

PROJECT UPDATES *

COMMITTEE MEMBER COMMENTS*

ADJOURNMENT

* Verbal Report

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability related modification or accommodation to participate in this meeting, then please contact our office by telephone at (530) 642-5383 extension 209 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.

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EL DORADO TRANSIT

Transit Advisory Committee
El Dorado County Transit Authority
6565 Commerce Way
Diamond Springs, CA 95619
Wednesday, April 25, 2018; 8:15AM

CONFORMED AGENDA

Chair Laurel Brent-Bumb
Vice-Chair Susie Davies

CALL TO ORDER AND ROLL CALL

The meeting was called to order by Laurel Brent-Bumb at 8:15AM

**Members present: Dan Bolster, Laurel Brent-Bumb, Susie Davies,
 Gloria Webster, Bill Wild and Ellen Yevdakimov**

**Staff present: Mindy Jackson, Brian James, Scott Ousley,
 Christine Parker, Julie Petersen and Haley Van Horn**

ADOPTION OF AGENDA

Moved and Seconded by Bill Wild/Ellen Yevdakimov

PUBLIC COMMENT

At this time, any person may comment on any item which is not on the agenda. PLEASE STATE YOUR NAME AND ADDRESS FOR THE RECORD. Action will not be taken on any item that is not on the agenda. If it requires action, it will be referred to staff and/or placed on the next meeting agenda. Please limit your comments to no more than three (3) minutes.

There was no public comment.

1. CONSENT CALENDAR

These items are expected to be routine and non-controversial. They will be acted upon by the TAC at one time without discussion. Any TAC board member, staff member or interested citizen may request an item be removed from the Consent Calendar for discussion. The TAC may also add items from the Agenda to the Consent Calendar if they appear to be non-controversial.

1. CONSENT CALENDAR CONTINUED

A. Conformed Minutes of October 25, 2017

Moved and Seconded by Ellen Yevdakimov/Bill Wild

2. ACTION ITEMS

A. Dial-A-Ride Focus Group Proposed Changes

**Moved and Seconded by Susie Davies/Bill Wild
Transit Advisory Committee supports the proposed changes.**

3. INFORMATION ITEMS

A. Fiscal Year 2017/18 Six-Month Administrative Operations Report

B. 2017-18 Fiscal Year-to-Date Ridership and Connect Card Reports

C. Adopted Fiscal Year 2017/18 Revised Mid-Year Operating Budget Adjustments

D. 1. Preliminary Operating Budget for Fiscal Year 2018/19

2. Allocation Plan and Draft Organizational Chart Fiscal Year 2018/19

E. Preliminary Capital Improvement Plan and Budget for Fiscal Year 2018/19

EXECUTIVE DIRECTOR REPORT*

COMMITTEE MEMBER COMMENTS*

AJOURNMENT

The meeting was adjourned at 9:18AM

* Verbal Report

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AGENDA ITEM 3 A
Consent Item

MEMORANDUM

DATE: October 24, 2018
TO: El Dorado County Transit Authority
Transit Advisory Committee
FROM: Julie Petersen, Finance Manager
SUBJECT: Fiscal Year 2018/19 Final Operating Budget

REQUESTED ACTION:
BY MOTION,
Final Operating Budget for Fiscal Year 2018/19

BACKGROUND

The Bylaws of the El Dorado County Transit Authority (El Dorado Transit) state;

“The Executive Director shall propose a preliminary operating budget...to the Board on or before the March meeting of each year. After considering the proposals from the Executive Director, the Board shall adopt a preliminary operating budget by April 15 of each year.

“The Executive Director shall propose a final operating budget...to the Board on or before June 15 of each year. Final operating...budget shall be adopted by the Board on or before July 15 of each year.”

Board Action related to fiscal year (FY) 2018/19 Budget:

March 1, 2018	Adoption of Resolution No. 18-08 preliminary operating budget for FY 2018/19
March 1, 2018	Adoption of Resolution No. 18-07 authorizing the Executive Director to claim Transportation Development Act (TDA) funds for FY 2018/19 Operating Budget
June 8, 2018	Adopt Resolution No. 18-24 for the Final Operating Budget for Fiscal Year 2018/19

DISCUSSION

The adopted final operating budget for FY 2018/19 presented is a balanced budget based on the current service level. Revenue projections identified are designated for transit operations.

As noted in the attached budget report there are seven (7) changes, highlighted in bold, between the preliminary operating budget adopted on March 1, 2018 and the final proposed budget for FY 2018/19. These changes include;

- Reduction of the State Transit Assistance (STA) Deferred amount to balance the budget.
- Inclusion of AB2766 Grant allocation in the amount of \$39,785 for the 2018 Fair Shuttle project.
- Federal Transit Administration (FTA) Section 5307 funds in the amount of \$250,000 revenue included for Urban Preventative Maintenance (PM)
- Reduction of the Workers' Compensation Insurance line item by \$148,000.
- Reduction of the Liability Insurance line item by \$6,000.
- Reduction of the Physical Damage Insurance line item by \$12,000.
- Increase to the Service Contracts/Equipment line item to recognize the estimated cost for the administration of the Connect Card fare collection system.

Any additional adjustments will be brought before the Board as an agenda item of through the Mid-Year Budget adjustment process.

The Executive Director and Finance Manager will closely monitor all budgetary matters and submit timely reports to the Board on significant changes to revenues or expenses.

FISCAL IMPACT

Final balanced operating budget for fiscal year 2018/19 - \$9,558,517.

**EL DORADO COUNTY TRANSIT AUTHORITY
FINAL OPERATING BUDGET 2018/2019**

OPERATING BUDGET		FY 2018/2019 Preliminary	FY 2018/2019 Final
REVENUE ACCOUNTS		Adopted 03/01/2018	Adopted 06/07/2018
4000.00	Transportation Development Act (TDA/LTF)	\$4,837,735	\$4,837,735
4270.00	State Transit Assistance (STA)	\$1,243,570	\$1,243,570
4270.00	State Transit Assistance (STA) Deferred	\$1,143,484	\$737,699
4270.01	State Transit Assistance (STA)/State of Good Repair (SGR)	\$235,684	\$235,684
4970.00	Interest Income	\$20,000	\$20,000
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$490,631	\$490,631
4300.00	Farebox	\$208,000	\$208,000
4310.00	Contract Services	\$360,000	\$360,000
4320.00	Farebox - Charter	\$5,000	\$5,000
4330.00	Sac Commute Route Passes	\$778,000	\$778,000
4350.00	Bus Passes	\$72,000	\$72,000
4360.00	Scrip	\$42,000	\$42,000
4400.00	Advertising Revenue	\$12,000	\$12,000
4990.00	Misc. Revenue	\$400	\$400
4107.03	Fair Shuttle AB2766 Grant	\$0	\$39,785
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant CP	\$217,678	\$217,678
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$0	\$250,000
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$8,335	\$8,335
TOTAL REVENUES		\$9,674,517	\$9,558,517
SALARY & BENEFIT ACCOUNTS			
5010.00	Regular Employees	\$3,617,065	\$3,617,065
5010.02	Temporary Employees	\$100,000	\$100,000
5010.07	Overtime	\$70,000	\$70,000
5010.08	On Call Pay	\$9,000	\$9,000
5010.09	Skill and Shift Pay	\$23,000	\$23,000
5020.01	Employee Retirement	\$606,000	\$606,000
5070.01	(OASDI - Payroll Tax) FICA	\$10,000	\$10,000
5070.02	MEDICARE - Payroll Tax	\$54,000	\$54,000
5020.02	Health Insurance	\$1,538,000	\$1,538,000
5020.03	Unemployment Insurance	\$20,000	\$20,000
5020.04	LT Disability/Life Ins	\$39,000	\$39,000
5020.05	Worker's Comp	\$338,000	\$190,000
TOTAL SALARY & BENEFITS		\$6,424,065	\$6,276,065
SERVICE & SUPPLY ACCOUNTS			
5090.02	Clothing & Supplies	\$3,600	\$3,600
5090.05	Uniforms - Other	\$14,000	\$14,000
5050.01	Communications - Phone	\$57,000	\$57,000
5090.20	Communications - Radio	\$1,000	\$1,000
5090.01	Household Expenses	\$15,750	\$15,750
5060.01	Insurance Premiums/Public Liability	\$541,000	\$535,000
5060.02	Insurance Premiums/Physical Damage	\$37,000	\$25,000
5060.03	Insurance Premiums/Commercial	\$12,000	\$12,000
5060.04	Insurance Premium EPLI Package	\$22,000	\$22,000
5090.06	Service Contracts/Equipment	\$142,000	\$192,000
5160.07	Park and Ride Maintenance	\$9,000	\$9,000
5160.01	Maintenance/Buildings	\$4,500	\$4,500
5160.03	Maintenance/Equipment	\$8,000	\$8,000
5160.05	Maintenance/Grounds	\$5,500	\$5,500
5160.09	Maintenance/Bus Stop	\$3,000	\$3,000
5160.00	Maintenance/Other	\$2,500	\$2,500
5040.00	Vehicle Maintenance (In-House)	\$340,000	\$340,000
5040.02	Vehicle Maintenance/Tires & Tubes	\$65,000	\$65,000
5040.03	Vehicle Maintenance/Lubricants	\$28,000	\$28,000
5040.04	Vehicle Maintenance/Small Tools - Shop	\$4,300	\$4,300
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$35,000	\$35,000
5090.40	Memberships	\$7,400	\$7,400
5090.70	Office Expense	\$15,000	\$15,000
5090.80	Postage	\$4,000	\$4,000
5090.00	Operating Expense - Other	\$600	\$600
5030.00	Professional Services	\$150,000	\$150,000
5030.10	Employee Medical Exams	\$9,000	\$9,000
5030.30	Background Checks	\$2,000	\$2,000
5090.08	Pubs/Legal Notices	\$4,000	\$4,000
5090.75	Printing	\$20,000	\$20,000
5120.02	Rents/Leases - Equipment	\$17,000	\$17,000
5120.03	Rents/Leases Park and Rides	\$11,000	\$11,000
5140.01	Equipment Purchase - Data Processing	\$1,000	\$1,000
5140.05	Equipment Purchase - Office	\$4,000	\$4,000
5150.00	Special Department Expense	\$5,000	\$5,000
5150.01	Marketing	\$25,000	\$25,000
5090.30	Staff Development/Travel	\$31,000	\$31,000
5040.01	Fuel Purchase	\$621,000	\$621,000
5090.72	Bank Charges	\$800	\$800
5090.73	Credit Card Charge Fees	\$5,000	\$5,000
5090.74	Connect Card Administration Expenses	\$10,000	\$10,000
5050.02	Utilities	\$54,000	\$54,000
5050.03	Utilities/ Park & Rides	\$24,000	\$24,000
4108.03	Fair Shuttle AB2766 Grant	Pending	Pending
6210.01	Cameron Park Expansion	\$0	\$0
6270.00	Contingency	\$879,502	\$879,502
TOTAL SERVICES AND SUPPLIES		\$3,250,452	\$3,282,452
TOTAL OPERATING EXPENSES		\$9,674,517	\$9,558,517

AGENDA ITEM 3 B
Consent Item

MEMORANDUM

DATE: October 24, 2018

TO: El Dorado County Transit Authority
Transit Advisory Committee

FROM: Julie Petersen, Finance Manager

SUBJECT: Fiscal Year 2018/19 Final Capital Improvement Plan and
2018/19 Capital Budget

REQUESTED ACTION:

BY MOTION,

**Final Capital Improvement Plan and Final Capital Budget
Fiscal Year 2018/19**

BACKGROUND

The Bylaws of the El Dorado County Transit Authority (El Dorado Transit) state;

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“The Executive Director shall propose... a final capital budget to the Board on or before June 15 of each year. Final...capital budget shall be adopted by the Board on or before July 15 of each year.”

DISCUSSION

Board Action related to fiscal year (FY) 2018/19 Capital Improvement Plan and Budget:

March 1, 2018	Board approved preliminary capital improvement plan and budget for FY 2018/19
June 7, 2018	Board Adopted Final Capital Improvement Plan and Resolution No. 18-25 for Final Capital Budget fiscal year 2018/19

As noted in the attached report there are three (3) changes, highlighted in bold, between the preliminary capital budget adopted on March 1, 2018 and the final proposed budget for FY 2018/19. These changes include;

- 18-04 Vehicle Replacement; El Dorado Transit applied for and did not receive a grant award. Staff will continue to pursue other funding sources. At this time the project will remain.
- 19-02 Pollock Pines Safeway Bus Stop Improvements; a revised estimate for the project has been received and verified by both staff and consultant.
- 19-04 Vehicle Replacement – Demand Response; draft quotes have been received for the procurement. Actuals coming in higher than estimates.

The El Dorado County Transit Authority Capital Improvement Plan Fiscal Year 2018/19 (CIP 2018/19) includes capital projects and identifies funding for maintenance facility projects, vehicle purchase, software and hardware upgrades, safety and security, administration building improvements, and park and ride improvements.

FISCAL IMPACT

Adoption of the CIP 2018/19 and budget allow transit staff to proceed with projects to ensure timely completion. Individual projects will be presented to the Board for final approval.

AGENDA ITEM 3 C
Information Item

MEMORANDUM

DATE: October 24, 2018

TO: El Dorado County Transit Authority
Transit Advisory Committee

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Ridership and Connect Card Reports

REQUESTED ACTION:
BY MOTION,

No action. Information item.

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 fiscal ridership report from July 2017 to June 2018 comparing the fiscal year to the previous fiscal year.

Ridership

July 2017 to June 2018	July 2016 to June 2017	Decrease	% Decrease
332,593	341,393	-8,800	-2.6%

Demand Response ridership decreased by 8.9%, Local Fixed Route ridership decreased by 10.4%, and Commuter ridership increased by 4.8%.

Following is the fiscal ridership report from July 2018 to September 2018 comparing the current fiscal year to the previous fiscal year.

Ridership

July 2018 to September 2018	July 2017 to September 2017	Increase	% Increase
84,175	82,148	+2,027	+2.5%

El Dorado County Transit Authority
Transit Advisory Committee
October 24, 2018 Agenda

Demand Response ridership decreased by 15.4%, Local Fixed Route ridership increased by 3.2%, and Commuter ridership increased by 4.3%.

Connect Card taps are recorded each time a Connect Card is tapped onto the equipment in one of the vehicles. The number of taps is tracked to evaluate system usage. El Dorado Transit recorded 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 2017 to June 2018

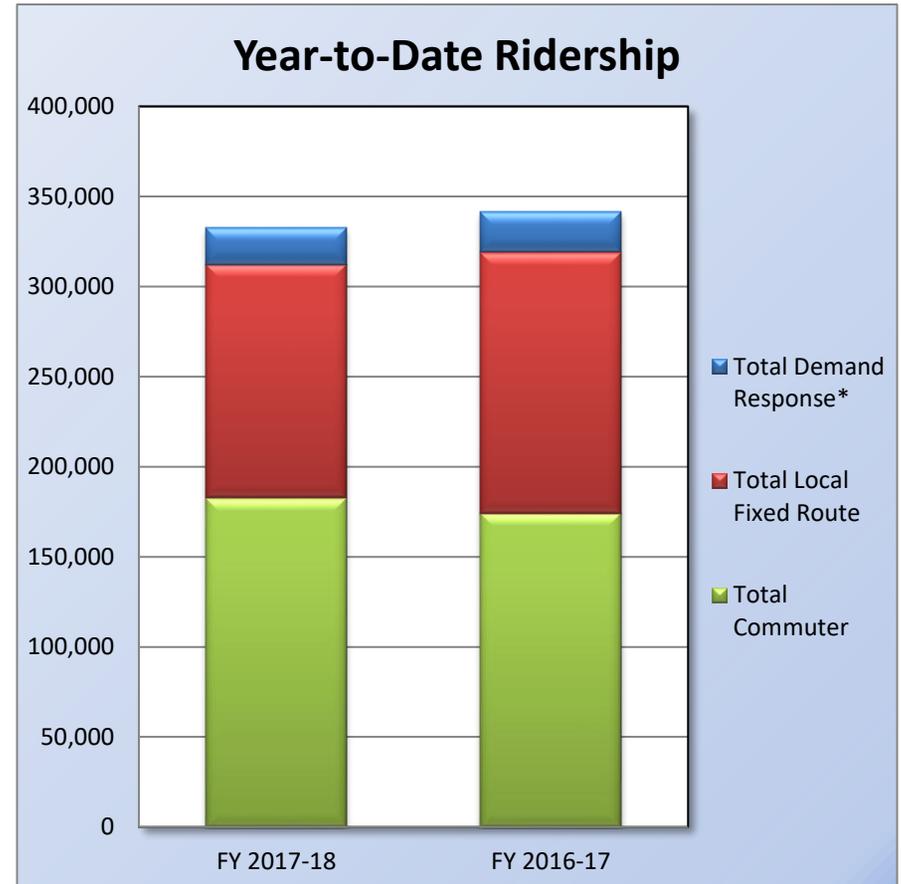


Demand Response	FY 2017-18	FY 2016-17	% Change
Dial-a-Ride	18,967	20,724	-8.5%
Sac-Med	527	560	-5.9%
ADA Paratransit	767	957	-19.9%
Total Demand Response*	20,261	22,241	-8.9%

Local Fixed Route	FY 2017-18	FY 2016-17	% Change
Cameron Park	12,608	14,408	-12.5%
Diamond Springs	25,351	28,001	-9.5%
Saturday Express	4,947	5,660	-12.6%
Pollock Pines	37,401	45,070	-17.0%
Placerville Shuttle	44,657	50,640	-11.8%
Diamond Springs Saturday	1,133	1,096	3.4%
El Dorado Hills	3,641	0	100.0%
Total Local Fixed Route	129,738	144,875	-10.4%

Commuter	FY 2017-18	FY 2016-17	% Change
Sacramento Commuter	145,281	139,165	4.4%
Reverse Commuter	592	627	-5.6%
50 Express	36,721	34,485	6.5%
Total Commuter	182,594	174,277	4.8%

Other Services	FY 2017-18	FY 2016-17	% Change
M.O.R.E.	21,843	25,326	-13.8%
Adult Day Services	6,565	5,798	13.2%
Total Other Services	28,408	31,124	-8.7%



Systemwide*	FY 2017-18	FY 2016-17	% Change
	332,593	341,393	-2.6%

*Does not include Other Services

Ridership Report Fiscal Year-to-Date

July 2018 to September 2018

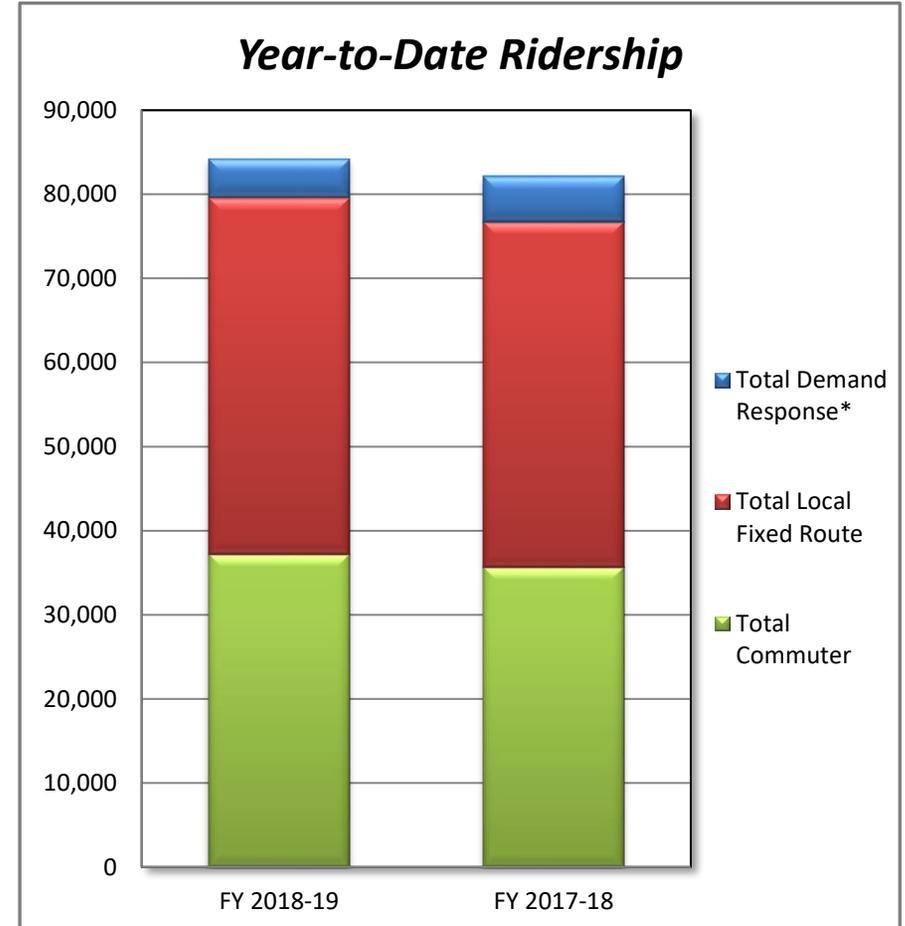


Demand Response	FY 2018-19	FY 2017-18	% Change
Dial-a-Ride	4,287	5,035	-14.9%
Sac-Med	82	122	-32.8%
ADA Paratransit	203	245	-17.1%
Total Demand Response*	4,572	5,402	-15.4%

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

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%

