



EL DORADO TRANSIT

**County of El Dorado
Board of Supervisors Meeting Room
330 Fair Lane, Bldg. A
Thursday, September 6, 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 PLEDGE OF ALLEGIANCE

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 Legal Counsel.

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

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.

1.	<u>CONSENT CALENDAR</u>	<u>PAGE</u>
	A. Approve Conformed Minutes of Regular Meeting August 3, 2018	4
	B. Receive and File July 2018 Check Registers	7
	C. Receive and File July 2018 Ridership Reports	11
	D. Receive and File Quarterly Investment and Annual Investment Reports for Operating and Restricted Capital Funds for Quarter Ending 06/30/2018	14
	E. Adopt Resolution No. 18-30 defining agency contributions for health premium benefits for regular unrepresented and management employee groups	17
	F. 1. Approve Revised Capital Improvement Project #19-04 for ten (10) replacement vehicles	21
	2. Approve Purchase Order No. 24205 issued to Creative Bus Sales for the acquisition of (5) Replacement Buses	
	3. Approve Purchase Order No. 24206 issued to Creative Bus Sales for the acquisition of five (5) Replacement Minivans	
	4. Authorize Executive Director to execute all documents related to these purchases within the Revised Capital Improvement Plan Project #19-04	
2.	<u>ACTION ITEMS</u>	
	A. 1. Form an ad hoc Audit Review Committee to receive and review Fiscal Year 2017/18 independent fiscal and compliance audit reports	26
	2. Appoint Chairperson and Vice-Chairperson as members to the Audit Review Committee	
	B. 1. Receive and File Final Proposed Amended Operating Budget Fiscal Year 2017/18	28
	2. Authorize the transfer of \$347,246 from Contingency to offset a reduction of Revenue	

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED
EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING
Thursday, October 4, 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



EL DORADO TRANSIT

**County of El Dorado
Board of Supervisors Meeting Room
330 Fair Lane, Bldg. A
Thursday, August 2, 2018; 1:00PM**

EL DORADO COUNTY TRANSIT AUTHORITY 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 PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairperson Frentzen at 1:00 P.M.

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: Acuna/Borelli
Ayes: Acuna, Borelli, Frentzen, Hidahl, Veerkamp

OPEN FORUM

None

1. CONSENT CALENDAR

- A. Approve Conformed Minutes of Regular Meeting June 7, 2018
- B. Receive and File March, April, May and June 2018 Check Registers
- C. Receive and File the May and June 2018 Ridership Reports
- D.
 - 1. Approve Revised Capital Improvement Plan Project Number 17-03 Bus Stop Improvements with new Shelter and Amenities on Upper Broadway, Placerville
 - 2. Approve Final Draft Agreement for Construction of a Bus Stop that allows the pass-through of State Transit Assistance funding for costs related to the bus stop project that will be included in the Upper Broadway Bike Lanes and Pedestrian Connection project
 - 3. Authorize the Executive Director or his/her designee to approve minor revisions to the Final Draft Agreement for Construction of a Bus Stop and any related documents necessary to manage the project within the adopted Capital Improvement Plan Project #17-03 with legal counsel review and approval
- D.
 - 1. Adopt Resolution No. 18-27 Authorizing the Executive Director to File All Documents for the California State of Good Repair Program
 - 2. Adopt Resolution No. 18-28 Authorizing the California State of Good Repair Project List
- E.
 - 1. Approve License Agreement Between Sacramento Municipal Utility and the El Dorado County Transit Authority (Agreement) for leased parking in Camino, CA
 - 2. Authorize the Executive Director to execute all documents related to the Agreement
- F. Adopt Resolution No. 18-29 revising the El Dorado County Transit Authority Personnel Policies and Procedures Manual with regard to policy revisions and additions
- G. Approve funding Operating Reserve utilizing Bike Locker , Advertising and Miscellaneous revenue accounts for Fiscal Year 2017/18
- H. Receive and File Final Motor Coach Industries Procurement Financing Agreement #18-005

2. ACTION ITEMS

A. Receive and File report on Apple Hill Implementation Strategies

Receive and File only, no action was taken.

3. INFORMATION ITEMS

A. Website Usage Statistics

Information Only.

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

RECESS TO CLOSED SESSION

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RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

Closed Session was not needed.

ADJOURNMENT

Chair Frentzen adjourned the meeting at 1:37 P.M.

* Verbal Report

Respectfully Submitted,

**Megan Wilcher
Secretary to the Board**

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: September 6, 2018
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Receive and File July 2018 Check Register

REQUESTED ACTION:
BY MOTION,

Receive and File July 2018 Check Register

BACKGROUND

The following check register includes routine transactions for the month July 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

Five (5) items merit further detail;

Check #32226 – CalTIP – California Transit Indemnity Pool.....\$572,753.00
This check pays an obligation for Liability, Physical Damage and Employment Practices and Liability insurances for fiscal year (FY) 2018/19 using Local Transportation Funds (LTF).

Check #32232 – Feild and Associates.....\$7,692.50
This check pays an obligation for Management of Multiple Transit Projects using both local and grant funding as directed under individual capital plan budgets.

Check #32238 – RouteMatch Software Inc.....\$53,306.04
This check pays the obligation for annual support, housing, IVR, data fee’s associated with the scheduling and statistical software using Local Transportation Funds (LTF).

Check #32240 – SDRMA – Special Districts Risk Management Authority.....\$187,821.83
This check pays an obligation for Workers Compensation insurance for FY 2018/19 using Local Transportation Funds (LTF).

Check # 32304 – Trillium Solutions Inc.....\$3,700.00
This check pays the obligation for Website Services for FY 2018/19 using Local Transportation
Funds (LTF).

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
July 2018

Date	Num	Name	Memo	Amount
07/10/2018	32223	AFLAC	Employee Paid Premiums - June 2018	2,039.16
07/10/2018	32224	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Employee Paid Premiums - July 2018	110.46
07/10/2018	32225	AT&T MOBILITY	Monthly Utility	187.32
07/10/2018	32226	CalTIP - CAL TRANSIT INDEMNITY POOL	Annual Liability, Physical Damage, EPLI Premiums FY 2018/19	572,753.00
07/10/2018	32227	COMCAST	High Speed Cable Internet - June 2018	240.93
07/10/2018	32228	DAWSON OIL	Fuel Purchases - June 2018	61,805.10
07/10/2018	32229	DS/ED FIREFIGHTERS ASSOCIATION	Hall Rental for VTT Mtg 2019	440.00
07/10/2018	32230	EDC DEPARTMENT OF TRANSPORTATION	EDH Multi-Modal Facility Lease	1.00
07/10/2018	32231	EL DORADO DISPOSAL	Monthly Utility	293.62
07/10/2018	32232	FEILD AND ASSOCIATES	Transit Project Mgmt for 04-06/2018	7,692.50
07/10/2018	32233	GIRARD & EDWARDS	Legal Counsel - June 2018	2,702.50
07/10/2018	32234	HUNT & SONS INC	Fuel Purchases - June 2018	231.33
07/10/2018	32235	MAG LANDSCAPING INC	Landscape Service - June 2018	630.00
07/10/2018	32236	OPERATING ENGINEERS - MEDICAL	Health Premiums - July 2018	62,410.00
07/10/2018	32237	PACIFIC GAS & ELECTRIC	Monthly Utility	3,390.40
07/10/2018	32238	ROUTEMATCH SOFTWARE INC	Annual Support, Hosting, IVR, Data Fees	53,306.04
07/10/2018	32239	RTS IT INC	IT Services/Back-Up July 2018	4,592.50
07/10/2018	32240	SDRMA	FY 18/19 Workers' Comp Premium	187,821.83
07/10/2018	32241	TOWN CENTER EAST LP	Lease Pymt for July 2018 P&R	700.00
07/10/2018	32242	VERIZON WIRELESS	Cellular & Wifi Service - June 2018	3,063.56
07/10/2018	32243	VISA	Reconciled Charges for June 2018	5,886.66
07/12/2018	32244	EMP. MISC. REIMBURSEMENT	Mileage Reimb - MW	36.08
07/12/2018	32245	EMP. MISC. REIMBURSEMENT	DMV License Renewal - KK	55.00
07/12/2018	32246	EMP. MISC. REIMBURSEMENT	Taxi Voucher Refund - WB	60.00
07/12/2018	32247	EMP. MISC. REIMBURSEMENT	Taxi Voucher Refund - JG	42.00
07/12/2018	32248	EMP. MISC. REIMBURSEMENT	DMV License Renewal - AL	55.00
07/03/2018	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	Employee Paid - PR #13	5,497.84
07/03/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #13	11,829.00
07/03/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #13 SUPP.	8,054.80
07/05/2018	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Medical Premium - July 2018	35,796.61
07/16/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	Classic/PEPRA UAL FY 2018/19	202,202.00
07/17/2018	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE JULY 13, 2018	5,496.82
07/17/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #14	12,070.32
07/17/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #14 SUPP.	7,881.63
07/18/2018	32249	ABSOLUTE GLASS INC	Parts and Supplies	626.96
07/18/2018	32250	ADM SCREENING	Random & Pre-Employ Screening May 2018	235.00
07/18/2018	32251	ARENS BROTHERS	Used Oil & Oily Water Pick Up	772.63
07/18/2018	32252	AUTOZONE	Parts and Supplies	504.78
07/18/2018	32253	BUS & EQUIPMENT REPAIR OF CA	Parts and Supplies	619.62
07/18/2018	32254	C & H MOTOR PARTS	Parts and Supplies	421.63
07/18/2018	32255	CAL.NET	Camera Service - June 2018	176.92
07/18/2018	32256	CAMPORA PROPANE	Fill Propane Tank-Forklift	26.21
07/18/2018	32257	CAPITOL CLUTCH & BRAKE	Parts and Supplies	1,738.85
07/18/2018	32258	CDW GOVERNMENT	WD Red NAS Har Drive WD80EFZX-Qty 2	967.56
07/18/2018	32259	CITY OF PLACERVILLE	Bus Shelter Maintenance-July, Aug., Sept. - 2018	330.00
07/18/2018	32260	EDC RISK MANAGEMENT	Health Insurance June 2018	3,727.67
07/18/2018	32261	EDC SHERIFF'S OFFICE - 2-Way Radio	Radio & Repeater Maintenance 17/18	1,514.80
07/18/2018	32262	EMP. MISC. REIMBURSEMENT	Reimb Uniform Pants - SL	50.00
07/18/2018	32263	FACTORY MOTOR PARTS	Parts and Supplies	48.48
07/18/2018	32264	FASTENAL	Bus Cleaning Supplies	285.52
07/18/2018	32265	FLEMING DISTRIBUTING CO.	Additives PM Services	247.26
07/18/2018	32266	G & O BODY SHOP INC	Towing #0902	150.00
07/18/2018	32267	GCR TIRES & SERVICE	Tires #1003 #1004	5,023.35
07/18/2018	32268	GILLIG LLC	Parts and Supplies	1,396.69
07/18/2018	32269	GLOBAL DATA VAULT LLC	Disaster Recovery Cloud Back Up Service-Monthly	300.00
07/18/2018	32270	HUNT & SONS INC	Fuel Purchases - June 2018	263.03
07/18/2018	32271	IMAGE SOURCE	All Copier Maintenance 06/14/18-07/13/18	467.10
07/18/2018	32272	IMPERIAL PRINTING-HKR	Graphics on #0902 #1006 #1007	1,948.50
07/18/2018	32273	KINETICO WATER OF PLACERVILLE	Filtered Water Rental for July 2018	42.90
07/18/2018	32274	LANGUAGE LINE SERVICES INC	Interpreter Service - June 2018	3.77
07/18/2018	32275	MCI SERVICE PARTS INC	Parts and Supplies	3,637.80
07/18/2018	32276	MISSION UNIFORM SERVICE	Mats, Towels	196.39
07/18/2018	32277	MOUNTAIN DEMOCRAT INC	Recruit Ads for P/T T/O - June 2018	270.88
07/18/2018	32278	O'REILLY AUTO PARTS	Parts and Supplies	281.89
07/18/2018	32279	PLATT ELECTRIC SUPPLY INC	Parts and Supplies	139.58
07/18/2018	32280	PRO-LINE CLEANING SERVICES INC	Janitorial Services - June 2018	675.00
07/18/2018	32281	PROTEL COMMUNICATIONS INC	Remote Srvcs to Assist in Diagnosing Phone Issue	179.00
07/18/2018	32282	QUILL	Misc. Office Supplies	632.84
07/18/2018	32283	RESCO PRINTING	Local Service Guides - 3000	3,514.58
07/18/2018	32284	RIEBES AUTO PARTS	Parts and Supplies	7.75

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
July 2018

Date	Num	Name	Memo	Amount
07/18/2018	32285	RON DUPRATT FORD	Parts and Supplies	669.91
07/18/2018	32286	SUN LIFE FINANCIAL	LTD/Life Premiums - July 2018	2,982.64
07/18/2018	32287	TERRIE Y. PROD'HON	CPA Services - June 2018	162.75
07/18/2018	32288	TK SERVICES INC	Parts and Supplies	220.42
07/18/2018	32289	TRUE VALUE HARDWARE	Parts and Supplies	114.92
07/18/2018	32290	THOMPSONS OF PLACERVILLE	Parts and Supplies	5,605.61
07/23/2018	32291	AFLAC	Employee Paid Premiums - July 2018	1,359.44
07/23/2018	32292	ARNOLDS FOR AWARDS	Engraving for EOM Plate - July 2018	12.50
07/23/2018	32293	AT&T LONG DISTANCE	Monthly Utility	85.16
07/23/2018	32294	CAL.NET	Camera Service - July 2018	176.92
07/23/2018	32295	EDC FAIR ASSOCIATION, INC.	Fair Grounds P & R Lease 2018	150.00
07/23/2018	32296	EDC RISK MANAGEMENT	Health Insurance - July 2018	3,727.67
07/23/2018	32297	EL DORADO HILLS CHAMBER OF COMMERCE	Annual Membership Dues/2018-2019-ID#7418	225.00
07/23/2018	32298	EL DORADO IRRIGATION DISTRICT	Monthly Utility	908.90
07/23/2018	32299	GLOBAL DATA VAULT LLC	Disaster Recovery Cloud Back Up Service-Monthly	300.00
07/23/2018	32300	OPERATING ENGINEERS LOCAL UNION #3	Employee Paid Union Dues - July 2018	2,160.00
07/23/2018	32301	QUILL	Misc. Office Supplies	187.02
07/23/2018	32302	RESCO PRINTING	Day Passes - Qty 100 pds	483.75
07/23/2018	32303	SACRAMENTO BEE	Annual Subscription - 52 weeks-Online	99.99
07/23/2018	32304	TRILLIUM SOLUTIONS INC	Website Services for FY 2018/2019	3,700.00
07/23/2018	32305	WOLFPACK INSURANCE SERVICES, INC.	Vision/Dental Premium - August 2018	4,351.60
07/23/2018	32306	XEROX FINANCIAL SERVICES	Lease Payment-July 2018	774.35
07/24/2018	32307	ABSOLUTE GLASS INC	Parts and Supplies	355.00
07/24/2018	32308	ADM SCREENING	Random & Pre-Employ Screening June 2018	310.00
07/24/2018	32309	DENTONIS	Air Compressor #0704	273.54
07/24/2018	32310	J. C. NELSON SUPPLY CO.	Janitorial Supplies	155.02
07/24/2018	32311	SIERRA NEVADA TIRE & WHEEL	Tires #0704 #1504	2,200.73
07/24/2018	32312	UNIVERSAL SECURITY & FIRE INC	Alarm Monitoring 07/01/18-09/30/18	135.00
07/24/2018	32313	VALLEY POWER SYSTEMS	Parts and Supplies	104.73
07/24/2018	32314	VIPER PEST CONTROL INC	Bi-Monthly Pest Control-#6565	60.00
07/24/2018	32315	WESTERN SUPPLY INC	Tire Supplies	463.94
07/24/2018	32316	WESTERN TRUCK PARTS LLC	Parts and Supplies	1,667.19
07/24/2018	32317	ZEP MANUFACTURING CO.	Bus Cleaning Supplies - Shop Use	532.59
07/31/2018	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE JULY 27, 2018	5,495.45
07/31/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #15	12,216.39
07/31/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #15 SUPP.	7,749.78
07/31/2018	32318	CA DEPT OF TAX & FEE ADMIN	2nd QTR Exempt Bus Operator Diesel Fuel Tax 2018	455.26
				<u>1,351,433.12</u>
Total				<u>1,351,433.12</u>

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

DATE: September 6, 2018

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: July 2018 Ridership Report

REQUESTED ACTION:

BY MOTION,

Receive and File the July 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 July 2018 monthly ridership table comparing the current fiscal year to the previous fiscal year.

July Ridership

July 2018	July 2017	Increase	% Increase
25,399	24,294	1,105	4.5%

In July, Demand Response ridership decreased by 14.1%, Local Fixed Route ridership increased by 4.0%, and Commuter ridership increased by 8.0%.

Following is the July 2018 monthly ridership report. The fiscal year-to-date ridership report is not included as July 2018 is the first month of the fiscal year.

Connect Card ridership is recorded every time a Connect Card is tapped onto the equipment in one of the vehicles. The number of riders is tracked to evaluate system usage. El Dorado Transit recorded 9,381 taps or 34.1% of all ridership in July 2018. Following is the Connect Card ridership report with a graph showing the percent of total ridership using Connect Card per month.

July 2018 Ridership Report

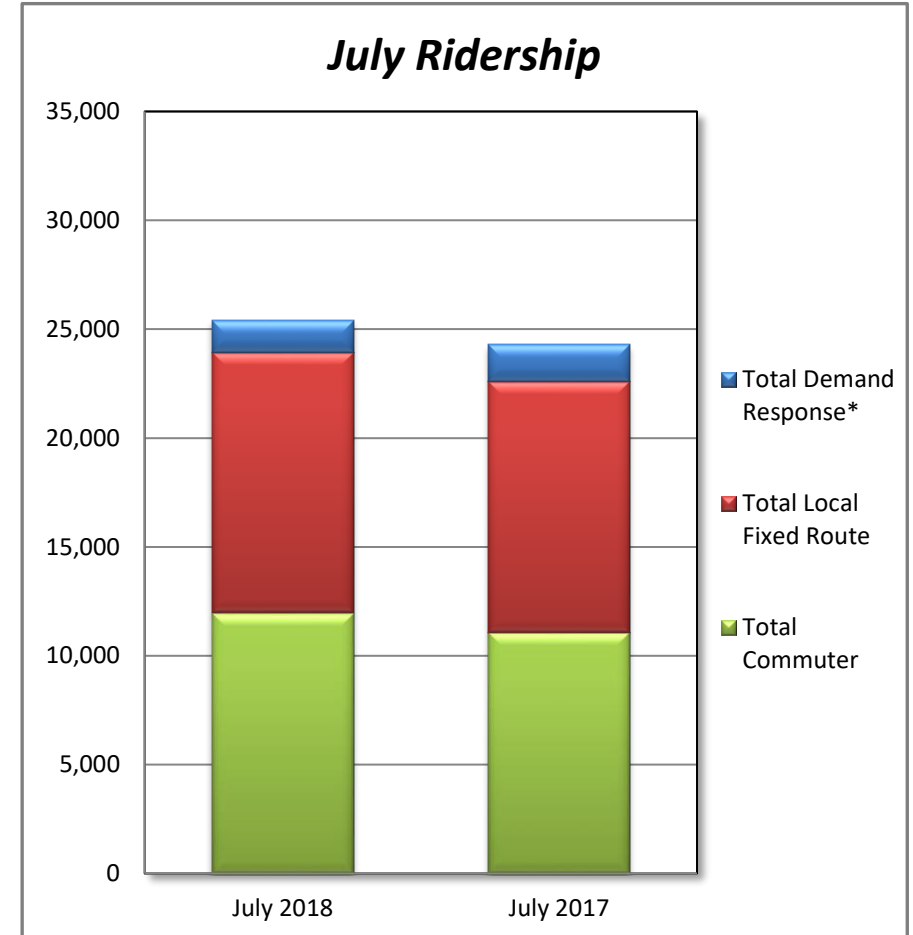


Demand Response	July 2018	July 2017	% Change
Dial-a-Ride	1,363	1,606	-15.1%
Sac-Med	22	33	-33.3%
ADA Paratransit	68	52	30.8%
Total Demand Response*	1,453	1,691	-14.1%

Local Fixed Route	July 2018	July 2017	% Change
20 - Placerville	3,262	3,813	-14.5%
25 - Saturday Express	346	467	-25.9%
30 - Diamond Springs	1,489	1,210	23.1%
35 - Diamond Springs Saturday	97	85	14.1%
40 - Cameron Park	1,021	821	24.4%
50x - 50 Express	2,541	2,082	22.0%
60 - Pollock Pines	2,851	3,030	-5.9%
70 - El Dorado Hills	373	11	100.0%
Total Local Fixed Route	11,980	11,519	4.0%

Commuter	July 2018	July 2017	% Change
Sacramento Commuter	11,916	11,016	8.2%
Reverse Commuter	50	68	-26.5%
Total Commuter	11,966	11,084	8.0%

Other Services	July 2018	July 2017	% Change
M.O.R.E.	1,554	1,870	-16.9%
Adult Day Services	566	549	3.1%
Total Other Services	2,120	2,419	-12.4%



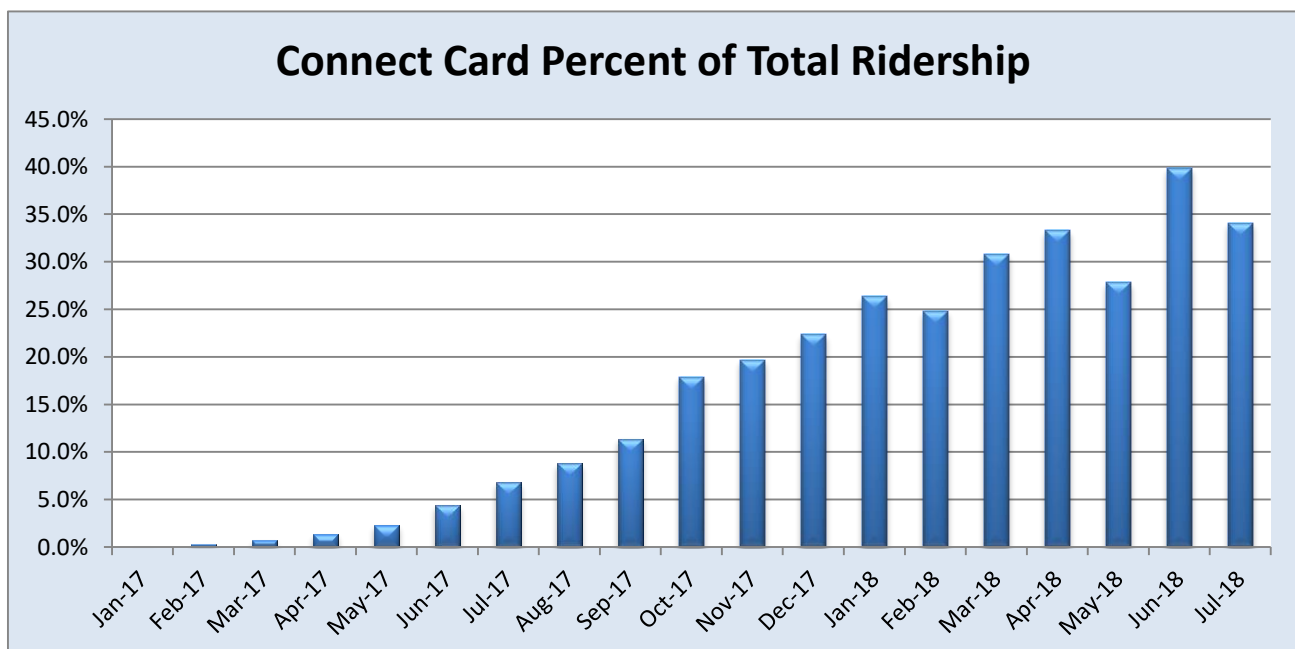
Systemwide*	July 2018	July 2017	% Change
	25,399	24,294	4.5%

*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%
Mar-18	9,492	30,835	30.8%
Apr-18	10,361	31,137	33.3%
May-18	9,009	32,406	27.8%
Jun-18	11,353	28,485	39.9%
Jul-18	9,381	27,519	34.1%



AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: September 6, 2018

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Quarterly Investment and Annual Investment Reports for Operating and Restricted Capital Funds

REQUESTED ACTION:
BY MOTION,

Receive and File Quarterly Investment and Annual Investment Reports for Operating and Restricted Capital Funds for Quarter Ending 06/30/2018

BACKGROUND

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

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

DISCUSSION

Interest earnings for the Second calendar quarter of 2018 equal \$19,793.74, to-date total interest earned for fiscal year (FY) 2017/18 equals \$40,488.62; this reflects an amount of \$12,488.62 over adopted budget. These funds are budgeted and used as operating income. Investment report for quarter ending 06/30/18 is submitted for review and file.

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

FISCAL IMPACT

Account 4970.00-Interest Income has been adjusted in the FY 2017/18 Final Budget Adjustment process and is presented for adoption in this agenda.

EL DORADO COUNTY TRANSIT AUTHORITY

QUARTERLY INVESTMENT REPORT

PERIOD 04/01/2018 – 06/30/2018

LOCAL AGENCY INVESTMENT FUND (L A I F)

Account Summary

03/31/2018	Balance Forward	\$ 1,211,524.45
	Total Transfers to General Checking Account	\$ -000,000.00
	Total Transfers from General Checking Account	\$ 000,000.00
	Interest Earned @ 1.90%	\$ <u>5,748.78</u>
06/30/2018	Ending Balance 2nd Qtr., 2018	\$ 1,217,273.23

UMPQUA BANK (Money Market Account)

Account Summary

03/31/2018	Balance Forward	\$ 1,922,466.69
	Total Transfers to General Checking Account	\$ -420,000.00
	Total Transfer from General Checking Account	\$ 1,000,000.00
	Interest Earned @ 1.25%	\$ <u>8,978.16</u>
06/30/2018	Ending Balance 2nd Qtr., 2018	\$ 2,511,444.85

EL DORADO COUNTY TRANSIT AUTHORITY

ANNUAL INVESTMENT REPORT

PERIOD 07/01/2017 – 06/30/2018

UMPQUA BANK (Operating Reserve Account)

Interest Earned FY 2017/18	\$	868.50
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UMPQUA BANK (Merchant Services Account)

Interest Earned FY 2017/18	\$	579.30
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EL DORADO COUNTY TRANSIT AUTHORITY

ANNUAL INVESTMENT REPORT

RESTRICTED CAPITAL FUNDS

PERIOD 07/01/2017 – 06/30/2018

**Public Transportation Modernization Improvement and Service Enhancement Account
(PTMISEA)**

Interest Earned FY 2017/18	\$	11,320.61
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**California Transit Security Grant Program – California Transit Assistance Funds (CTSGP-
CTAF)**

Interest Earned FY 2017/18	\$	1,466.86
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Low Carbon Transit Operations Program (LCTOP)

Interest Earned FY 2017/18	\$	677.67
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AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: September 6, 2018

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Fiscal Year 2018/19 agency contributions for health premiums for unrepresented and management employee groups

REQUESTED ACTION:
BY MOTION,

Adopt Resolution No. 18-30 defining agency contributions for health premium benefits for regular unrepresented and management employees for Fiscal Year (FY) 2018/19

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) agency's portion of health care insurance premium contribution is established annually by resolution. El Dorado Transit contracts with the California Public Employees' Retirement System ("CalPERS") to provide health care benefits for unrepresented regular employees and management employees.

DISCUSSION

Unrepresented Employees

Resolution No. 18-30 defines agency contributions towards health premium benefits for unrepresented and management employees for FY 2018/19.

Rates reflect medical, dental and vision coverages. Dental and vision rates will not increase for the 2019 plan year. Health rates on average increased 1.16 percent overall marking the lowest health premium increase CalPERS has negotiated in two decades. The only change to health plan providers is the withdrawal of Health Net SmartCare within El Dorado County.

Open enrollment period begins September 10, 2018 and ends on October 5, 2018.

FISCAL IMPACT

The adopted budget for Fiscal Year 2018/19 line item - Health Insurance is \$1,538,024.68 for unrepresented and represented employees. The budgeted amount for unrepresented health insurance is \$554,370.00 of that amount.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 18-30**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EL DORADO COUNTY TRANSIT AUTHORITY DEFINING 2019
CALENDAR YEAR CONTRIBUTIONS FOR HEALTH PREMIUM BENEFITS
FOR UNREPRESENTED REGULAR AND MANAGEMENT EMPLOYEES**

WHEREAS, the El Dorado County Transit Authority (El Dorado Transit) has unrepresented regular employees and management employees; and

WHEREAS, the El Dorado County Transit Authority Personnel Policies and Procedures Manual Article 6.2 – Employee Benefits/Insurance Plans allows El Dorado Transit to adjust contributions based upon budgetary constraints and fluctuating health care costs; and

WHEREAS, El Dorado Transit contracts with the California Public Employees’ Retirement system (“CalPERS”) to provide health care benefits for its employees; and

WHEREAS, El Dorado Transit currently has twenty-eight (28) eligible allocated full – time positions and three (3) eligible retirees; and

WHEREAS, El Dorado Transit provides dental and vision insurance through separate carriers; and

NOW, THEREFORE BE IT RESOLVED, that El Dorado Transit shall provide the following contribution levels over twenty-six (26) pay periods toward health plan premiums of unrepresented regular and management employees provided sufficient funds are available effective January 1, 2019

Employee Only	\$368.01
Employee + One	\$746.70
Employee + Two or More	\$989.40

BE IT FURTHER RESOLVED, that El Dorado Transit shall provide current contribution and 80% of any adjustment of the 2019 calendar year premium for health care benefits benchmarked at the 2018 PERS Choice Plan (or equivalent) for the unrepresented regular employees and management employees.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 6th day of September 2018 by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

Shiva Frentzen, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

EDCTA SPONSORED PLAN UNREPRESENTED EMPLOYEES

PROPOSED RATES EFFECTIVE 01/01/2019

Updated 08/27/2018

		EDCTA MONTHLY * CONTRIBUTION	EMPLOYEE MONTHLY CONTRIBUTION	TOTAL MONTHLY PREMIUM	EMPLOYEE DEDUCTION PER PAY PERIOD
Anthem Traditional HMO					
FULL-TIME EMPLOYEES					
	Single	\$797.36	\$467.63	\$1,264.99	\$215.83
	2-Party	\$1,617.84	\$901.64	\$2,519.48	\$416.14
	Family	\$2,143.69	\$1,168.66	\$3,312.35	\$539.38
Anthem Select HMO					
FULL-TIME EMPLOYEES					
	Single	\$797.36	\$234.98	\$1,032.34	\$108.45
	2-Party	\$1,617.84	\$436.34	\$2,054.18	\$201.39
	Family	\$2,143.69	\$563.77	\$2,707.46	\$260.20
Blue Shield Access+					
FULL-TIME EMPLOYEES					
	Single	\$797.36	\$169.85	\$967.21	\$78.39
	2-Party	\$1,617.84	\$306.08	\$1,923.92	\$141.27
	Family	\$2,143.69	\$394.44	\$2,538.13	\$182.05
Kaiser CA					
FULL-TIME EMPLOYEES					
	Single	\$797.36	\$0.00	\$774.19	\$0.00
	2-Party	\$1,617.84	\$0.00	\$1,537.88	\$0.00
	Family	\$2,143.69	\$0.00	\$2,036.27	\$0.00
PERS Choice					
FULL-TIME EMPLOYEES					
	Single	\$797.36	\$87.42	\$884.78	\$40.35
	2-Party	\$1,617.84	\$141.22	\$1,759.06	\$65.18
	Family	\$2,143.69	\$180.12	\$2,323.81	\$83.13
PERS Select					
FULL-TIME EMPLOYEES					
	Single	\$797.36	\$0.00	\$594.88	\$0.00
	2-Party	\$1,617.84	\$0.00	\$1,179.26	\$0.00
	Family	\$2,143.69	\$0.00	\$1,570.07	\$0.00
PERS Care					
FULL-TIME EMPLOYEES					
	Single	\$797.36	\$473.48	\$1,270.84	\$218.53
	2-Party	\$1,617.84	\$913.34	\$2,531.18	\$421.54
	Family	\$2,143.69	\$1,183.87	\$3,327.56	\$546.40
Western Health Advantage					
FULL-TIME EMPLOYEES					
	Single	\$797.36	\$0.00	\$782.88	\$0.00
	2-Party	\$1,617.84	\$0.00	\$1,555.26	\$0.00
	Family	\$2,143.69	\$0.00	\$2,058.87	\$0.00

Coverage premiums include Medical, VSP Vision and Delta Dental

* EDCTA contribution includes 2018 contribution plus, 80% of premium change using PERS Choice 2019

AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: September 6, 2018

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Approve Revised Capital Improvement Plan #19-04 and
Approve Purchase Orders to Replace Demand Response
Vehicles

REQUESTED ACTION:
BY MOTION,

1. Approve Revised Capital Improvement Project #19-04 for ten (10) replacement vehicles
2. Approve Purchase Order No. 24205 issued to Creative Bus Sales for the acquisition of five (5) Replacement Buses
3. Approve Purchase Order No. 24206 issued to Creative Bus Sales for the acquisition of five (5) Replacement Minivans
4. Authorize Executive Director to execute all documents related to these purchases within the Revised Capital Improvement Plan Project #19-04

BACKGROUND

Board action related to project 19-04:

April 6, 2018 – El Dorado County Transit Authority (El Dorado Transit) Board adopted the addition of Capital Improvement Plan (CIP) Project #19-04, to be included in the overall CIP. At that time costs were based on past purchase prices.

June 7, 2018 – El Dorado Transit Board adopted Capital Improvement Plan for Fiscal Year 2018/19 (CIP). At that time costs were based on past purchase prices.

On February 12, 2018 the El Dorado County Transit Authority (El Dorado Transit) was awarded a Federal Transit Administration (FTA) grant for the acquisition of five (5) Cut-A-Way buses and five (5) Dial-A-Ride minivans for demand response service. The local match portion of funds for these purchases is budgeted as State Transit Assistance (STA) funds.

DISCUSSION

With the approval of CIP #19-04 and the award from FTA for primary funding, El Dorado Transit requested vehicle quotes utilizing an active State and Federal approved contract.

There is a proposed increase to the project budget in the amount of \$102,150 of which \$44,150 is contingency. The original budget was based on the costs associated with a contract that has since expired. Additionally the Federal award amount has been reduced for the Cut-A-way type bus.

Staff is requesting approval of purchase order number 24205 issued to Creative Bus Sales in the amount of \$547,579.62, to replace five (5) Chevrolet Cut-A-way buses. These are 2007 and 2009 buses primarily used for Motherlode Rehabilitation Enterprises (M.O.R.E.) and Adult Day Services.

Staff is also requesting the approval of purchase order number 24206 issued to Creative Bus Sales in the amount of \$334,357.91, to replace five (5) Chevrolet Minivans. These are 2010, 2011 and 2013 vans primarily used for Dial-A-Ride and Complementary Paratransit.

The Executive Director certifies that these purchase orders have been processed within approved Purchasing Procedures.

FISCAL IMPACT

Capital Budget

<i>COST SUMMARY (ESTIMATE)</i>	<u>Adopted Budget</u>	<u>Proposed Budget</u>
Five (5) Minivans	\$250,000	\$335,000
Five (5) Cut-A-Way Buses	\$500,000	\$548,000
Contingency 10% 5%	\$ 75,000	<u>\$ 44,150</u>
<i>Total Project Cost</i>	\$825,000	<i>\$927,150</i>

FUNDING SOURCES

Federal Transit Administration (FTA) 5310 Enhanced Mobility of Seniors and Individuals with Disabilities	\$610,000	\$610,000
State Transit Assistance	\$215,000	<u>\$317,150</u>
<i>Total Revenue</i>	\$825,000	<i>\$927,150</i>

Vehicle Replacement – Demand Response

Services: Local Bus Route
Dial-A-Ride

Project No. 19-04 (2)

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 08/24/2018
1013	2010 Chevy Minivan	126,252
1101	2011 Chevy Minivan	167,643
1301	2013 Chevy Minivan	160,459
1302	2013 Chevy Minivan	169,588
1303	2013 Chevy Minivan	159,582
0703	2007 Chevy 26- passenger bus	298,944
0704	2007 Chevy 26- passenger bus	359,070
0901	2009 Chevy 26- passenger bus	259,692
0902	2009 Chevy 26- passenger bus	249,079
0903	2009 Chevy 26- passenger bus	227,264

<i>COST SUMMARY (ESTIMATE)</i>	Adopted <u>Budget</u>	Proposed <u>Budget</u>
Five (5) Minivans	\$250,000	\$335,000
Five (5) Cut-A-Way Buses	\$500,000	\$548,000
Contingency 10% 5%	\$75,000	\$ 44,150
<i>Total Project Cost</i>	\$825,000	\$927,150

FUNDING SOURCES

Federal Transit Administration (FTA) 5310 Enhanced Mobility of Seniors and Individuals with Disabilities	\$610,000	\$610,000
State Transit Assistance	\$215,000	\$317,150
<i>Total Revenue</i>	\$825,000	\$927,150

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

PURCHASE ORDER NO. 24205

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

DATE: 09/06/2018

ACCOUNT: 9700.00

CLASS: 125

TO: Creative Bus Sales
 13501 Benson Avenue
 Chino, CA 91710

SHIP & INVOICE TO:

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

Contact: Dan Williams

Vendor Phone No: 510-728-1500

Fax No:

PROMISED DELIVERY DATE		TERMS: Net 30 Days		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
5	ea	Class C - Starcraft Bus (Ford E450)	\$61,740.03	\$308,700.15
5	ea	AM/FM/CD Per Spec	\$0.00	\$0.00
5	ea	Spare Tire - (Loose, Full Size, Tp match OEM Chassis)	\$0.00	\$0.00
10	ea	Freedman Flip Seat - (Double)	\$962.56	\$9,625.60
5	ea	Drivers Seat - Ricaro SHS	\$0.00	\$0.00
5	ea	Freedman - "Priority Vinyl" Per Seat	\$144.00	\$720.00
5	ea	Mor/Ryde Suspension System	\$1,060.00	\$5,300.00
5	ea	Roof Vent - (Transpec 1070)	\$506.88	\$2,534.40
5	ea	Telma Driveline Brake Retarder	\$8,601.60	\$43,008.00
5	ea	Removable Diamond Plate Floor Access Plate	\$102.40	\$512.00
5	ea	Locking Fuel Door	\$153.60	\$768.00
5	ea	Armored Marker lights and Side Turn Signals	\$143.36	\$716.80
5	ea	Farebox Rail/Prewire to Operate when Pass Entry Door Opens Only	\$199.68	\$998.40
5	ea	2-Way Radio Prep Terminate 6' of Wires under Drivers Seat	\$153.60	\$768.00
5	ea	OnSpot Automatic Tire Chains	\$4,185.00	\$20,925.00
5	ea	Apollo 4 TB DVR a/GPS - (8-camera)	\$13,639.00	\$68,195.00
5	ea	Tow Hooks	\$129.00	\$645.00
5	ea	Custom Full Body Paint One Color DuPont N4189 EF Blue	\$5,075.00	\$25,375.00
5	ea	Rosco Mobileye Collision Avoidance	\$2,309.00	\$11,545.00
5	ea	CalACT RFP# 15-03 Fee	\$1,501.01	\$7,505.05
5	ea	Additional Processing & Tax Fee's	\$121.25	\$606.25
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	\$508,447.65
			DELIVERY	\$6,059.62
			SALES TAX	\$33,072.35
			TOTAL	\$547,579.62
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

Circle Distributing: Vendor - Accounting - Requestor - Purchasing

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

PURCHASE ORDER NO. 24206

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

DATE: 09/06/2018

ACCOUNT: 9700.00

CLASS: 125

TO: Creative Bus Sales
 13501 Benson Avenue
 Chino, CA 91710

SHIP & INVOICE TO:

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

Contact: Dan Williams

Vendor Phone No: 510-728-1500

Fax No:

PROMISED DELIVERY DATE		TERMS: Net 30 Days		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
5	ea	Class D - Low Floor Minivan	\$46,623.74	\$233,118.70
5	ea	Freedman - Rear Lowered Seat	\$0.00	\$0.00
5	ea	Paint - Full Body Paint DuPont N4189 EF Blue	\$5,117.00	\$25,585.00
5	ea	Rosco Mobileye Collision Avoidance	\$1,851.00	\$9,255.00
5	ea	Appollo Camera System - 5 Camera	\$7,354.00	\$36,770.00
5	ea	Additional Processing & Tax Fee's	\$121.25	\$606.25
5	ea	CalACT RFP# 15-03 Fee	\$914.19	\$4,570.95
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	\$309,905.90
			DELIVERY	\$6,059.65
			SALES TAX	\$18,392.36
			TOTAL	\$334,357.91
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

Circle Distributing: Vendor - Accounting - Requestor - Purchasing

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: September 6, 2018

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Appointment Chairperson and Vice-Chairperson as members of an ad hoc Audit Review Committee

REQUESTED ACTION:
BY MOTION,

1. Form an ad hoc Audit Review Committee to receive and review fiscal year (FY) 2017/18 independent fiscal and compliance audit reports
2. Appoint Chairperson and Vice-Chairperson as members to the Audit Review Committee

BACKGROUND

The Mills-Alquist-Deddeh Act (SB 325) was enacted by the California Legislature to improve public transportation services and encourage regional transportation coordination. Known as the Transportation Development Act (TDA) of 1971, this law provides funding to be allocated for transit and non-transit related purposes.

The TDA provides two (2) funding sources:

1. Local Transportation Fund (LTF), which is derived from a ¼ cent of the general sales tax collected statewide.
2. State Transit Assistance (STA), which is derived from the statewide sales tax on diesel fuel.

The California Department of Tax and Fee Administration, based on sales tax collected in each county, returns the general sales tax revenues in each county's LTF. The STA funds are appropriated by the Legislature to the State Controller's Office (SCO). The SCO then allocates the tax revenues, by formula, to planning and other selected agencies.

To ensure program compliance, fiscal audits are conducted. TDA Section 6664 requires independent fiscal and TDA compliance audits to be completed within 180 days following the end of each fiscal year. The El Dorado County Transportation Commission (EDCTC) is

responsible for ensuring that each TDA claimant under its jurisdiction receiving an allocation submits to EDCTC and the State Controller an annual certified fiscal audit report.

DISCUSSION

Richardson and Co. auditors will perform the fiscal year 2017/18 on-site audit field work at the El Dorado County Transit Authority during the week of October 1, 2018. Final audit reports will be completed in late October 2018 or early November 2018.

The Audit Review Committee would convene to receive an oral and written presentation of audit reports by Richardson & Company. The audit reports would then be included in the December 6, 2018 Board agenda packet as a Consent Item for consideration by the full Board.

Annually, the El Dorado County Transit Authority appoints a two (2) person sub-committee of the Board to receive the auditors' presentation of the audit prior to submission to the full Board. Staff is recommending the establishment of an ad hoc Audit Review Committee with the Chairperson and Vice-Chairperson as permanent members.

Audit Review Committee responsibilities include:

1. Review of fiscal and compliance audits
2. One (1) meeting to receive a presentation from independent auditors of agency fiscal and compliance reports

AGENDA ITEM 2 B
Action Item

MEMORANDUM

DATE: September 6, 2018

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Final Amended Operating Budget Fiscal Year 2017/18

REQUESTED ACTION:
BY MOTION,

1. Receive and File Final Proposed Amended Operating Budget Fiscal Year 2017/18
2. Authorize the transfer of \$347,246 from Contingency to offset a reduction of Revenue

BACKGROUND

As of August 31, 2018 most work related to posting was accomplished to close fiscal year (FY) 2017/18.

Section 8.9 of the Joint Exercise of Powers Agreement of the El Dorado County Transit Authority states that the Executive Director has the power “*to execute transfers within major budget units, as long as the total expenditures of each major budget unit remain unchanged*”.

Final Amended Operating Budget adjustments are based on actual revenue and expenses; producing decreases to revenue, salary and benefit and general expenses.

DISCUSSION

Outlined below are the recommended adjustments with comments and attached is a copy of the Proposed Final Amended Operating Budget with the mid-year budget for comparison showing net changes made.

The represented overall budget reflects decreases to revenue, salary and benefits and general expense units. The Final Proposed Amended Operating Budget decreases the annual budget by \$586,904.

El Dorado Transit Management and staff worked well within the mid-year budget adjustment projections. No major service changes were implemented that would reflect the need for more drastic final adjustments.

El Dorado County Transit Authority
September 6, 2018 Agenda

The transfer of \$347,246 in Contingency Funds to balance the Final Amended Budget will require Board action.

REVENUE ACCOUNTS

El Dorado Transit saw an overall decrease of approximately \$10,369 in fare revenue accounts.

Total revenue decreased by \$586,904.

- 1 State Transit Assistance was reduced to reflect anticipated transfer to capital budget. Actual amounts will be presented in the annual financial audit results.
- 2 State Transit Assistance Deferred was increased to balance operating budget using prior period allocations.
- 3 Interest Income increased to accurately reflect receipts.
- 4 Farebox increased to accurately reflect receipts.
- 5 Contract Services decreased to accurately reflect receipts.
- 6 Farebox – Charter decreased to accurately reflect receipts.
- 7 Sacramento Commuter Route Passes decreased to accurately reflect receipts.
- 8 Bus passes increased to accurately reflect receipts.
- 9 Scrip decreased to accurately reflect receipts.
- 10 Low Carbon Transit Operations Project (LCTOP) Grant increased to recognize restricted interest earned
- 11 Offset Reserve Fund – Restricted increased to actual.

SALARY & BENEFITS ACCOUNTS

Overall, the Salary and Benefits accounts were managed below mid-year budget adjustment projections. There have been no significant service changes that would drive a major change in budget preparation methodology.

Total Salary and Benefits accounts decreased by \$112,078.

- 12 Regular Employees increased to reflect current actuals; staff will be processing a final adjustment to this line item that will reflect a decrease of approximately \$20,000. At this time we maintain this level to present a balanced budget.
- 13 Temporary Employees decreased to reflect actual usage of the extra help employee category.
- 14 Overtime decreased to accurately reflect costs.
- 15 On Call Pay decreased to accurately reflect usage.
- 16 Skill and Shift Pay increased to reflect actual costs.
- 17 Employee Retirement reduced to reflect actual costs. FY 2017/18 is the third full year of agency employee's paying the employee portion of CalPERS obligation.
- 18 Social Security (FICA) Payroll Tax reduced to accurately reflect actual costs.
- 19 Medicare Payroll Tax reduced to accurately reflect actual costs.
- 20 Health Insurance decreased to reflect actual expenses.

- 21 Unemployment Insurance decreased to reflect actual costs.
- 22 Workers' Compensation reduced to reflect actual Premiums paid and an estimated reconciliation adjustment.

SERVICE & SUPPLY ACCOUNTS

The Contingency line item has been zeroed out to balance the Final Amended Budget.

Total Services and Supplies accounts decreased by \$474,826.

- 23 Uniforms – Other decreased to actual expenses.
- 24 Communications – Radio increased to actual.
- 25 Insurance Premiums/Public Liability increased to reflect the two (2) month pre-paid allocation of current FY 2018/19 premiums into FY 2017/18.
- 26 Insurance Premiums/Physical Damage increased to reflect the two (2) month pre-paid allocation of current FY 2018/19 premiums into FY 2017/18.
- 27 Service Contracts/Equipment increased due to increased renewal costs and completion of capital project.
- 28 Park & Ride Maintenance increased to accurately reflect expenses.
- 29 Maintenance/Buildings increased to accurately reflect expenses.
- 30 Maintenance/Equipment decreased to accurately reflect expenses.
- 31 Maintenance/Grounds increased to accurately reflect expenses.
- 32 Maintenance/Bus Stops decreased to accurately reflect expenses.
- 33 Maintenance/other decreased to accurately reflect expenses.
- 34 Vehicle Maintenance (In-House) decreased to accurately reflect expenses.
- 35 Vehicle Maintenance/Tires & Tubes decreased to accurately reflect expenses.
- 36 Vehicle Maintenance/ Lubricants decreased to accurately reflect expenses.
- 37 Vehicle Maintenance/ Small Tools - Shop increased to reflect expenses.
- 38 Vehicle Maintenance/Sales Tax/Fuel & Lubricants - increased to accurately reflect actual expenses.
- 39 Memberships increased to reflect expenses
- 40 Office Expense decreases to accurately reflect actual expenses.
- 41 Postage increased to accurately reflect actual expenses.
- 42 Operating Expenses – Other increased to accurately reflect actual expenses.
- 43 Professional Services increased to accurately reflect actual expenses.
- 44 Employee Exams decrease to accurately reflect actual expenses.
- 45 Background Checks decreased to accurately reflect actual expenses.
- 46 Publications/Legal Notices increased to accurately reflect actual expenses.
- 47 Printing decreased to accurately reflect actual expenses.
- 48 Rents/Leases – Equipment increased to accurately reflect expenses.
- 49 Rents/Leases – Park & Rides increased to accurately reflect expenses.
- 50 Equipment Purchase – Office decreased to accurately reflect expenses.
- 51 Special Department Expenses - decreased to accurately reflect expenses.
- 52 Marketing decreased to accurately reflect actual expenses.
- 53 Staff Development/Travel decreased to accurately reflect actual expenses.

- 54 Fuel Purchase increased to accurately reflect actual expenses.
- 55 Bank Charges increased to reflect actual expenses.
- 56 Credit Card Fees decreased to accurately reflect expenses.
- 57 Connect Card administration Fees increased to reflect actual expenses.
- 58 Utilities decreased to accurately reflect actual expenses.
- 59 AB2766 Fair Shuttle posting estimated expenses. Actuals will be presented in the financial audit.
- 60 Cameron Park Expansion adjusted to zero, expenses for service posted to correct accounts throughout operating budget.
- 61 Contingency line adjusted to zero to balance the FY 2017/18 operating budget.

FISCAL IMPACT

Staff is presenting a balanced Final Amended Operating Budget for FY 2017/18.

Final adjustments and financial position of the El Dorado County Transit Authority will be presented during the December 2018 regularly scheduled Board meeting.

EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED FINAL AMENDED OPERATING BUDGET 2017/2018

OPERATING BUDGET		FY 2017/2018 Mid-Year Adopted 02/01/2018	FY 2017/2018 Final Amended Proposed 09/06/2018	Difference	
REVENUE ACCOUNTS					
4000.00	Transportation Development Act (TDA/LTF)	\$4,159,003	\$4,159,003	\$0	
4270.00	State Transit Assistance (STA)	\$1,052,353	\$0	-\$1,052,353	1
4270.00	State Transit Assistance (STA) Deferred	\$704,006	\$1,202,830	\$498,824	2
4970.00	Interest Income	\$28,000	\$40,400	\$12,400	3
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$490,631	\$490,631	\$0	
4300.00	Farebox	\$210,000	\$219,229	\$9,229	4
4310.00	Contract Services	\$440,000	\$426,500	-\$13,500	5
4320.00	Farebox - Charter	\$5,000	\$4	-\$4,996	6
4330.00	Sac Commute Route Passes	\$760,000	\$736,258	-\$23,742	7
4350.00	Bus Passes	\$80,000	\$87,898	\$7,898	8
4360.00	Scrip	\$47,000	\$38,000	-\$9,000	9
4400.00	Advertising Revenue	\$0	\$0	\$0	
4990.00	Misc. Revenue	\$0	\$0	\$0	
4107.03	Fair Shuttle AB2766 Grant	\$35,265	\$35,265	\$0	
4270.01	State Transit Assistance (STA)/State of Good Repair (SGR)	\$235,677	\$235,677	\$0	
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant CP	\$78,928	\$79,625	\$697	10
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$8,335	\$8,374	\$39	11
TOTAL REVENUES		\$8,334,198	\$7,759,694	-\$574,504	
SALARY & BENEFIT ACCOUNTS					
5010.00	Regular Employees	\$3,109,237	\$3,256,424	\$147,187	12
5010.02	Temporary Employees	\$225,000	\$95,000	-\$130,000	13
5010.07	Overtime	\$80,000	\$66,000	-\$14,000	14
5010.08	On Call Pay	\$13,000	\$7,000	-\$6,000	15
5010.09	Skill and Shift Pay	\$43,000	\$46,500	\$3,500	16
5020.01	Employee Retirement	\$470,000	\$461,000	-\$9,000	17
5070.01	(OASDI - Payroll Tax) FICA	\$14,000	\$5,200	-\$8,800	18
5070.02	MEDICARE - Payroll Tax	\$50,000	\$48,500	-\$1,500	19
5020.02	Health Insurance	\$1,331,000	\$1,301,000	-\$30,000	20
5020.03	Unemployment Insurance	\$20,000	\$15,000	-\$5,000	21
5020.04	LT Disability/Life Ins	\$37,000	\$37,000	\$0	
5020.05	Worker's Comp	\$268,465	\$210,000	-\$58,465	22
TOTAL SALARY & BENEFITS		\$5,660,702	\$5,548,624	-\$112,078	
SERVICE & SUPPLY ACCOUNTS					
5090.02	Clothing & Supplies	\$3,000	\$3,000	\$0	
5090.05	Uniforms - Other	\$14,000	\$13,000	-\$1,000	23
5050.01	Communications - Phone	\$57,000	\$57,000	\$0	
5090.20	Communications - Radio	\$1,000	\$1,520	\$520	24
5090.01	Household Expenses	\$13,750	\$13,750	\$0	
5060.01	Insurance Premiums/Public Liability	\$430,000	\$444,150	\$14,150	25
5060.02	Insurance Premiums/Physical Damage	\$28,000	\$25,000	-\$3,000	26
5060.03	Insurance Premiums/Commercial	\$12,000	\$12,000	\$0	
5060.04	Insurance Premium EPLI Package	\$17,000	\$17,000	\$0	
5090.06	Service Contracts/Equipment	\$115,000	\$126,500	\$11,500	27
5160.07	Park and Ride Maintenance	\$9,000	\$11,500	\$2,500	28
5160.01	Maintenance/Buildings	\$4,500	\$10,500	\$6,000	29
5160.03	Maintenance/Equipment	\$8,000	\$6,800	-\$1,200	30
5160.05	Maintenance/Grounds	\$5,500	\$6,500	\$1,000	31
5160.09	Maintenance/Bus Stop	\$3,000	\$1,800	-\$1,200	32
5160.00	Maintenance/Other	\$2,500	\$500	-\$2,000	33
5040.00	Vehicle Maintenance (In-House)	\$293,000	\$289,000	-\$4,000	34
5040.02	Vehicle Maintenance/Tires & Tubes	\$95,000	\$75,000	-\$20,000	35
5040.03	Vehicle Maintenance/Lubricants	\$28,000	\$24,500	-\$3,500	36
5040.04	Vehicle Maintenance/Small Tools - Shop	\$4,300	\$4,700	\$400	37
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$30,000	\$37,500	\$7,500	38
5090.40	Memberships	\$6,000	\$6,850	\$850	39
5090.70	Office Expense	\$15,000	\$13,500	-\$1,500	40
5090.80	Postage	\$4,000	\$4,200	\$200	41
5090.00	Operating Expense - Other	\$600	\$2,550	\$1,950	42
5030.00	Professional Services	\$150,000	\$165,000	\$15,000	43
5030.10	Employee Medical Exams	\$13,000	\$7,500	-\$5,500	44
5030.30	Background Checks	\$3,000	\$900	-\$2,100	45
5090.08	Pubs/Legal Notices	\$4,000	\$4,800	\$800	46
5090.75	Printing	\$28,000	\$24,000	-\$4,000	47
5120.02	Rents/Leases - Equipment	\$17,000	\$17,500	\$500	48
5120.03	Rents/Leases Park and Rides	\$10,000	\$10,500	\$500	49
5140.01	Equipment Purchase - Data Processing	\$1,000	\$1,000	\$0	
5140.05	Equipment Purchase - Office	\$8,000	\$6,700	-\$1,300	50
5150.00	Special Department Expense	\$5,000	\$2,400	-\$2,600	51
5150.01	Marketing	\$12,500	\$3,000	-\$9,500	52
5090.30	Staff Development/Travel	\$31,000	\$27,000	-\$4,000	53
5040.01	Fuel Purchase	\$572,000	\$604,000	\$32,000	54
5090.72	Bank Charges	\$500	\$700	\$200	55
5090.73	Credit Card Charge Fees	\$5,000	\$4,250	-\$750	56
5090.74	Connect Card Administration Expenses	\$10,000	\$18,000	\$8,000	57
5050.02	Utilities	\$54,000	\$42,500	-\$11,500	58
5050.03	Utilities/ Park & Rides	\$21,000	\$21,000	\$0	
4108.03	Fair Shuttle AB2766 Grant	Pending	\$42,000	-\$42,000	59
6210.01	Cameron Park Expansion	\$194,500	\$0	-\$194,500	60
6270.00	Contingency	\$347,246	\$0	-\$347,246	61
TOTAL SERVICES AND SUPPLIES		\$2,685,896	\$2,211,070	-\$474,826	
TOTAL OPERATING EXPENSES		\$8,346,598	\$7,759,694	-\$586,904	