



EL DORADO TRANSIT

County of El Dorado
Board of Supervisors Meeting Room
330 Fair Lane, Bldg. A
Thursday, November 1, 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

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.

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	2. Adopt Resolution No. 18-32 Adopting the revised Allocation Plan for Fiscal Year 2018/19	
2.	<u>ACTION ITEMS</u>	
	A. Receive and File the El Dorado County Transit Authority <u>Fiscal Year 2017/18 Administrative Operations Report</u> for the period July 1, 2017 through June 30, 2018	22
	B. Provide direction to El Dorado County Transit Authority staff to identify actual cost for Apple Farms Shuttle and return to Board to consider funding options for the project budget shortfall	24

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

RECESS TO CLOSED SESSION

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

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED
EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING
Thursday, December 6, 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, October 4, 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

Meeting was called to order by Vice Chairperson Mark Acuna 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 Operator'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 1:00 PM

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

Reconvened to Open Session at 1:05 PM

Board unanimously approved Executive Director Employment contract effective September 6, 2018

ROLL CALL

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

Directors Absent: Shiva Frentzen

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

OPEN FORUM

C. Medeiros

1. CONSENT CALENDAR

- A. Approve Conformed Minutes of Regular Meeting September 6, 2018
- B. Receive and File August 2018 Check Registers
- C. Receive and File August 2018 Ridership Reports
- D. Adopt Resolution No. 18-31 revising the El Dorado County Transit Authority Personnel Policies and Procedures Manual with regard to policy revisions and Additions
- E. Receive and File El Dorado County Transit Authority Self Insurers Annual Report Fiscal Year 2017/18

2. ACTION ITEMS

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

Receive and File the Final ratification of the Executive Director Employment Contract approved on September 6, 2018

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

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

The meeting was adjourned by Vice Chairperson Mark Acuna at 1:18 PM

* Verbal Report

Respectfully Submitted,

Megan Wilcher
Secretary to the Board

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: November 1, 2018
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Receive and File September 2018 Check Register

REQUESTED ACTION:
BY MOTION,

Receive and File September 2018 Check Register

BACKGROUND

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

DISCUSSION

Three (3) items merit further detail;

Check #32449 – Special Districts Risk Management Authority (SDRMA).....\$16,740.17
This check pays an obligation for final reconciled billing for workers compensation insurance coverage for fiscal year 2017/18 using Local Transportation Funds (LTF).

Check #101 – CSI Telecommunications Inc.....\$3,010.00
This check pays the obligation for Radio System Engineering & Licensing for a dedicated frequency using California Transit Security Grant Program-California Transit Assistance Funds (CTSGP-CTAF) funds; CIP Project #18-06.

Check #32471 – Next Level Warehouse Solutions.....\$3,520.36
This check pays an obligation for pallet racking system installed in the maintenance building using State Transit Assistance (STA) funds; CIP Project #17-05.

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
September 2018

Date	Num	Name	Memo	Amount
09/04/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	GASB-68 FEES	700.00
09/05/2018	32432	ABSOLUTE GLASS INC	Install Windshield #1007	196.81
09/05/2018	32433	ALL CLEAN COMMERCIAL JANITORIAL SERVICE	Janitorial Services - August 2018	675.00
09/05/2018	32434	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Employee paid Premium - September 2018	110.46
09/05/2018	32435	AT&T MOBILITY	Monthly Utilities	185.92
09/05/2018	32436	CELL ENERGY	Batteries #0707	242.86
09/05/2018	32437	CUMMINS PACIFIC LLC	Acutator Turbo Kit #1005	1,360.71
09/05/2018	32438	DAWSON OIL	Fuel Purchases - August 2018	63,022.24
09/05/2018	32439	EMP. MISC. REIMBURSEMENT	Uniforms - 2 Pants - TA	38.77
09/05/2018	32440	GILLIG LLC	Parts and Supplies	8,607.07
09/05/2018	32441	HUNT & SONS INC	Bulk Oil 15W40	1,515.25
09/05/2018	32442	LANGUAGE LINE SERVICES INC	Interpreter Service-August 2018	18.83
09/05/2018	32443	MAG LANDSCAPING INC	Landscape Services - August 2018	690.00
09/05/2018	32444	OPERATING ENGINEERS - MEDICAL	Health Premiums - September 2018	66,204.00
09/05/2018	32445	PACIFIC MATERIAL HANDLING SOL INC	PM Service-Genie Scissor Lift	125.67
09/05/2018	32446	QUILL	Misc. Office Supplies	250.10
09/05/2018	32447	RON DUPRATT FORD	Parts and Supplies	1,539.00
09/05/2018	32448	RTS IT INC	IT Services/Back-up September 2018	4,592.50
09/05/2018	32449	SDRMA	FY 17/18 Workers' Comp-Audit Adjustments	16,740.17
09/05/2018	32450	SIERRA NEVADA TIRE & WHEEL	Parts and Supplies	4,120.66
09/05/2018	32451	TOWN CENTER EAST LP	Lease Pymt for September 2018 P&R	700.00
09/05/2018	32452	VISA	Reconciled Charges	2,970.08
09/05/2018	32453	WESTERN SUPPLY INC	Tire Supplies	483.20
09/05/2018	32454	WESTERN TRUCK PARTS LLC	Filter Restock #1004 #1006	54.57
09/05/2018	32455	XEROX FINANCIAL SERVICES	Lease Payment-September 2018	774.35
09/06/2018	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Medical Premium - September 2018	39,428.71
09/11/2018	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY PERIOD AUG. 18 - AUG. 31, 2018	5,617.97
09/11/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #18	12,122.07
09/11/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #18 SUPP.	8,083.01
09/12/2018	101	CSI TELECOMMUNICATIONS INC	Radio System Engineering & Licensing	3,010.00
09/12/2018	32456	3D DATACOM	Camera Repairs @ Pondo P&R & Pville Station	295.50
09/12/2018	32457	AT&T LONG DISTANCE	Monthly Utilities	76.46
09/12/2018	32458	AUTOZONE	Parts and Supplies	649.68
09/12/2018	32459	BUS & EQUIPMENT REPAIR OF CA	Parts and Supplies	832.47
09/12/2018	32460	C & H MOTOR PARTS	Parts and Supplies	401.17
09/12/2018	32461	CAPITOL CLUTCH & BRAKE	Parts and Supplies	2,141.89
09/12/2018	32462	EDC FAIR ASSOCIATION, INC.	Fair Grounds P & R Lease 2018	150.00
09/12/2018	32463	EL DORADO DISPOSAL	Monthly Utilities - Auguat 2018	307.54
09/12/2018	32464	EMP. MISC. REIMBURSEMENT	Mileage Reimb - JP	205.41
09/12/2018	32465	EMP. MISC. REIMBURSEMENT	DMV Permit - SM	76.00
09/12/2018	32466	FACTORY MOTOR PARTS	Filter Restock	212.42
09/12/2018	32467	FASTENAL	Shop Supplies	176.38
09/12/2018	32468	FLEMING DISTRIBUTING CO.	Additives PM Services	408.09
09/12/2018	32469	MCI SERVICE PARTS INC	Parts and Supplies	2,890.24
09/12/2018	32470	MISSION UNIFORM SERVICE	Mats / Towels	469.91
09/12/2018	32471	NEXT LEVEL WAREHOUSE SOLUTIONS	Pallet Rack System	3,520.36
09/12/2018	32472	O'REILLY AUTO PARTS	Parts and Supplies	925.67
09/12/2018	32473	OPERATING ENGINEERS LOCAL UNION #3	Employee Paid Union Dues - September 2018	2,256.00
09/12/2018	32474	PACIFIC GAS & ELECTRIC	Monthly Utilities	3,165.69
09/12/2018	32475	PETTY CASH	Petty Cash - KM	122.00
09/12/2018	32476	RIEBES AUTO PARTS	Parts and Supplies	277.95
09/12/2018	32477	SIERRA STITCH FACTORY	Annual Uniform Order-All Employees	10,824.85
09/12/2018	32478	TERRIE Y. PROD'HON	CPA Services - August 2018	1,213.03
09/12/2018	32479	THOMPSONS OF PLACERVILLE	Parts and Supplies	1,361.47
09/12/2018	32480	TRUE VALUE HARDWARE	Parts and Supplies	243.02
09/12/2018	32481	ADM SCREENING	Random & Pre-Employ Screening August 2018	270.00

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
September 2018

Date	Num	Name	Memo	Amount
09/12/2018	32482	AFLAC	Employee Paid Premiums - September 2018	1,359.44
09/12/2018	32483	EDC RISK MANAGEMENT	Health Insurance September 2018	6,699.07
09/12/2018	32484	GIRARD & EDWARDS	Legal Counsel - August 2018	2,467.50
09/12/2018	32485	SUN LIFE FINANCIAL	LTD/Life - September 2018	3,147.39
09/12/2018	32486	WOLFPACK INSURANCE SERVICES, INC.	Dental/Vision Premium - October 2018	4,599.10
09/24/2018	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE SEPT 19, 2018	5,668.74
09/24/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #19	12,108.20
09/24/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #19 SUPP.	8,167.49
				<u>321,870.11</u>
			Total	<u>321,870.11</u>

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

DATE: November 1, 2018

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: September 2018 Ridership Report

REQUESTED ACTION:
BY MOTION,

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

September Ridership

September 2018	September 2017	Decrease	% Decrease
27,425	27,437	12	0.0%

In September, Demand Response ridership decreased by 15.3%, Local Fixed Route ridership increased by 0.9%, and Commuter ridership increased by 1.2%.

Following is the September 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 each 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 11,171 taps or 38.0% of all ridership in September 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 September 2018

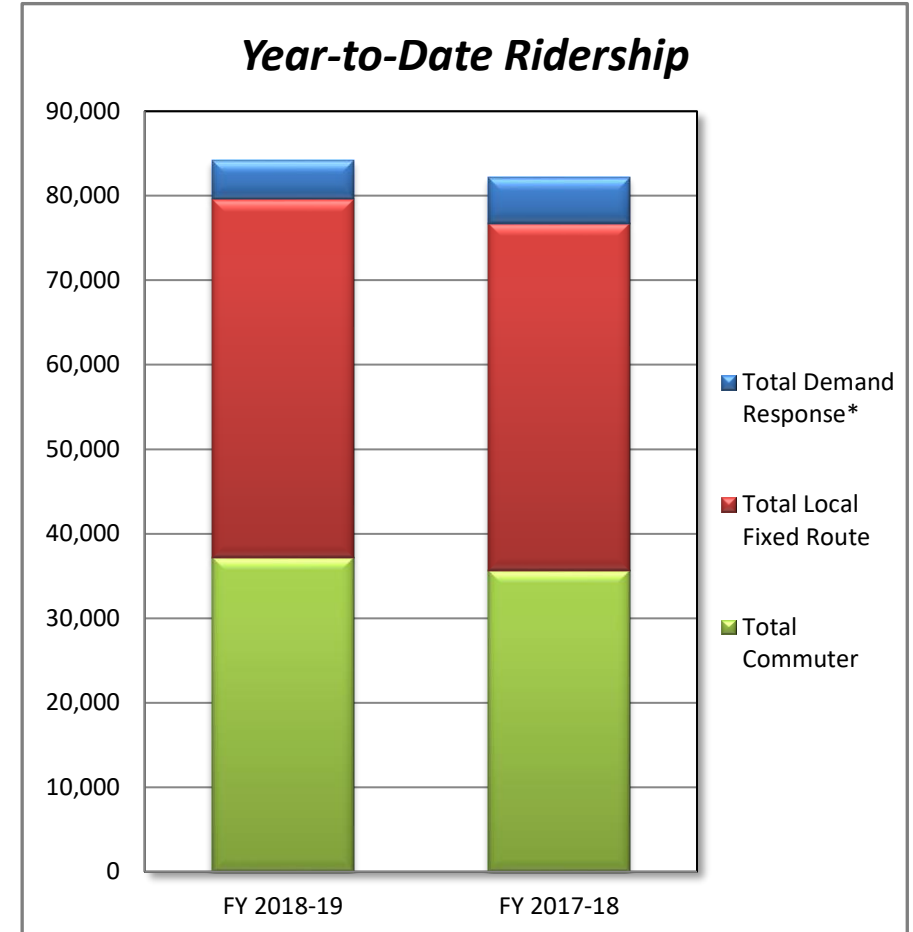


Demand Response	FY 2018-19	FY 2017-18	% Change
Dial-a-Ride	4,287	5,035	-14.9%
Sac-Med	82	122	-32.8%
ADA Paratransit	203	245	-17.1%
Total Demand Response*	4,572	5,402	-15.4%

Local Fixed Route	FY 2018-19	FY 2017-18	% Change
20 - Placerville	10,690	12,054	-11.3%
25 - Saturday Express	1,125	1,441	-21.9%
30 - Diamond Springs	6,616	5,736	15.3%
35 - Diamond Springs Saturday	349	257	35.8%
40 - Cameron Park	3,343	2,921	14.4%
50x - 50 Express	9,951	7,984	24.6%
60 - Pollock Pines	9,193	10,236	-10.2%
70 - El Dorado Hills	1,152	475	100.0%
Total Local Fixed Route	42,419	41,104	3.2%

Commuter	FY 2018-19	FY 2017-18	% Change
Sacramento Commuter	37,049	35,475	4.4%
Reverse Commuter	135	167	-19.2%
Total Commuter	37,184	35,642	4.3%

Other Services	FY 2018-19	FY 2017-18	% Change
M.O.R.E.	4,885	6,055	-19.3%
Adult Day Services	1,627	1,758	-7.5%
Total Other Services	6,512	7,813	-16.7%



Systemwide*

	FY 2018-19	FY 2017-18	% Change
	84,175	82,148	2.5%

*Does not include Other Services

September 2018 Ridership Report

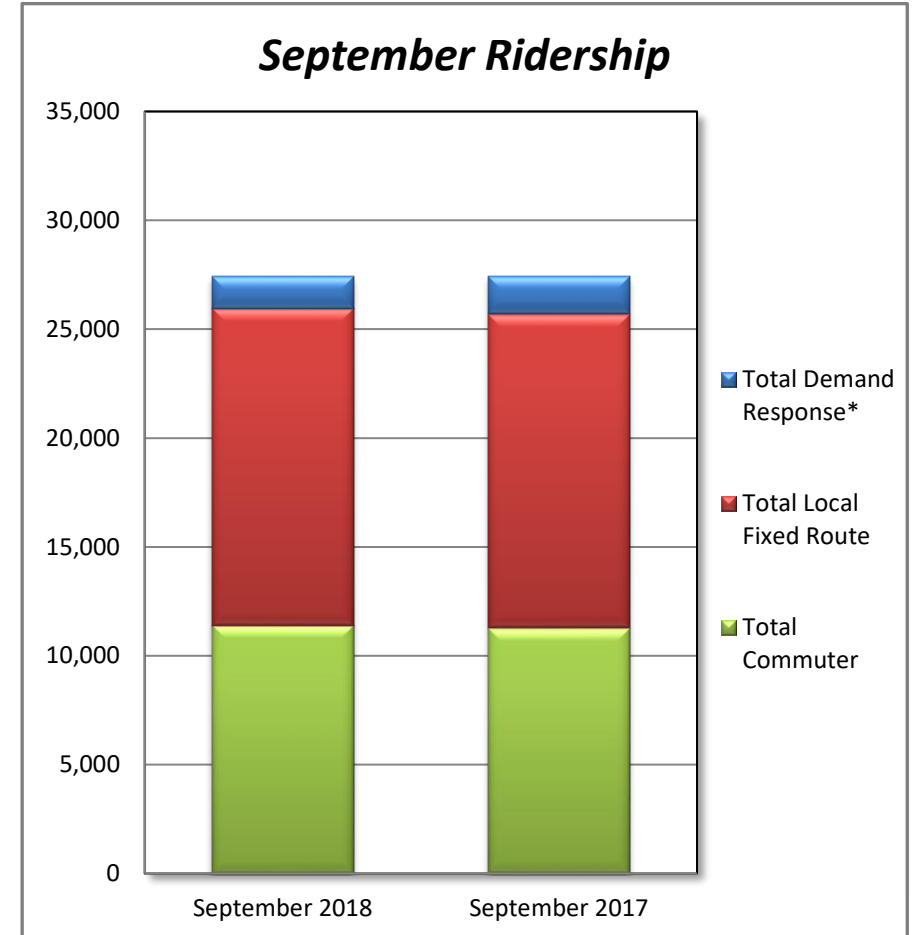


Demand Response	September 2018	September 2017	% Change
Dial-a-Ride	1,374	1,596	-13.9%
Sac-Med	34	43	-20.9%
ADA Paratransit	72	109	-33.9%
Total Demand Response*	1,480	1,748	-15.3%

Local Fixed Route	September 2018	September 2017	% Change
20 - Placerville	3,356	3,771	-11.0%
25 - Saturday Express	420	542	-22.5%
30 - Diamond Springs	2,491	2,323	7.2%
35 - Diamond Springs Saturday	144	92	56.5%
40 - Cameron Park	999	1,050	-4.9%
50x - 50 Express	3,780	3,049	24.0%
60 - Pollock Pines	2,961	3,337	-11.3%
70 - El Dorado Hills	386	247	56.3%
Total Local Fixed Route	14,537	14,411	0.9%

Commuter	September 2018	September 2017	% Change
Sacramento Commuter	11,371	11,225	1.3%
Reverse Commuter	37	53	-30.2%
Total Commuter	11,408	11,278	1.2%

Other Services	September 2018	September 2017	% Change
M.O.R.E.	1,490	1,900	-21.6%
Adult Day Services	493	545	-9.5%
Total Other Services	1,983	2,445	-18.9%



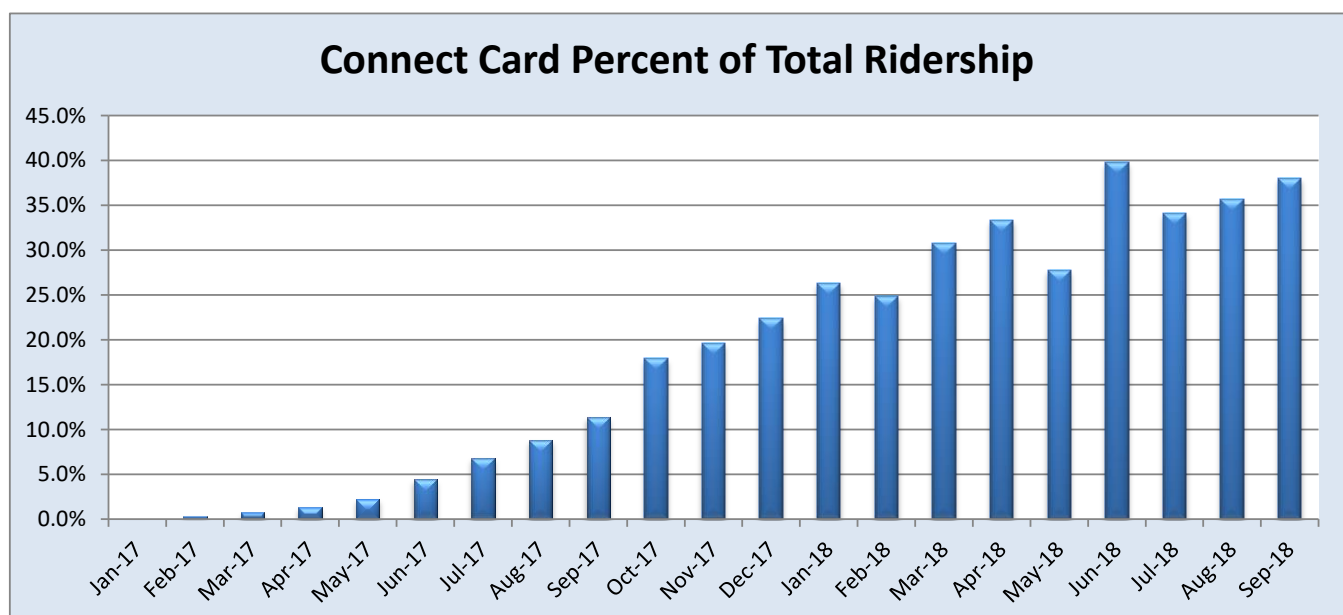
Systemwide*	September 2018	September 2017	% Change
	27,425	27,437	0.0%

*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%
Sep-18	11,171	29,408	38.0%



AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: November 1, 2018

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Revised Transit Operations Supervisor Job Classification and Adopt Revised Allocation Plan for Fiscal Year 2018/19

REQUESTED ACTION:
BY MOTION,

1. Approve and Adopt the revised Transit Operations Supervisor Job Classification
2. Adopt Resolution No. 18-32 Adopting the revised Allocation Plan for Fiscal Year 2018/19

BACKGROUND

December 7, 2017 The El Dorado County Transit Authority (El Dorado Transit) Board adopted Resolution No 17-26 adopting the Final Report of the Classification Study, El Dorado County Transit Authority, October 2017 (Study) prepared by Koff & Associates.

November 2, 2017 The El Dorado Transit Board received and filed the Final Report of the Classification Study, El Dorado County Transit Authority, October 2017 (Study) prepared by Koff & Associates.

March 2, 2017 The El Dorado Transit Board approved HR Services Procurement Sub-Agreement between El Dorado County Transit Authority and Koff & Associates for a Classification and Compensation Study

DISCUSSION

The current Transit Operations Supervisor Job Classification was approved and adopted on December 7, 2017. The attached draft job description includes proposed revisions to the current job description in strike through and underline as necessary for clarification of job duties.

Additionally staff is recommending to revise the current Allocation Plan for Fiscal Year 2018/19 to include the temporary allocation for one (1) Transit Operations Supervisor for period of three (3) months.

El Dorado Transit received notice of retirement from Transit Operations Supervisor, Bob O'Brien. After 25 years of dedicated public service, Mr. O'Brien will be retiring in February 2019. The proposed addition of a temporary allocation of one (1) Transit Operations Supervisor position will allow Mr. O'Brien time to work with his replacement to share some of the knowledge he has and also assist with training the future incumbent with all El Dorado Transit policies and procedures.

FISCAL IMPACT

All costs associated with Resolution No. 18-32 not to exceed \$28,002.00.



TRANSIT OPERATIONS SUPERVISOR

DEFINITION

Under direction, provides day to day supervision and oversight of El Dorado Transit's vehicle operator and dispatch operations functions; oversees all demand response scheduling, operator scheduling, ensuring efficiency and productivity, and oversees all ADA requests and scheduling; regularly conducts monitoring duties associated with road vehicle operation supervision, vehicle trials, fare vault audits and daily vehicle inspection; oversees and ensures appropriate staff training; assists in policy and procedures implementation; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management staff. Exercises direct supervision over operators, dispatchers, technical, and/or administrative support staff.

CLASS CHARACTERISTICS

This is a full supervisory-level classification that exercises independent judgment on diverse and specialized transit services, needs and operational requirements, with significant accountability and ongoing decision-making responsibilities associated with the work. The incumbent organizes and oversees day-to-day transit vehicle operations and dispatch areas, and is responsible for training operations staff and administering annual performance evaluations; ~~for providing~~ highly technical support to the Operations Manager in a variety of areas. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Operations Manager in that the latter has full management and supervisory authority for planning, organizing, and directing the full scope of activities of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of vehicle operators and dispatch staff in the Operations Department; assists in the recruiting and hiring of drivers and dispatchers; assists in developing and presenting their initial and ongoing in-service training; provides policy guidance and interpretation to staff; evaluates employee performance and works with employees to correct deficiencies; effectively recommends and implements disciplinary actions and other personnel matters.
- Assists in staff selection and promotion activities.
- Oversees daily operational activities; performs all scheduling tasks associated with drivers such as, bid routes, leave requests, sick coverage; receives immediate "driver not reporting for duty" phone calls; locates replacement drivers to ensure sufficient coverage.
- Performs route planning and implementation tasks; oversees all demand response and ADA requests for services; ensures operational efficiencies and productivity when preparing schedules; checks

schedules and routes; notes special passenger pickup locations, route detours, and wheelchair accessibility requirements.

- Schedules and regularly performs monitoring activities such as road supervision, vehicle trial checks, fare vault audits and daily vehicle inspections; prepares reports on same for use in staff performance evaluation and development.
- Ensures the provision of safety training for all assigned staff; coordinates and/or delivers training; schedules and leads regular driver and dispatcher safety and training meetings; provides driver and dispatcher training on emergency evacuation procedures, snow, ice and other weather-related road conditions.
- Provides training for driver certification and maintenance of VTT certificate, Class B, passenger and air brake endorsement; documents all training in the driver training records; acts as liaison with CHP and DMV regarding certification and training record documentation.
- Monitors activities of the assigned work unit; recommends improvements and modifications, and prepares various reports on operations and activities.
- Recommends and implements goals, objectives, policies, and procedures pursuant to El Dorado Transit rules and regulations.
- Responds to customer inquiries or complaints regarding service; provides information and resolves problems; refers to manager as needed.
- Responds to the scene of transit vehicle accidents and passenger incidents; provides on the scene assistance to drivers and passengers; acts as Safety Liaison with various agencies, including police and emergency authorities as necessary.
- Investigates accidents and incidents; makes prompt and accurate reports; reviews investigation with drivers; determines accident preventability; recommends appropriate corrective actions.
- Monitors and directs the work of others related to the bus cleaning program and assists in driving vehicles to and from repair shops.
- Communicates with employees on a consistent basis regarding the quality of their service, including complimenting and recognizing appropriate and exemplary performance, providing direction or training to improve performance and administering or recommending progressive discipline as needed.
- Ensures all dispatch equipment is maintained and in operational condition and that policy and procedures manuals are updated; participates in planning and implementing operations related automated systems.
- Attends and participates in professional group meetings; stays current with new trends and innovations in the field of transit operations.
- Assures that ample supplies and equipment are on hand or on order for the successful operation of the dispatch office.
- Perform communication and dispatch duties on a relief basis or when assigned.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Methods and techniques of scheduling routes and dispatching appropriate vehicles.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to transit operations.
- Driving safety regulations and Vehicle Code provisions governing public transit safe driving practices.
- Geographic locations within El Dorado Transit's service areas.
- Operational characteristics of vehicles and equipment used in transit agencies.
- Operational characteristics of dispatch communication systems and devices.

- Safety practices related to daily transit system operations, and seasonal safety training needs.
- ADA (American's with Disabilities Act) regulations regarding public transit operations.
- Methods and techniques of operator maintenance and vehicle safety inspection.
- Methods and techniques of day-to-day transit operations problem solving.
- Emergency response procedures including First Aid and CPR.
- El Dorado Transit's policies and practices regarding reviewing/reporting accident/incident reports to a third-party administrator.
- Terms and conditions within labor agreements relevant to workforce managed.
- Methods and techniques of evaluating operational efficiencies and making recommendations for improvements.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and El Dorado Transit staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination including computers and software relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Implement goals, objectives, policies, procedures, and work standards.
- Independently organize work, set priorities, meet critical deadlines, and coordinate multiple priorities with designated timelines.
- Provide driver training in the classroom and behind-the-wheel.
- Organize and present safety and training materials to small and large groups.
- Operate public transit vehicles skillfully and safely.
- Present a positive image of the transit system.
- Demonstrate excellent customer service skills.
- Respond decisively and effectively in resolving problems and emergency situations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Maintain confidentiality of sensitive information.
- Policies, procedures and terminology related to the transit/transportation field.
- Review, investigate, and prepare accident or incident reports.
- Perform transit operations, including transit dispatching and scheduling.
- Perform safe driving practices, safety regulations and Vehicle Code provisions governing the work.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade, and two (2) years of transit vehicle operation experience at a level equivalent to El Dorado Transit's classification of Transit Operator.

Licenses and Certifications:

- Possession of a valid California Class B driver's license with a passenger endorsement and no air brake restriction; and maintain a safe driving record throughout employment.
- Possession of a Verification Transit Training (VTT) certification.
- Possession of or, ability to obtain within twelve (12) months from date of hire, a "Train-the-Trainer" certificate or, similar certification as required by El Dorado Transit.
- Possession of, or ability to acquire a valid First Aid certificate.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment; ability to operate a motor vehicle and visit various service area sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is primarily a sedentary office classification although standing and walking between work areas may be required; incumbents may be required to infrequently operate a transit vehicle when driving staff are not available. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees frequently work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, hazardous physical substances and fumes. Employees may interact with upset staff or public and private representatives while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to work early morning, evening, weekend, holiday, and split shifts as required.

Must be willing to respond to work related phone calls and emergency situations in off hours consistent with operational policies and procedures.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 18-32**

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

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

WHEREAS, The Board finds the necessity to include a three (3) month temporary allocation for one (1) additional Transit Operations Supervisor to provide orientation and training by an incumbent.

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

1. The Board adopts the attached Personnel Allocation Table as a maximum allocation of personnel for the fiscal year 2018/19.
2. The Board authorizes the Executive Director to utilize extra-help employees as necessary to meet the service needs of the public.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 1st day of November 2018, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Shiva Frentzen, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

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

Classification	Adopted FY 2018/19 (fte*)	Proposed FY 2018/19 (fte*)
Administrative Coordinator	1	1
Custodian	1	1
Equipment Technician I/II	4	4
Executive Director	1	1
Finance Manager	1	1
Fiscal Technician I	2	2
Human Resources Manager	1	1
Information Technology Analyst	1	1
Maintenance and Facilities Supervisor	1	1
Maintenance Technician	2	2
Office Assistant II	2	2
Operations Manager	1	1
Planning and Marketing Manager	1	1
Transit Operations Supervisor	3	3
Temporary Transit Operations Supervisor **	0	1
Safety Coordinator	1	1
Transit Dispatcher	5	5
Transit Operator	35	35
<i>TOTAL ALLOCATED POSITIONS</i>	<i>63</i>	<i>64</i>

* fte = Full Time Equivalent

** Restricted to a three (3) month period

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: November 1, 2018

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Receive and File the Fiscal Year 2017/18 Administrative Operations Report

REQUESTED ACTION:
BY MOTION,

Receive and File the El Dorado County Transit Authority Fiscal Year 2017/18 Administrative Operations Report for the period July 1, 2017 through June 30, 2018

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) provides public transportation under authority of a Joint Powers Agreement (JPA) with the County of El Dorado and the City of Placerville.

The Fiscal Year 2017/2018 Administrative Operations Report (Admin Report) provides an overview of El Dorado Transit operations for the reporting period July 1, 2017 through June 30, 2018.

As a recipient of Transportation Development Act (TDA) funds El Dorado Transit is required to report performance measure statistics as defined in the TDA Public Utilities Code Chapter 4, Transportation Development Article 1 – General Provisions and Definitions Section 99247. The Administrative Operations Report includes required statistical analysis and other Board approved performance measures on a route, mode and system wide basis.

El Dorado Transit management provides performance measure reporting by service and mode (type of service) which is above and beyond the mandated reporting format. This reporting format provides the public, policy makers and management a detailed comparison by individual service. For comparison purposes, the Administrative Operations Report also includes data from the same reporting period in the prior fiscal year.

DISCUSSION

As noted in the Administrative Operations Report, El Dorado Transit provides three (3) distinct types of public transportation: demand response, rural local fixed route and urban commuter service. The purpose of each service varies, therefore, goals and objectives for efficiency are considered separately.

The report provides statistics, revenues, expenses and performance measures by route, mode and system. To effectively review performance, it is necessary to separate the three (3) modes and compare services within each mode. For example, demand response services are considered life-line social support services that historically report a lower farebox recovery ratio (FBR) than the system as a whole. Within each mode, analysis is presented between each service type. Comparisons and considerations might be discussed between the FBR and the cost per passenger by service.

The following sections discuss the general performance of the various service modes providing a snapshot of how the system has performed during the July 2017 to June 2018 reporting period.

Demand response services ridership decreased by 4,973 one-way trips or 9.3% during the period. The largest year to year change was in the M.O.R.E. client transportation service which showed a decrease of 14.0% or 3,556 trips. M.O.R.E services are contracted and ridership fluctuates according to client enrollment. On-time performance for demand response services was 93.3%.

Rural route (local fixed route) ridership decreased by 15,232 one-way trips or 10.5% during the period. The largest year to year change was in the Placerville Shuttle route which showed a decrease of 7,669 one-way trips or 17.0%. On-time performance for rural routes was 88.6%.

Urban route (commuter services) ridership increased by 8,393 one-way trips or 4.8% during the period. On-time performance for urban routes was 85.1%.

System wide ridership decreased by 10,354 one-way trips or 2.7%. A decrease of 3,556 passenger trips was due to a reduction in M.O.R.E. ridership. In addition, in September 2017 El Dorado Transit instituted new proof of eligibility requirements for discount ride eligibility. This resulted in expected lower ridership on local fixed routes. However, passenger fares increased by \$11,781. The system wide farebox recovery was 20.02%.

Additional performance measures discussed in the report include monthly ridership trends, complaints and compliments and road calls.

FISCAL IMPACT

None.

AGENDA ITEM 2 B
Action Item

MEMORANDUM

DATE: November 1, 2018

TO: El Dorado County Transit Authority

FROM: Mindy Jackson, Executive Director

SUBJECT: Transit staff recommending funding additional expenses related to the 2018 Apple Farms Shuttle

REQUESTED ACTION:

Provide direction to El Dorado County Transit Authority staff to identify actual cost for Apple Farms Shuttle and return to Board to consider funding options for the project budget shortfall

BACKGROUND

The El Dorado County Transit Authority (Transit) partnered with the County of El Dorado Department of Transportation (DOT) to develop a project to alleviate traffic congestion during the peaks Apple Hill season on four weekends in October 2018.

DOT developed the Apple Farms Traffic Implementation Pilot Project (Project) in collaboration with DOT, Transit, California Highway Patrol, California Department of Transportation (Caltrans), Sierra Pacific Industries, SMUD, El Dorado County Transportation Commission and the Apple Hill Growers Association.

The County of El Dorado Air Quality Management District (AQMD) awarded a grant to Transit on 8/21/2018 to provide parking and shuttle services as part of the Project during weekend days in October 2018. The shuttle aligned with the objectives of the grant program allowing the service to provide free parking and free rides for the visitors to the area.

DISCUSSION

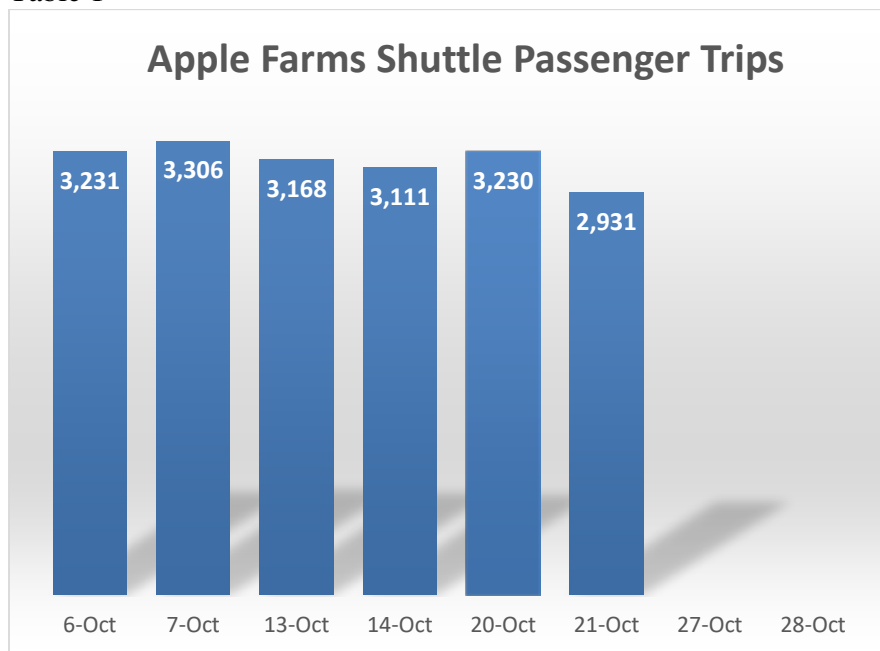
El Dorado Transit provided shuttles in the Apple Hill region on weekends in October from 1985 through 2013 therefore; the AQMD grant application projected the use of four (4) buses to provide 15-20 minute service on the 10 mile route designated by DOT. In past years, shuttle advertising and outreach began ten (10) months prior to the event however; the 2018 Project was not completed in time for advance marketing therefore; El Dorado

Transit projected 600 passengers each day. Transit negotiated the use of a 400 space parking lot with SMUD, at the Sierra Pacific Industries property within the Project area

El Dorado Transit employed the best practice of including a backup bus at the shuttle parking lot. Mechanics are on-call for any unforeseen mechanical issues but if a shuttle bus is taken out of service for any reason, the backup vehicle is placed in service to maintain the 15-20 minute service schedule

The first day of operation, October 6, 2018 began with people driving into the lot at about 8:00 AM for the 9:00 AM start. From 9:00 AM to 10:00 AM Transit boarded four (4) shuttles and operation was smooth. From 10:00 AM to 11:30 AM Transit staff parked 300 cars. At that time, with a line of visitors at least 60 yards long, Transit's Executive Director recognized the needs for more buses to ensure a pleasant experience for persons riding the shuttle. The Executive Director placed the backup bus into service and requested an additional bus placed into service. Transit staff worked with everyone in line one-on-one providing Apple Cider Press pamphlets, shuttle schedules and general information about visiting Apple Hill. That first day Transit provided 3,231 one-way passenger trips.

Table 1



To meet the shuttle demand, Transit operated six (6) buses the next day and seven (7) buses each shuttle day after (Oct, 13, 14, 20, 21, 27 & 28, 2018). The use of additional buses, double the number of portable restrooms and more maps, etc. resulted in additional expenses to operate the shuttle.

The County of El Dorado Board of Supervisors directed DOT to request funding from Transit for all or a portion of the additional shuttle services. Transit staff is recommending that additional expenses be charged to Operating Reserves. There are two (2) Operating Reserve accounts available to Transit, The internal account funded with non-tax revenue

(e.g. shelter advertising, bike locker rental, miscellaneous income) totals \$99,611.30 (as of 9/30/2018). The second Operating Reserve account is \$500,000 of Local Transportation Funds (LTF) held by the El Dorado County Transportation Commission.

Transit will prepare a project invoice that includes actual costs associated with the shuttle, invoice the \$62,094. to the AQMD grant; invoice the \$15,524. AQMD match to DOT and request Transit Board action to fund the balance. Staff projects draft billing/invoices available for review on/before November 30, 2018.

The shortfall/additional expenses will be identified then Transit staff will request Board approval to transfer that amount from internal Operating Reserve account to the current annual budget.

FISCAL IMPACT

Projected shuttle expenses	\$127,618
AQMD Grant	(\$62,094)
AQMD Match (DOT)	<u>(\$15,524)</u>
Projected Additional Funding	\$ 50,000