



EL DORADO TRANSIT

**County of El Dorado
Board of Supervisors Meeting Room
330 Fair Lane, Bldg. A
Thursday, October 4, 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 Operator'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 September 6, 2018	4
	B. Receive and File August 2018 Check Registers	7
	C. Receive and File August 2018 Ridership Reports	12
	D. Adopt Resolution No. 18-31 revising the <u>El Dorado County Transit Authority Personnel Policies and Procedures Manual</u> with regard to policy revisions and Additions	16
	E. Receive and File El Dorado County Transit Authority Self Insurers Annual Report Fiscal Year 2017/18	19
2.	<u>ACTION ITEMS</u>	
	A. Final ratification of the Executive Director Employment Contract approved September 6, 2018	28

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED
EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING
Thursday, November 1, 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, September 6, 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 PM and the pledge of allegiance was recited.

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.

Recessed to Closed Session at 1:01 PM

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

Reconvened to Open Session at 1:21 PM

Board voted unanimously to approve the employment contract of the Executive Director with a term expiring in 2021

ROLL CALL

**Present: Patty Borelli, Mark Acuna, Shiva Frentzen, Michael Ranalli
Absent: John Hidahl, Brian Veerkamp**

A quorum was present

ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR

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

M/S: Acuna/Borelli
Ayes: Acuna, Borelli, Frentzen
Abstain: Ranalli
Absent: Hidahl, Veerkamp

OPEN FORUM

None

1. CONSENT CALENDAR

- A. Approve Conformed Minutes of Regular Meeting August 3, 2018
- B. Receive and File July 2018 Check Registers
- C. Receive and File July 2018 Ridership Reports
- D. Receive and File Quarterly Investment and Annual Investment Reports for Operating and Restricted Capital Funds for Quarter Ending 06/30/2018
- E. Adopt Resolution No. 18-30 defining agency contributions for health premium benefits for regular unrepresented and management employee groups
- F.
 - 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 (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. ACTION ITEMS

- A.
 - 1. Form an ad hoc Audit Review Committee to receive and review Fiscal Year 2017/18 independent fiscal and compliance audit reports

2. Appoint Chairperson and Vice-Chairperson as members to the Audit Review Committee

Action: Form an ad hoc Audit Review Committee and Appoint Chairperson and Vice-Chairperson as members of the Audit Review Committee

M/S: Borelli/Ranalli
Ayes: Acuna, Borelli, Frentzen, Ranalli
Absent: Hidahl, Veerkamp

B. 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

Action: Receive and File Final Proposed Amended Budget Fiscal Year 2017/18 and authorize the transfer of \$347,247 from Contingency to offset a reduction of revenue

M/S: Acuna/Borelli
Ayes: Acuna, Borelli, Frentzen, Ranalli
Absent: Hidahl, Veerkamp

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

The meeting was adjourned by Chairperson Frentzen at 1:39 PM

* Verbal Report

Respectfully Submitted,

Megan Wilcher
Secretary to the Board

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: October 4, 2018
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Receive and File August 2018 Check Register

REQUESTED ACTION:

BY MOTION,
Receive and File August 2018 Check Register

BACKGROUND

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

DISCUSSION

Seven (7) items merit further detail;

Check #101 – Rosco Collision Avoidance.....\$125,668.93
This check pays an obligation for a Collision Avoidance System fleet buses using California Transit Security Grant Program-California Transit Assistance Funds (CTSGP-CTAF) funds; CIP Project #18-05.

Check #32327 – EDCTC - El Dorado County Transportation Commission.....\$4,499.54
This check pays an obligation for local match portion of a Federal Transit Administration (FTA) Section 5304 grant for the County Line Transit Center Study using Local Transportation Funds (LTF).

Check #32333 – Motor Coach Industries Inc.....\$1,622,098.95
This check pays the obligation for the partial funding of five (5) Commuter Buses using a combination of FTA Section 5307, Section 5339 and State Transit Assistance (STA) funds; CIP Project #17-02.

Check #32343 – Rosco Collision Avoidance.....\$59,424.95
This check pays the final obligation for a Collision Avoidance System fleet buses using State Transit Assistance (STA) funds; CIP Project #18-05.

Check #32386 – Next Level Warehouse Solutions.....\$3,520.37
This check pays an obligation for pallet racking system installed in the maintenance building using State Transit Assistance (STA) funds; CIP Project #17-05.

Check #32418 – First Transit Inc.....\$10,625.00
This check pays an obligation for Inspections and Post Delivery Buy America audit for the five (5) MCI Commuter buses using Local Transportation Funds (LTF).

Check #32424 – Imperial Printing.....\$11,448.96
This check pays an obligation for Vinyl Decals on the five (5) MCI Commuter buses using Local Transportation Funds (LTF).

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
August 2018

Date	Num	Name	Memo	Amount
08/02/2018	101	ROSCO COLLISION AVOIDANCE	Collision Avoidance System	125,668.93
08/02/2018	32319	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Employee Paid Premium - August 2018	110.46
08/02/2018	32320	ARNOLDS FOR AWARDS	Engraving for EOM Plate-August 2018	12.50
08/02/2018	32321	AT&T / CALNET 3	Monthly Utility	158.58
08/02/2018	32322	CDW GOVERNMENT	WatchGuard Firewall & Expansion Port	4,012.02
08/02/2018	32323	COMCAST	High Speed Cable Internet-July 2018	250.93
08/02/2018	32324	CUMMINS PACIFIC LLC	Parts and Supplies	1,856.99
08/02/2018	32325	DELL MARKETING L.P.	Drives for Server Drive Storage Upgrade	2,198.24
08/02/2018	32326	EDC CHAMBER OF COMMERCE	Leadership El Dorado Class 2018/2019 - CP	495.00
08/02/2018	32327	EDCTC	County Line Transit Center Study	4,499.54
08/02/2018	32328	GCR TIRES & SERVICE	Tires #1706	2,558.05
08/02/2018	32329	GOLDEN SIERRA JOB TRAINING AGENCY	Job Fair Registration - 2018	100.00
08/02/2018	32330	HOLT OF CALIFORNIA	Injectors #0606	5,277.53
08/02/2018	32331	HUNT & SONS INC	Fuel Purchases - July 2018	2,205.88
08/02/2018	32332	IMAGE SOURCE	All Copier Maintenance 07/14/18-08/13/18	478.69
08/02/2018	32333	MOTOR COACH INDUSTRIES INC	Five (5) Commuter Buses D4500	1,622,098.95
08/02/2018	32334	PACIFIC GAS & ELECTRIC	Monthly Utility	884.39
08/02/2018	32335	QUILL	Misc. Office Supplies	558.73
08/02/2018	32336	RON DUPRATT FORD	Parts and Supplies	1,939.34
08/02/2018	32337	RTS IT INC	IT Services/Back-Up August 2018	4,592.50
08/02/2018	32338	TOWN CENTER EAST LP	Lease Pymt for August 2018 P&R	700.00
08/02/2018	32339	VALLEY POWER SYSTEMS	Parts and Supplies	43.11
08/02/2018	32340	WESTERN TRUCK PARTS LLC	Sensor Oil Pressure #1004	100.36
08/02/2018	32341	ZONAR SYSTEMS INC	Annual Service Contract 07/01/18 - 06/30/19	18,232.44
08/02/2018	32342	DAWSON OIL	Fuel Purchases - July 2018	57,409.09
08/02/2018	32343	ROSCO COLLISION AVOIDANCE	Collision Avoidance System	59,424.95
08/02/2018	32344	OPERATING ENGINEERS - MEDICAL	Medical Premiums - August 2018	62,410.00
08/03/2018	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Health Premium - August 2018	35,759.70
08/03/2018	32345	A-Z BUS SALES	Parts and Supplies	1,078.22
08/03/2018	32346	AT&T MOBILITY	Monthly Utility	187.52
08/03/2018	32347	BUS & EQUIPMENT REPAIR OF CA	VOID: 6228072	0.00
08/03/2018	32348	CAPITOL CLUTCH & BRAKE	Parts and Supplies	848.84
08/03/2018	32349	EL DORADO DISPOSAL	Monthly Utility	307.54
08/03/2018	32350	FACTORY MOTOR PARTS	Parts and Supplies	1,064.59
08/03/2018	32351	GILLIG LLC	Parts and Supplies	961.27
08/03/2018	32352	MAG LANDSCAPING INC	July 2018 - Landscaping Service	690.00
08/03/2018	32353	MISSION UNIFORM SERVICE	Monthly Utility	242.73
08/03/2018	32354	PACIFIC GAS & ELECTRIC	Monthly Utility	3,216.87
08/03/2018	32355	RIEBES AUTO PARTS	Parts and Supplies	117.36
08/03/2018	32356	SUN LIFE FINANCIAL	Employee Paid premium - August 2018	3,028.34
08/03/2018	32357	THOMPSONS OF PLACERVILLE	Parts and Supplies	1,900.44
08/03/2018	32358	VERIZON WIRELESS	Cellular & Wifi Service - June 2018	1,327.69
08/03/2018	32359	VSI RISK MANAGEMENT & ERGONOMICS INC	Ergonomic Evals - DI,CO,BB	600.00
08/03/2018	32360	YORK INSURANCE SERVICES GROUP INC - CA	Annual Claims Administration Fee	300.00
08/20/2018	32361	ABSOLUTE GLASS INC	Parts and Supplies	301.81
08/20/2018	32362	ADVANCED GASES AND EQUIPMENT INC	Argon Gas for Shop Welder	81.13
08/20/2018	32363	AFLAC	Employee Paid Premiums - August 2018	1,359.44
08/20/2018	32364	ALL CLEAN COMMERCIAL JANITORIAL SERVICE	Janitorial Services - July 2018	675.00
08/20/2018	32365	AT&T LONG DISTANCE	Monthly Utility	77.22
08/20/2018	32366	AUTOZONE	Parts and Supplies	491.86
08/20/2018	32367	C & H MOTOR PARTS	Parts and Supplies	305.77
08/20/2018	32368	CALIFORNIA STEAM INC	Service/Filtration System	1,446.80
08/20/2018	32369	CARNAHAN ELECTRIC LTD	Installation of 30 AMP Receptical	719.29
08/20/2018	32370	CDW GOVERNMENT	IT Parts and Supplies	429.28
08/20/2018	32371	CELL ENERGY	Batteries #1604	127.75
08/20/2018	32372	CITY OF PLACERVILLE	Livescan Fee - 4 Emp - July 2018	80.00
08/20/2018	32373	DAWSON OIL	Tote of Diesel Exhaust Fluid	483.41

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
August 2018

Date	Num	Name	Memo	Amount
08/20/2018	32374	EDC COMMUNITY DEVELOPMENT SERVICES	Environmental Management Fees 2018/2019	295.00
08/20/2018	32375	EDC FAIR ASSOCIATION, INC.	Fair Grounds P & R Lease 2018	145.35
08/20/2018	32376	EDC HHSA-PUBLIC HEALTH DIVISION	Pre-Employment PPD Testing & Eval - 4 Emp	132.00
08/20/2018	32377	EL DORADO HILLS CHAMBER OF COMMERCE	Booth Participant-Chamber Member-BJ	245.00
08/20/2018	32378	EL DORADO IRRIGATION DISTRICT	Water Service-MMTF	99.47
08/20/2018	32379	EMP. MISC. REIMBURSEMENT	DMV License Fee - JH	45.00
08/20/2018	32380	EMPLOYMENT DEVELOPMENT DEPARTMENT	Reimbursable Account	736.89
08/20/2018	32381	FASTENAL	Bus Cleaning Supplies/First Aid Supplies	321.80
08/20/2018	32382	HUNT & SONS INC	Fuel Purchases - July 2018	528.36
08/20/2018	32383	KINETICO WATER OF PLACERVILLE	Filtered Water Rental for August 2018	42.90
08/20/2018	32384	LANGUAGE LINE SERVICES INC	Interpreter Service - July 2018	7.54
08/20/2018	32385	MCI SERVICE PARTS INC	Parts and Supplies	3,388.21
08/20/2018	32386	NEXT LEVEL WAREHOUSE SOLUTIONS	Pallet Rack System	3,520.37
08/20/2018	32387	O'REILLY AUTO PARTS	Parts and Supplies	457.98
08/20/2018	32388	OPERATING ENGINEERS LOCAL UNION #3	Employee Pasid Union Dues - August 2018	2,160.00
08/20/2018	32389	PAINT SPOT INC	Paint for Parking Lot Curbing	194.93
08/20/2018	32390	QUILL	Misc. Office Supplies	264.61
08/20/2018	32391	RTS IT INC	IT Assistance with Phone w/ Protel & AT&T	900.00
08/20/2018	32392	SIERRA NEVADA TIRE & WHEEL	Parts and Supplies	217.48
08/20/2018	32393	STATE OF CA - DEPT OF JUSTICE	Fingerprints, Investigations-Apps & FBI-07/18	196.00
08/20/2018	32394	TERRIE Y. PRODHON	CPA Services - July 2018	1,584.80
08/20/2018	32395	TRUE VALUE HARDWARE	Parts and Supplies	159.69
08/20/2018	32396	UNITED TEXTILE	Neck Cooling Towels - Safety Equipment	50.84
08/20/2018	32397	VALLEY POWER SYSTEMS	Transynd 55 Gal Drum Lubricant	2,170.34
08/20/2018	32398	WESTERN TRUCK PARTS LLC	Filter Restock	449.47
08/20/2018	32399	WOLFPACK INSURANCE SERVICES, INC.	Vision/Dental Premiums - Sept 2018	4,846.60
08/20/2018	32400	XEROX FINANCIAL SERVICES	Lease Payment - August 2018	774.35
08/20/2018	32401	ZEP MANUFACTURING CO.	Bus Cleaning Supplies-Shop Use	192.14
08/20/2018	32402	ZONAR SYSTEMS INC	Asset Tags	47.40
08/21/2018	32403	BUS & EQUIPMENT REPAIR OF CA	Parts and Supplies	1,348.70
08/21/2018	32404	VISA	Reconciled Charges	2,362.99
08/21/2018	32405	EMP. MISC. REIMBURSEMENT	Uniform - 2 Pants - ROB	36.19
08/22/2018	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE AUG. 10, 2018	5,517.98
08/22/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #16	12,186.32
08/22/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #16 SUPP.	7,881.95
08/27/2018	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE AUG. 24, 2018	5,618.26
08/27/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #17	12,109.81
08/27/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #17 SUPP.	7,680.42
08/30/2018	32406	4 IMPRINT INC	Marketing Items	515.11
08/30/2018	32407	ABSOLUTE GLASS INC	Windshield Repair #0606	45.00
08/30/2018	32408	ADM SCREENING	Random & Pre-Employ Screening July 2018	1,055.00
08/30/2018	32409	ARNOLDS FOR AWARDS	Engraving for EOM Plate-September 2018	12.50
08/30/2018	32410	AT&T / CALNET 3	Monthly Utility	1,216.40
08/30/2018	32411	CAL.NET	Camera Service-August 2018	176.92
08/30/2018	32412	CDW GOVERNMENT	APC SmartUPS Battery Back-up and Extender	2,657.68
08/30/2018	32413	COMCAST	High Speed Cable Internet-August 2018	240.93
08/30/2018	32414	EDC COMMUNITY DEVELOPMENT SERVICES	VOID:	0.00
08/30/2018	32415	EDC RISK MANAGEMENT	Health Insurance August 2018	3,727.67
08/30/2018	32416	EMP. MISC. REIMBURSEMENT	DMV License Fee - JKS	76.00
08/30/2018	32417	FEDERAL EXPRESS	Shipping Charges	56.90
08/30/2018	32418	FIRST TRANSIT INC	Inspect & Post Delivery Buy America Audit	10,625.00
08/30/2018	32419	GCR TIRES & SERVICE	Tires #1705 #1002	6,296.70
08/30/2018	32420	GIRARD & EDWARDS	Legal Counsel - July 2018	1,057.50
08/30/2018	32421	GLOBAL DATA VAULT LLC	Disaster Recovery Cloud Back Up Service-Monthly	300.00
08/30/2018	32422	HUNT & SONS INC	Fuel Purchases - August 2018	1,933.44
08/30/2018	32423	IMAGE SOURCE	All Copier Maintenance 08/14/18-09/13/18	658.85
08/30/2018	32424	IMPERIAL PRINTING-HKR	Vinyl Decals #1801, #1802, #1803 & #1804	11,448.96

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
August 2018

Date	Num	Name	Memo	Amount
08/30/2018	32425	PACIFIC GAS & ELECTRIC	Monthly Utility	979.11
08/30/2018	32426	QUILL	Misc. Office Supplies	140.87
08/30/2018	32427	RAMOS ENVIRONMENTAL SERVICES	Used Oil, Antifreeze, Oily Water Pick-up	343.10
08/30/2018	32428	VERIZON WIRELESS	Cellular & Wifi Service - July 2018	3,068.46
08/30/2018	32429	VSI RISK MANAGEMENT & ERGONOMICS INC	Ergonomic Evals - EP, AK	400.00
08/30/2018	32430	WESTERN SUPPLY INC	Equal Balance Bags #1004 #1706	747.01
08/30/2018	32431	EDC COMMUNITY DEVELOPMENT SERVICES	CP Bus Stop Project-Utility Encroachment-DOT	4,211.72
				<hr/>
				2,167,395.04
				<hr/>
Total				2,167,395.04

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

DATE: October 4, 2018

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: August 2018 Ridership Report

REQUESTED ACTION:

BY MOTION,

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

August Ridership

August 2018	August 2017	Increase	% Increase
31,351	30,417	934	3.1%

In August, Demand Response ridership decreased by 16.5%, Local Fixed Route ridership increased by 4.8%, and Commuter ridership increased by 4.0%.

Following is the August 2018 monthly ridership report and the fiscal year-to-date ridership report comparing the current fiscal year to the previous 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 12,048 taps or 35.7% of all ridership in August 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 2018 to August 2018

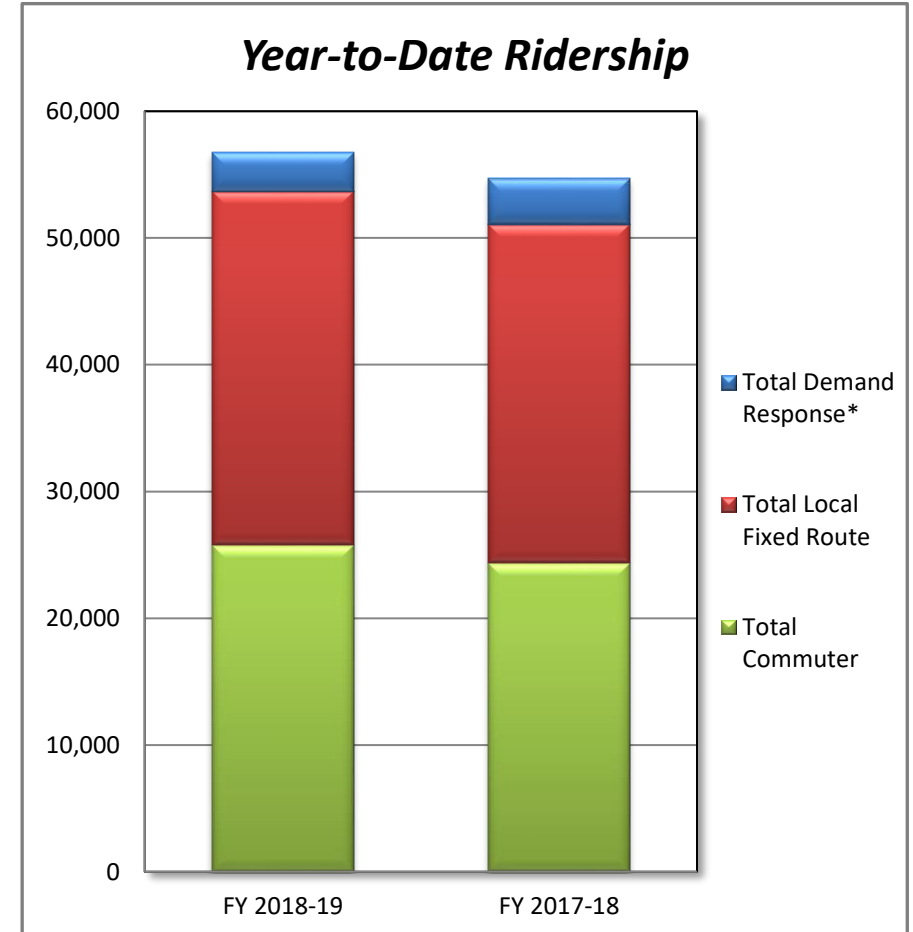


Demand Response	FY 2018-19	FY 2017-18	% Change
Dial-a-Ride	2,913	3,439	-15.3%
Sac-Med	48	79	-39.2%
ADA Paratransit	131	136	-3.7%
Total Demand Response*	3,092	3,654	-15.4%

Local Fixed Route	FY 2018-19	FY 2017-18	% Change
20 - Placerville	7,334	8,283	-11.5%
25 - Saturday Express	705	899	-21.6%
30 - Diamond Springs	4,125	3,413	20.9%
35 - Diamond Springs Saturday	205	165	24.2%
40 - Cameron Park	2,344	1,871	25.3%
50x - 50 Express	6,171	4,935	25.0%
60 - Pollock Pines	6,232	6,899	-9.7%
70 - El Dorado Hills	766	228	100.0%
Total Local Fixed Route	27,882	26,693	4.5%

Commuter	FY 2018-19	FY 2017-18	% Change
Sacramento Commuter	25,678	24,250	5.9%
Reverse Commuter	98	114	-14.0%
Total Commuter	25,776	24,364	5.8%

Other Services	FY 2018-19	FY 2017-18	% Change
M.O.R.E.	3,395	4,155	-18.3%
Adult Day Services	1,134	1,213	-6.5%
Total Other Services	4,529	5,368	-15.6%



Systemwide*

	FY 2018-19	FY 2017-18	% Change
	56,750	54,711	3.7%

*Does not include Other Services

August 2018 Ridership Report

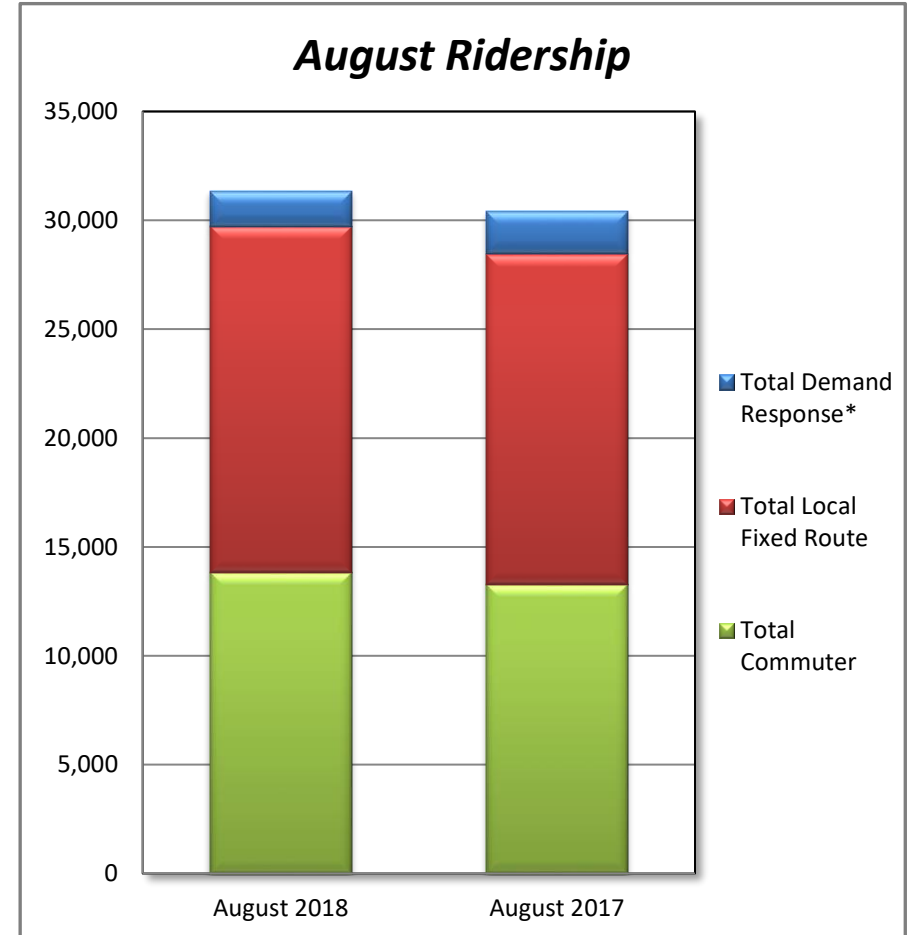


Demand Response	August 2018	August 2017	% Change
Dial-a-Ride	1,550	1,833	-15.4%
Sac-Med	26	46	-43.5%
ADA Paratransit	63	84	-25.0%
Total Demand Response*	1,639	1,963	-16.5%

Local Fixed Route	August 2018	August 2017	% Change
20 - Placerville	4,072	4,470	-8.9%
25 - Saturday Express	359	432	-16.9%
30 - Diamond Springs	2,636	2,203	19.7%
35 - Diamond Springs Saturday	108	80	35.0%
40 - Cameron Park	1,323	1,050	26.0%
50x - 50 Express	3,630	2,853	27.2%
60 - Pollock Pines	3,381	3,869	-12.6%
70 - El Dorado Hills	393	217	81.1%
Total Local Fixed Route	15,902	15,174	4.8%

Commuter	August 2018	August 2017	% Change
Sacramento Commuter	13,762	13,234	4.0%
Reverse Commuter	48	46	4.3%
Total Commuter	13,810	13,280	4.0%

Other Services	August 2018	August 2017	% Change
M.O.R.E.	1,841	2,285	-19.4%
Adult Day Services	568	664	-14.5%
Total Other Services	2,409	2,949	-18.3%



Systemwide*	August 2018	August 2017	% Change
	31,351	30,417	3.1%

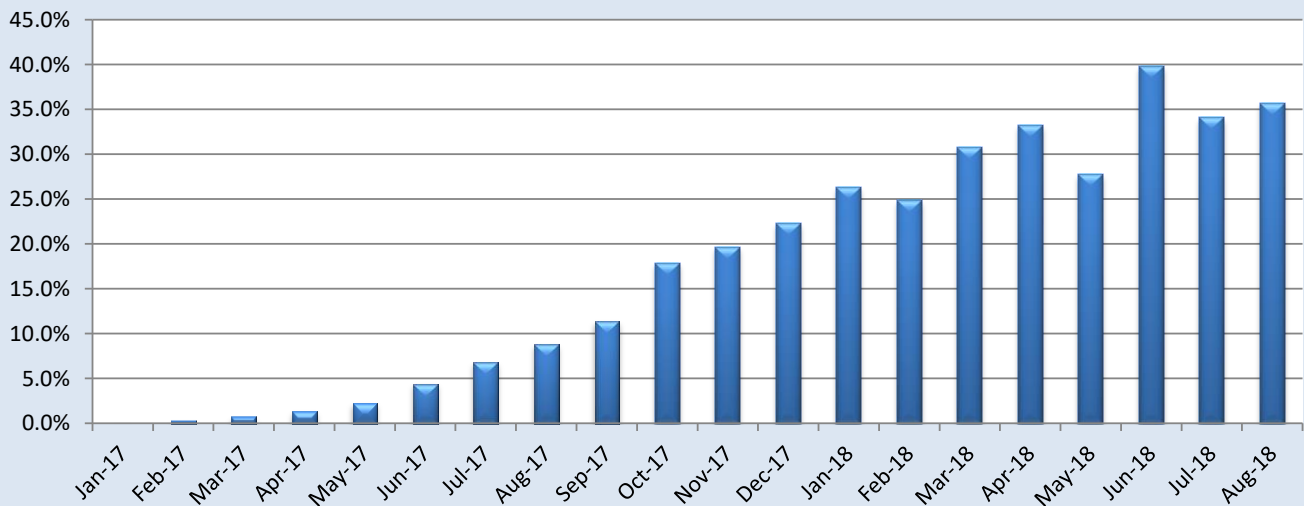
*Does not include Other Services

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%
Aug-18	12,048	33,760	35.7%

Connect Card Percent of Total Ridership



AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: October 4, 2018

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Proposed Revisions to the **El Dorado County Transit Authority Personnel Policies and Procedures Manual**

REQUESTED ACTION:

BY MOTION,

Adopt Resolution No. 18-31 revising the El Dorado County Transit Authority Personnel Policies and Procedures Manual with regard to policy revisions and additions.

BACKGROUND

The El Dorado County Transit Authority Board of Directors approved new policy language regarding Designated Trainer pay in the amount \$.50 per hour on June 7, 2018, however. After careful review and consideration of the compensation offered for this designation, staff recommends adjusting the amount to be commensurate to the skills and responsibility required for this particular designation.

A proposed administrative and policy revision to the El Dorado County Transit Authority Personnel Policies and Procedures Manual is presented for consideration.

The El Dorado County Transit Authority (El Dorado Transit) reviews its policies and procedures on an annual basis in an effort to stay in compliance with current state and federal laws, clarify current policy language, as well as consider adopting new policies and procedures based on best industry practices.

Revisions are noted in the following excerpts as separate documents with bold and underline text. There is a strikethrough on items to be deleted. ***The full document of the El Dorado County Transit Authority Personnel Policies and Procedures Manual is available for review at the El Dorado Transit offices during normal business hours.***

DISCUSSION

SUMMARY OF RECOMMENDED CHANGES:

Page 50 Article 4.10.Special Pays – Designated Trainer Pay

Any employee that is assigned as a Designated Trainer to train a newly hired employee, to provide remedial training or other training as determined by Transit, except for route training, shall be compensated an additional ~~\$.50~~ \$2.50 per hour for the actual time spent training. Designated Trainers are employees specially trained to conduct training. Employees may be assigned as a Designated Trainer at the sole discretion of Transit and must be so assigned to qualify for Designated Trainer Pay.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 18-31**

**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 August 2, 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 attached revised Personnel Policies and Procedures Manual of the El Dorado County Transit Authority.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of the Board held on the 4th day of October 2018, by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Shiva Frentzen, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: October 4, 2018

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Self Insurers Annual Report for Fiscal Year 2017/18

REQUESTED ACTION:

BY MOTION,

**Receive and File El Dorado County Transit Authority
Self Insurers Annual Report Fiscal Year 2017/18**

BACKGROUND

On July 1, 2002 the El Dorado County Transit Authority (El Dorado Transit) moved the agency's worker compensation insurance coverage from the Association of Bay Area Governments (ABAG) Workers Compensation Insurance Pool (A Group Insurance Pool) into the Special Districts Risk Management Authority (SDRMA) Workers Compensation Insurance Pool (Self Insurance Program). The change in coverage resulted in improved claims management and cost saving.

El Dorado Transit contracts with a third party administrator, York Risk Services Group, Inc. (York) formally known as Gregory B. Bragg & Associates, Inc., to efficiently and effectively administer these open claims. As of June 30, 2018 none of the original claims remain open. Twelve (12) claims have been settled by the administrator.

DISCUSSION

Labor Code Section 3702.6(b) requires; *"Each public self insurer to advise its governing board within ninety (90) days after submission of the self insurer's annual report of the total liabilities reported and whether current funding of those liabilities is in compliance with the requirements of Government Accounting Standards Board Publication No. 10."* The action requested will meet these requirements.

York provides monthly statements with an estimated future liability using the probability of the future claims and estimated amount of the claims based on the injury. The estimated future liability reported by York at June 30, 2018 (medical) is zero (0) as noted on the attached Self Insurers Annual Report for Fiscal Year (FY) 2017/18

The self-insurance liability is adjusted annually and reported in El Dorado Transit financial statements. The liability was adjusted to \$0 (including expenses) on the financial statements for the period ending June 30, 2018. This represents no change from the estimated liability of \$0 at June 30, 2017.

Fiscal Year 2016/17 and 2017/18 posted actual expenses paid for the claims of \$5,477 and \$0 respectively.

El Dorado Transit holds a separate bank account for claims distribution with a balance of \$17,791 at June 30, 2018. Generally funds are transferred to this account if the balance is \$20,000 or less. El Dorado Transit does not have any open claims at this time, although there is the potential of liability through future medical awards.

There are currently two (2) claims that have been closed administratively but have the potential for re-opening if there is future medical.

FISCAL IMPACT

Annual York Contract: \$300.00

Future Liability as reported on audited financial statements at June 30, 2017 \$0

Future Liability as reported on audited financial statements at June 30, 2018 \$0



Public Self Insurers ER Annual Report

For Fiscal Year 2017-18

September 13, 2018
El Dorado County Transit Authority
6565 Commerce Way
Diamond Springs, CA 95619 9454

State of California

Employer

General Information:

Certificate Number	7874	Period Of Report	Annual
(Period) From	07/01/2017	(Period) To	06/30/2018

Master Certificate Holder:

Name	El Dorado County Transit Authority		
Address 1	6565 Commerce Way		
Address 2		FTIN	68-0316621
City	Diamond Springs	State	CA Zip 95619 9454
State of Incorporation			

During the reporting period of this report, has there been any of the following with respect to the Master Certificate Holder for any affiliate?

None

Any additions to the Self Insurance Program?

None

Employment and wages paid in current fiscal year:

Number of Employees 0

Total Wages and Salaries Paid \$0

Addressed Correspondence For Related Self-Insurance Matters:

Company Name	El Dorado County Transit Authority		
Name	Maria Harris	Title	Human Resources Manager
Phone	(530) 642-5383	Fax	(530) 622-2877
Email Address	mharris@eldoradotransit.com		
Address 1	6565 Commerce Way		
Address 2			
City	Diamond	State	CA Zip 95619
Web Site			

TPA Adjusting Locations:

Has there been a change in TPA Adjusting Locations during this reporting period that has not yet been reported to OSIP? No

Have you added any new TPA Adjusting Locations during this reporting period that has not yet been reported to OSIP? No

Record Storage:

Are there open and closed claims stored at a location other than the adjusting location? No

Insurance Coverage:

1) During this reporting period, does your company maintain a standard workers' compensation insurance policy to cover any of your California liabilities? Yes

	Insurance Company Name	Policy Number	Policy Issue Date
1)	Special Districts Risk Management Authority	WCP-SDRMA-201718	07/01/2017
	Retention Limit		

2) During this reporting period, does your company have a specific excess workers' compensation policy in force to cover any of your California liabilities? No

3) Do you carry an aggregate(stop loss) workers' compensation insurance policy? No

Certification By Authorized Representative:

Company Name	El Dorado County Transit Authority			
Name	Maria Harris	Title	Human Resources Manager	
Phone	(530) 642-5383	Fax	(530) 622-2877	
Email Address	mharris@eldoradotransit.com			
Address 1	6565 Commerce Way			
Address 2				
City	Diamond	State	CA	Zip 95619

Name of Person Legally Responsible for this Electronic Signature:

Maria Harris (Date/Time of Signature) - 09/13/2018 15:23

Report Location Number:	Identification of Location	Certificate Holder
7874-06-132 A	YORK RISK SERVICES GROUP, INC. at STOCKTON	El Dorado County Transit Authority

CASES AND BENEFITS (to the nearest dollar)				From Date-	07/01/2017	To Date-	06/30/2018
		Incurred Liability		Paid To Date		Future Liability	
Date	#	Indemnity	Medical	Indemnity	Medical	Indemnity	Medical
1) Cases open as of 06/30/2018 reported prior to 2013/14	0	\$0	\$0	\$0	\$0	\$0	\$0
2) Open and closed Liabilities							
A) All Cases reported in 2013/14	0	\$0	\$0	\$0	\$0	\$0	\$0
2013/14 Cases open	0	\$0	\$0	\$0	\$0	\$0	\$0
B) All Cases reported in 2014/15	0	\$0	\$0	\$0	\$0	\$0	\$0
2014/15 Cases open	0	\$0	\$0	\$0	\$0	\$0	\$0
C) All Cases reported in 2015/16	0	\$0	\$0	\$0	\$0	\$0	\$0
2015/16 Cases open	0	\$0	\$0	\$0	\$0	\$0	\$0
D) All Cases reported in 2016/17	0	\$0	\$0	\$0	\$0	\$0	\$0
2016/17 Cases open	0	\$0	\$0	\$0	\$0	\$0	\$0
E) All Cases reported in 2017/18	0	\$0	\$0	\$0	\$0	\$0	\$0
2017/18 Cases open	0	\$0	\$0	\$0	\$0	\$0	\$0

	\$ Indemnity	\$ Medical
SUBTOTAL	\$0	\$0

3) Estimate Future Liability (Indemnity Plus Medical)

TOTAL	\$0
-------	-----

4) Total Benefits Paid During 2017/18 (Including all case expenditures). The indemnity amount includes the amount of LC § 4800/4850 benefits paid for the year (total of Lines 11 and 12)

	\$ Indemnity	\$ Medical
	\$0	\$0

5) Number of MEDICAL-ONLY Cases Reported in 2017/18

0

6) Number of INDEMNITY Cases Reported in 2017/18

0

7) Total of 5 and 6 (Also entered in 2E above)

0

8) Total Number of open Indemnity Cases (All Years)

0

9) Number of Fatality Cases Reported In 2017/18

0

10) (a) Number of FY 2017/18 claims for which the employer or administrator was notified of representation by an attorney or legal representative in 2017/18

0

10) (a) Number of non-FY 2017/18 claims for which the employer or administrator was notified of representation by an attorney or legal representative in 2017/18

0

11) Amount from salary continuation payments made pursuant to LC § 4800/4850 that is in excess of the applicable temporary disability rate for the period paid.

\$0

12) Amount from salary continuation payments made pursuant to LC § 4800/4850 capped at the temporary disability rate for the period paid.

\$0

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ALL Open Indemnity Claims (by reporting and by year) reported and with claims: caopenindemlist with 4850 3524 no claims 17-18.pdf

Dual Jurisdiction Claims

Please note that California Labor Code Section 3702.2(b) requires that "... the annual report of a self-insured employer who has self-insured both state and federal workers' compensation liability shall also be set forth (1) amount of all compensation liability incurred, paid-to-date, the estimated future liability under both this chapter and under the federal longshore and Harbor Worker's Compensation Act (33 U.S.C Sec. 901 et seq.), and (2) the identity and the amount of the security deposit securing the employer's liability under state and federal self-insured programs."

Accordingly, please indicate all California exposure on your Self Insurer's Annual Report, and, in addition identify each Claim with dual jurisdiction on Separate List of Open Indemnity Claims. For those claims, indicate the incurred, paid-to-date, and estimated future liabilities for federal exposure. Please also indicate the amount and the type of security deposit securing those claims.

Instructions To Claims Administrator For Specific Excess Insurance

The TPA should provide a sum of the unpaid excess carrier excess liability under "Calculation of Specific Excess Coverage Entry for the Annual Reports". In addition, provide a list of claims for which specific excess credit is being claimed. This may be provided as a spreadsheet. Indicate in the list of claims the following information:

The list shall include the name of the claimant, claim number, date of injury, description of injury, carrier name and policy number, policy coverage period, retention level of policy and paid to date in indemnity or medical benefits, and the estimated future liability of the claim minus the total unpaid employer retention, which equals the total unpaid carrier liability, whether the claim has been reported to a carrier, if the claim has been accepted by the carrier, if the carrier has denied any part of the liability of the claim.

Refer to OSIP website for sample format of the Excess Credit Calculation form.

Calculation Of Specific Excess Coverage Entry For Annual Reports:

Enter the sum of the total unpaid carrier excess liability claimed from the "Specific Excess Insurance Policy Coverage". If none enter "0". \$ 0

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Certification

Administrating Agency's Certificate Number 132

Or Self Administered

I declare under penalty of perjury that I have prepared or caused this report to be prepared and I have examined this liabilities report to be prepared and I have examined this liabilities report of this self insurer's worker's compensation liabilities. To the best of my knowledge and belief this report is true, correct and complete with respect to the worker's compensation liabilities incurred and paid. I further declare under the penalty of perjury that the estimates of future liability of worker's compensation claims made in this report reflect the administrator's best judgement as to the future liability of claims, using prevailing industry standards, and the signatory intends Self Insurance Plans to rely upon the representation.

Agency Name YORK RISK SERVICES GROUP, INC.
Name Jeff Ponta
Phone (209) 956-2119 Fax
Email Address jeff.ponta@yorkrsg.com
Address 1 3121 March Lane, Ste 250
Address 2
City Stockton State CA Zip 95219

Name of Person Legally Responsible for this Electronic Signature:

Kathy Wainscott (Date/Time of Signature) - 09/12/2018 14:50

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: October 4, 2018
TO: El Dorado County Transit Authority
FROM: Maria Harris, Human Resources Manager
SUBJECT: Implementation of the Executive Director Employment Contract

REQUESTED ACTION:

BY MOTION,

**Final ratification of the Executive Director Employment Contract
approved September 6, 2018.**

BACKGROUND

September 6, 2018 The El Dorado County Transit Authority Board (Board) negotiated a new contract with Executive Director, Mindy Jackson. The employment contract extends the term to December 31, 2021.

DISCUSSION

The matter before the Board today is for final ratification of the employment contract and public comment. The employment contract is attached as Exhibit A.

EMPLOYMENT AGREEMENT BETWEEN THE EL DORADO COUNTY TRANSIT AUTHORITY AND THE EXECUTIVE DIRECTOR

This Agreement (hereinafter referred to as the "Agreement"), effective December 5, 2013 is entered into by and between the El Dorado County Transit Authority located at 6565 Commerce Way, Diamond Springs, California (hereinafter referred to as "EDCTA"), and Melinda F. Jackson (hereinafter referred to as the "Executive Director"). In consideration of the mutual promises made herein, the parties agree to the following;

WHEREAS, the County of El Dorado and the City of Placerville have entered into a Joint Powers Agreement establishing the EDCTA; and

WHEREAS, paragraph eight (8) of the Joint Powers Agreement provides that the Executive Director serves at the pleasure of the EDCTA Board of Directors (the "Board") and further establishes the powers and duties of the Executive Director; and

WHEREAS, Section 9.4 of the Joint Powers Agreement provides that the Executive Director's salary and benefits shall meet or exceed the salary and benefits provided to the Executive Manager prior to the effective date of the Joint Powers Agreement and anticipates establishing the salary and benefits of the Executive Director by subsequent action of the EDCTA Board of Directors; and

WHEREAS, Melinda F. Jackson has served as the Executive Director from March 22, 1996 to the present.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

Description of Executive Director Duties

The Executive Director shall do and perform all services, acts or deeds necessary or advisable to fulfill the duties of the Executive Director including duties specified by the Board. The powers and duties of the Executive Director shall be as set forth in paragraph eight (8) of the Joint Powers Agreement. However, the Executive Director shall at all times comply with and be subject to the direction of the EDCTA Board and the policies established by the EDCTA Board.

Employment Status

The Executive Director shall serve at the pleasure of the EDCTA Board of Directors as a management and supervisory employee who is not entitled to any overtime or compensatory time off. The Executive Director shall work those hours that are necessary to perform the duties and responsibilities of the position.

Termination of Employment

a) Executive Director is an "at will" employee and EDCTA may terminate this Agreement at any time after the effective date, for any reason or no reason, immediately upon written notice to the Executive Director as further specified herein. In the event of termination without cause by EDCTA, the Executive Director shall be entitled to severance pay equal to three (3) months salary from the effective date of termination. In the event the termination is for cause, the payment of severance pay is not required. However, in either case the Executive Director shall be entitled to compensation for all accrued vacation leave and salary earned as of the effective date of termination.

c) Prior to terminating the Executive Director for cause, Board shall give the Executive Director thirty (30) days written notice of its intention to terminate her for cause. Any decision to terminate the Executive Director for cause shall be effective upon the date determined by Board, except that such date shall not be sooner than thirty (30) calendar days after the notice of termination is given to the Executive Director, unless otherwise agreed to by the Board and the Executive Director. In the event that the Executive Director is terminated for cause, all rights and obligations of the Parties under the Agreement shall be deemed fully satisfied on the effective date of the termination and the Executive Director shall not be entitled to any further benefit under the Agreement, unless otherwise agreed to by the Board and the Executive Director.

c) Executive Director may terminate employment upon providing the EDCTA thirty (30) days written notice of termination. If the Executive Director terminates employment at any time, she shall not receive any severance pay and shall only be entitled to compensation for all accrued vacation leave and salary earned as of the effective date of termination.

d) Notwithstanding any other provision of the Agreement, Board and Executive Director may, by mutual consent, terminate this agreement before its expiration.

Compensation

The Executive Director's base pay as of the date of this agreement shall be in Salary Structure Band 67, Step 3, which is attached hereto as Attachment A. The Board may grant merit increases to the Executive Director during the term of this agreement. The award of a merit increase shall be reflected in the minutes of the Board.

The Executive Director shall receive 10% of her base salary as longevity pay.

Benefits

The Executive Director shall be entitled to the following benefits:

(a) Retirement. The Executive Director shall pay the Employee contribution to the Public Employee's Retirement System.

(b) Health, Dental and Other Insurance Premiums. EDCTA shall provide the option for health, dental, and vision insurance for the Executive Director and family at levels that are at

least equal to that provided to other El Dorado Transit Authority employees at the same contribution rate for full-time regular employees.

(c) Flexible Spending Account. EDCTA shall provide a matching contribution to the Employee's Flexible Spending Account of \$6,000 per calendar year subject to the terms set forth in Board Resolution No. 13-17.

(d) Life Insurance. EDCTA shall furnish a life insurance policy in Executive Director's name with a face value of \$50,000.00 payable to beneficiaries as designated by Executive Director during Executive Director's employment with the EDCTA.

(e) Vacation Leave, Sick Leave, Management Leave and Holidays. The Executive Director shall accrue vacation at the rate of 4.7 hours per pay period with a 320-hour vacation accrual cap. Sick leave shall accrue at the rate of 3.7 hours per pay period with a maximum sick leave accrual of 504 hours. The Executive Director shall be granted 80 hours of management leave per fiscal year as per adopted *El Dorado County Transit Authority Policies and Procedures*. Holidays shall be granted as provided for other employees and approved policies.

Evaluations

The EDCTA Governing Board shall evaluate the Executive Director's performance at least annually and shall coordinate with the Executive Director to set performance goals and objectives for the ensuing fiscal year.

Indemnity


a) EDCTA shall include the Executive Director as a named insured in its liability and errors and omissions insurance policies.

b) EDCTA shall, to the full extent permitted by law, defend, hold harmless, and indemnify the Executive Director from any and all demands, claims, suits, actions, and legal proceedings brought against him or her in his or her personal or official capacity as an agent and/or employee of EDCTA, provided that the incident arose while the Executive Director was acting on matters related to his or her employment with EDCTA.

c) In no event will any individual Board member be personally liable for indemnifying the Executive Director.

Term of Agreement

This Agreement shall be for the period beginning on ~~June 8, 2018~~ and ending December 31, 2021.

S.F. 
September 6, 2018

Entire Agreement

This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the employment of the Executive Director by EDCTA and contains all of the covenants and agreements between the parties with respect to that employment in any manner whatsoever. Each party to this Agreement acknowledges that no representations have been made by any party or anyone acting on behalf of any party that are not embodied herein, and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding.

Modification

No changes, amendments, or alterations shall be effective unless in writing and signed by both parties.

Law Governing Agreement

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

Delivery of Notices

All notices permitted or required under the Agreement shall be given to respective parties at the following address:

Executive Director:

 S.F. [Signature]

EDCTA:

6565 Commerce Way,
Diamond Springs, California

Such notices shall be deemed received when personally delivered or when deposited in the U.S. Mail. However, actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

Headings

The headings of sections of the Agreement have been inserted for convenience of reference only and shall not affect the interpretation of any of the provisions of the Agreement.

Attorney's Fees

In the event of any action or proceeding to enforce or construe any of the provisions of the Agreement, Executive Director and EDCTA shall each bear the cost of their own attorney's fees and costs regardless of the outcome of the action or proceeding.

Severability

If any portion of the Agreement is declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforceability of the remaining provisions of the Agreement.

No Assignment

The Executive Director may not assign or transfer any rights granted or obligations assumed in the Agreement.

El Dorado County Transit Authority

DATED: 9/6/2018

By: Melinda F. Jackson
Melinda F. Jackson, Executive Director

DATED: 9/6/2018

By: Shiva E. Frentzen
Shiva Frentzen,
Chairperson, EDCTA

El Dorado County Transit Authority
Salary Schedule
October 2017

Range #	ATTACHMENT A						
	Monthly Salary Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	\$10.87 \$1,884.83	\$11.42 \$1,979.12	\$11.99 \$2,078.09	\$12.59 \$2,182.09	\$13.22 \$2,291.29	\$13.88 \$2,405.87	\$14.57 \$2,526.16
2	\$11.15 \$1,931.95	\$11.70 \$2,028.69	\$12.29 \$2,130.27	\$12.91 \$2,236.87	\$13.55 \$2,348.84	\$14.23 \$2,466.36	\$14.94 \$2,589.77
3	\$11.42 \$1,980.25	\$12.00 \$2,079.31	\$12.60 \$2,183.31	\$13.23 \$2,292.51	\$13.89 \$2,407.25	\$14.58 \$2,527.72	\$15.31 \$2,654.25
4	\$11.71 \$2,029.75	\$12.30 \$2,131.31	\$12.91 \$2,237.91	\$13.56 \$2,349.88	\$14.24 \$2,467.40	\$14.95 \$2,590.81	\$15.70 \$2,720.47
5	\$12.00 \$2,080.50	\$12.60 \$2,184.69	\$13.24 \$2,294.07	\$13.90 \$2,408.81	\$14.59 \$2,529.28	\$15.32 \$2,655.81	\$16.09 \$2,788.76
6	\$12.30 \$2,132.51	\$12.92 \$2,239.29	\$13.57 \$2,351.27	\$14.24 \$2,468.96	\$14.96 \$2,592.55	\$15.71 \$2,722.20	\$16.49 \$2,858.44
7	\$12.61 \$2,185.82	\$13.24 \$2,295.28	\$13.91 \$2,410.20	\$14.60 \$2,530.84	\$15.33 \$2,657.55	\$16.10 \$2,790.49	\$16.90 \$2,930.03
8	\$12.93 \$2,240.47	\$13.57 \$2,352.65	\$14.25 \$2,470.35	\$14.97 \$2,593.93	\$15.71 \$2,723.76	\$16.50 \$2,860.00	\$17.33 \$3,003.00
9	\$13.25 \$2,296.48	\$13.91 \$2,411.41	\$14.61 \$2,532.05	\$15.34 \$2,658.76	\$16.11 \$2,791.71	\$16.91 \$2,931.41	\$17.76 \$3,078.05
10	\$13.58 \$2,353.89	\$14.26 \$2,471.73	\$14.97 \$2,595.32	\$15.72 \$2,725.15	\$16.51 \$2,861.56	\$17.34 \$3,004.73	\$18.20 \$3,155.01
11	\$13.92 \$2,412.74	\$14.62 \$2,533.44	\$15.35 \$2,660.15	\$16.12 \$2,793.27	\$16.92 \$2,932.97	\$17.77 \$3,079.79	\$18.66 \$3,233.88
12	\$14.27 \$2,473.06	\$14.98 \$2,596.88	\$15.73 \$2,726.88	\$16.52 \$2,863.29	\$17.35 \$3,006.47	\$18.21 \$3,156.92	\$19.12 \$3,314.83
13	\$14.62 \$2,534.88	\$15.36 \$2,661.71	\$16.12 \$2,794.83	\$16.93 \$2,934.71	\$17.78 \$3,081.52	\$18.67 \$3,235.61	\$19.60 \$3,397.51
14	\$14.99 \$2,598.26	\$15.74 \$2,728.27	\$16.53 \$2,864.68	\$17.35 \$3,008.03	\$18.22 \$3,158.48	\$19.13 \$3,316.56	\$20.09 \$3,482.44
15	\$15.36 \$2,663.21	\$16.13 \$2,796.39	\$16.94 \$2,936.27	\$17.79 \$3,083.08	\$18.68 \$3,237.35	\$19.61 \$3,399.24	\$20.59 \$3,569.28
16	\$15.75 \$2,729.79	\$16.54 \$2,866.41	\$17.36 \$3,009.76	\$18.23 \$3,160.39	\$19.15 \$3,318.47	\$20.10 \$3,484.52	\$21.11 \$3,658.89
17	\$16.14 \$2,798.04	\$16.95 \$2,938.00	\$17.80 \$3,084.99	\$18.69 \$3,239.25	\$19.62 \$3,401.32	\$20.61 \$3,571.53	\$21.64 \$3,750.24
18	\$16.55 \$2,867.99	\$17.37 \$3,011.49	\$18.24 \$3,162.12	\$19.16 \$3,320.37	\$20.11 \$3,486.43	\$21.12 \$3,660.80	\$22.18 \$3,843.84
19	\$16.96 \$2,939.69	\$17.81 \$3,086.72	\$18.70 \$3,241.16	\$19.63 \$3,403.23	\$20.62 \$3,573.44	\$21.65 \$3,752.15	\$22.73 \$3,939.87
20	\$17.38 \$3,013.18	\$18.25 \$3,163.85	\$19.17 \$3,322.11	\$20.13 \$3,488.33	\$21.13 \$3,662.88	\$22.19 \$3,846.09	\$23.30 \$4,038.49
21	\$17.82 \$3,088.51	\$18.71 \$3,243.07	\$19.65 \$3,405.31	\$20.63 \$3,575.69	\$21.66 \$3,754.57	\$22.75 \$3,942.47	\$23.88 \$4,139.72
22	\$18.26 \$3,165.72	\$19.18 \$3,324.01	\$20.14 \$3,490.24	\$21.14 \$3,664.79	\$22.20 \$3,848.17	\$23.31 \$4,040.75	\$24.48 \$4,242.85

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Range #	ATTACHMENT A						
	Monthly Salary Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
23	\$18.72	\$19.66	\$20.64	\$21.67	\$22.76	\$23.89	\$25.09
	\$3,244.86	\$3,407.21	\$3,577.60	\$3,756.48	\$3,944.37	\$4,141.63	\$4,348.76
24	\$19.19	\$20.15	\$21.16	\$22.21	\$23.33	\$24.49	\$25.72
	\$3,325.99	\$3,492.32	\$3,667.04	\$3,850.43	\$4,043.00	\$4,245.28	\$4,457.61
25	\$19.67	\$20.65	\$21.69	\$22.77	\$23.91	\$25.11	\$26.36
	\$3,409.14	\$3,579.68	\$3,758.73	\$3,946.80	\$4,144.23	\$4,351.53	\$4,569.24
26	\$20.16	\$21.17	\$22.23	\$23.34	\$24.51	\$25.73	\$27.02
	\$3,494.36	\$3,669.12	\$3,852.68	\$4,045.43	\$4,247.71	\$4,460.21	\$4,683.29
27	\$20.66	\$21.70	\$22.78	\$23.92	\$25.12	\$26.38	\$27.69
	\$3,581.72	\$3,760.81	\$3,948.88	\$4,146.48	\$4,353.96	\$4,571.67	\$4,800.29
28	\$21.18	\$22.24	\$23.35	\$24.52	\$25.75	\$27.03	\$28.39
	\$3,671.27	\$3,854.93	\$4,047.68	\$4,250.13	\$4,462.64	\$4,685.89	\$4,920.24
29	\$21.71	\$22.80	\$23.94	\$25.13	\$26.39	\$27.71	\$29.10
	\$3,763.05	\$3,951.31	\$4,148.91	\$4,356.39	\$4,574.27	\$4,803.07	\$5,043.31
30	\$22.25	\$23.37	\$24.54	\$25.76	\$27.05	\$28.40	\$29.83
	\$3,857.12	\$4,050.11	\$4,252.73	\$4,465.41	\$4,688.84	\$4,923.36	\$5,169.67
31	\$22.81	\$23.95	\$25.15	\$26.41	\$27.73	\$29.11	\$30.57
	\$3,953.55	\$4,151.33	\$4,358.99	\$4,577.04	\$4,806.01	\$5,046.43	\$5,298.80
32	\$23.38	\$24.55	\$25.78	\$27.07	\$28.42	\$29.84	\$31.33
	\$4,052.39	\$4,255.16	\$4,468.01	\$4,691.44	\$4,926.13	\$5,172.44	\$5,431.23
33	\$23.96	\$25.16	\$26.42	\$27.74	\$29.13	\$30.59	\$32.12
	\$4,153.70	\$4,361.41	\$4,579.64	\$4,808.79	\$5,049.37	\$5,301.92	\$5,567.12
34	\$24.56	\$25.79	\$27.08	\$28.44	\$29.86	\$31.35	\$32.92
	\$4,257.54	\$4,470.44	\$4,694.04	\$4,928.91	\$5,175.39	\$5,434.17	\$5,705.96
35	\$25.18	\$26.44	\$27.76	\$29.15	\$30.60	\$32.14	\$33.74
	\$4,363.98	\$4,582.24	\$4,811.39	\$5,051.97	\$5,304.69	\$5,570.07	\$5,848.61
36	\$25.81	\$27.10	\$28.45	\$29.88	\$31.37	\$32.94	\$34.59
	\$4,473.08	\$4,696.81	\$4,931.68	\$5,178.33	\$5,437.29	\$5,709.25	\$5,994.73
37	\$26.45	\$27.77	\$29.16	\$30.62	\$32.15	\$33.76	\$35.45
	\$4,584.91	\$4,814.16	\$5,054.92	\$5,307.81	\$5,573.36	\$5,852.08	\$6,144.84
38	\$27.11	\$28.47	\$29.89	\$31.39	\$32.96	\$34.61	\$36.34
	\$4,699.53	\$4,934.63	\$5,181.45	\$5,440.59	\$5,712.72	\$5,998.37	\$6,298.41
39	\$27.79	\$29.18	\$30.64	\$32.17	\$33.78	\$35.47	\$37.25
	\$4,817.02	\$5,058.04	\$5,311.11	\$5,576.83	\$5,855.72	\$6,148.65	\$6,456.15
40	\$28.49	\$29.91	\$31.41	\$32.98	\$34.63	\$36.36	\$38.18
	\$4,937.44	\$5,184.40	\$5,443.71	\$5,716.01	\$6,001.84	\$6,302.05	\$6,617.17
41	\$29.20	\$30.66	\$32.19	\$33.80	\$35.49	\$37.27	\$39.13
	\$5,060.88	\$5,314.05	\$5,579.77	\$5,858.84	\$6,151.95	\$6,459.61	\$6,782.71
42	\$29.93	\$31.42	\$33.00	\$34.65	\$36.38	\$38.20	\$40.11
	\$5,187.40	\$5,446.83	\$5,719.31	\$6,005.31	\$6,305.69	\$6,620.99	\$6,952.05
43	\$30.68	\$32.21	\$33.82	\$35.51	\$37.29	\$39.15	\$41.11
	\$5,317.09	\$5,583.07	\$5,862.31	\$6,155.59	\$6,463.43	\$6,786.69	\$7,126.08
44	\$31.44	\$33.02	\$34.67	\$36.40	\$38.22	\$40.13	\$42.14
	\$5,450.02	\$5,722.60	\$6,008.77	\$6,309.33	\$6,624.80	\$6,956.04	\$7,303.92

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Range #	ATTACHMENT A						
	Monthly Salary Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
45	\$32.23 \$5,586.27	\$33.84 \$5,865.60	\$35.53 \$6,158.88	\$37.31 \$6,466.89	\$39.18 \$6,790.33	\$41.13 \$7,129.89	\$43.19 \$7,486.44
46	\$33.03 \$5,725.92	\$34.69 \$6,012.24	\$36.42 \$6,312.97	\$38.24 \$6,628.79	\$40.16 \$6,960.37	\$42.16 \$7,308.43	\$44.27 \$7,673.99
47	\$33.86 \$5,869.07	\$35.55 \$6,162.69	\$37.33 \$6,470.88	\$39.20 \$6,794.49	\$41.16 \$7,134.23	\$43.22 \$7,490.95	\$45.38 \$7,865.52
48	\$34.71 \$6,015.80	\$36.44 \$6,316.61	\$38.27 \$6,632.60	\$40.18 \$6,964.36	\$42.19 \$7,312.59	\$44.30 \$7,678.32	\$46.51 \$8,062.25
49	\$35.57 \$6,166.19	\$37.35 \$6,474.52	\$39.22 \$6,798.31	\$41.18 \$7,138.39	\$43.24 \$7,495.45	\$45.41 \$7,870.37	\$47.68 \$8,264.01
50	\$36.46 \$6,320.35	\$38.29 \$6,636.41	\$40.20 \$6,968.35	\$42.21 \$7,316.92	\$44.32 \$7,682.83	\$46.54 \$8,067.11	\$48.87 \$8,470.63
51	\$37.38 \$6,478.51	\$39.25 \$6,802.47	\$41.21 \$7,142.72	\$43.27 \$7,499.96	\$45.43 \$7,875.05	\$47.71 \$8,268.87	\$50.09 \$8,682.44
52	\$38.31 \$6,640.47	\$40.23 \$6,972.51	\$42.24 \$7,321.25	\$44.35 \$7,687.33	\$46.57 \$8,071.79	\$48.90 \$8,475.48	\$51.34 \$8,899.28
53	\$39.27 \$6,806.48	\$41.23 \$7,146.88	\$43.29 \$7,504.29	\$45.46 \$7,879.56	\$47.73 \$8,273.55	\$50.12 \$8,687.29	\$52.63 \$9,121.67
54	\$40.25 \$6,976.64	\$42.26 \$7,325.59	\$44.38 \$7,692.01	\$46.60 \$8,076.64	\$48.93 \$8,480.51	\$51.37 \$8,904.65	\$53.94 \$9,349.95
55	\$41.26 \$7,151.06	\$43.32 \$7,508.63	\$45.49 \$7,884.07	\$47.76 \$8,278.40	\$50.15 \$8,692.32	\$52.66 \$9,127.04	\$55.29 \$9,583.43
56	\$42.29 \$7,329.84	\$44.40 \$7,696.35	\$46.62 \$8,081.32	\$48.96 \$8,485.53	\$51.40 \$8,909.85	\$53.97 \$9,355.49	\$56.67 \$9,823.32
57	\$43.34 \$7,513.08	\$45.51 \$7,888.75	\$47.79 \$8,283.25	\$50.18 \$8,697.52	\$52.69 \$9,132.41	\$55.32 \$9,589.15	\$58.09 \$10,068.76
58	\$44.43 \$7,700.91	\$46.65 \$8,086.00	\$48.98 \$8,490.39	\$51.43 \$8,915.05	\$54.01 \$9,360.87	\$56.71 \$9,829.04	\$59.54 \$10,320.61
59	\$45.54 \$7,893.43	\$47.82 \$8,288.11	\$50.21 \$8,702.55	\$52.72 \$9,137.79	\$55.35 \$9,594.69	\$58.12 \$10,074.48	\$61.03 \$10,578.36
60	\$46.68 \$8,090.77	\$49.01 \$8,495.41	\$51.46 \$8,920.25	\$54.04 \$9,366.41	\$56.74 \$9,834.76	\$59.58 \$10,326.51	\$62.56 \$10,842.87
61	\$47.84 \$8,293.04	\$50.24 \$8,707.75	\$52.75 \$9,143.16	\$55.39 \$9,600.41	\$58.16 \$10,080.55	\$61.07 \$10,584.60	\$64.12 \$11,113.96
62	\$49.04 \$8,500.36	\$51.49 \$8,925.45	\$54.07 \$9,371.79	\$56.77 \$9,840.48	\$59.61 \$10,332.57	\$62.59 \$10,849.28	\$65.72 \$11,391.81
63	\$50.27 \$8,712.87	\$52.78 \$9,148.53	\$55.42 \$9,605.96	\$58.19 \$10,086.27	\$61.10 \$10,590.67	\$64.16 \$11,120.20	\$67.36 \$11,676.25
64	\$51.52 \$8,930.69	\$54.10 \$9,377.33	\$56.81 \$9,846.20	\$59.65 \$10,338.64	\$62.63 \$10,855.69	\$65.76 \$11,398.57	\$69.05 \$11,968.67
65	\$52.81 \$9,153.96	\$55.45 \$9,611.68	\$58.23 \$10,092.33	\$61.14 \$10,597.08	\$64.19 \$11,126.96	\$67.40 \$11,683.36	\$70.78 \$12,267.67

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Range #	ATTACHMENT A						
	Monthly Salary Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
66	\$54.13	\$56.84	\$59.68	\$62.67	\$65.80	\$69.09	\$72.55
	\$9,382.81	\$9,852.09	\$10,344.71	\$10,862.11	\$11,405.33	\$11,975.60	\$12,574.47
67	\$55.48	\$58.26	\$61.17	\$64.23	\$67.44	\$70.82	\$74.36
	\$9,617.38	\$10,098.40	\$10,603.32	\$11,133.55	\$11,690.29	\$12,274.95	\$12,888.72