget
- H. Adopt Resolution No. 18-11 Amending El Dorado County Transit Authority Conflict of Interest Code for 2018
- I.
  - 1. Accept Actuarial Valuation of Other Post-Employee Benefit Program for fiscal years ending June 30, 2018 and June 30, 2019

2. Adopt Resolution No. 18-10 approving the pre-fund amount in the California Employer's Retiree Benefit Trust Program (CERBT)

3. Authorize Executive Director execute all documents necessary for continued participation

## 2. **ACTION ITEMS**

- A. Authorize the Chairperson and Vice Chairperson to sign a support letter for a Caltrans District 3 Transportation Art/Community Identification Proposal prepared for submission by the El Dorado County Health and Human Services Agency

**Action: Authorize the Chairperson and Vice Chairperson to sign a support letter for a Caltrans District 3 Transportation Art/Community Identification Proposal**

**M/S: Acuna/Veerkamp**

**Ayes: Borelli, Clerici, Frentzen, Hidahl, Veerkamp**

- B. Receive and File the El Dorado County Transit Authority Fiscal Year 2017/18 Six-Month Administrative Operations Report for the period July 1, 2017 through December 31, 2017

**Action: Receive and File the Fiscal Year 2017/18 Six-Month Administrative Operations Report for July 1, 2017 through December 31, 2017**

**M/S: Veerkamp/Hidahl**

**Ayes: Borelli, Clerici, Frentzen, Hidahl, Veerkamp**

- C. 1. Approve operation of a special services shuttle to support a March 21, 2018 event at the El Dorado County Fairgrounds Placerville Speedway
2. Approve use of Fiscal Year 2017/18 Marketing Budget funds for the March 21, 2018 special service

**Director Veerkamp requested removal of item 2C from agenda, no action other than removal**

- D. 1. Approve Purchase Order No. 23271 issued to El Dorado Bus Sales in the amount of \$121,568.28 for acquisition of one (1) replacement Class E Cut-A-Way Bus

2. Authorize Executive Director to execute all documents related to this purchase of one (1) replacement Class E Cut-A-Way Bus

**Action: Approve Purchase Order No. 23271 for acquisition of one (1) replacement Class E Cut-A-Way Bus and authorize Executive Director to execute all documents**

**M/S: Acuna/Borelli**  
**Ayes: Borelli, Clerici, Frentzen, Hidahl, Veerkamp**

- E. Authorize the Executive Director to Develop an Agreement to Advance \$335,000 of State Transit Assistance Funds to the City of Placerville Western Placerville Interchange – Park and Ride Project

**Action: Authorize Executive Director to Develop an Agreement to Advance State Transit Assistance Funds to the City of Placerville Western Placerville Interchange – Park and Ride Project**

**M/S: Veerkamp/Borelli**  
**Ayes: Borelli, Clerici, Frentzen, Hidahl, Veerkamp**

**Public Comment: Rebecca Neves**

- F. 1. Adopt Resolution No. 18-08 to Adopt Preliminary Operating Budget for Fiscal Year 2018/19
2. Approve Proposed Allocation Plan and Draft Organizational Chart for Fiscal Year 2018/19

**Action: Adopt Resolution No. 18-08 Adopting Preliminary Operating Budget for Fiscal Year 2018/19 and approve Allocation Plan and Draft Organizational Chart for Fiscal Year 2018/19**

**M/S: Veerkamp/Borelli**  
**Ayes: Borelli, Clerici, Frentzen, Hidahl, Veerkamp**

- G. Adopt Resolution No. 18-09 Adopting the Preliminary Capital Improvement Plan and Budget for Fiscal Year 2018/19

**Action: Adopt Resolution No. 18-09 Adopting the Preliminary Capital Improvement Plan and Budget for Fiscal Year 2018/19**

**M/S: Acuna/Veerkamp**  
**Ayes: Borelli, Clerici, Frentzen, Hidahl, Veerkamp**

### **3. INFORMATION ITEMS**

- A. 2017 Safe Driving Award Recipients



**EXECUTIVE DIRECTOR REPORT \***

**BOARD MEMBER COMMENTS \***

**ADJOURNMENT**

**The meeting was adjourned by Chairperson Frentzen at 2:05 PM. The next regularly scheduled meeting is April 5, 2018.**

\* Verbal Report

Respectfully Submitted,

Megan Wilcher  
Secretary to the Board

AGENDA ITEM 1 B  
Consent Item

**MEMORANDUM**

**DATE:** April 5, 2018  
**TO:** El Dorado County Transit Authority  
**FROM:** Julie Petersen, Finance Manager  
**SUBJECT:** Receive and File February 2018 Check Register

**REQUESTED ACTION:**

**BY MOTION,**  
Receive and File February 2018 Check Register

**BACKGROUND**

The following check register includes routine transactions for the month of February 2018. These expenditures fall within budgets adopted by the El Dorado County Transit Authority Board of Directors.

Transactions under “Employee Reimbursement” include refunds given to clientele holding Taxi Vouchers that were not redeemed.

**DISCUSSION**

Three (3) items merit further detail;

Check # 1003 – City of Placerville.....\$39,290.34  
This warrant pays the obligation for Progress Payments #3, #4 and #5 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 #31819 – CDW-G.....\$4,858.63  
This check pays an obligation for a Upgrades to Accounting Software and needed PC upgrades using State Transit Assistance funds; CIP Project #18-03.

Check # 31838 – LSC Transportation Consultants, Inc.....\$2,452.50  
This warrant pays the obligation for Dial-A-Ride Analysis for Zone Assessment using State Transit Assistance (STA) funds.

**EL DORADO COUNTY TRANSIT AUTHORITY**

**Check Register**

**February 2018**

Date	Num	Name	Memo	Amount
02/01/2018	31759	OPERATING ENGINEERS - MEDICAL	Medical Premium - February 2018	65,794.00
02/07/2018	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Health Premium - February 2018	36,522.02
02/07/2018	1003	CITY OF PLACERVILLE	WPI-Progress Payment #3, #4 and #5	39,290.34
02/07/2018	31760	ALPHA ANALYTICAL LABORATORIES INC	Storm Water Testing 2018	356.00
02/07/2018	31761	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Employee Paid Premium - February 2018	110.46
02/07/2018	31762	ARNOLDS FOR AWARDS	Engraving for EOM Plate/Board Plaque - February 2018	44.57
02/07/2018	31763	AT&T / CALNET 3	Monthly Utility	1,326.75
02/07/2018	31764	AT&T MOBILITY	Monthly Utility	180.60
02/07/2018	31765	DAWSON OIL	Fuel Purchases - January 2018	49,651.86
02/07/2018	31766	EL DORADO DISPOSAL	Monthly Utility	293.62
02/07/2018	31767	GCR TIRES & SERVICE	Parts and Supplies	9,024.13
02/07/2018	31768	GLOBAL DATA VAULT LLC	Disaster Recovery Cloud Back Up Service	300.00
02/07/2018	31769	GOLD RUSH TAXI LLC	Taxi Voucher Program-December 2017	1,080.00
02/07/2018	31770	HUNT & SONS INC	Fuel Purchases - January 2018	1,703.69
02/07/2018	31771	KINETICO WATER SYSTEMS INC	Filtered Water Rental for February 2018	43.32
02/07/2018	31772	MIGUEL GARCIA LANDSCAPING	January 2018 - Service	630.00
02/07/2018	31773	MISSION UNIFORM SERVICE	Monthly Charges	284.07
02/07/2018	31774	PACIFIC GAS & ELECTRIC	Monthly Utility	3,752.98
02/07/2018	31775	QUILL	Misc. Office Supplies	456.12
02/07/2018	31776	RTS IT INC	IT Services/Back-Up Feb 2018	4,180.00
02/07/2018	31777	SAFETY-KLEEN SYSTEMS INC	Vacuum Pump Sumps	3,345.60
02/07/2018	31778	SIERRA NEVADA TIRE & WHEEL	Parts and Supplies	9,505.71
02/07/2018	31779	TOWN CENTER EAST LP	Lease Pymt for February 2018 P&R	700.00
02/07/2018	31780	U.S. POSTAL SERVICE	Postages Refill	3,000.00
02/07/2018	31781	VISA	Fully Reconciled Expenses	7,048.28
02/07/2018	31782	WESTERN SUPPLY INC	Equal-Tire Balance #1705 #1706	559.21
02/13/2018	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE FEB. 09, 2018	5,402.11
02/13/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #3	12,209.21
02/13/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #3 SUPP.	7,402.46
02/13/2018	31783	A-Z BUS SALES	Parts and Supplies	1,303.28
02/13/2018	31784	ABSOLUTE GLASS INC	Parts and Supplies	301.81
02/13/2018	31785	APOLLO VIDEO TECHNOLOGY	Hard Disk Adapters/Ops Supers	272.83
02/13/2018	31786	AUTOZONE	Parts and Supplies	828.08
02/13/2018	31787	BUS & EQUIPMENT REPAIR OF CA	Parts and Supplies	1,641.14
02/13/2018	31788	C & H MOTOR PARTS	Parts and Supplies	248.43
02/13/2018	31789	CAMPORA PROPANE	Fill Forklift Tanks (2-ea)	24.65
02/13/2018	31790	CAPITOL CLUTCH & BRAKE	Parts and Supplies	902.10
02/13/2018	31791	CUMMINS PACIFIC LLC	Parts and Supplies	466.42
02/13/2018	31792	DENTON'S	Air Bags #0606	958.82
02/13/2018	31793	ECO SIGNS	Replace Photo Cell for Central P&R	208.65
02/13/2018	31794	FACTORY MOTOR PARTS	Parts and Supplies	127.12
02/13/2018	31795	FASTENAL	Parts and Supplies	73.27
02/13/2018	31796	FLEMING DISTRIBUTING CO.	Parts and Supplies	249.73
02/13/2018	31797	GILLIG LLC	Parts and Supplies	212.53
02/13/2018	31798	HANGTOWN BODY SHOP	Body Repair #1502	311.09
02/13/2018	31799	HUNT & SONS INC	Bulk Engine Oil 15w40	1,551.54
02/13/2018	31800	MCI SERVICE PARTS INC	VOID: 1099277	0.00
02/13/2018	31801	O'REILLY AUTO PARTS	Parts and Supplies	200.65
02/13/2018	31802	PAINT SPOT INC	Manual Spray Gun Kit	985.08
02/13/2018	31803	PRO-LINE CLEANING SERVICES INC	Cleaning Services - January 2018	675.00
02/13/2018	31804	RON DUPRATT FORD	Parts and Supplies	2,217.63
02/13/2018	31805	THOMPSONS BUICK GMC	Parts and Supplies	338.35
02/13/2018	31806	TRUE VALUE HARDWARE	Parts and Supplies	182.12
02/13/2018	31807	UPS	Misc. Shipping	25.48
02/13/2018	31808	WAYNE'S LOCKSMITH SERVICE	P&R Lock Box Per Scott	16.20
02/13/2018	31809	ZEP MANUFACTURING CO.	Bus Cleaning Supplies	420.00
02/13/2018	31810	MCI SERVICE PARTS INC	Parts and Supplies	3,096.99
02/22/2018	31811	ABSOLUTE GLASS INC	Windshield Repair #1006	40.00
02/22/2018	31812	ADM SCREENING	Random & Pre-Employ Screening Jan 2018	605.00
02/22/2018	31813	AFLAC	Employee Paid Premiums - February 2018	1,535.60
02/22/2018	31814	ARENS BROTHERS	Waste Oil Pick Up	142.50
02/22/2018	31815	ASSURANT EMPLOYEE BENEFITS	Life/LTD Premiums - February 2018	2,977.78
02/22/2018	31816	AT&T LONG DISTANCE	Monthly Utility	586.22
02/22/2018	31817	CAL.NET	February 2018 Camera Service	106.97
02/22/2018	31818	CalACT	Spring Conference & Expo - BJ	980.00
02/22/2018	31819	CDW GOVERNMENT	Components for IT Upgrades	4,858.63
02/22/2018	31820	CITY OF PLACERVILLE	Livescan Fee for January 2018	40.00

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**Check Register**  
**February 2018**

Date	Num	Name	Memo	Amount
02/22/2018	31821	DAWSON OIL	Tote of Diesel Exhaust Fluid	954.26
02/22/2018	31822	EDC FAIR ASSOCIATION, INC.	Fair Grounds P & R Lease 2018	150.00
02/22/2018	31823	EDC RISK MANAGEMENT	Health Insurance January/February 2018	4,483.94
02/22/2018	31824	EL DORADO IRRIGATION DISTRICT	Monthly Utility	279.49
02/22/2018	31825	EMP. MISC. REIMBURSEMENT	Taxi Voucher Refund - JC	87.00
02/22/2018	31826	EMP. MISC. REIMBURSEMENT	Taxi Voucher Refund - BM	15.00
02/22/2018	31827	EMP. MISC. REIMBURSEMENT	Taxi Voucher Refund - MG	24.00
02/22/2018	31828	EMP. MISC. REIMBURSEMENT	Taxi Voucher Refund - BB	12.00
02/22/2018	31829	EMPLOYMENT DEVELOPMENT DEPARTMENT	Reimbursable Account	1,756.93
02/22/2018	31830	FEDERAL EXPRESS	Misc. Shipping	62.05
02/22/2018	31831	G & O BODY SHOP INC	Towing Fee #1705	450.00
02/22/2018	31832	GCR TIRES & SERVICE	Tires #1003	2,088.24
02/22/2018	31833	GILLIG LLC	Filter Restock	546.76
02/22/2018	31834	GIRARD & EDWARDS	Legal Counsel - January 2018	141.00
02/22/2018	31835	GLOBAL DATA VAULT LLC	Disaster Recovery Cloud Back Up Service-Monthly	300.00
02/22/2018	31836	HUNT & SONS INC	Fuel Purchases - January 2018	209.28
02/22/2018	31837	LANGUAGE LINE SERVICES INC	Interpreter Service-January 2018	16.34
02/22/2018	31838	LSC TRANSPORTATION CONSULTANTS, INC.	DAR Analysis for DAR Zone Assessment	2,452.50
02/22/2018	31839	MOUNTAIN DEMOCRAT INC	Recruitment Ads-T/O & OA II - Jan 2018	987.59
02/22/2018	31840	NORTH MACHINE SHOP	Flat Bar for Bus Wash	9.33
02/22/2018	31841	OPERATING ENGINEERS LOCAL UNION #3	Employee Paid Union Dues - February 2018	2,160.00
02/22/2018	31842	PAINT SPOT INC	Traffic Zone Red Paint	261.51
02/22/2018	31843	PLATT ELECTRIC SUPPLY INC	Bulbs #0603	59.68
02/22/2018	31844	QUILL	Misc. Office Supplies	896.12
02/22/2018	31845	RIEBES AUTO PARTS	Parts and Supplies	165.88
02/22/2018	31846	SAC REGIONAL TRANSIT	February 2018 Combo Passes	550.00
02/22/2018	31847	STATE OF CA - DEPT OF JUSTICE	Fingerprints, Investigations-Apps & FBI-01/18	147.00
02/22/2018	31848	STEVE STYMEIST COLLISION CNTRS	Paint/Body Repair #1007	10,391.48
02/22/2018	31849	TERRIE Y. PROD'HON	CPA Services - January 2018	460.04
02/22/2018	31850	WOLFPACK INSURANCE SERVICES, INC.	Vision/Dental Premium - March 2018	4,276.10
02/22/2018	31851	XEROX FINANCIAL SERVICES	Lease Payment - February 2018	774.35
02/23/2018	31852	COMCAST	High Speed Cable Internet-February 2018	240.93
02/23/2018	31853	VERIZON WIRELESS	Cellular & Wifi Service - February 2018	3,111.11
02/26/2018	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE FEB. 23, 2018	5,321.37
02/26/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #4	12,109.37
02/26/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #4	7,111.15
				356,970.60
<b>Total</b>				<b>356,970.60</b>

AGENDA ITEM 1 C  
Consent Item

**MEMORANDUM**

**DATE:** April 5, 2018

**TO:** El Dorado County Transit Authority

**FROM:** Brian James, Planning and Marketing Manager

**SUBJECT:** February 2018 Ridership Report

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

**Receive and File the February 2018 Ridership Report**

**BACKGROUND**

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

**DISCUSSION**

Following is the February 2018 monthly ridership report and the fiscal year-to-date ridership report comparing the current fiscal year to the previous fiscal year.

**February Ridership**

<b>February 2018</b>	<b>February 2017</b>	<b>Decrease</b>	<b>% Decrease</b>
26,689	26,807	118	-0.4%

In February, Demand Response ridership decreased by 10.3%, Local Fixed Route ridership decreased by 5.4%, and Commuter ridership increased by 4.6%.

Connect Card taps are recorded every time a Connect Card is tapped onto the equipment in one of the vehicles. The number of taps is tracked to evaluate system usage. El Dorado Transit recorded 7,175 taps or 24.8% of all ridership in February 2018. Following is the Connect Card ridership report with a graph showing the percent of total ridership using Connect Card per month.

# Ridership Report Fiscal Year-to-Date

## July 2017 to February 2018

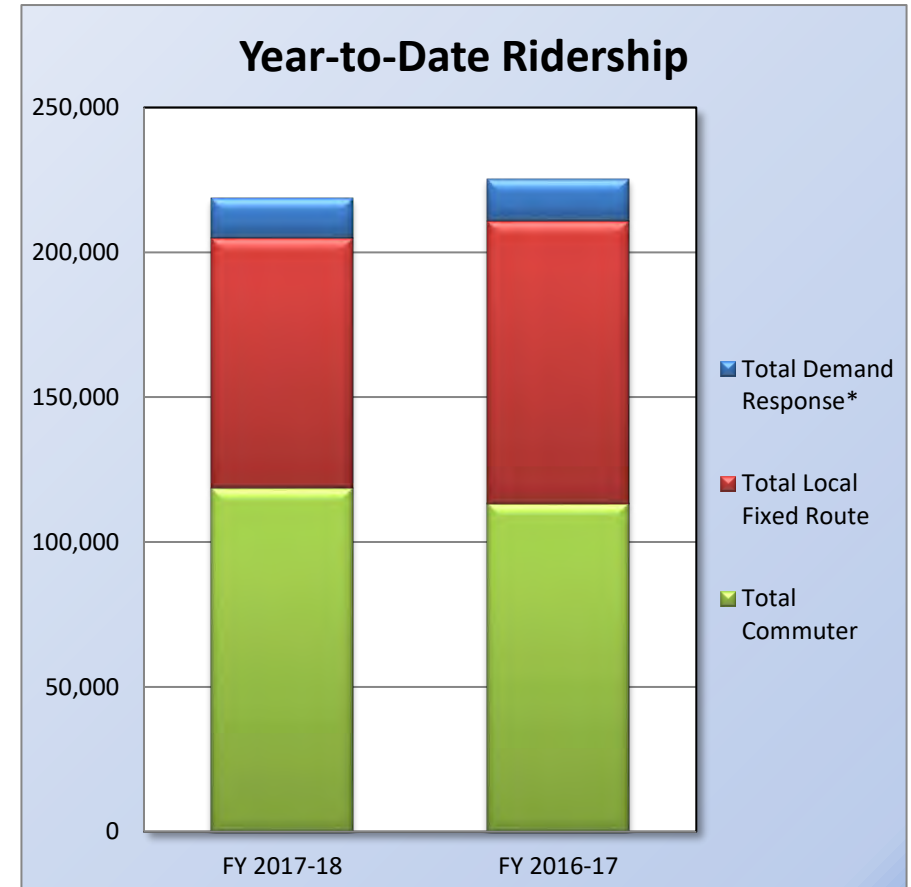


Demand Response	FY 2017-18	FY 2016-17	% Change
Dial-a-Ride	12,821	13,569	-5.5%
Sac-Med	394	358	10.1%
ADA Paratransit	561	631	-11.1%
<b>Total Demand Response*</b>	<b>13,776</b>	<b>14,558</b>	<b>-5.4%</b>

Local Fixed Route	FY 2017-18	FY 2016-17	% Change
Cameron Park	8,116	9,838	-17.5%
Diamond Springs	16,330	19,364	-15.7%
Saturday Express	3,446	3,995	-13.7%
Pollock Pines	25,425	29,932	-15.1%
Placerville Shuttle	30,053	33,651	-10.7%
Diamond Springs Saturday	715	690	3.6%
El Dorado Hills	2,132	0	100.0%
<b>Total Local Fixed Route</b>	<b>86,217</b>	<b>97,470</b>	<b>-11.5%</b>

Commuter	FY 2017-18	FY 2016-17	% Change
Sacramento Commuter	94,759	90,217	5.0%
Reverse Commuter	411	351	17.1%
50 Express	23,502	22,664	3.7%
<b>Total Commuter</b>	<b>118,672</b>	<b>113,232</b>	<b>4.8%</b>

Other Services	FY 2017-18	FY 2016-17	% Change
M.O.R.E.	15,033	16,803	-10.5%
Adult Day Services	4,440	3,559	24.8%
<b>Total Other Services</b>	<b>19,473</b>	<b>20,362</b>	<b>-4.4%</b>



Systemwide*	FY 2017-18	FY 2016-17	% Change
	218,665	225,260	-2.9%

\*Does not include Other Services

# February 2018 Ridership Report

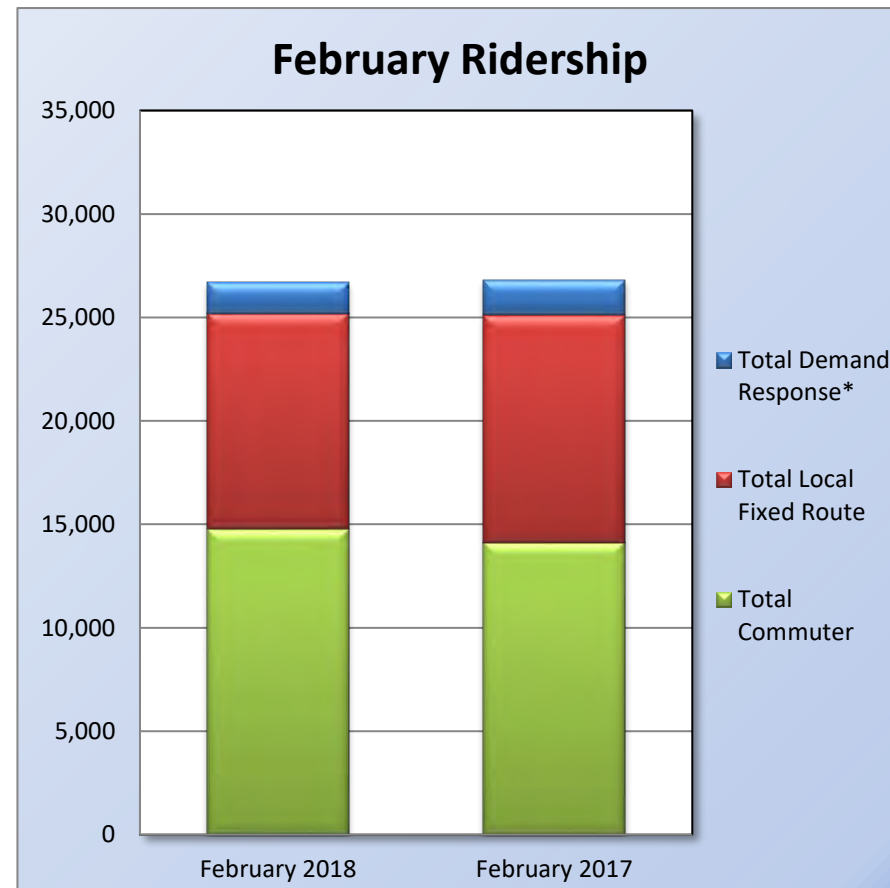


Demand Response	February 2018	February 2017	% Change
Dial-a-Ride	1,434	1,548	-7.4%
Sac-Med	42	34	23.5%
ADA Paratransit	45	113	-60.2%
<b>Total Demand Response*</b>	<b>1,521</b>	<b>1,695</b>	<b>-10.3%</b>

Local Fixed Route	February 2018	February 2017	% Change
Cameron Park	1,005	1,196	-16.0%
Diamond Springs	2,265	2,302	-1.6%
Saturday Express	427	471	-9.3%
Pollock Pines	2,932	3,263	-10.1%
Placerville Shuttle	3,366	3,652	-7.8%
Diamond Springs Saturday	95	113	-15.9%
El Dorado Hills	315	0	100.0%
<b>Total Local Fixed Route</b>	<b>10,405</b>	<b>10,997</b>	<b>-5.4%</b>

Commuter	February 2018	February 2017	% Change
Sacramento Commuter	11,562	11,146	3.7%
Reverse Commuter	44	60	-26.7%
50 Express	3,157	2,909	8.5%
<b>Total Commuter</b>	<b>14,763</b>	<b>14,115</b>	<b>4.6%</b>

Other Services	February 2018	February 2017	% Change
M.O.R.E.	1,665	1,896	-12.2%
Adult Day Services	559	436	28.2%
<b>Total Other Services</b>	<b>2,224</b>	<b>2,332</b>	<b>-4.6%</b>



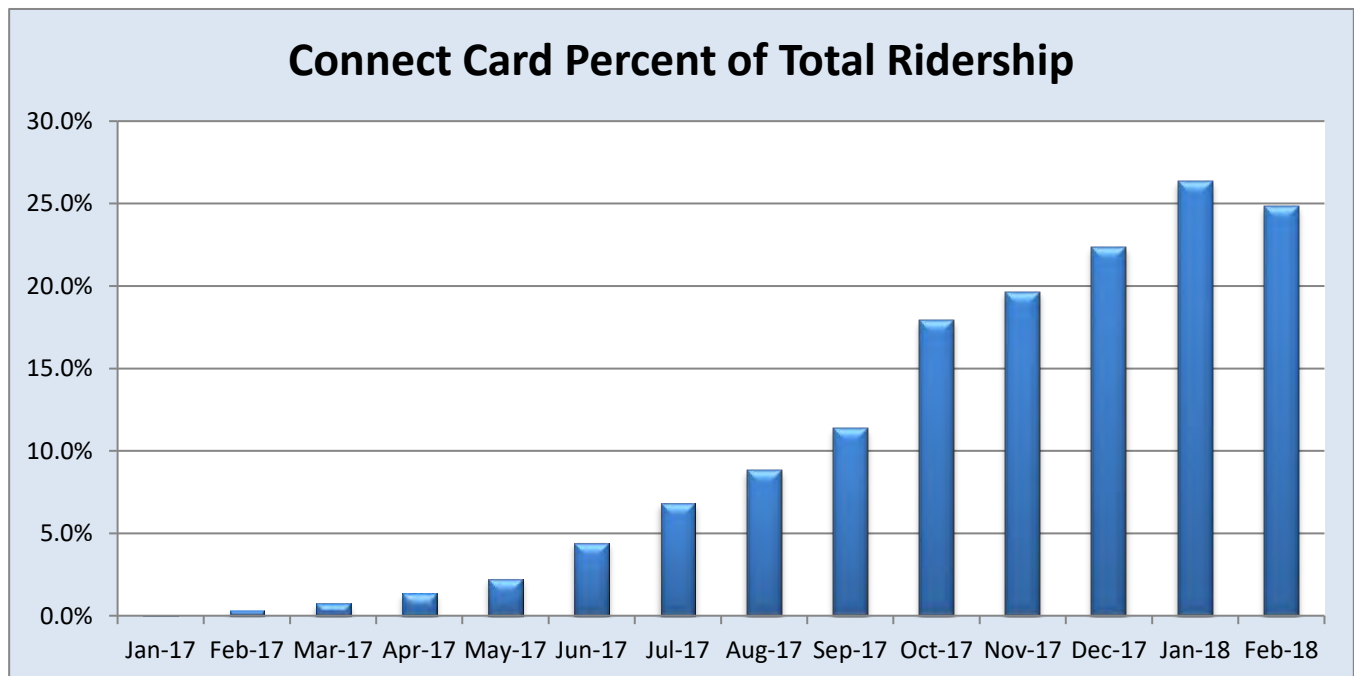
Systemwide*	February 2018	February 2017	% Change
	26,689	26,807	-0.4%

\*Does not include Other Services

## Connect Card Ridership Report



Month	Number of Taps	Total Ridership	% of Total Ridership
Jan-17	11	30,023	0.0%
Feb-17	87	29,139	0.3%
Mar-17	257	35,487	0.7%
Apr-17	394	29,448	1.3%
May-17	715	32,170	2.2%
Jun-17	1,313	29,790	4.4%
Jul-17	1,815	26,713	6.8%
Aug-17	2,947	33,442	8.8%
Sep-17	3,397	29,882	11.4%
Oct-17	5,905	33,007	17.9%
Nov-17	5,519	28,104	19.6%
Dec-17	6,065	27,148	22.3%
Jan-18	8,171	31,005	26.4%
Feb-18	7,175	28,913	24.8%



*Connect Card Consortium Goal of 25% by June 2018*



AGENDA ITEM 1 D  
Consent Item

**MEMORANDUM**

**DATE:** April 5, 2018

**TO:** El Dorado County Transit Authority

**FROM:** Julie Petersen, Finance 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, 2018 in the amount of \$55,631**
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 \$73.15 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.

- March 1, 2018 Board Accepted the current Valuation of OPEB for fiscal years 2017/18 and 2018/19 and adopted Resolution No. 18-10 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-seven (27) 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, 2017 for the years ending June 30, 2018 and June 30, 2019.

Staff is requesting the approval to prefund OPEB in the amount of \$55,631 for FY 2017/18 as calculated in the March 1, 2018 Board Accepted Valuation of OPEB for fiscal years 2017/18 and 2018/19.

## **FISCAL IMPACT**

Fiscal Year 2017/18 Mid-Year Budget adopted on March 1, 2018 includes this amount.

		<u>Budgeted</u>
5020.02	OPEB Prefund	\$55,631

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

**PURCHASE ORDER NO. 23280**

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

**DATE: 04 05 2018**

ACCOUNT: 5020.02

CLASS: 125

TO: CalPERS  
CERBT (OPEB)  
400 Q Street  
Sacramento, CA 95811

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (916) 795-2474

Fax No:

PROMISED DELIVERY DATE		TERMS: Net Due		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		FUNDING OF OTHER POST EMPLOYMENT BENEFITS (OPEB) FISCAL YEAR 2017/18		\$55,631.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$55,631.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	<b>\$55,631.00</b>

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

AGENDA ITEM 1 E  
Consent Item

**MEMORANDUM**

**DATE:** April 5, 2018

**TO:** El Dorado County Transit Authority

**FROM:** Julie Petersen, Finance Manager

**SUBJECT:** Capital Improvement Plan Project 19-04 for Vehicle Replacement  
Fiscal Year 2018/19

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

**Adopt Capital Improvement Plan Project 19-04 for Local Route  
Vehicle Replacement Fiscal Year 2018/19**

**BACKGROUND**

The Bylaws of the El Dorado County Transit Authority (El Dorado Transit) require submission of a preliminary capital budget on or before the March meeting of each year; the Board shall adopt a preliminary capital budget by April 15 of each year. Final budgets are to be submitted to the Board on or before June 15 of each year. Final capital budget shall be adopted by the Board on or before July 15 of each year.

**DISCUSSION**

The El Dorado County Transit Authority Preliminary Capital Improvement Plan Fiscal Year 2018/19 (CIP 2018/19) was adopted on March 1, 2018.

Not included in the plan document was a project to replace five (5) Minivans and five (5) Cutaway buses. These vehicles are designated for replacement with partial funding of Federal Transit Administration (FTA) Section 5310 Grant funds under Standard Agreement #64AC18-00615.

Project 19-04 presented today will allow staff to move forward with procuring the replacement buses.

**FISCAL IMPACT**

*Capital Budget*

*COST SUMMARY (ESTIMATE)*

Proposed  
Budget

Five (5) Minivans	\$250,000
Five (5) Cut-A-Way Buses	\$500,000
Contingency 10%	<u>\$ 75,000</u>
<i>Total Project Cost</i>	<i>\$825,000</i>

*FUNDING SOURCES*

Federal Transit Administration (FTA) 5310	
Enhanced Mobility of Seniors and	
Individuals with Disabilities	\$610,000
State Transit Assistance	<u>\$215,000</u>
<i>Total Revenue</i>	<i>\$825,000</i>

## **Vehicle Replacement – Demand Response**

Services:      Local Bus Route  
                 Dial-A-Ride

Project No. 19-04

The El Dorado County Transit Authority (El Dorado Transit) was awarded a Federal Transit Administration (FTA) grant to replace five (5) local fixed route cutaway buses and five (5) Dial-A-Ride minivans that are beyond useful life. All vehicles will be moved into back-up status.

This project replaces:

EDCTA #	Vehicle Type		Mileage 03/02/2018
1013	2010	Chevy Minivan	126,054
1101	2011	Chevy Minivan	167,643
1301	2013	Chevy Minivan	157,272
1302	2013	Chevy Minivan	166,566
1303	2013	Chevy Minivan	150,941
0703	2007	Chevy 26- passenger bus	283,633
0704	2007	Chevy 26- passenger bus	349,074
0901	2009	Chevy 26- passenger bus	251,683
0902	2009	Chevy 26- passenger bus	236,267
0903	2009	Chevy 26- passenger bus	215,377

### ***COST SUMMARY (ESTIMATE)***

	Proposed <u>Budget</u>
Five (5) Minivans	\$250,000
Five (5) Cut-A-Way Buses	\$500,000
Contingency 10%	<u>\$ 75,000</u>
<i>Total Project Cost</i>	<i>\$825,000</i>

### ***FUNDING SOURCES***

Federal Transit Administration (FTA) 5310 Enhanced Mobility of Seniors and Individuals with Disabilities	\$610,000
State Transit Assistance	<u>\$215,000</u>
<i>Total Revenue</i>	<i>\$825,000</i>

AGENDA ITEM 1 F  
Consent Item

**MEMORANDUM**

**DATE:** April 5, 2018

**TO:** El Dorado County Transit Authority

**FROM:** Brian James, Planning and Marketing Manager

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

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

**Adopt Resolution No. 18-14 Authorizing the El Dorado County Transit Authority and the Executive Director to execute all documents for the Caltrans Division of Rail and Mass Transportation Low Carbon Transit Operations Program (LCTOP), Fiscal Year 2017/18**

**BACKGROUND**

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

**DISCUSSION**

The El Dorado County Transit Authority (El Dorado Transit) is applying for \$217,678 in LCTOP funds to continue to partially fund the service enhancements that were implemented in Cameron Park effective July 6, 2015. As per the Administrative Operations Report, the total expenses for the Cameron Park route in Fiscal Year (FY) 2016/17 were \$414,935.

The project is based on the recommendations of the adopted 2014 Western El Dorado County Short- and Long- Range Transit Plan, June 2014. The project increases the service levels in Cameron Park from 180 minute headways (service every three (3) hours), to 60 minute headways (service every hour) localized to Cameron Park.

This funding request complements currently programmed and approved Local Transportation Funds (LTF) as indicated in the Board approved budget.

## **FISCAL IMPACT**

The Fiscal Year 2017/18 Caltrans Division of Rail and Mass Transportation Low Carbon Transit Operations Program (LCTOP) grant application represents a total of \$217,678 in potential revenue for FY 2018/19 transit operations in Cameron Park.



**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 18-14**

AUTHORIZATION FOR THE EXECUTION OF THE  
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS  
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)  
FOR THE FOLLOWING PROJECT:  
CONTINUATION OF THE CAMERON PARK SERVICE ENHANCEMENT PROJECT  
\$217,678 IN LOW CARBON TRANSIT OPERATIONS PROGRAM FUNDS

**WHEREAS**, the El Dorado County Transit Authority (El Dorado Transit) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

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

**WHEREAS**, Senate Bill 862 (2014) named the California Department of Transportation (Caltrans) as the administrative agency for the LCTOP; and

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of El Dorado Transit that it hereby authorizes the submittal of the following project nomination and allocation request to the Department in FY 2017-18 LCTOP funds:

**Project Name:** Continuation of the Cameron Park Service Enhancement Project

**Amount of LCTOP Funds Requested:** \$217,678

**Description of Project:** Fixed route bus service in Cameron Park with 60 minute headways

**Contributing Sponsors:** No contributing sponsors

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of said Board, held on this 5<sup>th</sup> day of April 2018, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Shiva Frentzen, Chairperson

ATTEST:

---

Megan Wilcher, Secretary to the Board

AGENDA ITEM 1 G  
Consent Item

**MEMORANDUM**

**DATE:** April 5, 2018

**TO:** El Dorado County Transit Authority

**FROM:** Brian James, Planning and Marketing Manager

**SUBJECT:** Vehicle Replacement Plan for Fiscal Years 2018/19 through 2024/25

**REQUESTED ACTION:**

**BY MOTION,**

**Approve Vehicle Replacement Plan for Fiscal Years 2018/19 through 2024/25**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) adopted a *Vehicle Replacement Policy* on February 6, 1997 based on Caltrans and Federal Transit Administration (FTA) guidelines. El Dorado Transit is required to utilize FTA guidelines for replacement vehicles purchased through FTA capital assistance grant programs. A copy of the Vehicle Replacement Policy is included for reference.

**DISCUSSION**

El Dorado Transit staff adheres to the adopted *Vehicle Replacement Policy*, February 1997 to develop replacement plans. This policy is critical for budget forecasting, vehicle inventory management and developing capital assistance grants.

The Replacement Plan for fiscal years 2018/19 through 2024/25 represents a plan for vehicle replacement of current fleet vehicles contingent upon capital revenues available and grant opportunities.

El Dorado Transit has received grants for the vehicles marked in bold, and purchase orders are being prepared. Cut-a-Way bus number 1606 was a total loss in a recent accident and is being replaced using funds from the insurance claim. Staff has submitted a grant application to replace six (6) Local Fixed Route buses.

**FISCAL IMPACT**

Individual replacement projects are brought before the Board as developed.

# VEHICLE REPLACEMENT PLAN

April 5, 2018



EL DORADO TRANSIT

Vehicle #	Vehicle Type	Vehicle Description	Vehicle Replacement Cost	Mileage as of 3/2/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
<b>Staff Vehicles</b>											
9509	Ford Escort	5 psgr staff car	\$30,000	73,405							
0501	Honda Civic	5 psgr staff car	\$30,000	61,574			X				
0701	Chevy Malibu	5 psgr staff car	\$30,000	47,981			X				
0702	Dodge Dakota	Maintenance Vehicle	\$35,000	59,663			X				
M-7055	Ford Box Van	Maintenance Vehicle	\$50,000	26,702							
1608	Ford Cmax	5 psgr staff car	\$30,000	9,353							
1609	Ford Cmax	5 psgr staff car	\$30,000	9,423							
1610	Ford Cmax	5 psgr staff car	\$30,000	9,150							
1611	Ford Cmax	5 psgr staff car	\$30,000	7,575							
1707	Chevy Traverse	5 psgr staff car	\$35,000	7,253							
<b>Minivans</b>											
1013	Dodge Caravan	3 psgr mini-van	\$50,000	126,054	X						X
1101	Dodge Caravan	3 psgr mini-van	\$50,000	167,643	X						X
1301	Dodge Caravan	3 psgr mini-van	\$50,000	157,272	X						X
1302	Dodge Caravan	3 psgr mini-van	\$50,000	166,566	X						X
1303	Dodge Caravan	3 psgr mini-van	\$50,000	150,941	X						X
1304	Dodge Caravan	3 psgr mini-van	\$50,000	156,524				X			
1501	Dodge Caravan	3 psgr mini-van	\$50,000	28,027				X			
1502	Dodge Caravan	3 psgr mini-van	\$50,000	25,886				X			
1503	Dodge Caravan	3 psgr mini-van	\$50,000	13,960				X			
1504	Dodge Caravan	3 psgr mini-van	\$50,000	19,025				X			
<b>Cut-a-Way Buses</b>											
0703	Chevy Cut-a-way	26 psgr bus	\$100,000	283,633	X						
0704	Chevy Cut-a-way	26 psgr bus	\$100,000	349,074	X						
0901	Chevy Cut-a-way	26 psgr bus	\$100,000	251,683	X						
0902	Chevy Cut-a-way	26 psgr bus	\$100,000	236,267	X						
0903	Chevy Cut-a-way	26 psgr bus	\$100,000	215,377	X						
1601	Ford Cut-a-way	26 psgr bus	\$100,000	24,184							X
1602	Ford Cut-a-way	26 psgr bus	\$100,000	46,175							X
1603	Ford Cut-a-way	26 psgr bus	\$100,000	41,295							X
1604	Ford Cut-a-way	26 psgr bus	\$100,000	41,236							X
1605	Ford Cut-a-way	26 psgr bus	\$100,000	44,724							X
1606	Ford Cut-a-way	26 psgr bus	\$100,000	22,222	X						
1607	Ford Cut-a-way	26 psgr bus	\$100,000	27,474							X
<b>Local Fixed Route Buses</b>											
0606	Blue Bird Xcel 37	37 psgr bus	\$450,000	220,849	X						
0607	Blue Bird Xcel 37	37 psgr bus	\$450,000	287,886	X						
0608	Blue Bird Xcel 37	37 psgr bus	\$450,000	242,331	X						
0609	Blue Bird Xcel 37	37 psgr bus	\$450,000	372,401	X						
0610	Blue Bird Xcel 37	37 psgr bus	\$450,000	326,018	X						
1201	International	26 psgr bus	\$450,000	139,039	X						
1701	Gillig	31 psgr bus	\$450,000	27,813							
1702	Gillig	31 psgr bus	\$450,000	32,931							
1703	Gillig	31 psgr bus	\$450,000	34,141							
1704	Gillig	31 psgr bus	\$450,000	34,580							
1705	Gillig	31 psgr bus	\$450,000	32,053							
1706	Gillig	31 psgr bus	\$450,000	30,154							
<b>Commuter Buses</b>											
0601	Blue Bird Xcel 45	45 psgr bus	\$600,000	226,154	X						
0602	Blue Bird Xcel 45	45 psgr bus	\$600,000	276,646	X						
0603	Blue Bird Xcel 45	45 psgr bus	\$600,000	245,719	X						
0604	Blue Bird Xcel 45	45 psgr bus	\$600,000	193,154	X						
0605	Blue Bird Xcel 45	45 psgr bus	\$600,000	185,418	X						
1001	MCI D4500	57 psgr bus	\$600,000	253,880							
1002	MCI D4500	57 psgr bus	\$600,000	313,215							
1003	MCI D4500	57 psgr bus	\$600,000	310,977							
1004	MCI D4500	57 psgr bus	\$600,000	285,554							
1005	MCI D4500	57 psgr bus	\$600,000	266,816							
1006	MCI D4500	57 psgr bus	\$600,000	365,292							
1007	MCI D4500	57 psgr bus	\$600,000	351,456							
1008	MCI D4500	57 psgr bus	\$600,000	278,128							
1009	MCI D4500	57 psgr bus	\$600,000	317,071							
1202	MCI D4500	57 psgr bus	\$600,000	185,497							
1401	MCI D4500	57 psgr bus	\$600,000	144,209							

## **EL DORADO COUNTY TRANSIT AUTHORITY**

### **VEHICLE REPLACEMENT POLICY**

This policy provides that transit vehicles are maintained and remain in mass transit use for their normal service lives. Compliance with this policy will be assurance that El Dorado County Transit Authority meets the Federal guidelines and is eligible for projects programmed for capital assistance offered by the Federal Transportation Administration.

Service life of rolling stock begins on the date the vehicle is placed in revenue service and continues until it is removed from service.

#### Bus Requirements

- (a) Minimum Normal Service Life. Minimum normal service lives for buses are stated below:

1. Standard size heavy duty (approximately 35' – 40') transit buses: at least twelve (12) years service or an accumulation of at least 500,000 miles.
2. Medium size heavy duty (approximately 30') transit buses: at least ten (10) years of service or an accumulation of at least 350,000 miles.
3. Small medium duty (under 30') transit buses: at least seven (7) years or an accumulation of at least 200,000 miles.
4. Other vehicles such as regular and specialized vans: at least four years service or an accumulation of at least 100,000 miles.

Source: CalTrans, UMTA C 9030.1A

- (b) Previously Owned, Rehabilitated Buses and Specialty Vehicles:

Fleet vehicles purchased as "previously owned", rehabilitated and Specialty vehicles shall have the maintenance records reviewed and the vehicle inspected bi-annually to determine safety and maintenance costs. The El Dorado County Transit Authority Director or his/her designated staff shall determine the replacement schedule on these vehicles.

AGENDA ITEM 1 H  
Consent Item

**MEMORANDUM**

**DATE:** April 5, 2018  
**TO:** El Dorado County Transit Authority  
**FROM:** Julie Petersen, Finance Manager  
**SUBJECT:** Operating Reserve Fund

**REQUESTED ACTION:**

**BY MOTION,**

**Adopt Resolution No. 18-16 establishing a \$1,000,000 Target for an Operating Reserve**

**BACKGROUND**

With the economic downturn of 2008, management of the El Dorado County Transit Authority (El Dorado Transit) developed a policy to set up an operating reserve fund.

On August 4, 2011 the El Dorado Transit Board adopted Resolution No. 11-26 and 11-27 and Board Policy B-2 for development of a Board-Designated Operating Reserve Fund. Section 2.00 Establishing a Reserve states; *“Any Board-Directed Operating Reserve Fund shall be established by resolution with a majority vote of the Board”*

This operating reserve fund is a stand-alone interest bearing account funded annually using non-tax revenue accounts such as Bike Locker Rental and Advertising revenues.

Acknowledging this fund would be a long-term project to fully fund, staff worked with the El Dorado County Transportation Commission (EDCTC) to establish a second Contingency account held by EDCTC as recommended in the EDCTC April 2013 Triennial Performance Audit.

The Contingency account held by EDCTC will be fully funded at \$500,000, as of Fiscal Year (FY) 2018/19. This was achieved by funding the EDCTC account with an annual allocation of 3% of Local Transportation Funds of the annual allocation for El Dorado Transit.

The balance of the operating reserve account held by El Dorado Transit is \$98,819.34 at January 31, 2018 after five (5) years of funding; the target funding level per resolution 11-26 is \$1,500,000.

## **DISCUSSION**

A review of Board Policy B-2 has been completed to apprise the Board of the current status of El Dorado Transit's reserve fund and the EDCTC held contingency fund as outlined above.

Each year during the budget process management recommends funding the Operating Reserve Fund using non-tax income. Over the past five (5) years the average funding amount is \$19,500. It would take over seventy-five (75) years to fund this account to the \$1,500,000 target level.

With the addition of the contingency account in 2014 held by EDCTC, management endorses the "blending" of the two (2) accounts for a balance of approximately \$598,819.34 of Reserve/Contingency funds available for use by El Dorado Transit.

Per EDCTC Board Policy the maximum contingency fund balance is \$500,000. El Dorado Transit management feels this benchmark is adequate with future 3% allocations to this account on an as used/needed basis.

Staff is recommending the adoption of Resolution No. 18-16 to adjust the target level of funding to a more realistic goal of \$1,000,000.

Revised Target Goal	\$1,000,000	
EDCTC Held Contingency	\$ 500,000	
El Dorado Transit Held Reserve	<u>\$ 98,819</u>	
	\$ 401,181	Future Reserve Funding

With the current average of \$19,500 per year, the target funding amount would be reached in approximately 20 years.

Staff is researching statutes to determine if El Dorado Transit can use different methods for funding the Reserve.

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 18-16**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY  
TRANSIT AUTHORITY DESIGNATING THE OPERATING RESERVE FUND TARGET  
FUNDING LEVEL**

**WHEREAS**, By Resolution No. 11-26 the El Dorado County Transit Authority (El Dorado Transit) Board of Directors (Board) adopted a Board-Designated Operating Reserve Fund Policy setting forth its procedures for establishment of an Operating Reserve Fund, in order to provide financial flexibility and stability for the continued operations of El Dorado Transit; and

**WHEREAS**, the Board has designated non-tax based revenues to be used to fund such an Operating Reserve; and

**WHEREAS**, in order to provide adequate and appropriate funding to an Operating Reserve Fund, Board wishes to set an optimal minimum operating reserve level.

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

1. The Board hereby sets an optimum minimum operating reserve level for an Operating Reserve Fund at \$1,000,000.
2. The projected amount of funding for the Operating Reserve Fund shall be determined annually during each budget process by El Dorado Transit management staff, based on actual expenditures, planned service reductions or expansions and adjustments for extraordinary expenditures.
3. The Operating Reserve Fund for each fiscal year shall be funded prior to the year-end closing of the preceding year, subject to Board approval.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, This Resolution supersedes Resolution No. 11-27.

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at the regular meeting of said Board held on the 5th day of April 2018, by the following vote:

AYES:                      NOES:                      ABSTAIN:                      ABSENT:

---

Shiva Frentzen, Chairperson

ATTEST:

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Megan Wilcher, Secretary to the Board



AGENDA ITEM 1 I  
Consent Item

**MEMORANDUM**

**DATE:** April 5, 2018

**TO:** El Dorado County Transit Authority

**FROM:** Brian James, Planning and Marketing Manager

**SUBJECT:** Purchasing of Fare Boxes, Stands and Mounting Brackets from Diamond Manufacturing, Inc.

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

1. **Adopt Resolution No. 18-15 Identifying a Fare Box Purchase as Exempt from Competitive Bidding**
2. **Approve Purchase Order 23281 for the purchase of Fare Boxes, Stands and Mounting Brackets from Diamond Manufacturing, Inc.**
3. **Authorize the Executive Director to execute all contracts and documents related to purchase and implementation of up to the approved budget for Capital Improvement Plan 18-07**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) utilizes fare boxes to collect cash and scrip from passengers. The current fare boxes that were manufactured by Main Fare Box have been used for more than twenty (20) years. The company is no longer manufacturing fare boxes and no longer supports the boxes that are currently used by El Dorado Transit.

On February 1, 2018 the Board of Directors approved Capital Improvement Plan (CIP) Project 18-07 for new fare boxes.

**DISCUSSION**

The El Dorado County Transit Authority (El Dorado Transit) purchasing procedures allow an exemption to competitive bidding per the following approved El Dorado Transit Purchasing Procedures:

**“3.12.132 Exemptions from competitive bidding.”**

- A. Notwithstanding the provision of Section 3.12.130 herein, competitive bidding need not be required when the Purchasing Agent determines: 1) competitive bidding would not be in the public interest because of emergency, or: 2) the unique nature of the property or service required precludes competitive bidding, or: 3) competitive bidding would produce no economic benefit to the agency.
- B. The exemption provided by subsection (A) herein shall apply only to the purchase of such items listed below or that have been identified by resolution of the El Dorado Transit Board of Directors.”

The Executive Director verifies that El Dorado Transit Staff follow all procurement policies. El Dorado Transit Staff researched available fare boxes and determined that Diamond Manufacturing, Inc. was the only fare box manufacturer that makes fare boxes with removable locking vaults. Therefore, Diamond Manufacturing, Inc. is the sole source of the fare boxes.

### **FISCAL IMPACT**

The Purchase Order amount is within the approved CIP #18-07 adopted on February 1, 2018 for new fare boxes in Fiscal Year (FY) 2017-18 budget.

#### *COST SUMMARY (ESTIMATE)*

Fare Boxes	\$47,365
Contingency (10%)	<u>\$ 4,737</u>
<i>Total Project Estimate</i>	<i>\$52,102</i>

#### *FUNDING SOURCES*

State Transit Assistance (STA)	<u>\$52,102</u>
<i>Total Revenue</i>	<i>\$52,102</i>

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 18-15**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY  
TRANSIT AUTHORITY IDENTIFYING FARE BOXES AS EXEMPT FROM  
COMPETITIVE BIDDING AND AUTHORIZE THE EXECUTIVE DIRECTOR TO  
PROCURE FARE BOXES, STANDS AND MOUNTING BRACKETS

**WHEREAS**, the El Dorado County Transit Authority utilizes fare boxes for fleet vehicles; and

**WHEREAS**, the El Dorado County Transit Authority uses standard fare boxes with removable locking vaults; and

**WHEREAS**, the El Dorado County Transit Authority has received structured price quotes from the vendor that manufactures standard fare boxes with removable locking vaults; and

**WHEREAS**, Purchasing Procedures Section 3.12.132 Exemptions from competitive bidding allow for exemption from competitive bidding by resolution when the unique nature of the property does not lend itself to bidding.

**NOW THEREFORE, BE IT RESOLVED**; that the purchase of fare boxes with removable locking vaults is considered unique in nature and is hereby declared exempt from competitive bidding.

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of said Board, held on this 5<sup>th</sup> day of April 2018, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Shiva Frentzen, Chairperson

ATTEST:

---

Megan Wilcher, Secretary to the Board

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

**PURCHASE ORDER NO. 23281**

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

**DATE: 04/05/2018**

ACCOUNT: 9910.28

CLASS: 110

TO: Diamond Manufacturing, Inc.  
 2330 Burlington  
 N. Kansas City, MO 64116

SHIP & INVOICE TO:

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

Contact: Todd R. Cull

Vendor Phone No: 816-421-8363

Fax No: 816-421-4735

PROMISED DELIVERY DATE		TERMS: Net 30 Days		
5/24/2018		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
15	ea	Model XV Fare Boxes w/Standard Bracket	\$955.00	\$14,325.00
30	ea	Model XV Fare Boxes w/Adjustable Bracket	\$955.00	\$28,650.00
10	ea	Adjustable Mounting Bracket	\$79.00	\$790.00
15	ea	D10/24 Heavy Duty Stands	\$140.00	\$2,100.00
		Freight (estimate) \$1,500		
		Use Tax to be paid directly to State by El Dorado Transit		
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$45,865.00
			SHIPPING	\$1,500.00
			SALES TAX	
			<b>TOTAL</b>	<b>\$47,365.00</b>
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

AGENDA ITEM 1 J  
Consent Item

**MEMORANDUM**

**DATE:** April 5, 2018

**TO:** El Dorado County Transit Authority

**FROM:** Julie Petersen, Finance Manager

**SUBJECT:** Purchase Orders above \$25,000 for Fiscal Year 2018/19

**REQUESTED ACTION:**

**BY MOTION,**

**Approval of Purchase Orders above \$25,000 for Fiscal Year  
2018/19**

**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.

**DISCUSSION**

The Executive Director certifies that these purchases are processed within approved Purchasing Procedures. All purchase orders are in-line with the adopted preliminary operating budget for Fiscal Year (FY) 2018/19.

- Assurant Employee Benefits Blanket Purchase Order No. B24000  
NTE \$42,000
- Bus & Equipment Repair Blanket Purchase Order No. B24001  
Of California NTE \$30,000
- CalPERS 457 Deferred Blanket Purchase Order No. B24002  
Compensation Plan NTE \$169,000
- Capital Clutch & Brake Blanket Purchase Order No. B24006  
NTE \$25,000
- Cummins Pacific LLC Blanket Purchase Order No. B24007  
NTE \$45,000
- El Dorado County Blanket Purchase Order No. B24009  
Risk Management NTE \$72,000
- GCR Tire Center Blanket Purchase Order No. B24010  
NTE \$55,000
- Health Benefit Division Blanket Purchase Order No. B24003  
CalPERS NTE \$505,000

- Girard, Edwards, Stevens & Tucker LLP      Blanket Purchase Order No. B24011  
NTE \$60,000
- Holt of California      Blanket Purchase Order No. B24012  
NTE \$40,000
- MCI Service Parts Inc.      Blanket Purchase Order No. B24014  
NTE \$55,000
- Operating Engineers Union Dues      Blanket Purchase Order No. B24015  
NTE \$30,000
- Operating Engineers Medical      Blanket Purchase Order No. B24016  
NTE \$830,000
- Pacific Gas & Electric      Blanket Purchase Order No. B24017  
NTE \$64,000
- Paychex      Blanket Purchase Order No. B24018  
NTE \$60,000
- Public Employees Retirement System      Blanket Purchase Order No. B24019  
NTE \$725,000
- Resco Printing      Blanket Purchase Order No. B24020  
NTE \$35,000
- Ron Dupratt Ford      Blanket Purchase Order No. B24021  
NTE \$30,000
- RouteMatch Software Inc.      Blanket Purchase Order No. B24022  
NTE \$65,000
- Sierra Nevada Tire & Wheel      Blanket Purchase Order No. B24025  
NTE \$55,000
- Steve Stymeist Collision Centers      Blanket Purchase Order No. B24026  
NTE \$50,000
- Thompsons Chrysler Dodge Jeep Ram      Blanket Purchase Order No. B24027  
NTE \$30,000
- Tolar Manufacturing Company, Inc.      Blanket Purchase Order No. B24028  
NTE \$40,000
- Verizon Wireless      Blanket Purchase Order No. B24029  
NTE \$42,000
- VISA      Blanket Purchase Order No. B24030  
NTE \$60,000
- Wolfpack Insurance Services Inc.      Blanket Purchase Order No. B24031  
NTE \$62,000
- Zonar Systems Inc.      Blanket Purchase Order No. B24032  
NTE \$28,000

### **FISCAL IMPACT**

Purchase Order amounts are within budget line items in the Preliminary Operating Budget FY 2018/19 as adopted at the Regular Board Meeting of March 1, 2018.

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

**PURCHASE ORDER NO. B24000**

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

**DATE: 07/01/18**

ACCOUNT: 5020.04

CLASS: 125

TO: ASSURANT EMPLOYEE BENEFITS  
 PO BOX 804420  
 KANSAS CITY, MO 64180-4420

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (800) 733-7879

Fax No: (816) 881-6005

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		GROUP LIFE, ACCIDENTAL DEATH & DISMEMBERMENT, AND LONG TERM DISABILITY INSURANCE FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19		NOT TO EXCEED: \$42,000.00
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	\$42,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$42,000.00
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

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

**PURCHASE ORDER NO. B24001**

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

**DATE: 07/01/18**

ACCOUNT: 5040

CLASS: 110

TO: BUS & EQUIPMENT REPAIR OF CA  
31 KAREN ROAD  
BELMONT, CA 94002

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (415) 593-6924

Fax No: (415) 593-0153

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19		NOT TO EXCEED: \$30,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$30,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$30,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

**PURCHASE ORDER NO. B24002**

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

**DATE: 07/01/18**

ACCOUNT: 2032

CLASS: 125

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

SHIP & INVOICE TO:

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

Contact: Lisa Crowell

Vendor Phone No: (617) 657-7366

Fax No: (617) 376-4285

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p style="text-align: center;">OPTIONAL EMPLOYEE PAID SUPPLEMENTAL INCOME PLAN FOR RETIREMENT FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19</p> <p style="text-align: center;">PAYROLL DEDUCTIONS SENT TO CalPERS 457 ARE PAID THROUGH AN ELECTRONIC FUNDS TRANSFER TRANSACTION</p>		NOT TO EXCEED: \$169,000.00
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	\$169,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$169,000.00
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

**PURCHASE ORDER NO. B24006**

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

**DATE: 07/01/18**

ACCOUNT: 5040

CLASS: 110

TO: CAPITOL CLUTCH & BRAKE  
3100 DULUTH STREET  
WEST SACRAMENTO, CA 95691

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (916) 371-5970

Fax No: (916) 371-6853

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19		NOT TO EXCEED: \$25,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$25,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$25,000.00

**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."

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

**PURCHASE ORDER NO. B24007**

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

**DATE: 07/01/18**

ACCOUNT: 5040

CLASS: 110

TO: CUMMINS PACIFIC LLC  
1939 DEERE AVE  
IRVINE, CA 92606

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (916) 371-0630

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19		NOT TO EXCEED: \$45,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$45,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$45,000.00

**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."

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

**PURCHASE ORDER NO. B24009**

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

**DATE: 07/01/18**

ACCOUNT: 5020.02

CLASS: 125

TO: EL DORADO COUNTY  
RISK MANAGEMENT  
330 FAIR LANE  
PLACERVILLE, CA 95667

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (530) 621-5568

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p style="text-align: center;">EL DORADO COUNTY PROVIDED HEALTH INSURANCE PLAN TO INCLUDE; MEDICAL, DENTAL, CHIROPRACTIC, AND VISION COVERAGE OPTION FOR TRANSIT DRIVERS FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19</p> <p style="text-align: center;">NOTE: PURCHASE ORDER REFLECTS TOTAL PREMIUM CHARGED. EDCTA ACTUAL COST IS REDUCED BY PAYROLL DEDUCTION OF EMPLOYEE PORTION.</p>		NOT TO EXCEED: \$72,000.00
<p>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.</p> <p><b>PURCHASING AGENT</b></p>			SUBTOTAL	\$72,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$72,000.00

**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."

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

**PURCHASE ORDER NO. B24010**

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

**DATE: 07/01/18**

ACCOUNT: 5040.02

CLASS: 110

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

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (530) 391-9240

Fax No: (916) 447-0122

PROMISED DELIVERY DATE		TERMS: NET 10th OF THE FOLLOWING MONTH		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		TIRES FOR FLEET VEHICLES ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19  ALL PRICING THROUGH THE STATE OF CALIFORNIA (SEE ATTACHED)		NOT TO EXCEED: \$55,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$55,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$55,000.00

**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."

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

**PURCHASE ORDER NO. B24003**

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

**DATE: 07/01/18**

ACCOUNT: 5020.02

CLASS: 125

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

SHIP & INVOICE TO:

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

Contact: Robert Sharp

Vendor Phone No: (888) 225-7377

Fax No: (916) 795-7901

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p>EDCTA SPONSORED HEALTH INSURANCE COVERAGE FOR UNREPRESENTED AND MANAGEMENT EMPLOYEES FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19</p> <p>PAYROLL DEDUCTIONS SENT TO CalPERS HEALTH BENEFIT SERVICE DIVISION ARE PAID THROUGH AN ELECTRONIC FUNDS TRANSFER TRANSACTION</p> <p>NOTE: PURCHASE ORDER REFLECTS TOTAL PREMIUM CHARGED. EDCTA ACTUAL COST IS REDUCED BY PAYROLL DEDUCTION OF EMPLOYEE PORTION.</p>		NOT TO EXCEED: \$505,000.00
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	\$505,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$505,000.00
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

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

**PURCHASE ORDER NO. B24014**

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

**DATE: 07/01/18**

ACCOUNT: 5040

CLASS: 110

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

SHIP & INVOICE TO:

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

Contact: Ryan Horrell

Vendor Phone No: (502) 318-3123

Fax No: (847) 285-2300

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19		NOT TO EXCEED: \$55,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$55,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$55,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing

# EL DORADO COUNTY TRANSIT AUTHORITY

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

**PURCHASE ORDER NO. B24011**

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

**DATE: 07/01/18**

ACCOUNT: 5030

CLASS: 125, 600

ACCOUNT: VARIOUS

SHIP &amp; 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 07/01/18 THROUGH 06/30/19		NOT TO EXCEED: \$60,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$60,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$60,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

**PURCHASE ORDER NO. B24012**

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

**DATE: 07/01/18**

ACCOUNT: 5040

CLASS: 110

TO: HOLT OF CALIFORNIA  
PO BOX 100001  
SACRAMENTO, CA 95813-9972

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

Contact:

Vendor Phone No: (877) 373-4100

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19		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.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$40,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	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."

Circle Distributing: Vendor - Accounting - Requestor - Purchasing

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

**PURCHASE ORDER NO. B24014**

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

**DATE: 07/01/18**

ACCOUNT: 5040

CLASS: 110

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

SHIP & INVOICE TO:

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

Contact: Ryan Horrell

Vendor Phone No: (502) 318-3123

Fax No: (847) 285-2300

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19		NOT TO EXCEED: \$55,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$55,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$55,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

**PURCHASE ORDER NO. B24015**

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

**DATE: 07/01/18**

ACCOUNT: 2035

CLASS: 125

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

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (510) 748-7400

Fax No: (510) 748-7401

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		REPRESENTED EMPLOYEES MONTHLY UNION DUES FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19  DUES PAID THROUGH PAYROLL DEDUCTION NO ACTUAL FISCAL COST TO EDCTA		NOT TO EXCEED: \$30,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$30,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$30,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

**PURCHASE ORDER NO. B24016**

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

**DATE: 07/01/18**

ACCOUNT: 5020.02

CLASS: 125

TO: OPERATING ENGINEERS PUBLIC  
& MISCELLANEOUS EMPLOYEES  
PO BOX 3157  
HAYWARD, CA 94540-3157

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (510) 337-3050

Fax No:

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p>OPERATING ENGINEERS PUBLIC EMPLOYEES HEALTH &amp; WELFARE GROUP MEDICAL COVERAGE FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19</p> <p>NOTE: PURCHASE ORDER REFLECTS TOTAL PREMIUM CHARGED. EDCTA ACTUAL COST IS REDUCED BY PAYROLL DEDUCTION OF EMPLOYEE PORTION.</p>		NOT TO EXCEED: \$830,000.00
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	\$830,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$830,000.00
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

**PURCHASE ORDER NO. B24018**

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

**DATE: 07/01/18**

ACCOUNT: 5030

CLASS: 125

TO: PAYCHEX

2365 IRON POINT ROAD, SUITE 240  
 FOLSOM, CA 95630

SHIP & INVOICE TO:

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

Contact: Jay Lignell

Vendor Phone No: (916) 983-0303 ext. 47563

Fax No: (877) 880-9229

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		BI-WEEKLY PAYROLL PROCESSING FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19  PAYROLL PROCESSING IS PAID AUTOMATICALLY THROUGH AND ELECTRONIC FUNDS TRANSFER TRANSACTION		NOT TO EXCEED: \$60,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			<b>SUBTOTAL</b>	\$60,000.00
			<b>SHIPPING</b>	
			<b>SALES TAX</b>	
			<b>TOTAL</b>	NTE: \$60,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

**PURCHASE ORDER NO. B24019**

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

**DATE: 07/01/18**

ACCOUNT: 5020.01

CLASS: 125

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

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No:

Fax No:

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p>EMPLOYER PAID RETIREMENT BENEFITS:</p> <p>CLASSIC: EMPLOYEE PORTION 7%</p> <p>EMPLOYER PORTION 10.152%</p> <p>NEW HIRES HIRED AFTER 12/31/12</p> <p>PEPRA: EMPLOYEE PORTION 6.5%</p> <p>EMPLOYER PORTION 7.266%</p> <p>OF ELIGIBLE GROSS PAYROLL FOR FISCAL              YEAR 07/01/18 THROUGH 06/30/19</p> <p>CalPERS RETIREMENT BENEFITS ARE PAID              THROUGH AN ELECTRONIC FUNDS TRANSFER              TRANSACTION</p>		<p>NOT TO              EXCEED:              \$725,000.00</p>
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	\$725,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$725,000.00
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

**PURCHASE ORDER NO. B24020**

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

**DATE: 07/01/18**

ACCOUNT: 5090.75

CLASS: 125

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

SHIP & INVOICE TO:

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

Contact: Mike

Vendor Phone No: (530) 642-2842

Fax No: (530) 642-9285

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PRINTING OF BROCHURES, PASSES, SCRIP AND RELATED MATERIALS ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19		NOT TO EXCEED: \$35,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$35,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$35,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

**PURCHASE ORDER NO. B24021**

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

**DATE: 07/01/18**

ACCOUNT: 5040

CLASS: 110

TO: RON DUPRATT FORD  
1320 N. FIRST ST  
DIXON, CA 95620

SHIP & INVOICE TO:

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

Contact: Bruce Fetrow

Vendor Phone No: (877) 466-9742

Fax No: (707) 678-2824

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19		NOT TO EXCEED: \$30,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$30,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$30,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

**PURCHASE ORDER NO. B24022**

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

**DATE: 07/01/18**

ACCOUNT: VARIOUS      CLASS: 125

TO: ROUTEMATCH SOFTWARE INC  
1201 WEST PEACHTREE ST SUITE 3300  
ATLANTA, GA 30309

SHIP & INVOICE TO:

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

Contact: Teague Kirkpatrick

Vendor Phone No: (404) 876-5160

Fax No: (404) 898-1145

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		ALL ANNUAL FEES MAINTENANCE AND LICENSE FEES ASSOCIATED WITH SOFTWARE FOR DISPATCH FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19		NOT TO EXCEED: \$65,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$65,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$65,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

**PURCHASE ORDER NO. B24025**

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

**DATE: 07/01/18**

ACCOUNT: 5040.02

CLASS: 110

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

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (530) 622-4714

Fax No: (530) 622-5345

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p style="text-align: center;">TIRES FOR FLEET VEHICLES ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19</p> <p style="text-align: center;">ALL PRICING THROUGH THE STATE OF CALIFORNIA (SEE ATTACHED)</p>		NOT TO EXCEED: \$55,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$55,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$55,000.00
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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# EL DORADO COUNTY TRANSIT AUTHORITY

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

**PURCHASE ORDER NO. B24026**

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

**DATE: 07/01/18**

ACCOUNT: 5040.06

CLASS: 110

ACCOUNT: 5040

CLASS: 110

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

SHIP &amp; INVOICE TO:

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

Contact: Sue Pardi (Office Manager)

Vendor Phone No: (530) 622-7588

Fax No: (530) 622-0353

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		COLLISION REPAIR FOR COMMUTER BUSES ONLY FACILITY TO ACCOMMODATE OUR COMMUTER BUSES IN EL DORADO COUNTY FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19		NOT TO EXCEED: \$50,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$50,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$50,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

**PURCHASE ORDER NO. B24027**

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

**DATE: 07/01/18**

ACCOUNT: 5040

CLASS: 110

TO: THOMPSONS CHRYSLER DODGE  
JEEP RAM  
126 FORNI ROAD  
PLACERVILLE, CA 95667

SHIP & INVOICE TO:

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

Contact: Tammy St. Germain

Vendor Phone No: (530) 903-4570

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19		NOT TO EXCEED: \$30,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$30,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$30,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

**PURCHASE ORDER NO. B24028**

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

**DATE: 07/01/18**

ACCOUNT: 9910.15

CLASS: 125

ACCOUNT: VARIOUS

CLASS: VARIOUS

TO: TOLAR MANUFACTURING COMPANY INC  
 258 MARIAH CIRCLE  
 CORONA, CA 92879-1751

SHIP & INVOICE TO:

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

Contact: Scott Williams

Vendor Phone No: (951) 808-0081

Fax No: (951) 808-0041

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		BUS SHELTERS WITH SOLAR LIGHTING KITS ON AS NEEDED BASIS FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19		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.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$40,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	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."

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

**PURCHASE ORDER NO. B24029**

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

**DATE: 07/01/18**

ACCOUNT: 5050.01

CLASS: 125

TO: VERIZON WIRELESS  
PO BOX 9622  
MISSION HILLS, CA 91346-9622

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (800) 922-0204

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 15		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PROVIDE CELLULAR SERVICE FOR PHONES AND TABLETS FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19		NOT TO EXCEED: \$42,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$42,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$42,000.00

**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."

# EL DORADO COUNTY TRANSIT AUTHORITY

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

**PURCHASE ORDER NO. B24030**

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

**DATE: 07/01/18**

ACCOUNT: TO BE DESIGNATED

TO: VISA

UMPQUA BANK

4011 PLAZA GOLDORADO CIR

CAMERON PARK, CA 95682-8257

SHIP &amp; INVOICE TO:

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

Contact:

Vendor Phone No: (530) 622-4242

Fax No:

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		AGENCY CREDIT CARDS FOR:  EXECUTIVE DIRECTOR OPERATIONS MANAGER HUMAN RESOURCES MANAGER PLANNING AND MARKETING MANAGER ADMINISTRATIVE COORDINATOR  MISC. VISA PURCHASES  FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19		NOT TO EXCEED \$60,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$60,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$60,000.00

**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."

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

**PURCHASE ORDER NO. B24031**

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

**DATE: 07/01/18**

ACCOUNT: 5020.02

CLASS: 125

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

SHIP & INVOICE TO:

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

Contact: Debbie Barr / VRB

Vendor Phone No: (800) 296-0192

Fax No: (650) 591-4022

PROMISED DELIVERY DATE		TERMS: NET 10		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p>EDCTA SPONSORED HEALTH INSURANCE FOR DENTAL AND VISION CARE FOR UNREPRESENTED AND MANAGEMENT EMPLOYEES FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19</p> <p>NOTE: PURCHASE ORDER REFLECTS TOTAL PREMIUM CHARGED. EDCTA ACTUAL COST IS REDUCED BY PAYROLL DEDUCTION OF EMPLOYEE PORTION.</p>		NOT TO EXCEED: \$62,000.00
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	\$62,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$62,000.00
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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



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

**PURCHASE ORDER NO. B24032**

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

**DATE: 07/01/18**

ACCOUNT: 5040 CLASS: 110  
ACCOUNT: 5090.06 CLASS: 125

SHIP & INVOICE TO:

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

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

Contact: Michelle Shockes

Vendor Phone No: (206) 878-2459

Fax No: (206) 878-3082

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		ANNUAL MAINTENANCE CONTRACT, REPLACEMENT AND OR ADDITIONAL PARTS AND SERVICES FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19		NOT TO EXCEED: \$28,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$28,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$28,000.00
PURCHASING AGENT				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

AGENDA ITEM 1 K  
Consent Item

**MEMORANDUM**

**DATE:** April 5, 2018

**TO:** El Dorado County Transit Authority

**FROM:** Maria Harris, Human Resources Manager

**SUBJECT:** Removal of “Bilingual Pay” option from the Personnel Policies and Procedure Manual and Office Assistant II Job Classification

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

1. Adopt Resolution No. 18-12 revising the Adopted El Dorado County Transit Authority Personnel Policies and Procedures Manual
2. Adopt and Approve Revised Office Assistant II Job Classification

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) currently provides the Office Assistant II Job Classification with the option of Bilingual Pay Differential.

**ARTICLE 4.10: Bilingual Differential:**

An employee that utilizes bilingual skills as a required component of the employee’s job duties and is necessary in the delivery of El Dorado Transit services shall be paid a bilingual differential.

El Dorado Transit has not had an employee paid under this policy since February 2013 and has since utilized Language Line Solutions to assist interpreting with Spanish speaking clients.

After review of the amount of time spent on bilingual calls during the course of six (6) months from September 2017 through February 2018, staff has determined the Bilingual Pay Differential (BPD) is not necessary for operational purposes.

## **DISCUSSION**

Staff examined calls received during the last six (6) months that required assistance from the Language Line Solutions. The findings are as follows:

- Eleven calls received that required translator services from September 2017 – February 2018. That is an average of 1.83 calls per month
- Total of 19,000 calls received from September 2017 – February 2018. That is an average of .05% of the total calls that required a Spanish translator

Over the last six (6) months from September 2017 through February 2018, the average numbers of calls that required interpreting services for Spanish speaking customers was .05% of the total call volume. The cost to maintain the service for the last six (6) was on average \$11.60 per month. Total annual cost is approximately \$140.00.

The current BPD Policy and Salary Schedule provides an additional \$1.00 per hour for an Office Assistant II who speaks fluent Spanish. A full-time employee within this position works on average 2080 hours per year at a starting salary of \$15.36 (step 1) an hour, plus an additional \$1.00 an hour for the BPD. The incumbent would earn an additional \$2,080.00 annually or \$173.33 a month and they would only utilize their skill approximately .10% of their time.

Additionally, El Dorado Transit would have to maintain the Language Line Service, to cover absences and additional languages.

El Dorado Transit staff has concluded that it is no longer necessary for the current job classification of Office Assistant II to include the pay option of Bilingual Differential due to the insignificant amount of time spent utilizing this skill and the minimal cost to maintain Language Line Solutions. Staff recommends **ARTICLE 4.10 Bilingual Differential** be removed from the current Personnel Policies and Procedures Manual and from the Office Assistant II job classification. A revised salary schedule is included on Agenda Item 1L and will be updated accordingly upon approval and adoption of the recommendation.

With removal of this pay differential option, there is no monetary impact at this time considering we do not have any employees who are currently classified to receive this pay.

## **FISCAL IMPACT**

None

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 18-12**

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

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

**WHEREAS**, the last revision to the Policy was on February 1, 2018; and

**WHEREAS**, the proposed Policy includes clarifications and revisions needed to comply with updated laws and regulations and incorporate Board approved policy changes.

**WHEREAS**, the proposed Policy has been updated to include all federal and state laws; and

**WHEREAS**, the proposed Policy improves readability and ease of use; and

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, by the Board of Directors of the El Dorado County Transit Authority: The Board adopts the revised Personnel Policies and Procedures Manual of the El Dorado County Transit Authority, attached hereto as Attachment A.

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of the Board held on the 5<sup>th</sup> day of April 2018, by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Shiva Frentzen, Chairperson

ATTEST:

---

Megan Wilcher, Secretary to the Board

#### **4.10 — Bilingual Differential**

~~An employee that utilizes bilingual skills as a required component of the employee's job duties and is necessary in the delivery of El Dorado Transit services shall be paid a bilingual differential.~~

## **ARTICLE 5 – PAID AND UNPAID LEAVE POLICIES**

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Employees are expected to be at work at scheduled times. To ensure accountability and the integrity of public service, all employees are expected to account for their absences from work. Leave time is chargeable in increments of one-tenth (1/10) of an hour.

In cases where an employee knows in advance of the need to take a leave, the employee shall complete a Leave Request Form in advance of the requested time off and receive approval for use of the leave time prior to its use.

Leave shall be subject to approval by the employee's supervisor, and scheduled in advance whenever possible, with due regard for the service needs of El Dorado Transit and the employee's workload.

El Dorado Transit may employ any reasonable measure to ensure employees have properly accounted for leaves, including requiring reasonable proof that the basis for the leave is legitimate. Abuse of leave privileges, including but not limited to working for a secondary employer while on sick leave or using sick leave while an employee is on vacation, may subject an employee to disciplinary action, up to and including termination.

### **5.1 Vacations**

For purposes of this section, one year shall be equivalent to twenty-six (26) bi-weekly pay periods of continuous service.

#### **Accrual Rates and Maximum Accumulation**

Every full-time and part-time employee shall accrue and accumulate vacation leave with pay as follows:

Each full-time and part-time employee with less than four years continuous service shall accrue vacation credit at the rate of .03875 an hour for each full hour in pay status (equal to 3.1 hours for full-time in a full pay period). In no case shall an employee with less than four years continuous service accumulate more than 240 hours vacation leave.

Each full-time and part-time employee with four years or more continuous service shall accrue vacation credit at the rate of .05875 hour for each full hour in pay status (equal to

AGENDA ITEM 1 L  
Consent Item

**MEMORANDUM**

**DATE:** April 5, 2018

**TO:** El Dorado County Transit Authority

**FROM:** Maria Harris, Human Resources Manager

**SUBJECT:** Fiscal Year 2018/19 Approved Allocation Plan and Proposed Salary Schedule for Fiscal Year 2018/19

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

1. **Adopt Resolution No. 18-13 Adopting the Allocation Plan for Fiscal Year 2018/19**
2. **Adopt Resolution No. 18-20 Approving the Salary Schedule for Fiscal Year 2018/19**

**BACKGROUND**

As required under Article 3.10 of the El Dorado County Transit Authority Personnel Policies and Procedures Manual, Amended and Adopted 02/01/2018, 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) 2018/19 are included for adoption. The allocation table and organizational chart for FY 2018/19 were approved on March 1, 2018 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 No. 18-13 Allocation Table and Resolution No. 18-20 approving FY 2018/19 Salary Schedule.

*Personnel Allocation Resolution No. 18-13 (Attached)*

The Approved Allocation Table noted in Resolution No. 18-13 is attached for reference and includes Board approved current staffing levels of 63 allocated full-time equivalent (fte) at El Dorado Transit.

*Salary Schedule Resolution No. 18-20 (Attached)*

The proposed Salary Schedule for FY 2018/19 incorporates current adopted salaries, as well as the approved staffing levels and the Memorandum of Understand between El Dorado County Transit Authority and Operating Engineers Local Union No. 3 Transit Drivers (MOU). At this time the only change to the unrepresented classification wages is the removal of Office Assistant II Bilingual Salary band pursuant to Board approval and adoption of recommended changes as requested in Agenda Item 1K of the April 5, 2018 Board Agenda.

**FISCAL IMPACT**

All costs associated with Resolution No. 18-20 were approved and adopted in the FY 2018/19 preliminary operating budget during the March 1, 2018 board meeting.

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 18-13**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY  
TRANSIT AUTHORITY ADOPTING A PERSONNEL ALLOCATION TABLE FOR FISCAL  
YEAR 2018/19

**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 2018/19.
2. The Board authorizes the Executive Director to utilize extra-help employees as necessary to meet the service needs of the public.

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of said Board held on the 5<sup>th</sup> day of April 2018, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Shiva Frentzen, Chairperson

ATTEST:

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



EL DORADO COUNTY TRANSIT AUTHORITY  
APPROVED  
PERSONNEL ALLOCATION TABLE  
Fiscal Year (FY) 2018/19

Attachment 1a

Classification	Adopted FY 2017/18 (fte*)	Approved FY 2018/19 (fte*)
Administrative Coordinator	1	1
Custodian	1	1
Equipment Technician I/II	4	4
Executive Director	1	1
Finance Manager	1	1
Fiscal Technician I	2	2
Human Resources Manager	1	1
Information Technology Analyst	1	1
Maintenance and Facilities Supervisor	1	1
Maintenance Technician	2	2
Office Assistant II	2	2
Operations Manager	1	1
Planning and Marketing Manager	1	1
Transit Operations Supervisor	3	3
Safety Coordinator	1	1
Transit Dispatcher	5	5
Transit Operator	35	35
<b><i>TOTAL ALLOCATED POSITIONS</i></b>	<b><i>63</i></b>	<b><i>63</i></b>

\* fte = Full Time Equivalent

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 18-20**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY  
TRANSIT AUTHORITY ADOPTING THE FISCAL YEAR 2018/19 SALARY SCHEDULE  
FOR REGULAR AND EXTRA HELP EMPLOYEES**

**WHEREAS**, Article 3.10 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**, the Board adopted Resolution No. 18-01 on February 1, 2018 adopting changes made to the salary schedule for the regular unrepresented employees for Fiscal Year 2018/19, and

**WHEREAS**, no adjustments have been made to the salary schedule for the regular represented 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 2018.

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of said Board held on the 5<sup>th</sup> day of April 2018, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Shiva Frentzen, Chairperson

ATTEST:

---

Megan Wilcher, Secretary to the Board

**El Dorado County Transit Authority**  
**PROPOSED SALARY SCHEDULE FOR FISCAL YEAR 2018/19**

JOB CLASSIFICATION	STEP	1	2	3	4	5	6	7
ADMINISTRATIVE COORDINATOR - UR	Hourly	21.71	22.80	23.94	25.13	26.39	27.71	29.10
	Monthly	3,763.07	3,951.31	4,148.91	4,356.39	4,574.27	4,803.07	5,043.31
CUSTODIAN - UR	Hourly	12.93	13.58	14.26	14.97	15.72	16.50	17.33
	Monthly	2,241.20	2,353.35	2,471.04	2,594.63	2,724.45	2,860.69	3,003.87
EQUIPMENT TECHNICIAN I - UR	Hourly	18.72	19.66	20.64	21.67	22.76	23.89	25.09
	Monthly	3,244.80	3,407.04	3,577.43	3,756.31	3,944.20	4,141.45	4,348.59
EQUIPMENT TECHNICIAN II - UR	Hourly	20.66	21.69	22.78	23.92	25.11	26.37	27.69
	Monthly	3,581.07	3,760.12	3,948.19	4,145.61	4,352.92	4,570.63	4,799.25
EQUIPMENT TECHNICIAN II - UR - Y Rated	Hourly							29.51
	Monthly							5,115.07
EXECUTIVE DIRECTOR - CONTRACT	Hourly							59.69
	Monthly							10,346.27
FINANCE MANAGER - UR / C / M	Hourly	37.38	39.25	41.21	43.27	45.43	47.71	50.09
	Monthly	6,479.20	6,803.16	7,143.41	7,500.65	7,874.53	8,269.73	8,682.27
FISCAL TECHNICIAN I - UR	Hourly	17.38	18.25	19.16	20.12	21.13	22.19	23.30
	Monthly	3,012.53	3,163.16	3,321.41	3,487.64	3,662.19	3,845.40	4,037.80
FISCAL TECHNICIAN II - UR	Hourly	19.19	20.15	21.16	22.22	23.33	24.49	25.72
	Monthly	3,326.27	3,492.67	3,667.39	3,850.77	4,043.35	4,245.63	4,457.96
HUMAN RESOURCES MANAGER - UR / C / M	Hourly	35.57	37.35	39.22	41.18	43.24	45.40	47.67
	Monthly	6,165.47	6,473.83	6,797.61	7,137.52	7,494.41	7,869.16	8,262.63
MAINTENANCE AND FACILITIES SUPERVISOR - UR	Hourly	26.45	27.77	29.16	30.62	32.15	33.76	35.45
	Monthly	4,584.67	4,813.99	5,054.75	5,307.64	5,573.19	5,851.91	6,144.67
MAINTENANCE TECHNICIAN - UR	Hourly	18.26	19.17	20.13	21.14	22.20	23.31	24.47
	Monthly	3,165.07	3,323.32	3,489.55	3,664.09	3,847.31	4,039.71	4,241.81
OFFICE ASSISTANT I - UR	Hourly	13.92	14.62	15.35	16.12	16.92	17.77	18.66
	Monthly	2,412.80	2,533.44	2,660.15	2,793.27	2,932.97	3,079.79	3,233.88
OFFICE ASSISTANT II - UR	Hourly	15.36	16.13	16.94	17.78	18.67	19.61	20.59
	Monthly	2,662.40	2,795.52	2,935.40	3,082.21	3,236.48	3,398.37	3,568.41
<del>OFFICE ASSISTANT II BILINGUAL - UR</del>	<del>Hourly</del>	<del>16.36</del>	<del>17.13</del>	<del>17.94</del>	<del>18.78</del>	<del>19.67</del>	<del>20.61</del>	<del>21.59</del>
	<del>Monthly</del>	<del>2,835.73</del>	<del>2,968.85</del>	<del>3,108.73</del>	<del>3,255.55</del>	<del>3,409.84</del>	<del>3,571.74</del>	<del>3,741.75</del>
OPERATIONS MANAGER - UR / C / M	Hourly	39.27	41.23	43.30	45.46	47.74	50.12	52.63
	Monthly	6,806.80	7,147.23	7,504.64	7,879.91	8,274.07	8,687.81	9,122.36
PLANNING & MARKETING MANAGER - UR / C / M	Hourly	29.93	31.43	33.00	34.65	36.38	38.20	40.11
	Monthly	5,187.87	5,447.35	5,719.83	6,005.83	6,306.21	6,621.68	6,952.92
SAFETY COORDINATOR - UR	Hourly	27.11	28.47	29.89	31.39	32.96	34.60	36.33
	Monthly	4,699.07	4,934.11	5,180.93	5,440.07	5,712.20	5,997.85	6,297.89
TRANSIT DISPATCHER - UR	Hourly	15.75	16.54	17.37	18.23	19.15	20.10	21.11
	Monthly	2,730.00	2,866.59	3,009.93	3,160.56	3,318.64	3,484.69	3,659.07
EXTRA HELP TRANSIT DISPATCHER - UR	Hourly	15.75	16.54	17.37				
	Monthly	2,730.00	2,866.59	3,009.93				
TRANSIT OPERATOR - FULL TIME - R	Hourly	17.12	17.98	18.88	19.82	20.81	21.86	22.95
	Monthly	2,967.47	3,115.84	3,271.67	3,435.29	3,607.07	3,789.24	3,977.13

**El Dorado County Transit Authority**  
**PROPOSED SALARY SCHEDULE FOR FISCAL YEAR 2018/19**

JOB CLASSIFICATION		STEP	1	2	3	4	5	6	7
TRANSIT OPERATOR - PART TIME - R	Hourly		17.12	17.98	18.88	19.82	20.81	21.86	22.95
	Monthly		2,967.47	3,115.84	3,271.67	3,435.29	3,607.07	3,789.24	3,977.13
EXTRA HELP TRANSIT OPERATOR	Hourly		17.12	17.98	18.88				
	Monthly		2,967.47	3,115.84	3,271.67				
TRANSIT OPERATIONS SUPERVISOR - UR	Hourly		24.56	25.79	27.08	28.43	29.85	31.35	32.92
	Monthly		4,257.07	4,469.92	4,693.52	4,928.21	5,174.69	5,433.48	5,705.27

UR = Unrepresented

R = Represented

C = Confidential

M = Management

Unrepresented and Management; Adopted: Resolution 18-01, February 1, 2018

\* Represented; Board Ratified June 4, 2015

\*\*Executive Director Contract Approved by Board December 4, 2014

AGENDA ITEM 1 M  
Consent Item

**MEMORANDUM**

**DATE:** April 5, 2018  
**TO:** El Dorado County Transit Authority  
**FROM:** Scott A. Ousley, Operations Manager  
**SUBJECT:** Surplus Property Designation

**REQUESTED ACTION:**

**BY MOTION,**

**Approve Designation of Surplus Property as Per Itemized Property  
Inventory List**

**BACKGROUND**

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

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

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

EL DORADO COUNTY TRANSIT AUTHORITY  
ITEMIZED SURPLUS PROPERTY INVENTORY  
April 5, 2018

<u>Quantity</u>	<u>Description</u>
1	LENOVO ThinkPad Laptop Computer S/N #: R95DX99
1	LENOVO ThinkPad Laptop Computer S/N #: R95RLK9
1	HP Workstation Compaq 8100 S/N #: 2UA02003QZ
1	HP Workstation Compaq 8100 S/N # 2UA020035Z
1	IBM ThinkPad Laptop Computer S/N #: LV-P1995
1	Samsung Tablet S/N #: R52G1101AJZ
6	Minivan Folding Bench Seats
1	Pallet – Miscellaneous Bus Parts
3	Chevrolet Steel Wheels 17” 6-Lug

AGENDA ITEM 1 N  
Consent Item

**MEMORANDUM**

**DATE:** April 5, 2018

**TO:** El Dorado County Transit Authority

**FROM:** Mindy Jackson, Executive Director

**SUBJECT:** Acceptance of an Irrevocable Offer of Dedication for a portion of the future Bass Lake Hills Park and Ride.

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

**Adopt Resolution No. 18-18, a Resolution to Accept an Irrevocable Offer of Dedication #18-01, from Salud, et. al., which conveys fee title and a slope easement to a portion of the Bass Lake Hills Park and Ride site.**

**BACKGROUND**

The Bass Lake Hills Specific Plan (BLHSP) requires the Developers of subdivisions within the plan area to provide the land necessary to construct a 200 space Park and Ride facility just north of US Hwy. 50 at Bass Lake Road and Tiera De Dios Drive. The BLHSP also requires the Developers to construct the Park and Ride in phases, as the individual subdivisions within the Specific Plan are built.

The pace of development within the BLHSP has varied over the past 20 years, depending on ownership of the subject lands and the viability of development in relation to the economy. Most recently, modifications to the Public Facilities Financing Plan (PFFP) were approved by the Planning Commission and the Board of Supervisors, and on February 28, 2017 the Board of Supervisors approved the Rezoning, Planned Development and Tentative Subdivision Map for the Bass Lake North Project. Also at that time, the September 2016 Addendum to the 1992 Bass Lake Road Study Area Final Program Environmental Impact Report (EIR) was approved, which requires the Developer to acquire the necessary land and construct the first 100 spaces of the Park and Ride.

In order to satisfy the requirement for acquisition and construction of the Bass Lake Hills Park and Ride, the Developers have negotiated settlements with two affected property owners, Salud et. al. (APN 119-100-17) and Carolyn M. Uchikura (APN 119-100-57). The appropriate statutory method for transferring the ownership of portions of the subject parcel to a public agency is the Irrevocable Offer of Dedication process.

## **DISCUSSION**

Resolution No. 18-18 is a Resolution to Accept the Irrevocable Offer of Dedication from Salud, et. al. which will provide the necessary lands and right of way as described in Exhibit A and depicted in Exhibit B, which are attached to the Irrevocable Offer of Dedication. The transfer of this property is at no cost to the El Dorado County Transit Authority, and Transit Staff recommends Board approval and acceptance of the Resolution, and authorization for the recording of said Resolution and Irrevocable Offer of Dedication.



**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 18-18**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE EL DORADO COUNTY TRANSIT AUTHORITY  
TO ACCEPT IRREVOCABLE OFFER OF DEDICATION #18-01  
JOHN R. SALUD AND GLORIA T. SALUD, TRUSTEES  
FELICISIMO R. SALUD, AND NELSON R. SALUD AND FLORDELIZA L. SALUD,  
TRUSTEES BASS LAKE HILLS PARK AND RIDE**

**WHEREAS**, the authority to invoke the process of dedicating an easement over, under and/or across property by the El Dorado County Transit Authority is established under Section 7050 of the California Government Code and Section 66475 of the Subdivision Map Act; and

**WHEREAS**, the authority to accept right of way, in fee, or as road, slope, drainage and public utilities easements by the El Dorado County Transit Authority, at its discretion, is established under Section 7050 of the California Government Code and Section 66477.1 of the Subdivision Map Act; and

**WHEREAS**, John and Gloria Salud, Felicisimo Salud, and Nelson and Flordeliza Salud, have executed an Irrevocable Offer of Dedication, for a road right of way for Park and Ride purposes, including the underlying fee, along with a slope easement, located on Bass Lake Road in El Dorado Hills, on property identified as Assessor's Parcel Number 119-100-17; and

**WHEREAS**, said road right of way is described in Exhibit A and depicted in Exhibit B, attached to said offer; and

**WHEREAS**, said offer shall remain in effect and run with the land until such time as the El Dorado County Transit Authority Board of Directors accepts said offer by Resolution; and

**WHEREAS**, the El Dorado County Transit Authority Board of Directors has determined that it is in the public's best interest to accept said offer, at this time.

**NOW, THEREFORE, BE IT RESOLVED**, that from and after the date this Resolution is recorded, said offer is hereby accepted, at this time, by the El Dorado County Transit Authority Board of Directors.

**PASSED AND ADOPTED BY BOARD OF DIRECTORS OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of said Board, held on the 5<sup>th</sup> Day of April 2018, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

\_\_\_\_\_  
Shiva Frentzen, Chairperson

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael Tucker, Legal Counsel

RECORDING REQUESTED BY AND  
WHEN RECORDED RETURN TO:

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

Mail Tax Statements to above.  
Exempt from Documentary Tax Transfer  
Per Revenue and Taxation Code 11922

Above section for Recorder's use

**IRREVOCABLE OFFER OF DEDICATION  
RIGHT OF WAY AND SLOPE EASEMENT**

**FELICISIMO R. SALUD, a single man, as to an undivided 1/3 interest and NELSON R. SALUD AND FLORDELIZA L. SALUD, TRUSTEES in trust, under The Salud Family Trust Dated May 11, 1999, as to an undivided 1/3 interest and JOHN R. SALUD AND GLORIA T. SALUD, TRUSTEES in trust under the Salud Living Trust dated August 5, 2005, as to an undivided 1/3 interest,** hereinafter called GRANTORS, owners of the real property herein described, do hereby irrevocably offer for dedication to the **EL DORADO COUNTY TRANSIT AUTHORITY**, a Joint Powers Authority for public transit purposes, a right of way, in fee, and a slope easement for construction and maintenance purposes, over, under, and across those areas contiguous to, adjacent to and outside of the herein above described right of way, to points five feet beyond future top of cut slopes and toe of fill slopes, situate in the unincorporated area of the County of El Dorado, State of California, described as:

**See Exhibits A & B, attached hereto and made a part hereof.**

It is understood that this offer of dedication shall remain in effect and run with the land until such time as the El Dorado County Transit Authority Board of Directors makes a finding of necessity for public purposes and accepts said offer by resolution.

IN WITNESS WHEREOF, GRANTORS have hereunto subscribed their names this 23rd day of March, 2018.

**GRANTOR SIGNATURES ON NEXT PAGE**

GRANTORS

Felicio R. Salud  
FELICISIMO R. SALUD

The Salud Family Trust dated May 11, 1999

By: Nelson R. Salud  
Nelson R. Salud, Trustee

By: Flordeliza L. Salud  
Flordeliza L. Salud, Trustee

The Salud Living Trust dated August 5, 2005

By: John R. Salud  
John R. Salud, Trustee

By: Gloria T. Salud  
Gloria T. Salud, Trustee

(All signatures must be acknowledged by a Notary Public)

## CALIFORNIA ALL PURPOSE ACKNOWLEDGMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT

State of California

)

)ss.

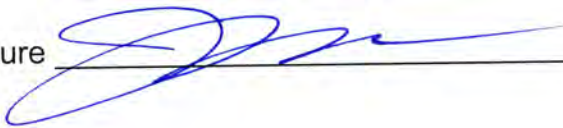
County of Sacramento

)

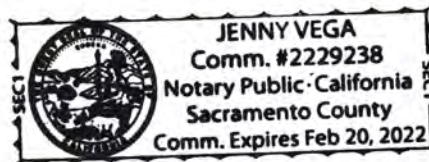
On March 21, 2018 before me, Jenny Vega, Notary Public, personally appeared Nelson R. Salud and Flordeliza L. Salud, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct. WITNESS my hand and official seal.

Signature



(Seal)





A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

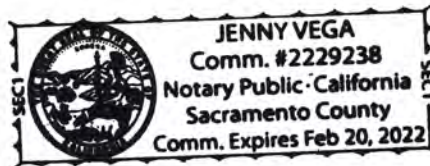
COUNTY OF Sacramento

On March 23 2018, before me, Jenny Vega,  
a Notary Public, personally appeared John R. Salud and Gloria T. Salud  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same  
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument  
the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the  
foregoing paragraph is true and correct.

WITNESS my hand and official seal.

[Signature]  
Notary Public in and for said County and State



Notary Public Seal

**APN 119-100-17**  
**LEGAL DESCRIPTION**

All that real property situated in the County of El Dorado, State of California, being a portion of real property conveyed by deed to JOHN R. SALUD AND GLORIA T. SALUD, Trustees or their successors in trust, under the Salud Living Trust, hereinafter referred to as "SALUD" Property, recorded in Document No. 2005-0070485, Official Records of El Dorado County, lying within the Southwest One Quarter of Section 6, T. 9 N., R. 9 E., M.D.M. and being more particularly described as follows:

**Park and Ride Lot (in fee)**

**BEGINNING** at a point on the North line of said "SALUD" property, said point being the Southwest corner of the Road Right of Way Parcel 3 as described in the Irrevocable Offer of Dedication to the County of El Dorado, dated October 22, 2007 and recorded in Document No. 2008-38468, Official Records of El Dorado County; thence leaving said North line, South 06°56'03" East, 19.14 feet; thence along the arc of a curve to the left, having a radius of 225.00 feet, the chord of which bears South 15°49'03" East, 69.49 feet; thence South 24°42'02" East, 34.90 feet; thence South 84°49'39" West, 337.80 feet; thence along the arc of a curve to the right, having a radius of 82.50 feet, the chord of which bears North 76°51'01" West, 51.87 feet; thence North 58°31'40" West, 50.72 feet; thence along the arc of a curve to the right, having a radius of 82.50 feet, the chord of which bears North 31°51'01" West, 74.08 feet; thence North 05°10'21" West, 102.48 feet to a point on the North line of said "SALUD" property; thence along said North line, South 82°53'06" East, 446.13 feet to the **POINT OF BEGINNING**, containing 1.616 acres, more or less.

**Slope Easement**

**COMMENCING** at a point on the North line of said "SALUD" property, said point being the Southwest corner of the Road Right of Way Parcel 3 as described in the Irrevocable Offer of Dedication to the County of El Dorado, dated October 22, 2007 and recorded in Document No. 2008-38468, Official Records of El Dorado County; thence leaving said North line, South 06°56'03" East, 19.14 feet; thence along the arc of a curve to the left, having a radius of 225.00 feet, the chord of which bears South 15°49'03" East, 69.49 feet; thence South 24°42'02" East, 34.90 feet; thence South 84°49'39" West, 89.48 feet to the true **POINT OF BEGINNING**; thence continuing South 84°49'39" West, 248.32 feet; thence along the arc of a curve to the right, having a radius of 82.50 feet, the chord of which bears North 76°51'01" West, 51.87 feet; thence North 58°31'40" West, 50.72 feet; thence along the arc of a curve to the right, having a radius of 82.50 feet, the chord of which bears North 31°51'01" West, 74.08 feet; thence North 05°10'21" West, 61.45 feet; thence South 05°56'31" West, 60.95 feet; thence along the arc of a curve to the left, having a radius of 85.00 feet, the chord of which bears South 26°43'16" East, 91.75 feet; thence South 59°23'03" East, 47.48 feet; thence along the arc of a curve to the left, having a radius of 85.00 feet, the chord of which bears South 78°40'07" East, 56.14 feet; thence North 82°02'49" East, 257.52 feet; thence North 05°10'21" West, 2.15 feet to the **POINT OF BEGINNING**, containing 0.137 acres, more or less.

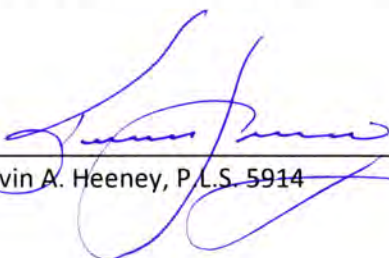
See Exhibit B attached hereto and made a part of this description.

**End of description**

Exhibit 'A'

The Basis of Bearings for this description is the California State Plane Coordinate System, Zone 2, NAD 83.

This description has been prepared by me or under my direct supervision.

  
Kevin A. Heeney, P.L.S. 5914



03/15/2018  
Date

**CTA Engineering & Surveying**  
3233 Monier Circle  
Rancho Cordova, CA 95742  
916-638-0919



# Exhibit 'B'

UCHIKURA

119-100-57  
2009-46696

FUTURE EXTENSION OF  
TIERRA DE DIOS DRIVE

10' EASEMENT  
PACIFIC TELEPHONE CO. PER  
OR 1545/712 & 1545/714

(FUTURE PARK & RIDE LOT)

S82°53'06"E 446.13'

P.O.B.

RW PAR. 2  
2008-38468

RW PAR. 3  
2008-38468

N05°10'21"W  
102.48'

R=82.50'  
D=53°21'19"  
N31°51'01"W  
74.08'

1.616 AC.

S06°56'03"E  
19.14'

R=225.00'  
D=17°46'00"  
S15°49'03"E  
69.49'

S24°42'02"E  
34.90'

N58°31'40"W  
50.72'

S84°49'39"W 337.80'

R=82.50'  
D=36°38'41"  
N76°51'01"W  
51.87'

PROPOSED SLOPE EASEMENT  
TEMP. CONST. ESMT.

PG&E POLE LINE EASEMENT  
WIDTH NOT STATED  
218/247

SALUD  
119-100-17  
2005-70485



DATE: 03/15/2018

OWNER:

SALUD FAMILY TRUST

A.P.N.

119-100-17

DATE:

03/12/2018

DRAWN BY:

KAH

SCALE:

1"=100'

JOB NO.

16-017-018

SHEET

1 OF 2

IRREVOCABLE OFFER OF DEDICATION

cta Engineering & Surveying

Civil Engineering • Land Surveying • Land Planning

3233 Monier Circle, Rancho Cordova, CA 95742  
T (916) 638-0919 • F (916) 638-2479 • www.cta.net

FUTURE SITE FOR  
PARK AND RIDE LOT

A PORTION OF THE S.W. QUARTER  
OF SECTION 6, T.9N., R.9E., M.D.M.

COUNTY OF EL DORADO STATE OF CALIFORNIA



# Exhibit 'B'

UCHIKURA

119-100-57  
2009-46696

FUTURE EXTENSION OF  
TIERRA DE DIOS DRIVE

10' EASEMENT  
PACIFIC TELEPHONE CO. PER  
OR 1545/712 & 1545/714

PG&E EASEMENT  
WIDTH NOT STATED  
218/247

P.S.E.-2008-38468

RW PAR. 2  
2008-38468

SW COR.  
RW PAR. 3  
2008-38468

BASS LAKE RD.

(FUTURE PARK & RIDE LOT)

SALUD

119-100-17  
2005-70485

0.137 AC.

P.O.B.

S 84°49'39" W 248.32'

N82°02'49"E 257.52'

LINE DATA TABLE

LINE	BEARING	DIST.
L1	S06°56'03"E	19.14'
L2	S24°42'02"E	34.90'
L3	S84°49'39"W	89.48'
L4	N58°31'40"W	50.72'
L5	S05°56'31"W	60.95'
L6	S59°23'03"E	47.48'
L7	N05°10'21"W	2.15'

CURVE DATA TABLE

CURVE	RADIUS	DELTA	CH. BEARING	CH.DIST.
C1	225.00'	17°45'59"	S15°49'03"E	69.49'
C2	82.50'	36°38'41"	N76°51'01"W	51.87'
C3	85.00'	65°19'34"	S26°43'16"E	91.75'
C4	85.00'	38°34'08"	S78°40'07"E	56.14'

N

W-cta-E

S



DATE: 03/15/2018

OWNER:

SALUD FAMILY TRUST

A.P.N.

119-100-17

cta Engineering & Surveying

Civil Engineering • Land Surveying • Land Planning  
3233 Monier Circle, Rancho Cordova, CA 95742  
T (916) 638-0919 • F (916) 638-2479 • www.cta.net

DATE:

03/12/2018

DRAWN BY:

KAH

SCALE:

1"=100'

JOB NO.

16-017-018

SHEET

2 OF 2

IRREVOCABLE OFFER OF DEDICATION

PARK AND RIDE LOT  
SLOPE EASEMENT

A PORTION OF THE S.W. QUARTER  
OF SECTION 6, T.9N., R.9E., M.D.M.  
COUNTY OF EL DORADO STATE OF CALIFORNIA

AGENDA ITEM 1 O  
Consent Item

**MEMORANDUM**

**DATE:** April 5, 2018

**TO:** El Dorado County Transit Authority

**FROM:** Mindy Jackson, Executive Director

**SUBJECT:** Acceptance of an Irrevocable Offer of Dedication for a portion of the future Bass Lake Hills Park and Ride.

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

**Adopt Resolution No. 18-19, a Resolution to Accept an Irrevocable Offer of Dedication #18-02, from Carolyn M. Uchikura, which conveys fee title to a portion of the Bass Lake Hills Park and Ride site.**

**BACKGROUND**

The Bass Lake Hills Specific Plan (BLHSP) requires the Developers of subdivisions within the plan area to provide the land necessary to construct a 200 space Park and Ride facility just north of US Hwy. 50 at Bass Lake Road and Tiera De Dios Drive. The BLHSP also requires the Developers to construct the Park and Ride in phases, as the individual subdivisions within the Specific Plan are built.

The pace of development within the BLHSP has varied over the past 20 years, depending on ownership of the subject lands and the viability of development in relation to the economy. Most recently, modifications to the Public Facilities Financing Plan (PFFP) were approved by the Planning Commission and the Board of Supervisors, and on February 28, 2017 the Board of Supervisors approved the Rezoning, Planned Development and Tentative Subdivision Map for the Bass Lake North Project. Also at that time, the September 2016 Addendum to the 1992 Bass Lake Road Study Area Final Program Environmental Impact Report (EIR) was approved, which requires the Developer to acquire the necessary land and construct the first 100 spaces of the Park and Ride.

In order to satisfy the requirement for acquisition and construction of the Bass Lake Hills Park and Ride, the Developers have negotiated settlements with two affected property owners, Salud et. al. (APN 119-100-17) and Carolyn M. Uchikura (APN 119-100-57). The appropriate statutory method for transferring the ownership of portions of the subject parcel to a public agency is the Irrevocable Offer of Dedication process.

## **DISCUSSION**

Resolution No. 18-19 is a Resolution to Accept the Irrevocable Offer of Dedication from Carolyn M. Uchikura, which will provide the necessary lands and right of way as described in Exhibit A and depicted in Exhibit B, which are attached to the Irrevocable Offer of Dedication. The transfer of this property is at no cost to the El Dorado County Transit Authority, and Transit Staff recommends Board approval and acceptance of the Resolution, and authorization for the recording of said Resolution and Irrevocable Offer of Dedication.

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 18-19**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE EL DORADO COUNTY TRANSIT AUTHORITY  
TO ACCEPT IRREVOCABLE OFFER OF DEDICATION #18-02  
CAROLYN M. UCHIKURA, TRUSTEE BASS LAKE HILLS PARK AND RIDE**

**WHEREAS**, the authority to invoke the process of dedicating an easement over, under and/or across property by the El Dorado County Transit Authority is established under Section 7050 of the California Government Code and Section 66475 of the Subdivision Map Act; and

**WHEREAS**, the authority to accept right of way, in fee, or as road, slope, drainage and public utilities easements by the El Dorado County Transit Authority, at its discretion, is established under Section 7050 of the California Government Code and Section 66477.1 of the Subdivision Map Act; and

**WHEREAS**, Carolyn M. Uchikura has executed an Irrevocable Offer of Dedication, for a road right of way for Park and Ride purposes, including the underlying fee, located on Bass Lake Road in El Dorado Hills, on property identified as Assessor's Parcel Number 119-100-57; and

**WHEREAS**, said road right of way is described in Exhibit A and depicted in Exhibit B, attached to said offer; and

**WHEREAS**, said offer shall remain in effect and run with the land until such time as the El Dorado County Transit Authority Board of Directors accepts said offer by Resolution; and

**WHEREAS**, the El Dorado County Transit Authority Board of Directors has determined that it is in the public's best interest to accept said offer, at this time.

**NOW, THEREFORE, BE IT RESOLVED**, that from and after the date this Resolution is recorded, said offer is hereby accepted, at this time, by the El Dorado County Transit Authority Board of Directors.

**PASSED AND ADOPTED BY BOARD OF DIRECTORS OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of said Board, held on the 5<sup>th</sup> Day of April 2018, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

\_\_\_\_\_  
Shiva Frentzen, Chairperson

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael Tucker, Legal Counsel

RECORDING REQUESTED BY AND  
WHEN RECORDED RETURN TO:

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

Mail Tax Statements to above.  
Exempt from Documentary Tax Transfer  
Per Revenue and Taxation Code 11922

Above section for Recorder's use

**IRREVOCABLE OFFER OF DEDICATION  
RIGHT OF WAY**

**CAROLYN MARIE UCHIKURA**, trustee of the Carolyn Marie Uchikura Trust dated August, 2009, hereinafter called GRANTOR, owner of the real property herein described, does hereby irrevocably offer for dedication to the **EL DORADO COUNTY TRANSIT AUTHORITY**, a Joint Powers Authority for public transit purposes, a right of way, in fee, situate in the unincorporated area of the County of El Dorado, State of California, described as:

See Exhibits A & B, attached hereto and made a part hereof.

It is understood that this offer of dedication shall remain in effect and run with the land until such time as the El Dorado County Transit Authority Board of Directors makes a finding of necessity for public purposes and accepts said offer by resolution.

IN WITNESS WHEREOF, GRANTOR has hereunto subscribed her name this 24<sup>th</sup> day of March, 2018.

GRANTOR

  
**CAROLYN MARIE UCHIKURA, TRUSTEE of the  
Carolyn Marie Uchikura Trust dated August 2009**

(A Notary Public must acknowledge all signatures)



A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

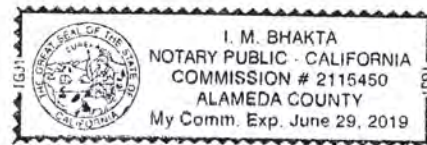
COUNTY OF Alameda

On March 24, 2018, before me, I. M. BHAKTA,  
a Notary Public, personally appeared Cazalyn Marie Uchikura,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same  
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument  
the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the  
foregoing paragraph is true and correct.

WITNESS my hand and official seal.

I. M. Bhakta  
Notary Public in and for said County and State



Notary Public Seal

**APN 119-100-57**  
**LEGAL DESCRIPTION**  
**Park and Ride Lot**

All that real property situated in the County of El Dorado, State of California, being a portion of real property conveyed by deed to CAROLYN MARIE UCHIKURA, Trustee of the CAROLYN MARIE UCHIKURA TRUST, hereinafter referred to as "UCHIKURA" Property, recorded in Document No. 2009-0046696, Official Records of said County, lying within the Southwest One Quarter of Section 6, T. 9N., R. 9 E., M.D.M. and being more particularly described as follows:

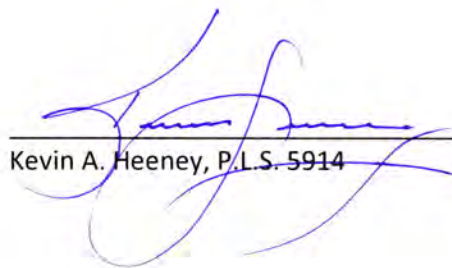
**BEGINNING** at a point on the South line of said "UCHIKURA" property, said point being the Southwest corner of the Road Right of Way Parcel 3 as described in the Irrevocable Offer of Dedication to the County of El Dorado, dated October 22, 2007 and recorded in Document No. 2008-38468, Official Records of El Dorado County; thence along the South line of said "UCHIKURA" property, North  $82^{\circ}53'06''$  West, 451.74 feet; thence leaving said South line and along the arc of a curve, concave to the Southeast, having a radius of 470.00 feet, the chord of which bears North  $77^{\circ}53'19''$  East, 113.56 feet; thence North  $84^{\circ}49'39''$  East, 305.89 feet to the Northwest corner of said Road Right of Way Parcel 3; thence along the Westerly line of said Road Right of Way Parcel 3 and the arc of a curve to the right, having a radius of 20.00 feet, the chord of which bears South  $51^{\circ}03'12''$  East, 27.85 feet; thence continuing along said Westerly line, South  $06^{\circ}56'03''$  East, 90.51 feet to the **POINT OF BEGINNING**, containing 0.608 acres, more or less.

See Exhibit B attached hereto and made a part of this description.

**End of description**

The Basis of Bearings for this description is the California State Plane Coordinate System, Zone 2, NAD 83.

This description has been prepared by me or under my direct supervision.

  
Kevin A. Heeney, P.L.S. 5914

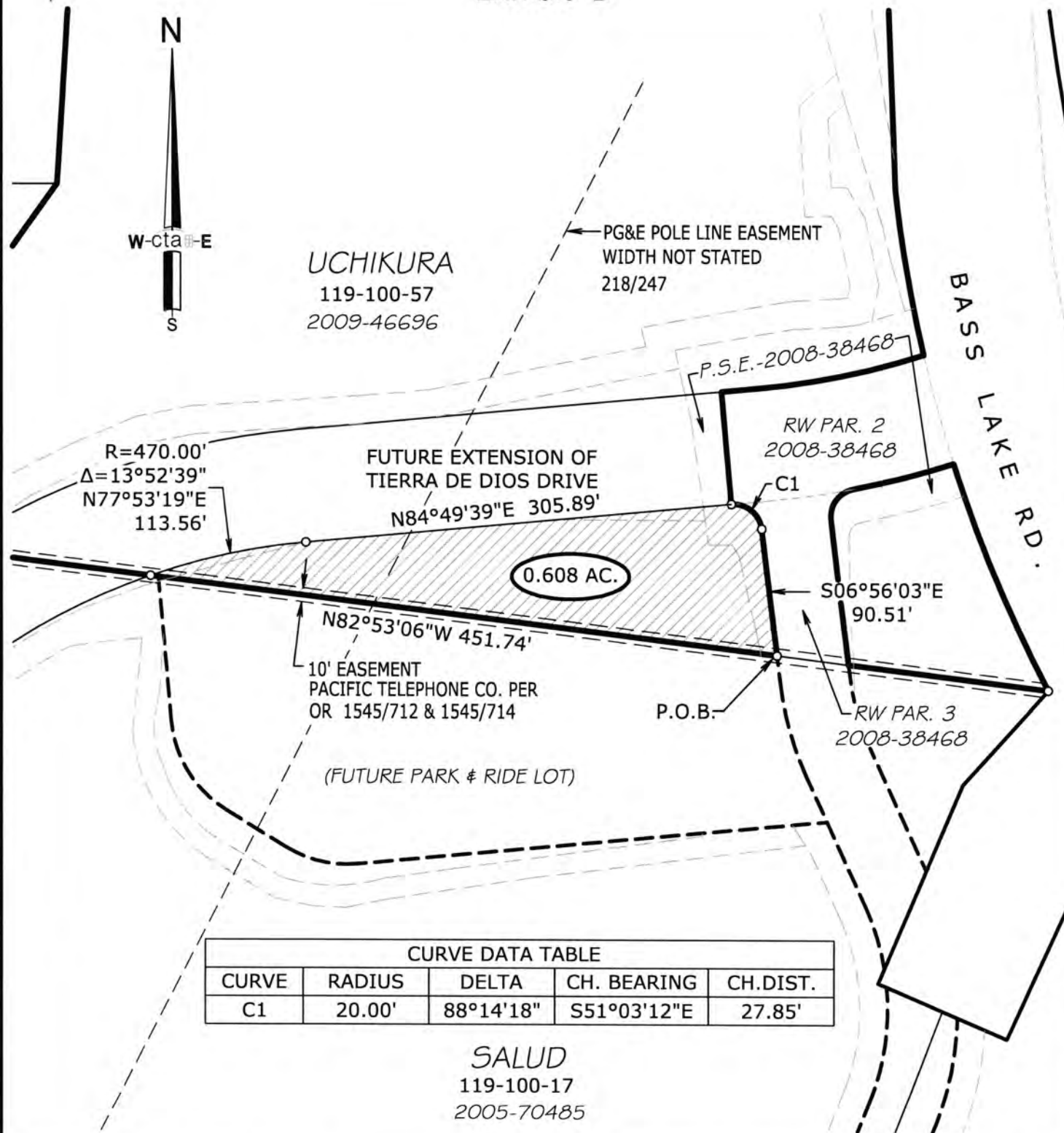


03/13/2018  
Date

**CTA Engineering & Surveying**  
3233 Monier Circle  
Rancho Cordova, CA 95742  
916-638-0919



# Exhibit 'B'



DATE:

03/15/2018

OWNER:

CAROLYN MARIE UCHIKURA TRUST

A.P.N.

119-100-57

**cta** Engineering & Surveying

Civil Engineering • Land Surveying • Land Planning  
3233 Monier Circle, Rancho Cordova, CA 95742  
T (916) 638-0919 • F (916) 638-2479 • www.cta.net

DATE:

03/12/2018

DRAWN BY:

KAH

SCALE:

1"=100'

JOB NO.

16-017-018

SHEET

1 OF 1

IRREVOCABLE OFFER OF DEDICATION

FUTURE SITE FOR  
PARK AND RIDE LOT

A PORTION OF THE S.W. QUARTER  
OF SECTION 6, T.9N., R.9E., M.D.M.  
COUNTY OF EL DORADO STATE OF CALIFORNIA



AGENDA ITEM 1 P  
Consent Item

**MEMORANDUM**

**DATE:** April 5, 2018

**TO:** El Dorado County Transit Authority

**FROM:** Megan Wilcher, Administrative Coordinator

**SUBJECT:** Approve Professional Services Agreement and Purchase Order for RTS Computer Services for Computer and Network Support Services for Fiscal Year 2018/19

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

- 1. Approve Professional Services Agreement (PSA) with RTS Computer Services for Computer and Network Support Services for Fiscal Year 2018/19**
- 2. Approve Purchase Order No. B24023 for an amount not-to-exceed \$70,000.00 for Informational Technology Support during Fiscal Year 2018/19**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) implemented several strategies to maintain the appropriate level of informational technology support over a ten (10) year period including hiring an information technology support staff person; contracting with small companies; opportunities for and sharing staff with public agencies. It was determined that a larger private computer services support business with a depth of staff and expertise would provide technical support necessary for an agency the size of El Dorado Transit.

Beginning in September 2013, RTS Computer Services (RTS) has provided informational technology support as noted in the attached RTS ITCare Agreement Fiscal Year (FY) 2018/19:

- Ongoing computer support for El Dorado Transit staff as required
- Troubleshoot, maintain, and manage the network, services, computers and peripherals
- Maintain software updates and upgrades for all operating systems
- Hardware and software purchasing assistance
- Hardware and software installation assistance
- Provide prompt service response time

## **DISCUSSION**

The attached Professional Services Agreement (Agreement) is a standard agreement approved as to form by legal counsel. Exhibit A and Exhibit B to the Agreement details the scope of work and fee schedule.

Exhibit A of the Professional Services Agreement is the proposed RTS ITCare Agreement FY 2018/19. The proposed rate of \$95.00 per month per device (workstations and servers) will remain static.

Exhibit B of the Professional Services Agreement is an addendum to the proposed RTS ITCare Agreement FY 2018/19 for continued management of local backup repositories for all designated Managed Servers. The proposed rate of \$175.00 per month will remain static.

Approved as to form by El Dorado Transit Legal Counsel.

## **FISCAL IMPACT**

Fiscal Year 2018/19 Preliminary Budget includes \$70,000.00 in the Service Contracts and Equipment budget line Item 5090.06 for computer and network support.

Details of coverage are included in Exhibit A and Exhibit B of the Agreement.

### Purchase Order:

Monthly service charges	\$53,010.00
Back-up overage charges	\$ 2,100.00
Contingency	<u>\$14,890.00</u>
Total	\$70,000.00



## **EL DORADO COUNTY TRANSIT AUTHORITY**

### **PROFESSIONAL SERVICES AGREEMENT**

**with**

**RTS Computer Services**

**for**

**Computer and Network Support Services**

THIS AGREEMENT, made and entered into this 1<sup>st</sup> day of July, 2018, by and between El Dorado County Transit Authority, hereinafter referred to as "EL DORADO TRANSIT," and RTS Computer Services, hereinafter referred to as "CONSULTANT".

#### WITNESSETH

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

#### SECTION 1 - ORGANIZATION AND CONTENTS

- SECTION 1 ORGANIZATION AND CONTENTS
- SECTION 2 SCOPE OF CONSULTING SERVICES - BASIC
- SECTION 3 SCOPE OF CONSULTING SERVICES - ADDITIONAL;  
COMPLETION SCHEDULE
- SECTION 4 NOTICE TO PROCEED AND EFFECTIVE DATE OF CONTRACT;  
PROGRESS; COMPLETION
- SECTION 5 TIME OF PERFORMANCE
- SECTION 6 COMPENSATION
- SECTION 7 CHANGES TO SCOPE - BASIC
- SECTION 8 COMPLIANCE WITH LAWS, RULES, and REGULATIONS
- SECTION 9 EXHIBITS INCORPORATED
- SECTION 10 RESPONSIBILITY OF CONSULTANT
- SECTION 11 RESPONSIBILITY OF EL DORADO TRANSIT
- SECTION 12 TERM
- SECTION 13 TERMINATION FOR CONVENIENCE OF EL DORADO TRANSIT
- SECTION 14 TERMINATION OF AGREEMENT FOR CAUSE
- SECTION 15 INTEREST OF OFFICIALS AND CONSULTANT
- SECTION 16 SUBCONTRACTING
- SECTION 17 SUCCESSORS AND ASSIGNS
- SECTION 18 INDEPENDENT CONTRACTOR
- SECTION 19 EQUAL EMPLOYMENT OPPORTUNITY
- SECTION 20 DISADVANTAGED BUSINESS ENTERPRISE
- SECTION 21 TITLE VI COMPLIANCE

SECTION 22 PUBLICATIONS  
SECTION 23 INDEMNIFICATION  
SECTION 24 INSURANCE  
SECTION 25 OWNERSHIP OF DOCUMENTS  
SECTION 26 DOCUMENTATION/ACCESS TO RECORDS  
SECTION 27 NOTICES  
SECTION 28 JURISDICTION  
SECTION 29 INTEGRATION  
SECTION 30 CONFIDENTIALITY

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

## SECTION 2 - SCOPE OF CONSULTING SERVICES - BASIC; SCHEDULE

CONSULTANT agrees to perform all work described in Exhibit "A" entitled ITCare Agreement FY 2018-19 and Exhibit "B" entitled ITCare Agreement FY 2018-19 Addendum 1 attached hereto and incorporated herein by this reference as if set forth in full.

## SECTION 3 - SCOPE OF CONSULTING SERVICES - ADDITIONAL

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

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

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

## SECTION 5 - TIME OF PERFORMANCE

CONSULTANT shall commence work within five (5) days following issuance of a Purchase Order. CONSULTANT shall complete the performance of its obligations under this Agreement in accordance with the dates and times indicated in Exhibit "A", unless an extension of

time is granted in writing by EL DORADO TRANSIT, which said extension, if any, shall be granted only for good cause as determined at the sole discretion of EL DORADO TRANSIT. CONSULTANT shall not be held responsible for delays beyond its reasonable control.

#### SECTION 6 - COMPENSATION

For services performed pursuant to this Agreement as outlined in Exhibits A and B, EL DORADO TRANSIT agrees to pay and CONSULTANT agrees to accept as payment in full, the amount of \$4,592.50 per month plus payments for additional approved services not to exceed a total amount of \$70,000.00 for informational technology support.

CONSULTANT shall submit a bill each month upon successful completion of the monthly services outlined in said Exhibits A and Exhibit B attached hereto. Payment shall be made by EL DORADO TRANSIT within fifteen (15) days of receipt of the billing for the completed task. No statements shall be sent until the task has been accepted as complete by EL DORADO TRANSIT. It is mutually agreed between the parties that no payments made under the Agreement shall be conclusive evidence of the performance of the Agreement, either wholly or in part, against any claim of the CONSULTANT, and no payment shall be construed to be in acceptance of any defective work or improper materials.

#### SECTION 7 – ADDITIONAL WORK

In the event non-covered services on an hourly basis as set forth in Exhibit A are required, CONSULTANT shall submit a work order to TRANSIT listing the scope and cost of such services. CONSULTANT may proceed to complete such additional work upon receipt of written approval by TRANSIT. The costs for such additional work shall be submitted with the monthly bill and shall include a detailed explanation of the work performed, the individual completing the work, the date the work was performed and the hours spent in completing the work.

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

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

#### SECTION 9 - EXHIBITS INCORPORATED

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

#### SECTION 10 - RESPONSIBILITY OF CONSULTANT

By executing this Agreement, CONSULTANT warrants to EL DORADO TRANSIT that he/she possesses, or will arrange to secure from others, all of the necessary professional consulting capabilities, licenses, certifications, experience, resources and facilities to provide to EL DORADO

TRANSIT the services contemplated under this Agreement. CONSULTANT further agrees that he/she will follow the current, prevailing, generally accepted practice of the consulting profession to make findings, render opinions, prepare factual presentations, and provide professional advice and recommendations regarding the project for which services are rendered under this Agreement.

#### SECTION 11 - RESPONSIBILITY OF EL DORADO TRANSIT

In relation to the project/work described by this Agreement, EL DORADO TRANSIT shall:

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

#### SECTION 12 - TERM

The term of this Agreement shall commence upon EL DORADO TRANSIT'S issuance to CONSULTANT of a Purchase Order for all or a portion of the work as hereinabove provided, and shall end upon EL DORADO TRANSIT'S acceptance and payment for such portion of the work as was authorized by such notice, but in no event beyond the end of the Fiscal Year 2018/19.

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

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

## SECTION 14 - TERMINATION OF AGREEMENT FOR CAUSE

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

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

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

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

D. Should the Agreement be terminated as provided in Paragraph "A" above, CONSULTANT shall provide EL DORADO TRANSIT with all finished and unfinished documents, data, studies, services, drawings, maps, models, photographs, reports, etc., prepared by CONSULTANT pursuant to this Agreement. Upon termination as provided in Paragraph "A" above, CONSULTANT shall be paid the value of the work performed, as determined by EL DORADO TRANSIT, less payments of compensation previously made. Payments previously made by EL DORADO TRANSIT to CONSULTANT shall be credited to the amount payable to CONSULTANT for allowable costs as provided herein, except, however, CONSULTANT shall be entitled to a proportionate fixed fee, if any, which in the opinion of EL DORADO TRANSIT, it has legitimately earned and was not related to the cause for which this Agreement was terminated.

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

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

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

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

#### SECTION 16 - SUBCONTRACTING

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

B. In no event shall CONSULTANT subcontract for work in excess of the amounts shown in Exhibit "A". Specialized services are those items not ordinarily furnished by a consultant performing the particular type of study.

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

#### SECTION 17 - SUCCESSORS AND ASSIGNS

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

#### SECTION 18 - INDEPENDENT CONTRACTOR

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

#### SECTION 19 - EQUAL EMPLOYMENT OPPORTUNITY

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



## SECTION 20 - DISADVANTAGED BUSINESS ENTERPRISE (DBE)

A. To the extent that Federal funds are used, it is the policy of the U.S. Department of Transportation that minority and women-owned business enterprises (hereby referred to as DBEs), as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this Agreement.

B. To the extent applicable, CONSULTANT agrees to ensure that DBEs have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this Agreement. In this regard, CONSULTANT shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that DBEs have the maximum opportunity to compete for and perform contracts. CONSULTANT shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

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

## SECTION 21 - TITLE VI COMPLIANCE

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

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

1. Compliance with Regulations: The CONSULTANT shall comply with the Regulations relative to nondiscrimination in federally-assisted programs, Title 49 Code of Federal Regulations, Parts 21, as they may be amended during the period of this contract (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
2. Nondiscrimination: The CONSULTANT, with regard to the work performed by it during the Agreement, shall not discriminate on the grounds of race, religion, color, sex, age or national origin in the selection or retention of subcontractors, including procurements of materials and leases of equipment. The CONSULTANT shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the Agreement covers a program set forth in Appendix B of the Regulations.
3. Solicitations for subcontractors, including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiations made by the CONSULTANT for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the CONSULTANT of the CONSULTANT'S obligations under this Agreement and the Regulations relative to nondiscrimination on the grounds of race, religion, color, sex, age or national origin.

4. Information and Reports: The CONSULTANT shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by EL DORADO TRANSIT to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a consultant is in the exclusive possession of another who fails or refuses to furnish this information, the CONSULTANT shall so certify to EL DORADO TRANSIT, as appropriate, and shall set forth what efforts it has made to obtain the information.

C. Sanctions for Noncompliance: In the event of the CONSULTANT'S noncompliance with the nondiscrimination provisions of this Agreement, EL DORADO TRANSIT shall impose such contract sanctions as it may determine to be appropriate, including, but not limited to:

1. Withholding of payments to the CONSULTANT under the Agreement until the CONSULTANT complies, and/or;
2. Cancellation, termination or suspension of the Agreement, in whole or in part.

D. Incorporation of Provisions: the CONSULTANT shall include the provisions of Paragraphs A and B (including all subparts) of this Section in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The CONSULTANT shall take such action with respect to any subcontract or procurement as EL DORADO TRANSIT may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the CONSULTANT may request EL DORADO TRANSIT to enter into such litigation to protect the interests of EL DORADO TRANSIT, and in addition, the CONSULTANT may request the United States to enter into such litigation to protect the interests of the United States.

E. Civil Rights: All subcontractors awarded by contractors shall contain provisions requiring compliance with Title VI of the Civil Rights Act of 1964, as amended. Accordingly, 49 CFR Part 21, through Appendix C and 23 CFR 710.405(b) shall be made applicable by reference in all subcontracts financed in whole or in part with Federal funds.

## SECTION 22 - PUBLICATION

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

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

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

C. Articles, reports, or works reporting on the work provided for herein, or on portions thereof, which are published by CONSULTANT shall contain in the inside cover page:

#### SECTION 23 - INDEMNIFICATION

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

#### SECTION 24 – INSURANCE

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

- A. Full Workers' Compensation and Employer's Liability Insurance covering all employees of CONSULTANT as required by law in the State of California. If CONSULTANT does not have any employees, CONSULTANT is not required to maintain Worker's Compensation Insurance.
- B. Commercial General Liability Insurance of not less than One Million Dollars (\$1,000,000) combined single limit per occurrence for bodily injury and property damage
- C. Automobile Liability Insurance of not less than Five Hundred Thousand (\$500,000) is required in the event motor vehicles are used by the CONSULTANT in performance of the Agreement.
- D. Proof of coverage satisfactory to EL DORADO TRANSIT as evidence that the insurance required herein is being maintained shall be provided. The insurance will be issued by an insurance company acceptable to EL DORADO TRANSIT, or be provided through partial or total self-insurance likewise acceptable to EL DORADO TRANSIT.
- E. The certificate of insurance must include the following provisions stating that:

1) The insurance required herein shall provide that no cancellation or material change in any policy shall become effective except upon thirty (30) days prior written notice to EL DORADO TRANSIT; and

2) EL DORADO TRANSIT, its officers, officials, employees, and volunteers are included as additional insured, but only insofar as the operations under this Agreement are concerned. This provision shall apply to all liability policies except Workers' Compensation, automobile and professional liability insurance policies. Proof that EL DORADO TRANSIT is named additional insured shall be made by providing EL DORADO TRANSIT with a certified copy, or other acceptable evidence, or an endorsement to insurance policy naming EL DORADO TRANSIT as additional insured.

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

- L. The insurance companies shall have no recourse against EL DORADO TRANSIT, its officers, agents, employees or any of them for payment of any premiums or assessments under any policy issued by an insurance company.
- M. CONSULTANT's indemnity and other obligations shall not be limited by the insurance required herein and shall survive the expiration of this Agreement.
- N. Any deductibles or self-insured retentions must be declared and approved by EL DORADO TRANSIT. At EL DORADO TRANSIT's option, either: Insurer shall reduce or eliminate such deductibles or self-insured retentions as respects EL DORADO TRANSIT, its officers, employees and volunteers, or CONSULTANT shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.
- O. In the event CONSULTANT cannot provide an occurrence policy, CONSULTANT shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.

#### SECTION 25 - OWNERSHIP OF DOCUMENTS

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

#### SECTION 26 - DOCUMENTATION/ACCESS TO RECORDS

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

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

## SECTION 27 - NOTICES

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

A. To EL DORADO TRANSIT: Mindy Jackson, Executive Director  
El Dorado County Transit Authority  
6565 Commerce Way  
Diamond Springs, CA 95619

B. To CONSULTANT: Tony Snider, President  
RTS Computer Services  
1037 Suncast Lane, Suite 102  
El Dorado Hills, CA 95762

Phone Number (530) 676-2020

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

## SECTION 28 - JURISDICTION

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

## SECTION 29 - INTEGRATION

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

## SECTION 30 – CONFIDENTIALITY

CONSULTANT hereto agrees to keep confidential and not to disclose, directly or indirectly, any information regarding the EL DORADO TRANSIT's business, including without limitation, information with respect to operations, procedures, methods, accounting, technical data, or existing or potential customers, or any other information which EL DORADO TRANSIT has designated as confidential.

CONSULTANT agrees that CONSULTANT, its employees, agents and representatives shall not, either during the term of this Agreement or at any time thereafter, disclose any

proprietary, secret or confidential information of EL DORADO TRANSIT to any third party whatsoever without express written consent of EL DORADO TRANSIT.

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

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

EL DORADO TRANSIT:

By \_\_\_\_\_  
Mindy Jackson, Executive Director

CONSULTANT:

By \_\_\_\_\_  
Tony Snider, President

APPROVED AS TO FORM:

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

**EXHIBIT "A" AND EXHIBIT "B"**  
**PROPOSAL OF CONSULTANT CONTAINING**  
**DESCRIPTION OF SCOPE OF WORK**

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RTS Computer Services 2018-19-003	
Professional Services Agreement 2018-07-01	112





RTS IT, Inc.  
1037 Suncast Lane, Suite 102  
El Dorado Hills, CA 95762  
530-676-2020  
[www.rtscomp.com](http://www.rtscomp.com)

## **ITCare Agreement FY 2018-2019**

### **Computer and Network Support Services**

# **El Dorado County Transit Authority**

#### **Prepared By:**

**Tony Snider  
RTS IT, Inc.  
1037 Suncast Lane, Suite 102  
El Dorado Hills, CA 95762  
530.676.2020**

#### **Prepared For:**

**Mindy Jackson  
El Dorado County Transit Authority  
6565 Commerce Way  
Diamond Springs, CA 95619  
530.642.5383**

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## Summary

RTS provides the following IT services on a monthly basis for El Dorado County Transit Authority (EDCTA):

- Ongoing computer support for EDCTA staff as required
- Troubleshoot, maintain, and manage the network, server, computers, and peripherals
- Maintain software updates and upgrades for all operating systems
- Hardware and software purchasing assistance
- Hardware and software installation
- Provide prompt service response time

RTS specializes in designing, installing, and maintaining computer networks. We use IT best practices to keep EDCTA's computers, server, software, security, and network up to date and performing up to expectations.

In the past Fiscal Year, EDCTA has added 1 Untangle Network Security Appliance to its environment to improve overall security and web filtering. We have also added one (1) RDS Server to host QuickBooks and potentially other applications in the future. We have replaced Brian James PC, to be refurbished as a new IT workstation, and Megan Wilcher's workstations, to be refurbished as a spare workstation. RTS has also assisted EDCTA in preparing an estimated upgrade and replacement plan over the next five years to help plan upcoming budgetary needs for maintaining its IT network and infrastructure.

We really appreciate the ongoing relationship with El Dorado Transit, and it's been a pleasure working with you over the last four years!

## Technical Approach

RTS IT, Inc. has continually proven to be a leader in the IT Support industry in El Dorado County for over 17 years. RTS is a California Corporation headquartered in El Dorado Hills, CA that has specialized in IT Support and Service since 2001. Our staff is comprised of 1 consultant, 2 experienced engineers, and 2 office staff who specialize in securing networks for small and medium-sized businesses and devote ourselves to continual improvement to maintain our skills. We have kept a steady staff even through the tough economy of 2008-2012.

RTS has designed, installed, and maintained networks for over 500 Small and Medium Sized Businesses, companies that have between 2 to 125 employees. Outsourced IT support is our specialty, and we work with suppliers to provide technology products and services that meet your changing needs.

We at RTS know that you need a system that is easily modified and easily learned by your employees. You can't afford to waste time, and we understand that. We stand ready to assign our expert staff to your specific IT Support tasks.

RTS will provide IT Support and Services in the following areas to meet EDCTA's requirements:

- **ITCare Services:** May include remote and on-site support, as necessary during normal business hours.
- **A Virtual IT staff:** for a fraction of the cost of a full time employee. RTS provides your office with a virtual IT staff to maintain your network, server, and workstations. This valuable service will save you money and time, minimizing emergency network problems. Your Virtual CIO, with over 25 years of experience in the IT field, will be assisting you with long term planning and budgeting. You also have the rest of the RTS Staff at your disposal, coordinating appointments and performing helpdesk and onsite technical services.
- **Remote Support:** With the ability to remotely connect to all systems managed by RTS upon user request, response times to your issues are vastly improved. RTS remote technology is secured by an encrypted tunnel, which uses security similar to most online banking technologies.
- **Network and Server monitoring:** notifies us of "unusual" events that can turn into downtime, data loss, or other problems, and gives us an opportunity to proactively fix issues before they interrupt your business flow. Small Business Server clients receive additional monitoring and alerting provided by built-in Microsoft features.
- **Update & Patch Management:** Updates and Patches are designed to fix problems with the operating system, office suite, antivirus, and various other programs. These updates improve the security, usability and performance of your server and workstations.
- **System & Event Log Monitoring:** RTS will remotely monitor your server and workstation system event logs, application event logs and security event logs for problems around the clock.
- **Security Monitoring:** RTS provides real-time monitoring of your security logs, monitoring for unauthorized and illegal activities. Events such as multiple logon attempts will be reported back to the help desk as they occur.
- **System Maintenance:** RTS provides the necessary file cleaning and software maintenance to optimize all of your systems, such as temporary file cleanup, hard drive defragmentation, virus scans and updates, Spyware scans and updates, backup verifications, and much more. This will keep your systems running at peak speed and performance.

- **Virus & Spyware Threat Management:** Today's Viruses and Spyware can take advantage of network services to spread their infections via the internet, email, and networks. ITCare™ will monitor your systems and ensure the latest anti-virus and anti-spyware definitions are installed and functioning.
- **Asset Management:** A detailed record of all system assets is maintained and a copy of the onsite ITCare™ Network Manual will be prepared and maintained as needed by RTS Staff.
- **Normal business hours:** Monday through Friday, 8am to 5pm, non-holiday. Extended hours to cover EDCTA business hours will be provided as necessary, included in ITCare Plan.

## Project Management System

Technology projects may be very lengthy and costly to your organization. There are always complexities in dealing with newer technology and ensuring that all the pieces integrate together. There are also challenges in implementing infrastructure with as little impact on users as possible. All of these challenges can be overcome through a proper mix of planning and executing. The planning aspect is where project management processes and techniques are needed. RTS resists the urge to jump straight into the execution and spends an ample amount of time in the planning stage of a project or task to ensure success.

Proper planning and management of the IT Support or project effort will take more time up front but will be more than rewarded with efficiencies and savings throughout the rest of the project. RTS follows project management best practices:

- Prepare by utilizing a project plan.
- Create a project timeline.
- Define project management procedures up front.
- Look for warning signs like scope creep.
- Ensure that the Client approves scope-change requests.
- Identify risks up front if at all possible.
- Continue to assess potential risks throughout the project.
- Resolve issues as quickly as possible.

RTS is committed to using best practices when executing IT Support tasks, be it a full network upgrade project or just ongoing server maintenance.

## Technical Staff

The following consultants will be responsible for maintaining EDCTA technology services:

### **Tony Snider**

Title: Principal Consultant

Tony is the Principal Consultant and President of RTS Computer Services, with over 30 years of experience in Technology Services. Prior to starting RTS, he worked as a Senior IT consultant for IBM and Atos/Origin, two of the largest Technology Companies in the world. Before working in the corporate IT world, in the early era of computers, Tony spent seven years in the '80s and '90s building IBM compatible PCs for business and personal users at his first company, I-Deal Computers. In 1999 he moved his family to El Dorado County, and started RTS Computer Services, which has grown steadily all 17 years. RTS maintained its solid base of clients throughout the most recent economic downturn, without significant loss of revenue. We attribute this to our outstanding level of service and client satisfaction.

Tony is experienced in all aspects of IT Support, including networks and servers, all versions of windows and DOS, a majority of desktop applications, and numerous third party applications. He is the go-to IT Consultant in El Dorado County, and has worked with over 1300 local area clients over the years.

### **Aaron Stewart**

Title: Systems Engineer

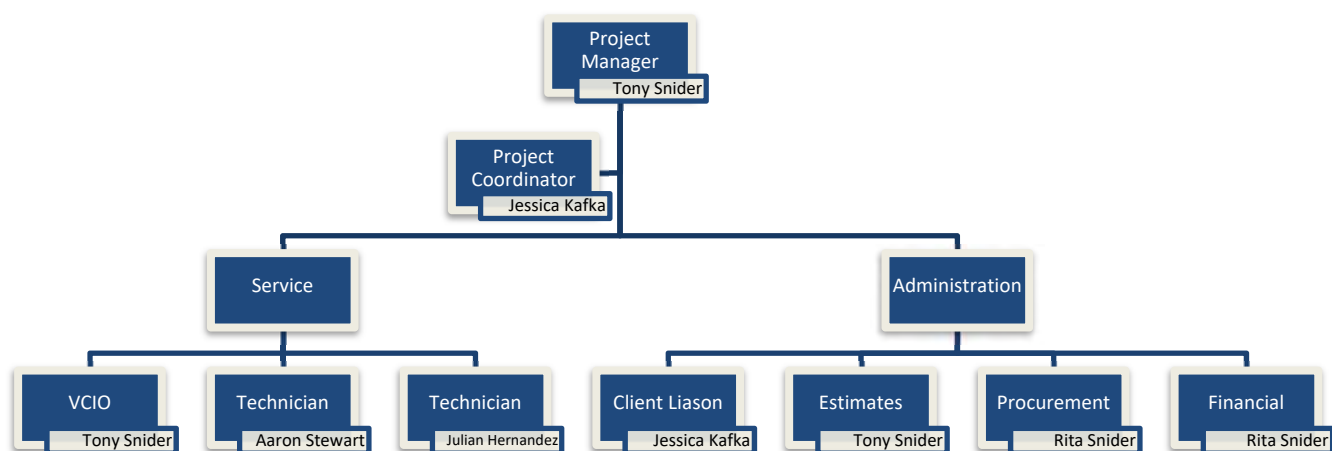
Aaron is our primary Systems Engineer at RTS. He has been with RTS over 2 years, and has several years of technology experience prior to his role at RTS. Aaron specializes in the day to day technical support and designing solutions for our business clients in El Dorado, Sacramento, and Placer counties. Experienced in delivering the best solutions to fit each client's needs, Aaron handles troubleshooting and problem solving across all aspects of IT in business environment.

### **Julian Hernandez**

Title: Technician

Julian is the newest member of our team. Julian works to help RTS provide a smooth, seamless IT experience for all our clients. He is experienced in working with technologies of all ranges, from backend servers to networking & cable management, to third party software applications. He is also committed to helping the businesses in his community as much as possible. He is understanding of the growing need to bring your business into the technology world while also keeping unnecessary hassle to a minimum, and works to make this a reality.

# Organizational Chart





## Consultant Qualifications and References

RTS takes pride in being an equal-opportunity employer, and promoting a safe & discrimination-free place to work. Despite political opinion of any member of our staff, as a company, RTS adheres to strict policy of no political affiliation, and services all clients equally. RTS states that our firm has no conflict of interest, political, gender, age, racial, of any kind.

## References

The following are some of our happy clients, we like to call them family. Feel free to contact any of our references about their experience with RTS. For more details, see our web site references page at: <http://www.rtscomp.com/why-rtis>

### **American River Conservancy**

Alan Ehergott, Director

Phone: 530-295-2190

E-mail: [ehrgott@arconservancy.org](mailto:ehrgott@arconservancy.org)

[www.arconservancy.org](http://www.arconservancy.org)

*Client since March 2008*

IT Consulting, Managed Services, Server Implementation, End User Desktop Support, Backup Services, Anti-Virus Services

### **Cook Custom, Cabinetry, Inc.**

Chip Scowcroft, Co-Owner

Phone: 530-621-0851

E-mail: [cscowcroft@cccabinetryinc.com](mailto:cscowcroft@cccabinetryinc.com)

[www.cccabinetryinc.com](http://www.cccabinetryinc.com)

*Client since August 2002*

IT Consulting, Managed Services, Server Implementation, Desktop Support, Website Hosting

### **The Center for Violence Free Relationships**

Mary Korkelia, Chief Financial Officer

Phone: 530-295-4206

E-mail: [maryk@thecenternow.org](mailto:maryk@thecenternow.org)

[www.thecenternow.org](http://www.thecenternow.org)

*Client since November 2007*

IT Consulting, Managed Services, Server Implementation, Desktop Support, Operating System and Hardware Upgrades, Backup, Anti-Spam, Anti-Virus Services

## Time and Services

<b>Customer Information</b>			
<b>Client Name:</b>	El Dorado County Transit Authority		
<b>Phone:</b>	530.642.5383		
<b>Email:</b>	mjackson@eldoradotransit.com		
<b>Billing Address:</b>	6565 Commerce Way		
	Diamond Springs	CA	95619
<b>Service Level Information</b>			
<b>Service Level:</b>	<b>ITCare Gold Service Plan</b>		
<b>Number of Seats including Servers:</b>	<b>46.5      (22.5 Desktops / 12 Laptops / 12 Servers)</b>		
<b>Cost per Seat:</b>	<b>\$95</b>		
<b>Services Included as necessary:</b>	<p>Anti-Spam, Antivirus, Managed Firewall, Managed Network, Managed Servers, Managed Desktops.</p> <p>Server/Network/Workstation/Laptop hardware and Projects not Included (Examples: Office Moves, Cabling, Server Migrations, Hardware Repair, Line of Business Applications, Etc.). Equipment procured via previously contracted Vendors. 2 Hour Response Time.</p>		
<b>Monthly Payment</b>	<b>\$4417.50</b>		
<b>Payment Occurrence:</b>	<b>Monthly</b> Net 15 days		
<b>Due Date of First ITCare Invoice:</b>	<b>Net 15 days</b>		
<b>Consultant Services, Hourly</b>	<b>\$150.00</b> (Non-Covered, preferred rate per ITCare, normally \$200.00)		
<b>Systems Engineer Services, Hourly</b>	<b>\$135.00</b> ( Non-Covered, preferred rate per ITCare, normally \$165.00)		
<b>Emergency/After Hours Rate:</b>	<b>\$185.00</b> ( Non-Covered, preferred rate per ITCare, normally \$250.00)		

## ITCare - Frequently Asked Questions

*The following are questions we are frequently asked by other ITCare Clients. Feel free to ask any additional questions you feel necessary!*

### **What exactly does “managed” mean in the services included as necessary sections?**

*Managed means we will be monitoring, maintaining, and updating the existing devices/software proactively as necessary to keep it running optimally. We want to proactively maintain the network and everything connected to it, eliminating downtime and keeping everything running as fast as possible.*

*Note: We don't provide equipment warranty on the hardware unless it's the Platinum plan. So, **repairing computers that are out of the manufacturer's warranty are billable.** When we start having ongoing issues with hardware we strongly encourage our clients to retire the unit and replace with a new one.*

### **Anti-Spam and Anti-Virus would mean if we got attacked, you would resolve those for us?**

*Yes, we would work to prevent any threats and take care of them if did occur. We will also be on top of any staff members that are causing malware issues and ask management to back us up when trying to guide their behavior.*

### **What does Managed Firewall Mean?**

*Managed Firewall means we will be monitoring, maintaining, and updating the existing devices/software proactively as necessary to keep it running optimally. We want to proactively maintain the network and everything connected to it to eliminate downtime and keep everything running as fast as possible. We'll maintain and update the firewall as needed to keep it running.*

### **Managed network: I assume means you will remotely watch over the network you have configured and re-work if needed?**

*See #1 above, and yes we will care for everything attached to the network and monitor for threats proactively as long as that item is covered. We do discourage attaching devices to the network that we don't know about so we can do a good job monitoring everything.*

### **Managed Servers: does this mean you will check on updates and monitor for fluctuations that may cause a problem?**

*Yes, our monitoring software is running 24/7 to ensure the health of the server and the entire network.*

### **Managed desktops?**

*Managed means we will be monitoring, maintaining, and updating the existing devices/software proactively as necessary to keep it running optimally. We want to proactively maintain the network and everything connected to it to eliminate downtime and keep everything running as fast as possible.*

*Note: We don't provide equipment warranty on the hardware unless it's the Platinum plan. So that means repairing equipment out of the manufacturer's warranty is billable. When we start having ongoing issues with hardware, especially ones that are out of the Manufacturer's warranty period, we strongly encourage our clients to retire the unit and replace with a new one.*

### **Since I am a novice web manager, if I had problems editing my website, do you offer assistance with my web editing program?**

*Gold or Platinum would cover any and all desktop issues as needed. Silver would have scheduled visits (could be remote also) under a block of time allocated for reactive support, we could handle that. Monitoring plan doesn't include reactive support labor on the desktops, so that would be a billable ticket.*

### **We usually have contractors on our projects or premises that have an insurance rider for liability in case they are hurt. I believe this is a free service from your insurance company. Would you be able to offer that to us, assuming we would have you on our premises for work?**

*Yes, we definitely have a liability insurance policy. We will provide that for you as needed*

# Agreement

---

Client:

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

Consultant:

RTS IT, Inc.  
1037 Suncastr Lane, Suite 102  
El Dorado Hills, CA 95762

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Approved by: (Internal Use Only)**

<b>Name (print)</b>	<b>Signature</b>	<b>Date</b>

## Appendix B - General Provisions

---

### Services Definition

To ensure RTS' ability to provide satisfaction to Client, the following provisions apply as appropriate to ITCare<sup>SM</sup> services contracted with RTS.

### Important Information

**Site Survey:** At the initiation of services, **if applicable**, RTS will dispatch one or more engineers or technicians to document the current configuration of the network, current support contracts with technology related vendors including contact and support information. This process allows the RTS Support Team to understand Client's environment and to quickly diagnose problems. Clients with newly installed networks are not applicable.

**Vendor Liaison:** RTS will act as Client's duly appointed representative and advocate. RTS Support Team will diagnose problems and dispatch or contact third parties such as Internet providers, Hardware manufacturers, etc... when deemed necessary. **RTS Support Team is not intended to replace third party application support.**

**Best Interest:** In the event of a failure or problem, remedial activities (up to the contracted specified level) may commence prior to notifying Client of the problem. This will allow the RTS Support Team the ability to begin problem resolution, open trouble tickets with other vendors, or dispatch engineers and technicians with replacement parts when deemed necessary. In doing so, RTS is acting in Client's best interest to resolve the issue as quickly as possible.

**Every Effort:** Client's end users will make every effort to resolve problems with the RTS Support Team via remote access, telephone, or email, prior to RTS dispatching on-site support.

**Administrative Access:** It is preferable and in the case of ITCare<sup>SM</sup>, mandatory that RTS maintain and control administrative access to Client's network and be responsible for providing all other third parties with needed or requested access.

**Notification of Changes to Hardware and Software:** To ensure compatibility, proper budgetary planning, and ease of support, Client will allow RTS, at a minimum, prior notification of all technology related purchases that can affect performance of Client's network or availability of support.

## Exhibit B



RTS IT, Inc.  
1037 Suncast Lane, Suite 102  
El Dorado Hills, CA 95762  
530-676-2020  
[www.rtscomp.com](http://www.rtscomp.com)

## ITCare Agreement FY 2018-2019

### Computer and Network Support Services

#### *(Addendum 1)*

# El Dorado County Transit Authority

#### Prepared By:

Tony Snider  
RTS IT, Inc.  
1037 Suncast Lane, Suite 102  
El Dorado Hills, CA 95762  
530.676.2020

#### Prepared For:

Mindy Jackson  
El Dorado County Transit Authority  
6565 Commerce Way  
Diamond Springs, CA 95619  
530.642.5383

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## Addendum to FY 2018-2019 ITCare Agreement

In regards to continuing El Dorado County Transit Authority's current Managed Backups Plan, RTS submits this addendum to outline the scope of the included services in addition to their existing ITCare Gold Service Plan.

### ITCare Managed Backup Service

RTS will setup, configure, and manage local backup repositories for all designated Managed Servers. All endpoints will be backed up to an onsite NAS (network-attached-storage). RTS will manage and maintain NAS device, and repair or replace proactively or reactively as needed, whichever comes first.

RTS will receive alerting on backup failures and dispatch priority troubleshooting in event of backup failure to repair as quickly as possible.

RTS will manage transmission of cloud backups from onsite repository (NAS) to Cloud Repository (currently with client-owned Global Data Vault) and ensure successful backups.

Client will be alerted to backup failures and any required maintenance or changes in event of maintenance, upgrade, or repairs needed.

### Exceptions

- Additional VMs will require additional cost, configuration, and setup and will not be backed up without approval.
- Workstation local endpoint backups are not managed or monitored as part of this agreement, but have been installed as a courtesy. Users are responsible for alerting when endpoint backups do not work and require troubleshooting.

## Addition of Seats, Time and Services

<b>Customer Information</b>			
<b>Client Name:</b>	El Dorado County Transit Authority		
<b>Phone:</b>	530.642.5383		
<b>Email:</b>	mjackson@eldoradotransit.com		
<b>Billing Address:</b>	6565 Commerce Way		
	Diamond Springs	CA	95619
<b>Service Level Information</b>			
<b>Service Level:</b>	<b>ITCare Managed Backup Service</b>		
<b>Annual Cost:</b>	<b>\$2100</b>		
<b>Services Included as necessary:</b>	<p>Managed Backups - Ongoing proactive and reactive monitoring, maintenance, troubleshooting, repair.</p> <p>Connecting with Global Data Vault to ensure consistent success of cloud backups</p> <p>Repair / replacement of NAS equipment as necessary</p> <p>Not included: Workstation endpoint backups are not managed or monitored, but provided as a courtesy.</p>		
<b>Monthly Payment</b>	<b>\$175</b>		
<b>Payment Occurrence:</b>	<b>Monthly</b> Net 15 days		
<b>Due Date of First ITCare Invoice:</b>	<b>Net 15 days</b>		
<b>Consultant Services, Hourly</b>	<b>\$150.00</b> (Non-Covered, preferred rate per ITCare, normally \$200.00)		
<b>Systems Engineer Services, Hourly</b>	<b>\$135.00</b> ( Non-Covered, preferred rate per ITCare, normally \$165.00)		
<b>Emergency/After Hours Rate:</b>	<b>\$185.00</b> ( Non-Covered, preferred rate per ITCare, normally \$250.00)		

## Agreement - Addendum

---

Client:

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

Consultant:

RTS IT, Inc.  
1037 Suncast Lane, Suite 102  
El Dorado Hills, CA 95762

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Approved by: (Internal Use Only)**

<b>Name (print)</b>	<b>Signature</b>	<b>Date</b>

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

**PURCHASE ORDER NO. B24023**

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

**DATE: 07/01/18**

ACCOUNT: 5090.06

CLASS: 125

ACCOUNT: VARIOUS

CLASS: VARIOUS

SHIP & INVOICE TO:

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

TO: RTS IT INC  
1037 SUNCAST LANE SUITE 102  
EL DORADO HILLS, CA 95762

Contact: Tony Snider

Vendor Phone No: (530) 676-2020

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 15		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p style="text-align: center;">INFORMATION TECHNOLOGY SUPPORT AND MONTHLY BACK-UP SERVICE FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19</p> <p style="text-align: center;">PER PROFESSIONAL SERVICES AGREEMENT, PROPOSAL, AND SCOPE OF WORK ON EXHIBIT "A" AND EXHIBIT "B"</p>		NOT TO EXCEED: \$70,000.00
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	\$70,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$70,000.00
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

AGENDA ITEM 2 A  
Action Item

**MEMORANDUM**

**DATE:** April 5, 2018

**TO:** El Dorado County Transit Authority

**FROM:** Julie Petersen, Finance Manager

**SUBJECT:** Motor Coach Industries Procurement Funding

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

1. Approve the engagement of a five (5) year Lease Purchase option to partially fund the purchase of five (5) MCI Commuter Coaches
2. Approve Revised Capital Improvement Project 17-02 (2) to reflect revised funding strategy
3. Authorize the Executive Director, with Legal Counsel review, to execute all documents relating to the project up to the approved budget as presented in project 17-02 (2)

**BACKGROUND**

On June 6, 2016 the El Dorado County Transit Authority (El Dorado Transit) Board adopted the Capital Improvement Plan for Fiscal Year 2016/17 (CIP). Included in the CIP is project 17-02 Vehicle Replacement 5 Year Plan – Commuter, which is to replace five (5) 40’ Bluebird buses.

The buses to be replaced are 2006 models and no longer supported by the manufacturer. Parts are difficult to source driving repair costs higher than expected. The intent is to replace these buses with the Motor Coach Industries (MCI) commuter coach.

El Dorado Transit is participating in a joint-procurement contract with the City of Fairfield and the Yolo County Transportation District. This agreement was approved by El Dorado Transit Board on November 7, 2017.

June 2018 is the expected delivery date for the five (5) commuter coaches.

**DISCUSSION**

Originally this replacement was planned as a five-year plan using a combination of Federal Transit Administration (FTA) Section 5307, 5339 and State Transit Assistance (STA) funds.

El Dorado County Transit Authority  
April 5, 2018 Agenda

Using this timing strategy, El Dorado Transit would “bank” FTA Section 5307 annual allocations and purchase either two (2) or three (3) units in the first order with the final order of three (3) or two (2) depending on timing of the allocations; for a total of five (5) units.

It has come to our attention that the manufacturers’ understanding is that all five (5) buses are to be ordered at once. This planning/purchase change presents a negative cash flow issue. El Dorado Transit currently has the first two (2) allocations of Section 5307 for a total of \$693,430; Section 5339 of \$800,000 and STA allocated to the project in the amount of \$600,000. This creates a shortfall of approximately \$906,570 based on current cost estimates.

Funding capital projects using STA is a standard procedure for El Dorado Transit. If STA funds are not needed to supplement operating costs and the current years capital expenses; deferred funds are held.

Federal grant awards are on a reimbursable basis. Generally Federal grants require a formula of eighty (80) percent Federal and twenty (20) percent local matching funds. El Dorado Transit must have the funds available to fully pay for assets, then submit a request for reimbursement. This process can take months to receive reimbursement.

The Preliminary Capital Improvement Plan (CIP) Fiscal Year 2018/19 approved by the Board on March 1, 2018, reflected a preliminary budget amount of \$977,776 of STA. While this is true, these funds are not reimbursable through a grant and has taken years to build.

On February 12, 2018 El Dorado Transit was awarded an FTA Section 5310 grant for the replacement of five (5) minivans and five (5) cutaway buses; CIP project 19-04 is presented in this agenda as a separate item for adoption. The proposed budget for this project is \$825,000 meaning El Dorado Transit is responsible for the full payment to the vendor; with a reimbursable amount of FTA Section 5310 funds of \$610,000.

In August 2017 El Dorado Transit applied for an FTA Section 5339 grant to fund five (5) replacement Gillig type buses for Local Route service. If successful the estimated total cost will be 2,800,000 of which \$2,380,000 will be reimbursed.

All but one (1) project in the CIP FY 2018/19 are partially funded with STA.

The original five (5) year funding plan for the five (5) MCI buses was designed to integrate with all other purchases

Due to the unforeseen circumstances management staff has suspended progress on the following non-essential CIP projects;

- 13-05 Maintenance Facility Equipment
- 14-03 Metal Fabrication Tools
- 15-08 Park-and-Ride Parking Lot Maintenance
- 17-05 Maintenance Facility – Safety and Equipment

- 18-01 Moderate Improvements to Administration Building
- 18-02 Bus Shelter Amenities
- 19-02 Pollock Pines Safeway Bus Stop Improvements
- 19-03 Administration Building Safety Improvements

CIP projects that are active and require local match funding or are fully funded with STA include;

- 12-06 Western Placerville Interchange  
On March 1, 2018 Board approved the advancement of \$335,000 of STA funds to the City of Placerville
- 16-01 Passenger Security Surveillance & Lighting – Bus Stops  
Construction on this project is complete; final billing pending
- 18-05 Collision Avoidance System
- 18-06 Radio System
- 18-07 Fare Boxes
- 19-01 IT Upgrade and Replacement 5-Year Plan

A comprehensive review of the capital program has been completed with the following conclusions;

- The unanticipated delivery schedule for the MCI commuter coaches has negatively affected the procurement of all CIP projects from a cash flow perspective.
- Three cycles of FTA Section 5307 grant funds originally scheduled for MCI commuter coaches will be reallocated to either Preventative Maintenance (PM) or other eligible capital projects as they are realized; no loss of future grant funding from 5307 (approx. \$1,000,000).
- Federal grants require proof of payment when a Request for Reimbursement is filed; these grants are on a reimbursable basis.
- El Dorado Transit will not have the capital cash flow needed to successfully pre-pay for the three (3) vehicle procurement projects currently in the CIP under the revised delivery schedule of the five (5) MCI commuter coaches.

❖ 17-02 Vehicle Replacement <del>5-Year Plan</del> – Commuter	\$3,000,000
❖ 18-04 Vehicle Replacement – Local Fixed Route Buses	\$2,800,000
❖ 19-04 Vehicle Replacement – Demand Response	\$ 825,000

El Dorado Transit staff is looking at options to fund MCI commuter bus purchase.

Option #1 - Use STA Deferred Revenue to fund the shortfall.

- El Dorado Transit has available approximately \$977,000. If this option is chosen, while possible, would adversely affect capital cash flow and could affect the implementation schedule of other active capital projects.

Option #2 - Lease Purchase

El Dorado County Transit Authority  
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- El Dorado Transit has requested leasing option quotes. Quotes are to include lease amount of \$1,200,000 to provide funding for the entire amount of STA funds of the project.

Staff has contacted several financial institutions for information on a potential Lease Purchase to fund the MCI vehicle procurement.

Under this scenario El Dorado Transit would enter into a lease purchase in the amount of \$1,200,000. The remaining funds of \$1,800,000 of STA will be used to pay for the purchase. Upon vehicle receipt a Request for Reimbursement will be filed for reimbursement of Section 5307 funds in the amount of \$693,430 and Section 5339 in the amount of \$800,000. Therefore all but \$306,570 of STA funds will be recouped and available for payment of CIP 18-04 and 19-04.

Revenue (estimate)		Reimbursement (estimate)		
\$1,200,000	Lease Purchase	\$1,800,000	STA Float	
<u>\$1,800,000</u>	STA funds	<u>-\$ 693,430</u>	5307 Reimbursed	
\$3,000,000	Total Project cost	<u>-\$ 800,000</u>	5339 Reimbursed	
		\$ 306,570	Actual STA Expended	

Initial lease quotes received for a five (5) year lease purchase were in the range of 4.76% with total interest paid of \$150,826. Revised quotes are now at 3.35% with total interest paid of \$104,975. Actual rates will be determined at the time of execution.

<u>Original Quote</u>	<u>Revised Quote</u>
Lease Purchase of \$1,200,000	Lease Purchase of \$1,200,000
Term – 60 months	Term – 60 months
Rate – 4.76%	Rate – 3.35%
Monthly Payment = \$22,513.77	Monthly Payment = \$21,749.58
Interest Expense = \$150,826.20	Interest Expense = \$104,974.80
Total Cost = \$1,350,826.20	Total Cost = \$1,304,974.80
Annual Capital expense = \$270,165.24	Annual Capital expense = \$260,994.95

The goal of financing is to preserve local funding for capital projects. Staff will make every effort to realize the least expensive lease purchase product available.

Staff is requesting Board approve the commitment to engage in a five (5) year lease purchase to supplement the future Section 5307 funds no longer obtainable for the MCI commuter coach purchase.



## Vehicle Replacement 5 Year Plan - Commuter

Project No. 17-02 (2)

The El Dorado County Transit Authority (El Dorado Transit) ~~participated in a joint procurement contract with the Yolo County Transportation District (YCTD). The contract expired in March 2014.~~ **is part to a joint-procurement contract with the city of Fairfield and Yuba-Sutter Transit.**

El Dorado Transit currently has five (5) 40' Bluebird commuter buses that are no longer being supported by the manufacturer.

~~As the YCTD contract has expired, staff is currently working on a joint procurement to replace the existing Bluebird buses with the Motor Coach Industries (MCI) buses. The contract will require a commitment to funding in a five year plan.~~

**El Dorado Transit is participating in a joint-procurement contract with the City of Fairfield and the Yolo County Transportation District. This agreement was approved by El Dorado Transit Board on November 7, 2017.**

### *FIVE (5) 40' BLUEBIRD BUSES*

EDCTA #	Vehicle Type	Mileage	Mileage
		As of 02/19/16	As of 03/16/18
0601	2006 BlueBird Bus	219,571	226,154
0602	2006 BlueBird Bus	250,538	276,738
0603	2006 BlueBird Bus	238,217	245,813
0604	2006 BlueBird Bus	182,094	193,250
0605	2006 BlueBird Bus	181,921	185,418

### *FRAMEWORK FOR 5 YEAR FUNDING PLAN*

	Year 1	Year 3		Year 5	
	1	2	3	4	5
FY 2015/16 FTA Section 5307	\$308,771	-	-	-	-
FY 2015/16 FTA Section 5339	\$171,229	-	-	-	-
State Transit Assistance	\$120,000	-	-	-	-
-	-	-	-	-	-
FY 2016/17 FTA Section 5307	-	\$308,771	-	-	-
FY 2015/16 FTA Section 5339	-	\$171,229	-	-	-
State Transit Assistance	-	\$120,000	-	-	-
-	-	-	-	-	-
FY 2017/18 FTA Section 5307	-	-	\$308,771	-	-
FY 2016/17 FTA Section 5339	-	-	\$171,229	-	-
State Transit Assistance	-	-	\$120,000	-	-
-	-	-	-	-	-
FY 2018/19 FTA Section 5307	-	-	-	\$308,771	-
FY 2016/17 FTA Section 5339	-	-	-	\$171,229	-
State Transit Assistance	-	-	-	\$120,000	-
-	-	-	-	-	-
FY 2019/20 FTA Section 5307	-	-	-	-	\$308,771
FY 2016/17 FTA Section 5339	-	-	-	-	\$115,084
State Transit Assistance	-	-	-	-	\$176,145
	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000

***COST SUMMARY (ESTIMATE)***

	<b><u>Proposed Budget</u></b>
<b>Five (5) MCI Commuter Coaches</b>	<b><u>\$3,000,000</u></b>
<b><i>Total Project Estimate</i></b>	<b><u>\$3,000,000</u></b>

***FUNDING SOURCES***

<b>Five (5) Year Lease Purchase</b>	<b>\$1,200,000</b>
<b>Federal Transit Administration (FTA) Section 5307</b>	<b>\$ 693,430</b>
<b>Federal Transit Administration (FTA) Section 5339</b>	<b>\$ 800,000</b>
<b>State Transit Assistance (STA)</b>	<b><u>\$ 306,570</u></b>
<b><i>Total Revenue</i></b>	<b><u>\$3,000,000</u></b>

AGENDA ITEM 2 B  
Action Item

**MEMORANDUM**

**DATE:** April 5, 2018  
**TO:** El Dorado County Transit Authority  
**FROM:** Julie Petersen, Finance Manager  
**SUBJECT:** Motor Coach Industries and INIT Purchase Orders

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

1. Approve Purchase Order No. 23279 issued to Motor Coach Industries, Inc. in the amount of \$2,820,098.95
2. Approve Purchase Order No. 23283 issued to INIT Innovations in Transportation, Inc. in the amount of \$33,180.00
3. Authorize the Executive Director to execute all documents relating to the project up to the approved budget as presented in project 17-02 (2)

**BACKGROUND**

On June 6, 2016 the El Dorado County Transit Authority (El Dorado Transit) Board adopted the Capital Improvement Plan for Fiscal Year 2016/17 (CIP). Included in the CIP is project 17-02 Vehicle Replacement ~~5-Year Plan~~ – Commuter, which is to replace five (5) 40’ Bluebird buses.

The buses to be replaced are 2006 models and are no longer supported by the manufacturer. Parts are difficult to source driving repair costs higher than expected. The intent is to replace these buses with the Motor Coach Industries (MCI) commuter coaches.

Item 2A of this agenda outlines staff recommended funding strategy for procurement.

The Executive Director certifies that these purchases are processed within approved Purchasing Procedures. All purchase orders are in-line with the adopted Preliminary Capital Budget for Fiscal Year (FY) 2018/19.

**DISCUSSION**

El Dorado Transit is participating in a joint-procurement contract with the City of Fairfield and the Yolo County Transportation District. This agreement was approved by El Dorado Transit Board on November 7, 2017.

The execution of this contract initiated the build for the all five (5) vehicles contracted to El Dorado Transit.

Delivery is anticipated in June 2018.

Once coaches are accepted by El Dorado Transit prewiring for the installation of the Connect Card fare collection systems will be completed at our location.

Staff is requesting the approval of purchase order 23279 issued to Motor Coach Industries, Inc. in the amount of \$2,820,098.95 and purchase order No. 23283 issued to INIT Innovations in Transportation, Inc. in the amount of \$33,180.00.

**EL DORADO COUNTY TRANSIT AUTHORITY****6565 COMMERCE WAY****DIAMOND SPRINGS, CA 95619-9454****(530) 642-5383****PURCHASE ORDER NO. 23279**THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.**DATE: 04/05/2018**

ACCOUNT: 9700.00

CLASS: 125

TO: Motor Coach Industries, Inc.  
200 East Oakton Street  
Des Plaines, IL, 60018

SHIP &amp; INVOICE TO:

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

Contact: Bruce Wiebe

Vendor Phone No: 847-285-2354

Fax No:

PROMISED DELIVERY DATE		TERMS: Net 30 Days		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
5	ea	Model D4500 Commuter Style D Coach w/ Parker Muliplex w/Atro Style rubber flooring TFCR 2702 Cyber	\$492,640.00	\$2,463,200.00
5	ea	Passenger Wi-Fi system options/customer provided equipment	\$500.00	\$2,500.00
5	ea	Fuel Tank - Aluminum	Base Price	Base Price
5	ea	Front Apex Mount (3 bike track)	\$500.00	\$2,500.00
5	ea	Electronic Fare Boxes and/or Prewire (Prewire Diamond)	\$875.00	\$4,375.00
5	ea	ITS prewire option - Connect Card electronic fare card	\$400.00	\$2,000.00
5	ea	Destination Sign option - Rear route sign box / Hanover	\$750.00	\$3,750.00
5	ea	Interior Lighting - LED	Base Price	Base Price
5	ea	Transit agency paint scheme - Delete exterior lettering	\$2,205.00	\$11,025.00
5	ea	Wheel Chair Lift - Braun	Base Price	Base Price
5	ea	Power assist sliding door	\$1,710.00	\$8,550.00
5	ea	Mirror Options - Heated	\$100.00	\$500.00
5	ea	Tire & Wheel - 315 80 RL Firestone (8 each installed)	Base Price	Base Price
5	ea	Matching Spare Tire	Base Price	Base Price
5	ea	Engine - Cummins ISX 425 HP Engine / Urban Bus Carb Cert	Base Price	Base Price
5	ea	Transmission - Allison B 500	Base Price	Base Price
5	ea	Alternator - Two Denso 140 amp each	Base Price	Base Price
5	ea	Starter Motor - Mitsubishi	Base Price	Base Price
5	ea	Air Compressor - Wabco	Base Price	Base Price
5	ea	Interior stanchions & grab rails options - yellow powder coated	\$1,500.00	\$7,500.00
5	ea	Adjustable top governor speed / 70 MPH	Base Price	Base Price
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	Continued
			SHIPPING	
			SALES TAX	
			TOTAL	Continued
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

Circle Distributing: Vendor - Accounting - Requestor - Purchasing

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

**PURCHASE ORDER NO. 23279**

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

**DATE: 04/05/2018**

ACCOUNT: 9700.00

CLASS: 125

TO: Motor Coach Industries, Inc.  
 200 East Oakton Street  
 Des Plaines, IL, 60018

SHIP & INVOICE TO:

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

Contact: Bruce Wiebe

Vendor Phone No: 847-285-2354

Fax No:

PROMISED DELIVERY DATE		TERMS: Net 30 Days		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
5	ea	Leading edge step tread to be latest welded step edge w/yellow nosing match	\$40.00	\$200.00
5	ea	Axle Ratio - 4.10:1	N/C	N/C
5	ea	First Aid Kit - 10 unit	Base Price	Base Price
5	ea	Yellow Standee Line	N/C	N/C
5	ea	Wheelchair secure - Q Straint	Base Price	Base Price
5	ea	Brake - Disc Brakes	Base Price	Base Price
5	ea	Gladhands connectors for air system during towing	\$475.00	\$2,375.00
5	ea	Silent Alarm System - Hanover	N/C	N/C
5	ea	HVAC options - Brushless aux fans	\$400.00	\$2,000.00
5	ea	AC Compressor - Bitzer	Base Price	Base Price
5	ea	Extended Engine Warranty	Base Price	Base Price
5	ea	Extended exhaust after treatment warranty option	\$2,200.00	\$11,000.00
5	ea	Extended Transmission Warranty	Base Price	Base Price
5	ea	Extended HVAC warranty options	\$1,200.00	\$6,000.00
5	ea	Automatic Tranction Control/Electronic Stability Control	Base Price	Base Price
5	ea	Rear Raise with Switch on Driver's Panel	Base Price	Base Price
5	ea	Rear Air Valve Drain with Switch on Driver's Panel	Base Price	Base Price
5	ea	Drivers Seat - Recaro AM80	Base Price	Base Price
5	ea	Public Address System - REI	Base Price	Base Price
5	ea	Passenger seat make & model option - Kiel 2050	\$3,700.00	\$18,500.00
5	ea	Battery - 2 8D's	N/C	N/C
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	Continued
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	Continued
<b>PURCHASING AGENT</b>				

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

**PURCHASE ORDER NO. 23279**

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

**DATE: 04/05/2018**

ACCOUNT: 9700.00 CLASS: 125

TO: Motor Coach Industries, Inc.  
 200 East Oakton Street  
 Des Plaines, IL, 60018

SHIP & INVOICE TO:

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

Contact: Bruce Wiebe

Vendor Phone No: 847-285-2354

Fax No:

<b>PROMISED DELIVERY DATE</b>		<b>TERMS: Net 30 Days</b>		
		<b>F.O.B. DESTINATION</b>		
<b>QTY</b>	<b>UNIT</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>EXTENDED TOTAL</b>
5	ea	Video surveillance option - Apollo HD	\$8,100.00	\$40,500.00
5	ea	Radio prewire - power for radio, roof mounted antenna	\$250.00	\$1,250.00
5	ea	Laminated Dual Pane Safety Glass Side Windows	Base Price	Base Price
5	ea	Seat Alarm	\$95.00	\$475.00
5	ea	Fabric - Heavy Black Cloth (Drivers Seat)	N/C	N/C
5	ea	Defender Fabric Guard	N/C	N/C
5	ea	Seat Fabric - BDJ314	N/C	N/C
5	ea	Headrests	N/C	N/C
5	ea	Footrests - Auto Retract / QTY 44	\$1,320.00	\$6,600.00
5	ea	Seatbelts	Base Price	Base Price
5	ea	Air Dryer - Bendix AD-IP air dryer	\$120.00	\$600.00
5	ea	Houston Auxilliary Air Vent at end of Parcel Rack for Driver	N/C	N/C
5	ea	Windshield Fans - One per windshield	\$450.00	\$2,250.00
5	ea	Exterior Door Locks, Fuel Door Locks (Keyed Alike)	-\$300.00	-\$1,500.00
5	ea	Rear Throttle Control in Run Box	N/C	N/C
5	ea	Emergency Silent Switch / Hanover	N/C	N/C
5	ea	Collision Avoidance System - Mobile Eye + System	\$8,540.00	\$42,700.00
5	ea	Slide Out Trays in Locked Parcel racks (2)	\$460.00	\$2,300.00
5	ea	Tire Tax	\$15.75	\$78.75
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			<b>SUBTOTAL</b>	<b>\$2,641,228.75</b>
			<b>SHIPPING</b>	
			<b>SALES TAX</b>	<b>\$178,870.20</b>
			<b>TOTAL</b>	<b>\$2,820,098.95</b>
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

**PURCHASE ORDER NO. 23283**

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

**DATE: 04/05/2018**

ACCOUNT: 9700.00 CLASS: 125

TO: INIT Innovations in Transportation, Inc.  
 424 Network Station  
 Chesapeake, VA 23320

SHIP & INVOICE TO:

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

Contact: Ryan Mackem

Vendor Phone No: (757) 413-9100 ext. 343

Fax No:

<b>PROMISED DELIVERY DATE</b>		<b>TERMS: Net 30 Days</b>		
		<b>F.O.B. DESTINATION</b>		
<b>QTY</b>	<b>UNIT</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>EXTENDED TOTAL</b>
		Prewire Hardware for Connect Card System		
		E-Fare Hardware		
5	ea	PCH000000955/001 - Antenna tri-band Mobile Mark	\$213.00	\$1,065.00
5	ea	CON000003185/008 - Wago Fuse block combined with power distribution terminals	\$98.00	\$490.00
		Cabling		
5	ea	CAB000003314/001/0800 - Cable Power PROXmobil2 LiHH 5x0.5	\$55.00	\$275.00
5	ea	CAB000003315/001/0800 - Cable Ethernet PROXmobil2 with DSUB	\$165.00	\$825.00
5	ea	CAB000003138/102/0400 - Cable Antenna GPSgo2	\$75.00	\$375.00
5	ea	CAB000003137/100/0400 - Cable Antenna WLAN	\$90.00	\$450.00
5	ea	CAB000003070/088/0100 - Cable power/crit COPILOTpc	\$70.00	\$350.00
5	ea	CAB000003071/001/0600 - Cable extension TOUCHit	\$150.00	\$750.00
5	ea	CAB000003064/014/0050 - GPSgo2 RS232 cable	\$85.00	\$425.00
5	ea	CAB000000526/003/0200 - Single Wire Ignition	\$5.00	\$25.00
5	ea	CAB000000531/005/0200 - Single Wire PWR_GND1	\$5.00	\$25.00
5	ea	CAB000000530/004/0200 - single wire PWR_+24V1	\$5.00	\$25.00
5	ea	CAB000000530/005/0200 - Single Wire PWR_+12V1(12V vehicles only)	\$5.00	\$25.00
5	ea	CAB000000524/003/0200 - Signal Wire ODO	\$5.00	\$25.00
5	ea	CAB000000524/004/0200 - Signal Wire REVGR	\$5.00	\$25.00
5	ea	CAB000000524/007/0200 - Signal Wire DOOR	\$5.00	\$25.00
		Service		
1		Installation & Commissioning Services for 5 Prewire Vehicles (max. 8 days onsite)	\$28,000.00	\$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.			<b>SUBTOTAL</b>	<b>\$33,180.00</b>
			<b>SHIPPING</b>	
			<b>SALES TAX</b>	
			<b>TOTAL</b>	<b>\$33,180.00</b>
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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AGENDA ITEM 3 A  
Information Item

**MEMORANDUM**

**DATE:** April 5, 2018

**TO:** El Dorado County Transit Authority

**FROM:** Julie Petersen, Finance Manager

**SUBJECT:** Pension and Other-Post Employee Retirement Benefits

**REQUESTED ACTION:**

**BY MOTION,**

None. Information Only

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) was formed on January 1, 1994 as a Joint Powers Authority (JPA) between the County of El Dorado and the City of Placerville.

On August 8, 1994, El Dorado Transit's contracted with the California Public Retirement System (CalPERS) for employee Pensions. El Dorado Transit opted to pay the estimated unfunded liability for future costs on a per pay period basis. As of FY 2015/16 the Unfunded Liability is a separate payment which can be made on a monthly or annual basis. El Dorado Transit pays one (1) annual lump sum payment to avoid monthly interest payments.

On July 1, 2007 El Dorado Transit contracted with CalPERS to provide Other-Post Retirement Benefits (OPEB) of medical benefits for unrepresented employees. This action required participation in the California Employers' Retirement Benefit Trust (CERBT) Fund to prefund future unfunded OPEB liabilities.

Changes to both contracts with regard to yearly cost estimations have occurred over time however; each annual operating budget has included current and future estimated funding of pension and OPEB due during each fiscal year.

Recently the Government Accounting Standards Board (GASB) has made several pronouncements specifically designed to inform the public of future liability costs associated with public employee Pension and OPEB benefit costs.

## **DISCUSSION**

At the December 1, 2017 regularly scheduled Board of Directors meeting, the Mid-Year Budget was adopted for Fiscal Year (FY) 2017/18. The Board requested staff analyze the feasibility of projecting the Unfunded Liability out five (5) years for both the Pension and OPEB.

Software packages are available to produce these estimates in-house. Staff reviewed several products and GovInvest was determined to be the most realistic product for our agency size and demographics. Below is an overview of our current methodology vs. GovInvest.

### ***PENSION – ALL EMPLOYEES***

	<u>In-House Methodology</u>	<u>GovInvest</u>
Required Valuation Report provided by CalPERS (required for both options)	\$700	\$ 700
CPA Consultant data input and review (est.)	\$1,000	-
Software - Pension Module – onboarding fee	-	\$1,500 (one time)
Annual Licensing fee	-	\$3,000
Actuarial Report (GASB 45/75) additional for basic requirements	-	\$1,000
5-Year Cost and Benefit Projections (optional)	<u>-</u>	<u>\$ 500</u>
Estimated	\$1,700	\$6,700

### ***OTHER POST-RETIREMENT BENEFITS – UNREPRESENTED EMPLOYEES ONLY***

	<u>In-House Methodology</u>	<u>GovInvest</u>
Required Valuation Report provided by CalPERS (required for both options)	\$700	\$ 700
Bickmore - GASB 45 report (two (2) years @ \$2,500 ea.)	\$2,500	-
Software - OPEB Module – onboarding fee (includes GASB 45 report)	-	\$2,500 (one time)
Annual Licensing fee	<u>-</u>	<u>\$3,000</u>
Estimated	\$3,200	\$6,200

Staff requested our outside Certified Public Accounting (CPA) consultant to review and comment on the GovInvest proposal. Below is an excerpt from the response;

*“This is to document the issues I discussed with you regarding the GovInvest service.*

- 1. I have trouble to establish the need for the service beyond year-end payable accrual.*
- 2. This service would result in more work from the accounting department to upload your*

- data to the service.*
3. *The costs for the service would only replace the Bickmore OPEB accrual, so this service adds substantially to your annual costs and provides very little value.*
  4. *I realize that the proposal would provide limited services of an actuary but the real issue is that EDCTA does not have the Finance/Economist/Actuary on staff to make any meaningful use of the service.*
  5. *In my estimation, I see that EDCTA would need to inquire of CalPERS to gather the variables needed to put together any reasonable estimate of liabilities. If you have to get the assumptions from CalPERS, I suggest that you continue to use the CalPERS service.*

*In my opinion, I see the service to be a lot of extra work to set up and maintain, EDCTA lacks the staffing to provide the inputs needed and there is no value for the service to provide accruals more often than year-end that would justify the additional cost over your existing service. I would not proceed any further."*

Contribution rates and unfunded liability costs are represented below.

<b><i>PENSION – ALL EMPLOYEES</i></b>	<b><i>Employer Normal Rate</i></b>	<b><i>Employer Unfunded Liability</i></b>	<b><i>Annual Contributions</i></b>
FY 2016/17 (Classic)	9.558%	\$148,688	
FY 2016/17 (PEPRA)	6.93%	\$0	\$148,688
FY 2017/18 (Classic)	9.599%	\$172,662	
FY 2017/18 (PEPRA)	6.908%	\$63	\$172,725
FY 2018/19 (Classic)	10.152%	\$208,939	
FY 2018/19 (PEPRA)	7.266%	\$587	\$209,526
FY 2019/20 (Classic)	10.6% (est.)	\$251,000 (est)	
FY 2019/20 (PEPRA)	7.3% (est.)	\$1,400 (est)	\$252,000 (est)
FY 2020/21 (Classic)	11.6% (est.)	\$286,000 (est)	
FY 2020/21 (PEPRA)	7.4% (est.)	\$2,700 (est)	\$288,700 (est)

***OTHER POST-RETIREMENT BENEFITS – UNREPRESENTED EMPLOYEES ONLY***

	<b><i><u>Annual Contribution</u></i></b>
FY 2016/17	\$51,092
FY 2017/18	\$55,631 (est)
FY 2018/19	\$57,407 (est)

Fiscal year 2016/17 audited financial statements reports a Net Pension Liability of \$2,614,209. This represents the amount due to CalPERS if El Dorado Transit discontinued operations as of June 30, 2017.

Staff is confident that the current financial position as it relates to Pension and OPEB Liabilities is sustainable. Yearly expenses to continue to prefund will help stabilize that part of the calculation under control of El Dorado Transit.

Staff does not recommend the additional \$8,000 and additional staff time required to utilize GovInvest.



## Newsletter

April – June 2018  
Volume 2 – Number 2



### Local Route Changes

On Monday April 16, 2018 the following route changes on the local fixed routes will be implemented:

#### **Route 30- Diamond Springs/El Dorado** –

There will be an additional request stop at the El Dorado Transit Offices after the Missouri Flat Storage Depot stop. The current request stop for the El Dorado Transit Offices after Independence High School will still be available. This change will give passengers a way to go to the El Dorado Transit office to purchase passes without waiting an hour for the next bus. Other changes to the route include changing the Independence High School stop to a request stop and time adjustments to some other stops to more accurately reflect actual travel times.

#### **Route 35 - Diamond Springs/El Dorado**

**Saturday** – Time adjustments are being implemented to mirror the time adjustments to Route 30.

#### **Route 40 - Cameron Park/Shingle Springs** –

The bus will service stops on Coach Lane and on Palmer Drive in both directions. As a result, time adjustments are being implemented at many of the stops on the route. These changes will give passengers better access to the bus stops at the major shopping areas in Cameron Park. The transfer point with the 50 Express will remain at the Ponderosa Road Park-and-Ride.

#### **Route 50X - 50 Express** –

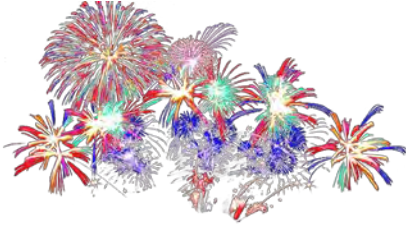
The stop at Intel will be moved from :58 to :55 each hour to more accurately reflect actual travel times.

Information regarding route changes and schedule updates is available at [eldoradotransit.com/news](http://eldoradotransit.com/news). If you have any questions, please call El Dorado Transit at 530-642-5383.

### Holiday Schedule

Bus routes and services will not be available on the following holidays between April and June 2018.

Memorial Day.....May 28, 2018



## El Dorado County Fair

The 2018 El Dorado County Fair will be Thursday June 14 to Sunday June 17. The Fairgrounds Park-and-Ride will be closed from Monday June 11 to Sunday June 17 and will reopen on Monday June 18.

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## Adult Day Services Transportation

For many years El Dorado Transit has provided transportation for participants of the Adult Day Services programs.

Formerly known as Senior Day Care, Adult Day Services operates two Adult Day Centers - one in Placerville and one in El Dorado Hills. The Centers provide a warm, nurturing and friendly setting, offering a world of activity for body, mind and spirit; helping adults remain active and involved in the world around them. Friendships blossom while participants enjoy activities designed to add meaning to their lives, improve mental and physical function, and increase their sense of worth. The Centers give families peace of mind and a break from caregiving responsibilities. Adult Day Services also provides supportive services, resources, education and respite care for family members who are taking care of those with dementia and other chronic health issues.

For information regarding transportation for the Adult Day Services program, please contact the Placerville Center at 530-621-6180 or the El Dorado Hills Center at 916-358-3560.

**\$5**

## Youth Summer Pass

Students can get a summer worth of rides on El Dorado Transit buses for just \$5 with the Youth Summer Pass. From June 1 to July 31, 2018, K-12 students with the summer pass can get unlimited bus rides on Local Fixed Routes.

Places that students may want to go on the bus are libraries, parks, pools, movie theaters, shopping, restaurants, recreational centers, Cameron Park Lake and even to work.

This program is designed to provide the opportunity to become more independent and teach the youth how to ride the bus.

Each pass will be loaded on a Connect Card so that the card can be used as a Student K-12 discount fare card anytime throughout the year.

Call us to get your ID card and pass at 530-642-5383.

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## El Dorado Transit Online

For the latest news and information, like us on Facebook, follow us on Twitter and sign up for rider alerts on the El Dorado Transit website [www.eldoradotransit.com](http://www.eldoradotransit.com).

**SIGN UP FOR RIDER ALERTS**



# Get Out & GO this summer with the ***EL DORADO TRANSIT GO PASS***

Ride all local buses June & July for only \$5!



*"My summer adventures  
are a bus stop away  
with my Go Pass!"*

## How to Get a GO PASS

All K-12 students in the El Dorado Transit service area are eligible for the **\$5 GO PASS**. Bring your student ID to the transit office (6565 Commerce Way, Diamond Springs), Monday - Friday, 8 a.m. to 5 p.m., and pick up your **GO PASS**!

Start your adventure at [ElDoradoTransit.com](http://ElDoradoTransit.com) or get transit directions right in Google Maps. Download the **RouteShout** app for realtime bus arrivals.



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