



EL DORADO TRANSIT

County of El Dorado
Board of Supervisors Meeting Room
330 Fair Lane, Bldg. A
Thursday, February 7, 2019; 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: John Hidahl, County of El Dorado Supervisor, District I
Brian Veerkamp, County of El Dorado Supervisor, District III
Kara Taylor, City of Placerville Councilmember

- Patty Borelli, Alternate for City Councilmembers
- Lori Parlin, 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 54954.5 PUBLIC
EMPLOYMENT Title: 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

ELECTION OF OFFICERS

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CEREMONIAL ITEMS

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B. Adopt Proclamation in recognition of appreciation of Placerville City Councilmember Patty Borelli's 12 years as a member of the El Dorado County Transit Authority Board of Directors	6
C. Adopt Proclamation in recognition of appreciation of Greg Brookshire's 8 years and 4 months of public service as a Transit Operator	8
D. Adopt Proclamation in recognition of appreciation of Bob O'Brien's 25 years of public service as a Transit Operations Supervisor	10

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. CONSENT CALENDAR

A. 1. Approve Conformed Minutes of Regular Meeting December 6, 2018	12
B. Receive and File November and December 2018 Check Registers	16
C. Receive and File November and December 2018 Ridership Reports	20
D. Receive and File Quarterly Investment Reports for the periods ending 09/30/2018 and 12/31/2018	26
E. Approve funding Operating Reserve utilizing Advertising and Miscellaneous revenue accounts for fiscal year 2018/19	29
F. 1. Approve Revised Purchase Order No. 24205 issued to Creative Bus Sales for the acquisition of five (5) Replacement Demand Response Buses	31

1.	<u>CONSENT CALENDAR CONTINUED</u>	<u>PAGE</u>
	2. Authorize Executive Director to execute all documents related to these purchases within the Revised Capital Improvement Plan Project #19-04	
G.	1. Approve Revised Purchase Order No. 23271 issued to Creative Bus Sales for acquisition of one (1) replacement Class E Cut-A-Way Bus	34
	2. Authorize Executive Director to execute all documents related to this purchase of one (1) replacement Class E Cut-A-Way Bus	
H.	1. Adopt Resolution No. 19-01 Authorizing the Executive Director to File Applications for Federal Transit Administration Funding Programs	37
	2. Adopt Resolution No. 19-02 Authorizing the Executive Director to File Applications specific to the Federal Transit Administration Section 5311 Grant Program	
I.	1. Adopt Fiscal Year 2018/19 Revised Mid-Year Operating Budget Adjustments	42
	2. Approve the use of Contingency funds to offset increased expenses	
J.	Approve Revised Blanket Purchase Orders above \$25,000 for Fiscal Year 2018/19	47
K.	Approve allocation of \$2,180.78 from the Fiscal Year 2018/19 Contingency Budget Line Item for shortfall in 2018 Apple Farms Shuttle service	55
2.	<u>ACTION ITEMS</u>	
	None	
3.	<u>INFORMATION ITEMS</u>	
A.	California Air Resources Board Innovative Clean Transit Regulation	58
B.	New Connect Card Sales Outlet at Bel Air Grocery Store	60
C.	New Route 70 in El Dorado Hills and Route 40 in Cameron Park/Shingle Springs	61

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED
EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING
Thursday, March 7, 2019 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

AGENDA ITEM
Election of Officers

MEMORANDUM

DATE: February 7, 2019

TO: El Dorado County Transit Authority

FROM: Megan Wilcher, Secretary to the Board/Administrative Coordinator

SUBJECT: Election of Chairperson and Vice-Chairperson

REQUESTED ACTION:

BY MOTION,

Elect Chairperson and Vice-Chairperson for Calendar Year 2019

BACKGROUND

In accordance with Section 4.5 of the El Dorado County Transit Authority (El Dorado Transit) Bylaws: "The Board shall elect a Chairperson and Vice-Chairperson at the first meeting of each calendar year."

Chairperson Duties

The Chairperson shall preside and preserve order at all regular and special meetings of El Dorado Transit. The Chairperson shall state every question coming before El Dorado Transit, announce the decision on all subjects and decide all questions of order without debate, subject to an appeal to El Dorado Transit on which a member shall speak but once, the Chairperson having precedence in speaking on question of order. In addition, the Chairperson shall make all Committee appointments with the concurrence of the El Dorado Transit Board.

Vice-Chairperson Duties

In the absence of the Chairperson, the Vice-Chairperson may perform duties and obligations of the office of Chairperson.

DISCUSSION

The Rules and Bylaws do not identify a specific rotation for Chairperson and Vice-Chairperson; however, El Dorado Transit custom is that the Vice-Chairperson ascends to Chairperson. Further, El Dorado Transit custom is that the Vice-Chairperson represents the alternate jurisdiction as the Chairperson.

AGENDA ITEM
Ceremonial Item

MEMORANDUM

DATE: February 7, 2019
TO: El Dorado County Transit Authority
FROM: Mindy Jackson, Executive Director
SUBJECT: Recognizing Placerville City Councilmember Patty Borelli for twelve (12) years of public service

REQUESTED ACTION:

BY MOTION,

**Adopt Proclamation in recognition and appreciation of Patty Borelli's
12 years as a member of the El Dorado County Transit Authority
Board of Directors**

BACKGROUND

Councilmember Patty Borelli began serving on the El Dorado County Transit Authority (El Dorado Transit) Board of Directors in 2007 and has provided excellent leadership and guidance to management and employees during these twelve (12) years.

Staff recommends the presentation of the Proclamation acknowledging El Dorado Transit's appreciation of Councilmember Borelli's twelve (12) years as an El Dorado County Transit Authority Board Member.



Proclamation

OF THE EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS
Recognizing Patty Borelli, Placerville City Councilmember, for her 12 years of outstanding public service

WHEREAS, Patty Borelli has served as a member to the El Dorado County Transit Authority Board of Directors since February 2007;

WHEREAS, during which time she has dedicated herself to public service and excellence as a member of El Dorado County Transit Authority Board of Directors ensuring the highest level of service to the public; and

WHEREAS, Ms. Borelli provided outstanding leadership and guidance; and

WHEREAS, Ms. Borelli served as Chairperson in 2009, 2013, and 2017; and

WHEREAS, Ms. Borelli been an invaluable Director to this Board and to the management and employees of the El Dorado County Transit Authority.

NOW THEREFORE BE IT PROCLAIMED that the El Dorado County Transit Authority Board recognizes and acknowledges and declares its sincere appreciation of distinguished service by Ms. Borelli while serving on the El Dorado County Transit Authority Board of Directors.

PASSED by the Governing Board of the El Dorado County Transit Authority at a regular meeting of the Board held on the 7th day of February 2019.

Attest:

Megan Wilcher
Secretary to the Board

El Dorado County Transit Authority
Chairperson

AGENDA ITEM
Ceremonial Item

MEMORANDUM

DATE: February 7, 2019

TO: El Dorado County Transit Authority

FROM: Mindy Jackson, Executive Director

SUBJECT: Recognizing Retiring Transit Operator Greg Brookshire for eight (8) years and four (4) months of public service

REQUESTED ACTION:

BY MOTION,

Adopt Proclamation in recognition and appreciation of Greg Brookshire's 8 years and 4 months of public service as a Transit Operator

BACKGROUND

Mr. Greg Brookshire began his public Transit Operator career in August 2010 with El Dorado County Transit Authority (El Dorado Transit) and has provided excellent customer service to our passengers and the general public during these eight (8) years.

We are proud of the safe, compassionate and courteous service Mr. Brookshire has provided our passengers over the years. Mr. Brookshire is very dependable, friendly and always willing to assist co-workers and supervisors.

Staff recommends the presentation of the Proclamation acknowledging El Dorado Transit's appreciation of Mr. Brookshire's eight (8) years and four (4) months of outstanding dedicated public service.



Proclamation

OF THE EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS

Recognizing Greg Brookshire, Transit Operator, for 8 years and 4 months of outstanding public service

WHEREAS, Greg Brookshire has been employed by the El Dorado County Transit Authority since August 9, 2010 during which time he has dedicated himself to public service and excellence within the El Dorado County Transit Authority ensuring the highest level of service to the public; and

WHEREAS, Mr. Brookshire has been well known for his exceptional customer service; and

WHEREAS, Mr. Brookshire is known for his friendly outgoing demeanor and reliability; and

WHEREAS, Mr. Brookshire, honorably served the public during his career of 8 years and 4 months with El Dorado County Transit Authority; and

WHEREAS, Mr. Brookshire has elected to retire from his position with El Dorado County Transit Authority; and

WHEREAS, we, as members of the El Dorado County Transit Authority wish to extend our utmost appreciation for the work that Mr. Brookshire has provided.

NOW THEREFORE BE IT PROCLAIMED that the El Dorado County Transit Authority Board recognizes and acknowledges and declares its sincere appreciation for the outstanding service provided by Mr. Brookshire while employed by the El Dorado County Transit Authority and extends its best wishes to him in all future endeavors.

PASSED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of the Board held on the 7th day of February 2019.

Attest:

Megan Wilcher
Secretary to the Board

El Dorado County Transit Authority
Chairperson

AGENDA ITEM
Ceremonial Item

MEMORANDUM

DATE: February 7, 2019

TO: El Dorado County Transit Authority

FROM: Mindy Jackson, Executive Director

SUBJECT: Recognizing Retiring Transit Operations Supervisor Bob O'Brien for twenty-five (25) years of public service

REQUESTED ACTION:

BY MOTION,

Adopt Proclamation in recognition and appreciation of Bob O'Brien's 25 years of public service as a Transit Operations Supervisor

BACKGROUND

Mr. Bob O'Brien began his public Transit Operator career in January 1994 with El Dorado County Transit Authority (El Dorado Transit) and has provided excellent customer service to our passengers, employees and the general public during these twenty-five (25) years.

We are proud of the safe, compassionate and courteous service Mr. O'Brien has provided our passengers over the years. Mr. O'Brien is very witty, sensible and always willing to assist co-workers.

Staff recommends the presentation of the Proclamation acknowledging El Dorado Transit's appreciation of Mr. O'Brien's twenty-five (25) years of outstanding dedicated public service.



Proclamation

OF THE EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS

Recognizing Robert O'Brien, Transit Operations Supervisor, for 25 years of outstanding public service

WHEREAS, Robert O'Brien began his career as a Transit Operator with the El Dorado County Transit Authority in January 1994, and

WHEREAS, Mr. O'Brien was promoted to Transit Operations Supervisor in July 1999, he elected to return to Transit Operator in 2001 and returned to the Transit Operations Supervisor in October 2003 where he has stayed since; and

WHEREAS, Mr. O'Brien has dedicated himself to public service and excellence within the El Dorado County Transit Authority ensuring the highest level of service to the public; and

WHEREAS, Mr. O'Brien, has been well known for his courteous yet no non-sense attitude and ability to demonstrate quick judgment calls in times of emergency; and

WHEREAS, Mr. O'Brien has been an integral part in the coordination of both the Apple Hill and El Dorado County Fair Shuttles;

WHEREAS, Mr. O'Brien is known for his quick smile and compassion for passengers and co-workers, and

WHEREAS, Mr. O'Brien, honorably served the public during his career of 25 years with El Dorado County Transit Authority; and

WHEREAS, Mr. O'Brien has elected to retire from his position with El Dorado County Transit Authority; and

WHEREAS, we, as members of the El Dorado County Transit Authority wish to extend our utmost appreciation for the work that Mr. O'Brien has provided.

NOW THISEFORE BE IT PROCLAIMED that the El Dorado County Transit Authority Board recognizes and acknowledges and declares its sincere appreciation for the outstanding service provided by Mr. O'Brien while employed by the El Dorado County Transit Authority and extends its best wishes to him in all future endeavors.

PASSED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of the Board held on the 7th day of February 2019.

Attest:

Megan Wilcher
Secretary to the Board

El Dorado County Transit Authority
Chairperson



EL DORADO TRANSIT

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

Chairperson Frentzen called the meeting to order at 1:00 PM and the pledge of allegiance was recited.

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.

Recessed to Closed Session at 1:01 PM

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

Reconvened to Open Session at 1:09 PM. Nothing to report out.

ROLL CALL

Directors Present: Mark Acuna, Patty Borelli, John Hidahl, Shiva Frentzen, 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 with the following changes:

Pull items 1A and 1D for discussion

M/S: Acuna/Hidahl

Ayes: Acuna, Borelli, Frentzen, Hidahl, Veerkamp

OPEN FORUM

R. Gaal

1. CONSENT CALENDAR

- A. 1. Approve Conformed Minutes of Regular Meeting October 4, 2018
- 2. Approve Conformed Minutes of Regular Meeting November 2, 2018

Item moved to 2. Action Items

- B. Receive and File October 2018 Check Registers
- C. Receive and File October 2018 Ridership Reports
- D. Adopt Resolution No. 18-33 stating the fare structure for the El Dorado County Transit Authority

Item moved to 2. Action Items

- E. Approve El Dorado County Transit Authority Board of Directors Proposed Meeting Schedule for 2019
- F. Authorize the Executive Director or her designee to enter into preliminary discussions with property owners and representatives regarding the acquisition of all or part of the following subject parcels as identified in the County Line Multimodal Transit Center Study, including the ordering of and payment for preliminary title reports and right of way valuations;
 - Site 2: APN 117-160-055 and 056, El Dorado Hills Investors, LTD
 - Site 3: APN 117-180-004, Jackson II, LLC
 - Site 5: APN 121-280-024, Huddinge Partners
 - Site 6: APN 122-720-015, County of El Dorado
- G. Receive and File Independent Financial Audit, Single Audit and Compliance Reports for Fiscal Year 2017/18 for the El Dorado County Transit Authority

H. Adopt Resolution No. 18-34 Authorizing the Executive Director to Claim Transportation Development Act Claim for Fiscal Year 2017/18 State of Good Repair Funds

2. ACTION ITEMS

1A. 1. Approve Conformed Minutes of Regular Meeting October 4, 2018

Action: Approve Conformed Minutes of Regular Meeting October 4, 2018

M/S: Acuna/Veerkamp
Ayes: Acuna, Borelli, Hidahl, Veerkamp
Recusal: Frentzen

2. Approve Conformed Minutes of Regular Meeting November 1, 2018

Action: Approve Conformed Minutes of Regular Meeting November 1, 2018

M/S: Acuna/Hidahl
Ayes: Acuna, Frentzen, Hidahl
Recusal: Borelli, Veerkamp

1D. Adopt Resolution No. 18-33 stating the fare structure for the El Dorado County Transit Authority

Action: Adopt Resolution No. 18-33 stating the fare structure for the El Dorado County Transit Authority

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

3. INFORMATION ITEMS

None

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

Meeting was adjourned by Chairperson Frentzen at 1:28 PM. Next meeting is scheduled for February 7, 2019.

* Verbal Report

Respectfully Submitted,

**Megan Wilcher
Secretary to the board**

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: February 7, 2019
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Receive and File November and December 2018 Check Registers

REQUESTED ACTION:
BY MOTION,

Receive and File November and December 2018 Check Registers

BACKGROUND

The following check registers include routine transactions for the months of November and December 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 #32593 – Dell Marketing L.P.....\$7,145.03

This check pays an obligation for item associated with the five (5) year IT Replacement Plan using State Transit Assistance (STA) funds; CIP Project #19-01.

Check #32595 – EDCTC - El Dorado County Transportation Commission.....\$849.60

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 #32732 – Liberty Mutual Insurance.....\$12,318.00

This check pays the obligation for Commercial Insurance Package for 2019 using Local Transportation Funds (LTF).

EL DORADO COUNTY TRANSIT AUTHORITY

Check Register

November through December 2018

Date	Num	Name	Memo	Amount
11/01/2018	32584	ALL CLEAN COMMERCIAL JANITORIAL SERVICE	Janitorial Services - October 2018	675.00
11/01/2018	32585	ARNOLDS FOR AWARDS	Engraving for EOM Plate-November 2018	12.50
11/01/2018	32586	AT&T / CALNET 3	Monthly Utility	2,284.05
11/01/2018	32587	AT&T LONG DISTANCE	Monthly Utility	60.45
11/01/2018	32588	AT&T MOBILITY	Monthly Utility	185.72
11/01/2018	32589	BIKE LOCKER KEY DEPOSIT RETURN	Key Deposit Return & 1-1/2 Mth's Rental - RH	27.50
11/01/2018	32590	CAL.NET	Camera Service - October 2018	176.92
11/01/2018	32591	COMCAST	High Speed Cable Internet-October 2018	243.08
11/01/2018	32592	DAWSON OIL	Fuel Purchases - October 2018	70,341.20
11/01/2018	32593	DELL MARKETING L.P.	Laptop Replacements	7,145.03
11/01/2018	32594	EDC RISK MANAGEMENT	Health Insurance October 2018	5,213.37
11/01/2018	32595	EDCTC	County Line Transit Center Study Contract Mgmt 07-09/2018	849.60
11/01/2018	32596	EL DORADO IRRIGATION DISTRICT	Monthly Utility	106.39
11/01/2018	32597	EMP. MISC. REIMBURSEMENT	Mileage Reimb - MJ	38.15
11/01/2018	32598	EMP. MISC. REIMBURSEMENT	DMV Testing Fee - KP	76.00
11/01/2018	32599	EMP. MISC. REIMBURSEMENT	Travel & Mileage Reimb - MW	200.40
11/01/2018	32600	EMP. MISC. REIMBURSEMENT	Refund Cash Value/Connect Card	20.00
11/01/2018	32601	EMP. MISC. REIMBURSEMENT	Mileage Reimb - BJ	46.87
11/01/2018	32602	OPERATING ENGINEERS - MEDICAL	Health Premium - November 2018	67,301.00
11/01/2018	32603	PACIFIC GAS & ELECTRIC	Monthly Utility	987.26
11/01/2018	32604	RTS IT INC	ITCare Cloud & Local Back-Up Service	4,592.50
11/01/2018	32605	TOWN CENTER EAST LP	Lease Pymt for November 2018 P&R	700.00
11/06/2018	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Medical Premium - November 2018	37,594.21
11/06/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #22	11,908.71
11/08/2018	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE NOV. 2, 2018	5,700.14
11/08/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #22 SUPP.	8,621.51
11/12/2018	32606	ABSOLUTE GLASS INC	Replace Windshield #1707	502.25
11/12/2018	32607	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Employee Paid Premium - November 2018	110.46
11/12/2018	32608	AT&T / CALNET 3	Monthly Utility	420.48
11/12/2018	32609	CalACT	2019 Public Operator Membership	705.00
11/12/2018	32610	CALIFORNIA STEAM INC	Service/Filtration System	1,530.39
11/12/2018	32611	CDW GOVERNMENT	Malwarebytes Business License 1 Yr-Qty 33	1,860.21
11/12/2018	32612	CELL ENERGY	Fleet Batteries	676.92
11/12/2018	32613	CUMMINS PACIFIC LLC	Parts and Supplies	2,509.90
11/12/2018	32614	DENTON'S	Air Bags #0608	701.11
11/12/2018	32615	ECO SIGNS	Replace Lights-Bus Wash-Maint.Shop	435.00
11/12/2018	32616	EL DORADO DISPOSAL	Monthly Utility	307.54
11/12/2018	32617	EMP. MISC. REIMBURSEMENT	Scrip Reimb.\$30.00 Bk - MG	30.00
11/12/2018	32618	EMPLOYMENT DEVELOPMENT DEPARTMENT	Reimbursable Account	1,274.98
11/12/2018	32619	FRANKS BODY SHOP	Body Repair/Paint #0501	1,662.32
11/12/2018	32620	GCR TIRES & SERVICE	Parts and Supplies	3,728.96
11/12/2018	32621	GILLIG LLC	Parts and Supplies	3,376.34
11/12/2018	32622	GIRARD & EDWARDS	Legal Counsel - October 2018	5,005.50
11/12/2018	32623	GLOBAL DATA VAULT LLC	Disaster Recovery Cloud Back Up Service-Monthly	300.00
11/12/2018	32624	HUNT & SONS INC	Bulk Oil 15w40 and Fuel	2,781.93
11/12/2018	32625	IMAGE SOURCE	All Copier Maintenance 10/14/18-11/13/18	1,199.44
11/12/2018	32626	J. C. NELSON SUPPLY CO.	Janitorial Supplies	74.81
11/12/2018	32627	KINETICO WATER OF PLACERVILLE	Filtered Water Rental for November 2018	42.90
11/12/2018	32628	LANGUAGE LINE SERVICES INC	Interpreter Service - October 2018	25.00
11/12/2018	32629	MAG LANDSCAPING INC	October 2018 - Landscaping Service	690.00
11/12/2018	32630	OFFICE RELIEF INC	HAG Capisco Saddle Chair	822.17
11/12/2018	32631	OPERATING ENGINEERS LOCAL UNION #3	Union Dues - October 2018	2,256.00
11/12/2018	32632	PACIFIC GAS & ELECTRIC	Monthly Utility	2,702.47
11/12/2018	32633	QUILL	Misc. Office Supplies	675.17
11/12/2018	32634	RAMOS ENVIRONMENTAL SERVICES	Used Oil, Antifreeze, Oily Water Pick-up Cust #18062	653.33
11/12/2018	32635	RON DUPRATT FORD	Parts and Supplies	1,673.52
11/12/2018	32636	RTS IT INC	On-Board Camera Sys & Routematch Conf	675.00
11/12/2018	32637	SIERRA NEVADA TIRE & WHEEL	Parts and Supplies	996.02
11/12/2018	32638	SUN LIFE FINANCIAL	LTD/Life Coverage - November 2018	3,147.39
11/12/2018	32639	TERRIE Y. PROD'HON	CPA Services - October 2018	2,065.84
11/12/2018	32640	U.S. POSTAL SERVICE	Postage	3,000.00
11/12/2018	32641	UPS	Shipping costs	133.81
11/12/2018	32642	VISA	Reconciled Visa Charges October 2018	2,410.97
11/12/2018	32643	WAYNE'S LOCKSMITH SERVICE	Dup Keys for Master Key & Ops Mgr Office	17.86
11/12/2018	32644	WESTERN CONTRACT	Additional Break Room Table	371.09
11/12/2018	32645	WESTERN SUPPLY INC	Bus Wash Poles/Brushes	134.22
11/12/2018	32646	WESTERN TRUCK PARTS LLC	Parts and Supplies	1,717.53
11/12/2018	32647	WILKINSON PORTABLES INC	Sierra Pacific Log Deck-Apple Farms	1,038.63
11/12/2018	32648	WOLFPACK INSURANCE SERVICES, INC.	Dental/Vision Premium - December 2018	4,599.10
11/12/2018	32649	XEROX FINANCIAL SERVICES	Lease Payment-November 2018	774.35
11/16/2018	32650	EMP. MISC. REIMBURSEMENT	DMV & VTT Fee's - JS	55.00
11/16/2018	32651	VERIZON WIRELESS	Cellular & Wifi Service - September, October 2018	6,509.99
11/16/2018	32652	AUTOZONE	Parts and Supplies	2,560.73
11/16/2018	32653	BUS & EQUIPMENT REPAIR OF CA	A/C Compressor #0704	594.35
11/16/2018	32654	CAPITOL CLUTCH & BRAKE	Parts and Supplies	2,726.79
11/16/2018	32655	EDC FAIR ASSOCIATION, INC.	Fair Grounds P & R Lease 2018	150.00
11/16/2018	32656	FACTORY MOTOR PARTS	Parts and Supplies	1,305.78
11/16/2018	32657	FASTENAL	Nuts & Screws Restock / Hardware	301.18

EL DORADO COUNTY TRANSIT AUTHORITY

Check Register

November through December 2018

Date	Num	Name	Memo	Amount
11/16/2018	32658	FLEMING DISTRIBUTING CO.	Additives PM Services	637.54
11/16/2018	32659	HOLT OF CALIFORNIA	Fuel Injectors #0607	4,885.33
11/16/2018	32660	MCI SERVICE PARTS INC	Parts and Supplies	4,764.68
11/16/2018	32661	O'REILLY AUTO PARTS	Parts and Supplies	963.51
11/16/2018	32662	OPERATING ENGINEERS LOCAL UNION #3	Union Dues - November 2018	2,256.00
11/16/2018	32663	RIEBES AUTO PARTS	Parts and Supplies	56.92
11/16/2018	32664	RON DUPRATT FORD	Parts and Supplies	1,297.72
11/16/2018	32665	SPOT-ON SIGNS & GRAPHICS	4 Park & Ride Signs Various Locations	2,297.72
11/16/2018	32666	THOMPSONS OF PLACERVILLE	Parts and Supplies	3,128.68
11/20/2018	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE NOV. 16, 2018	5,686.64
11/20/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #23	11,203.67
11/20/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #23 SUPP.	8,547.25
11/20/2018	32667	ADM SCREENING	Random & Pre-Employ Screening Oct 2018	560.00
11/20/2018	32668	AIR & LUBE SYSTEMS INC	Inspection Shop Lifts	1,105.00
11/20/2018	32669	AT&T LONG DISTANCE	Monthly Utility	86.73
11/20/2018	32670	C & H MOTOR PARTS	Parts and Supplies	184.49
11/20/2018	32671	CELL ENERGY	Fleet Battery	147.65
11/20/2018	32672	DAWSON OIL	10w30 Oil Drum	1,411.73
11/20/2018	32673	EL DORADO IRRIGATION DISTRICT	Monthly Utility	1,031.46
11/20/2018	32674	G & O BODY SHOP INC	Towing Fee #1704, #1605	450.00
11/20/2018	32675	GCR TIRES & SERVICE	Parts and Supplies	3,281.18
11/20/2018	32676	MISSION UNIFORM SERVICE	Monthly Utility	273.71
11/20/2018	32677	RTS IT INC	On-Board Camera Sys & RM Conf	506.25
11/20/2018	32678	SIERRA STITCH FACTORY	New Driver Uniforms-3 Emp	350.58
11/20/2018	32679	TRUE VALUE HARDWARE	Parts and Supplies	76.87
11/20/2018	32680	UNITED TEXTILE	Socks, Sweep Oil Clean Up	333.33
11/20/2018	32681	VIPER PEST CONTROL INC	Bi-Monthly Pest Control-#6565	60.00
11/20/2018	32682	WESTERN TRUCK PARTS LLC	Parts and Supplies	2,336.44
11/23/2018	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Medical Premium - December 2018	37,594.21
11/29/2018	32683	AFLAC	Employee Paid Premiums - November 2018	2,110.26
11/29/2018	32684	ARNOLDS FOR AWARDS	Engraving for EOM Plate-December 2018	12.50
11/29/2018	32685	AT&T / CALNET 3	Monthly Utility	850.86
11/29/2018	32686	CAL.NET	Camera Service - November 2018	176.92
11/29/2018	32687	CAMPORA PROPANE	Fill Propane Forklift Tanks	32.31
11/29/2018	32688	COMCAST	High Speed Cable Internet - November 2018	243.08
11/29/2018	32689	ECO SIGNS	Replace Light Bulbs - Multiple Locations	1,283.66
11/29/2018	32690	EDC RISK MANAGEMENT	Health Insurance November 2018	5,213.37
11/29/2018	32691	EMP. MISC. REIMBURSEMENT	Mileage Reimb - AK	223.70
11/29/2018	32692	EMP. MISC. REIMBURSEMENT	Travel Meal Reimb - CP	84.54
11/29/2018	32693	GLOBAL DATA VAULT LLC	Disaster Recovery Cloud Back Up Service-Monthly	300.00
11/29/2018	32694	HUNT & SONS INC	Fuel Purchases - November 2018	665.53
11/29/2018	32695	IMAGE SOURCE	All Copier Maintenance 11/14/18-12/13/18	858.98
11/29/2018	32696	J. C. NELSON SUPPLY CO.	Janitorial Supplies	283.08
11/29/2018	32697	NEOPOST USA INC	Lease# N17101401	74.50
11/29/2018	32698	PACIFIC GAS & ELECTRIC	Monthly Utility	915.49
11/29/2018	32699	PROTEL COMMUNICATIONS INC	Installation of Phone Ringer & Strobe Light	964.09
11/29/2018	32700	QUILL	Misc. Office Supplies	154.21
11/29/2018	32701	THOMPSONS OF PLACERVILLE	Parts and Supplies	1,206.61
12/04/2018	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE NOV. 30, 2018	5,676.90
12/04/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #24	11,444.63
12/04/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #24 SUPP.	8,211.22
12/05/2018	32702	DAWSON OIL	Fuel Purchases - November 2018	50,261.69
12/05/2018	32703	OPERATING ENGINEERS - MEDICAL	Health Premiums - December 2018	58,032.00
12/05/2018	32704	STEVE STYMEIST COLLISION CNTRS	Paint / Body Repair #1702	7,662.99
12/05/2018	32705	RON DUPRATT FORD	Parts and Supplies	5,100.83
12/10/2018	32706	A-Z BUS SALES	Parts and Supplies	3,674.48
12/10/2018	32707	ALL CLEAN COMMERCIAL JANITORIAL SERVICE	Janitorial Services - November 2018	675.00
12/10/2018	32708	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Employee paid Premium - December 2018	110.46
12/10/2018	32709	AT&T / CALNET 3	Monthly Utility	420.48
12/10/2018	32710	AT&T MOBILITY	Monthly Utility	186.12
12/10/2018	32711	BUS & EQUIPMENT REPAIR OF CA	Parts and Supplies	1,245.43
12/10/2018	32712	CDW GOVERNMENT	Samsung 250 GB SSD's	339.64
12/10/2018	32713	CELL ENERGY	Batteries Amerex #1007	1,118.36
12/10/2018	32714	EL DORADO DISPOSAL	Monthly Utility	307.54
12/10/2018	32715	FASTENAL	Storm Drain Guards	887.85
12/10/2018	32716	GILLIG LLC	Parts and Supplies	1,248.32
12/10/2018	32717	GIRARD & EDWARDS	Legal Counsel - November 2018	1,292.50
12/10/2018	32718	IMPERIAL PRINTING-HKR	Vinyl Bus Decals #1804	2,289.79
12/10/2018	32719	MAG LANDSCAPING INC	November 2018 - Landscape Service	690.00
12/10/2018	32720	MISSION UNIFORM SERVICE	Monthly Utility	227.64
12/10/2018	32721	O'REILLY AUTO PARTS	Parts and Supplies	427.16
12/10/2018	32722	OFFICE RELIEF INC	Office Master Mid Back Chair	570.85
12/10/2018	32723	PACIFIC GAS & ELECTRIC	Monthly Utility	2,652.74
12/10/2018	32724	PACIFIC MATERIAL HANDLING SOL INC	PM Service Genie Lift	125.67
12/10/2018	32725	QUILL	Misc. Office Supplies	196.38
12/10/2018	32726	RTS IT INC	On-Board Camera Sys & RM Conf	4,592.50
12/10/2018	32727	TERRIE Y. PROD'HON	CPA Services - November 2018	1,859.69
12/10/2018	32728	TOWN CENTER EAST LP	Lease Pymt for December 2018 P&R	700.00

EL DORADO COUNTY TRANSIT AUTHORITY

Check Register

November through December 2018

Date	Num	Name	Memo	Amount
12/10/2018	32729	UPS	Shipping costs	8.03
12/10/2018	32730	VISA	Reconciled Charges November 2018	2,933.17
12/10/2018	32731	WESTERN TRUCK PARTS LLC	Filter Restock	444.53
12/13/2018	32732	LIBERTY MUTUAL INSURANCE	-Commercial Package 01/01/19 - 12/31/19	12,318.00
12/14/2018	32733	EMP. MISC. REIMBURSEMENT	Hotel Stay - CP & AK	1,315.32
12/14/2018	32734	EMP. MISC. REIMBURSEMENT	DMV Physical - BF	70.00
12/14/2018	32735	EMP. MISC. REIMBURSEMENT	DMV Physical -TB	75.00
12/14/2018	32736	EMP. MISC. REIMBURSEMENT	DMV Physical - GS	75.00
12/14/2018	32737	EMP. MISC. REIMBURSEMENT	DMV License Fee - KP	33.00
12/14/2018	32738	EMP. MISC. REIMBURSEMENT	DMV License Fee - EC	121.36
12/14/2018	32739	EMP. MISC. REIMBURSEMENT	DMV Physical - AP	75.00
12/17/2018	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE DEC. 17, 2018	5,676.90
12/17/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #25	11,612.61
12/17/2018	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #25 SUPP.	8,089.80
12/17/2018	32740	A-Z BUS SALES	VOID: EL244	0.00
12/17/2018	32741	A-Z BUS SALES	VOID: EL244	0.00
12/17/2018	32742	A-Z BUS SALES	VOID: EL244	0.00
12/20/2018	103	TALLEY INC	Antenna & Mounting Kit	3,700.89
12/20/2018	32743	4 IMPRINT INC	Golf Umbrella with Pistol Grip	1,501.83
12/20/2018	32744	ABSOLUTE GLASS INC	Install Windshield #1702	533.63
12/20/2018	32745	AFLAC	Employee Paid Premiums - December 2018	1,406.84
12/20/2018	32746	AT&T LONG DISTANCE	Monthly Utility	17.12
12/20/2018	32747	AUTOZONE	Parts and Supplies	889.55
12/20/2018	32748	CAL.NET	Camera Service-December 2018	176.92
12/20/2018	32749	CAPITOL CLUTCH & BRAKE	Parts and Supplies	531.57
12/20/2018	32750	CDW GOVERNMENT	Samsung 250 GB SSD's-Qty 3	190.56
12/20/2018	32751	CITY OF PLACERVILLE	Live Scan Fingerprinting - AL	20.00
12/20/2018	32752	DELL MARKETING L.P.	Hard Drive for Dell Server 300GB SAS	302.49
12/20/2018	32753	DELUXE	Heavy Duty Coin Bags/Deposit Tick Bks	553.41
12/20/2018	32754	DEPARTMENT OF TOXIC SUBSTANCES CONTROL	Yearly Permit	220.00
12/20/2018	32755	EDC FAIR ASSOCIATION, INC.	Fair Grounds P & R Lease 2018	150.00
12/20/2018	32756	EDC HHSA-PUBLIC HEALTH DIVISION	Pre-Employment PPD Testing & Eval-1 Emp	36.00
12/20/2018	32757	EL DORADO IRRIGATION DISTRICT	Monthly Utility	111.59
12/20/2018	32758	FACTORY MOTOR PARTS	Parts and Supplies	272.36
12/20/2018	32759	HANGTOWN FIRE CONTROL INC	Annual Wet Pipe Sprinkler Inspection	225.00
12/20/2018	32760	HUNT & SONS INC	Fuel Purchases - November 2018	233.44
12/20/2018	32761	IMAGE FACTORY	Local Guide & Dial-A-Ride Broc Changes-Jan 2019 Updates	471.25
12/20/2018	32762	KINETICO WATER OF PLACERVILLE	Filtered Water Rental for December 2018	42.90
12/20/2018	32763	LANGUAGE LINE SERVICES INC	Interpreter Service-November 2018	21.34
12/20/2018	32764	MOUNTAIN DEMOCRAT INC	Recruit Ads for Transit Ops Super-Nov 2018	437.99
12/20/2018	32765	OPERATING ENGINEERS LOCAL UNION #3	Union Dues - December 2018	2,112.00
12/20/2018	32766	PACIFIC MATERIAL HANDLING SOL INC	PM Service Forklift, floor scrubber	261.16
12/20/2018	32767	QUILL	Misc. Office Supplies	200.55
12/20/2018	32768	RAMOS ENVIRONMENTAL SERVICES	Used Oil Pick Up-Stop Charge	75.00
12/20/2018	32769	SERVICE CENTER	Smog Inspections	479.60
12/20/2018	32770	STEVE STYMEIST COLLISION CNTRS	Repair Body / Paint #1704	4,365.44
12/20/2018	32771	TESSCO INC	1" Socket / Shop Tool	210.70
12/20/2018	32772	TRUE VALUE HARDWARE	Parts and Supplies	223.90
12/20/2018	32773	UNTANGLE INC	Network Web Filter / Firewall-1yr Sub	1,350.00
12/20/2018	32774	WOLFPACK INSURANCE SERVICES, INC.	Dental/Vision Premium - Jan 2018	4,599.10
12/20/2018	32775	XEROX FINANCIAL SERVICES	Lease Payment-December 2018	774.35
12/20/2018	32776	MCI SERVICE PARTS INC	Parts and Supplies	2,309.23
12/20/2018	32777	WESTERN TRUCK PARTS LLC	Parts and Supplies	279.71
				<u>654,660.27</u>
Total				<u>654,660.27</u>

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

DATE: February 7, 2019

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: November and December 2018 Ridership Reports

REQUESTED ACTION:

BY MOTION,

Receive and File the November and December 2018 Ridership Reports

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 November 2018 monthly ridership table comparing the current fiscal year to the previous fiscal year.

November Ridership

November 2018	November 2017	Increase	% Increase
26,352	25,908	444	1.7%

In November, Demand Response ridership decreased by 13.3%, Local Fixed Route ridership increased by 7.5%, and Commuter ridership decreased by 2.8%.

Following is the December 2018 monthly ridership table comparing the current fiscal year to the previous fiscal year.

December Ridership

December 2018	December 2017	Decrease	% Decrease
24,887	24,993	106	-0.4%

In December, Demand Response ridership decreased by 17.8%, Local Fixed Route ridership increased by 4.1%, and Commuter ridership decreased by 3.1%.

El Dorado County Transit Authority
February 7, 2019 Agenda

Following are the November 2018 and December 2018 monthly ridership reports 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 11,378 taps or 40.3% of all ridership in November 2018, and 10,699 taps or 40.3% of all ridership in December 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 December 2018

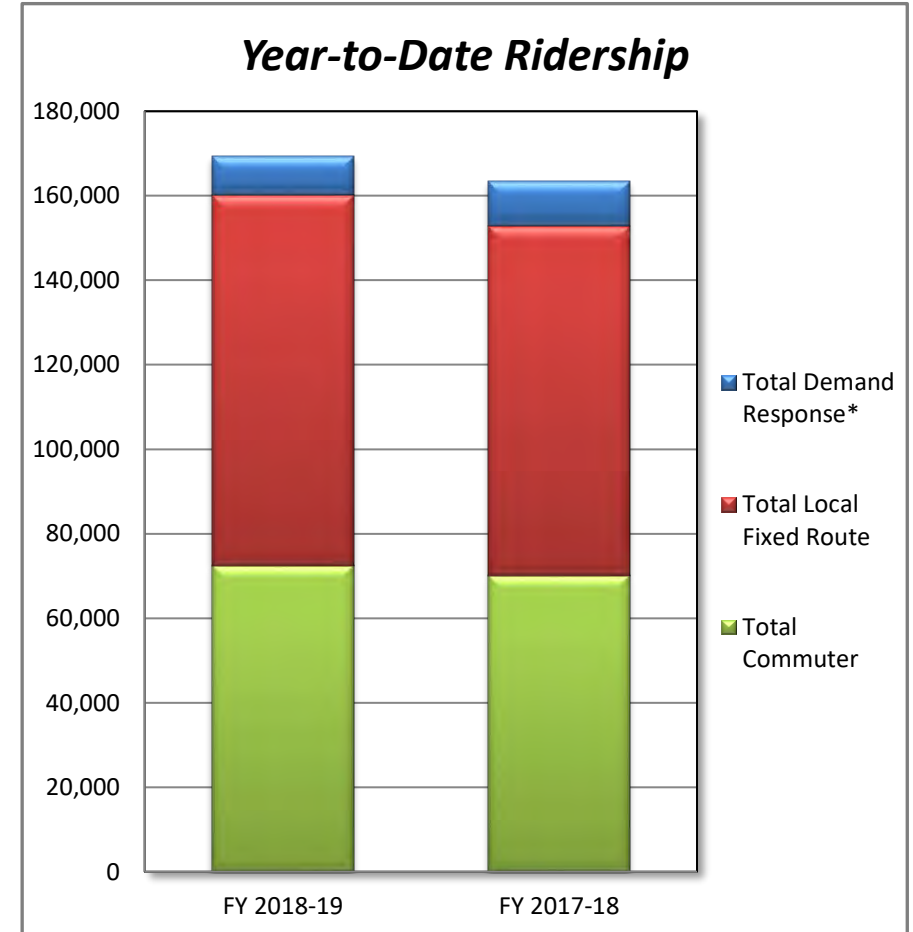


Demand Response	FY 2018-19	FY 2017-18	% Change
Dial-a-Ride	8,550	9,824	-13.0%
Sac-Med	172	309	-44.3%
ADA Paratransit	384	446	-13.9%
Total Demand Response*	9,106	10,579	-13.9%

Local Fixed Route	FY 2018-19	FY 2017-18	% Change
20 - Placerville	22,097	23,116	-4.4%
25 - Saturday Express	2,317	2,667	-13.1%
30 - Diamond Springs	14,038	11,917	17.8%
35 - Diamond Springs Saturday	739	525	40.8%
40 - Cameron Park	6,459	6,070	6.4%
50x - 50 Express	20,988	17,359	20.9%
60 - Pollock Pines	18,611	19,547	-4.8%
70 - El Dorado Hills	2,351	1,442	63.0%
Total Local Fixed Route	87,600	82,643	6.0%

Commuter	FY 2018-19	FY 2017-18	% Change
Sacramento Commuter	72,225	69,867	3.4%
Reverse Commuter	296	309	-4.2%
Total Commuter	72,521	70,176	3.3%

Other Services	FY 2018-19	FY 2017-18	% Change
M.O.R.E.	9,360	11,572	-19.1%
Senior Day Care	3,020	3,250	-7.1%
Total Other Services	12,380	14,822	-16.5%



Systemwide*

	FY 2018-19	FY 2017-18	% Change
	169,227	163,398	3.6%

*Does not include Other Services

November 2018 Ridership Report

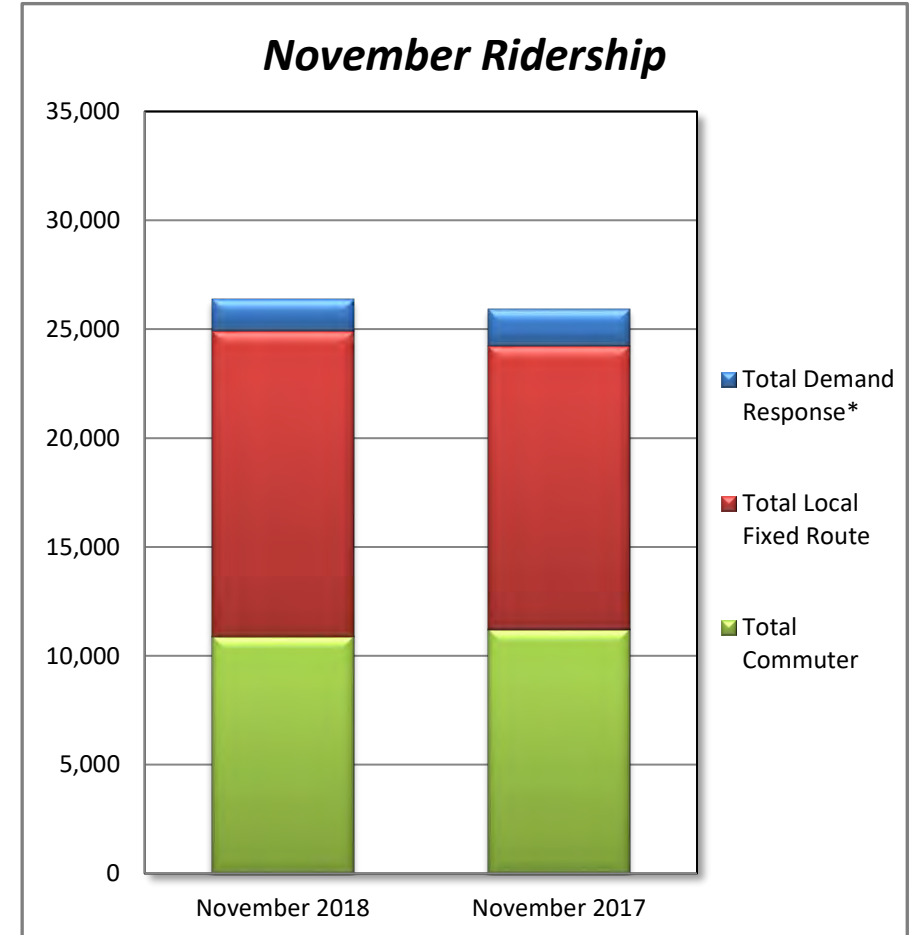


Demand Response	November 2018	November 2017	% Change
Dial-a-Ride	1,367	1,512	-9.6%
Sac-Med	28	78	-64.1%
ADA Paratransit	51	77	-33.8%
Total Demand Response*	1,446	1,667	-13.3%

Local Fixed Route	November 2018	November 2017	% Change
20 - Placerville	3,581	3,472	3.1%
25 - Saturday Express	341	281	21.4%
30 - Diamond Springs	2,350	1,947	20.7%
35 - Diamond Springs Saturday	119	61	95.1%
40 - Cameron Park	1,010	997	1.3%
50x - 50 Express	3,345	3,084	8.5%
60 - Pollock Pines	2,885	2,870	0.5%
70 - El Dorado Hills	382	320	19.4%
Total Local Fixed Route	14,013	13,032	7.5%

Commuter	November 2018	November 2017	% Change
Sacramento Commuter	10,837	11,169	-3.0%
Reverse Commuter	56	40	40.0%
Total Commuter	10,893	11,209	-2.8%

Other Services	November 2018	November 2017	% Change
M.O.R.E.	1,431	1,734	-17.5%
Senior Day Care	430	462	-6.9%
Total Other Services	1,861	2,196	-15.3%



Systemwide*	November 2018	November 2017	% Change
	26,352	25,908	1.7%

*Does not include Other Services

December 2018 Ridership Report

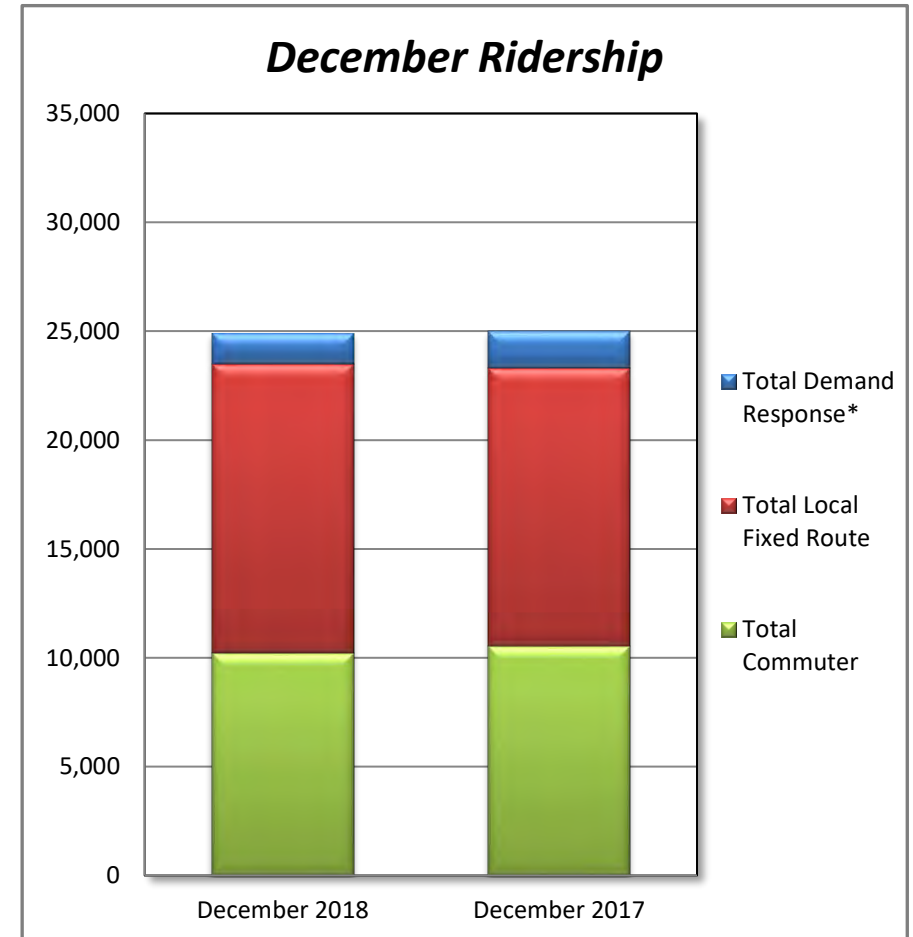


Demand Response	December 2018	December 2017	% Change
Dial-a-Ride	1,322	1,590	-16.9%
Sac-Med	23	60	-61.7%
ADA Paratransit	43	39	10.3%
Total Demand Response*	1,388	1,689	-17.8%

Local Fixed Route	December 2018	December 2017	% Change
20 - Placerville	3,410	3,588	-5.0%
25 - Saturday Express	466	529	-11.9%
30 - Diamond Springs	2,074	1,788	16.0%
35 - Diamond Springs Saturday	146	143	2.1%
40 - Cameron Park	858	877	-2.2%
50x - 50 Express	3,040	2,705	12.4%
60 - Pollock Pines	2,911	2,836	2.6%
70 - El Dorado Hills	383	299	28.1%
Total Local Fixed Route	13,288	12,765	4.1%

Commuter	December 2018	December 2017	% Change
Sacramento Commuter	10,136	10,493	-3.4%
Reverse Commuter	75	46	63.0%
Total Commuter	10,211	10,539	-3.1%

Other Services	December 2018	December 2017	% Change
M.O.R.E.	1,286	1,677	-23.3%
Senior Day Care	407	478	-14.9%
Total Other Services	1,693	2,155	-21.4%



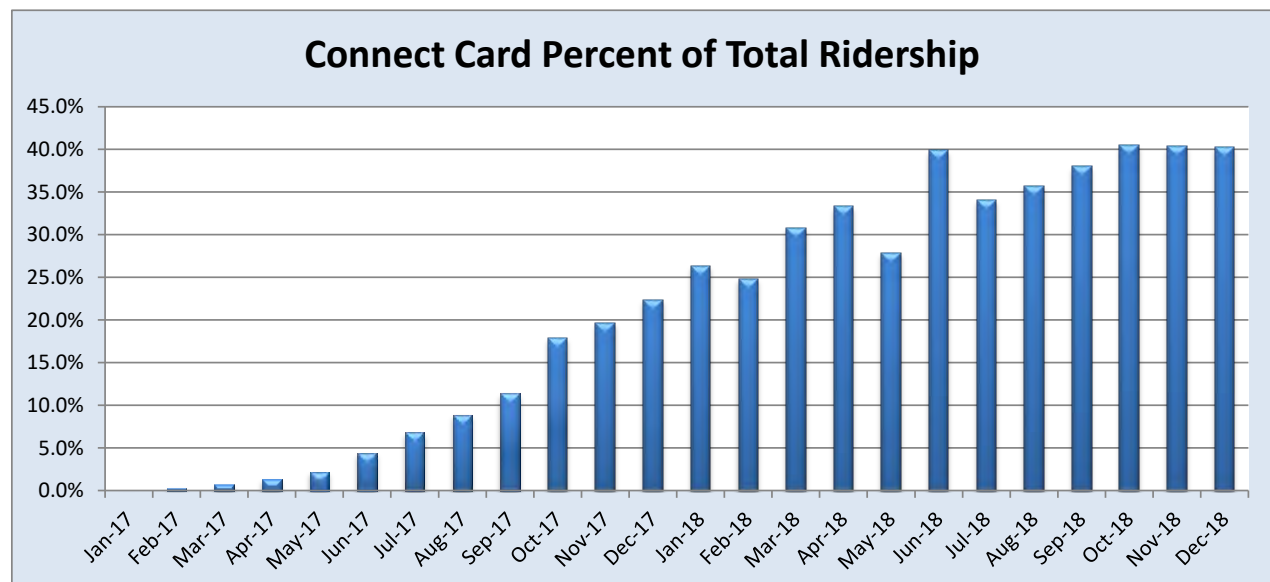
Systemwide*	December 2018	December 2017	% Change
	24,887	24,993	-0.4%

*Does not include Other Services

Connect Card Ridership Report



Month	Number of Taps	Total Ridership	% of Total Ridership
Jan-17	11	30,023	0.0%
Feb-17	87	29,139	0.3%
Mar-17	257	35,487	0.7%
Apr-17	394	29,448	1.3%
May-17	715	32,170	2.2%
Jun-17	1,313	29,790	4.4%
Jul-17	1,815	26,713	6.8%
Aug-17	2,947	33,442	8.8%
Sep-17	3,397	29,882	11.4%
Oct-17	5,905	33,007	17.9%
Nov-17	5,519	28,104	19.6%
Dec-17	6,065	27,148	22.3%
Jan-18	8,171	31,005	26.4%
Feb-18	7,175	28,913	24.8%
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%
Oct-18	14,614	36,127	40.5%
Nov-18	11,378	28,213	40.3%
Dec-18	10,699	26,580	40.3%



AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: February 7, 2019

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Quarterly Investment Reports for the periods ending 09/30/2018 and 12/31/2018

REQUESTED ACTION:

BY MOTION,

Receive and file Quarterly Investment Reports for the periods ending 09/30/2018 and 12/31/2018

BACKGROUND

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

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

DISCUSSION

Interest earnings for the Third calendar quarter of 2018 equal \$11,316.64, total interest earned for fiscal year (FY) 2018/19 equals \$11,316.64; this reflects an amount of \$6,316.64 over adopted budget. These funds are budgeted and used as operating income. Investment report for quarter ending 09/30/18 is submitted for review and file.

Interest earnings for the Fourth calendar quarter of 2018 equal \$15,096.22, to-date total interest earned for fiscal year (FY) 2018/19 equals \$26,412.86; this reflects an amount of \$16,412.86 over adopted budget. These funds are budgeted and used as operating income. Investment report for quarter ending 12/31/18 is submitted for review and file.

FISCAL IMPACT

Account 4970.00-Interest Income has been adjusted in the FY 2016/17 Mid-Year Budget Adjustment process presented in this agenda packet.

El Dorado County Transit Authority
February 7, 2019 Agenda

EL DORADO COUNTY TRANSIT AUTHORITY

QUARTERLY INVESTMENT REPORT

PERIOD 07/01/2018 – 09/30/2018

LOCAL AGENCY INVESTMENT FUND (L A I F)

Account Summary

06/30/2018	Balance Forward	\$ 1,217,273.23
	Total Transfers to General Checking Account	\$ -000,000.00
	Total Transfers from General Checking Account	\$ 000,000.00
	Interest Earned @ 2.16%	\$ <u>6,613.88</u>
09/30/2018	Ending Balance 3rd Qtr., 2018	\$ 1,223,887.11

UMPQUA BANK (Money Market Account)

Account Summary

06/30/2018	Balance Forward	\$ 2,511,444.85
	Total Transfers to General Checking Account	\$ -2,900,000.00
	Total Transfer from General Checking Account	\$ 2,500,000.00
	Interest Earned @ 1.51%	\$ <u>4,317.46</u>
09/30/2018	Ending Balance 3rd Qtr., 2018	\$ 2,115,762.31
06/30/2018	Ending Balance 2nd Qtr., 2018	\$ 2,511,444.85

EL DORADO COUNTY TRANSIT AUTHORITY

QUARTERLY INVESTMENT REPORT

PERIOD 10/01/2018 – 12/31/2018

LOCAL AGENCY INVESTMENT FUND (L A I F)

Account Summary

09/30/2018	Balance Forward	\$ 1,223,887.11
	Total Transfers to General Checking Account	\$ -000,000.00
	Total Transfers from General Checking Account	\$ 000,000.00
	Interest Earned @ 2.40%	\$ <u>7,395.70</u>
12/31/2018	Ending Balance 4th Qtr., 2018	\$ 1,231,282.81

UMPQUA BANK (Money Market Account)

Account Summary

09/30/2018	Balance Forward	\$ 2,115,762.31
	Total Transfers to General Checking Account	\$ -600,000.00
	Total Transfer from General Checking Account	\$ 600,000.00
	Interest Earned @ 1.51%	\$ <u>7,187.10</u>
09/30/2018	Ending Balance 3rd Qtr., 2018	\$ 2,122,949.41

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: February 7, 2019
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Funding Recommendation for Operating Reserve Fund

REQUESTED ACTION:

BY MOTION,

**Approve funding Operating Reserve utilizing Advertising and
Miscellaneous revenue accounts for fiscal year 2018/19**

BACKGROUND

On August 4, 2011 the El Dorado County Transit Authority (El Dorado Transit) adopted Resolution No. 11-26 establishing a Board-Designated Operating Reserve Policy and Resolution No. 11-27 establishing a designated target level for funding the operating reserve fund.

On April 5, 2018 the Board adopted Resolution No. 18-16 establishing a revised target amount for total reserve funds of \$1,000,000. This goal includes \$500,000 of reserve funds held by the El Dorado County Transportation Commission and the current amount held by El Dorado Transit of \$148,455.12.

The intent of this fund is to create a transparent, stable funding source available to offset unexpected revenue shortfalls or increased expenses. El Dorado Transit, as a Joint Powers Agency (JPA) between the County of El Dorado and the City of Placerville does not have access to “loans” from jurisdictional General Funds or other agency departments.

DISCUSSION

During each Mid-Year Budget Adjustment process, revenue and expenses are analyzed to determine the financial “health” of the agency based on the first six (6) month actual, and projections for the final six (6) months of operations.

At this time a recommendation for funding the operating reserve is made to include account numbers 4370.00-Bike Locker Rental, 4400.00-Advertising Income and 4990.00-Misc. Revenue as sources of non-tax operating revenue funds.

FISCAL IMPACT

Actual receipts for these accounts to-date total \$7,627.30. Final closing amounts will be transferred into the operating reserve interest bearing account.

	<u>Approved Budget</u>	<u>Proposed Budget Adjustment</u>
4400.00 – Advertising Revenue	\$12,000.00	\$ 0
4990.00 – Misc. Revenue	\$400.00	\$ 0

Final Budget Adjustments will be made at year-end to capture this recommendation. Actual amounts will be presented after final year-end closing.

AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: February 7, 2019

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Approve Revised Purchase Order No. 24205 issued to Creative Bus Sales for the acquisition of five (5) Replacement Demand Response Buses

REQUESTED ACTION:
BY MOTION,

- 1. Approve Revised Purchase Order No. 24205 issued to Creative Bus Sales for the acquisition of five (5) Replacement Demand Response Buses**
- 2. Authorize Executive Director to execute all documents related to these purchases within the Revised Capital Improvement Plan Project #19-04**

BACKGROUND

Board action related to project 19-04:

April 5, 2018 – El Dorado County Transit Authority (El Dorado Transit) Board adopted the addition of Capital Improvement Plan (CIP) Project #19-04, to be included in the overall CIP. At that time costs were based on past purchase prices.

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

September 6, 2018 – El Dorado Transit Board adopted revised CIP Project #19-04 and Purchased Order #24205 in the amount of \$547,579.62.

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

DISCUSSION

Since approval of CIP #19-04 and original Purchase Order #24205, pricing on the contract used for five (5) Chevrolet Cut-A-Way buses procurement has changed. A slight increase of \$987.23 has been recognized on the Revised Purchase Order presented.

The purchase order used to acquire vehicles using federal funding must be exact for the California Department of Transportation to approve the purchase.

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

FISCAL IMPACT

Capital Budget

No changes are needed to the Capital Budget

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

FUNDING SOURCES

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

EL DORADO COUNTY TRANSIT AUTHORITY**6565 COMMERCE WAY****DIAMOND SPRINGS, CA 95619-9454****(530) 642-5383****Revised 02/07/2019****PURCHASE ORDER NO. 24205**THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKING LISTS, PACKAGES, AND BILLS OF LADING.**DATE: 09/06/2018**

ACCOUNT: 9700.00

CLASS: 125

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

SHIP & INVOICE TO:

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

Contact: Dan Williams

Vendor Phone No: 510-728-1500

Fax No:

PROMISED DELIVERY DATE		TERMS: Net 30 Days		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
5	ea	Class C - Starcraft Bus (Ford E450)	\$61,740.03	\$308,700.15
5	ea	AM/FM/CD Per Spec	\$460.80	\$2,304.00
10	ea	Freedman Flip Seat - (Double)	\$962.56	\$9,625.60
5	ea	Drivers Seat - Ricaro SHS	\$0.00	\$0.00
5	ea	Freedman - "Priority Vinyl" Per Seat	\$143.36	\$716.80
5	ea	Mor/Ryde Suspension System	\$972.80	\$4,864.00
5	ea	Roof Vent - (Transpec 1070)	\$506.88	\$2,534.40
5	ea	Telma Driveline Brake Retarder	\$8,601.60	\$43,008.00
5	ea	Removable Diamond Plate Floor Access Plate	\$102.40	\$512.00
5	ea	Locking Fuel Door	\$153.60	\$768.00
5	ea	Armored Marker lights and Side Turn Signals	\$143.36	\$716.80
5	ea	Farebox Rail/Prewire to Operate when Pass Entry Door Opens Only	\$199.68	\$998.40
5	ea	2-Way Radio Prep Terminate 6' of Wires under Drivers Seat	\$153.60	\$768.00
5	ea	OnSpot Automatic Tire Chains	\$3,993.60	\$19,968.00
5	ea	Apollo 4 TB DVR a/GPS - (8-camera)	\$13,639.00	\$68,195.00
5	ea	Tow Hooks	\$129.00	\$645.00
5	ea	Custom Full Body Paint One Color DuPont N4189 EF Blue	\$5,075.00	\$25,375.00
5	ea	Rosco Mobileye Collision Avoidance	\$2,309.00	\$11,545.00
5	ea	CalACT RFP# 15-03 Fee	\$1,503.73	\$7,518.65
5	ea	Additional Processing & Tax Fee's	\$121.25	\$606.25
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$509,369.05
			DELIVERY	\$6,059.65
			SALES TAX	\$33,138.15
			TOTAL	\$548,566.85
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

Circle Distributing: Vendor - Accounting - Requestor - Purchasing

AGENDA ITEM 1 G
Consent Item

MEMORANDUM

DATE: February 7, 2019

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Approve Revised Purchase Order No. 23271 to acquire one (1) replacement Class E Cut-A-Way Bus for Demand Response Service

REQUESTED ACTION:
BY MOTION,

1. Approve Revised Purchase Order No. 23271 issued to Creative Bus Sales for acquisition of one (1) replacement Class E Cut-A-Way Bus
2. Authorize Executive Director to execute all documents related to this purchase of one (1) replacement Class E Cut-A-Way Bus

BACKGROUND

On January 9, 2018, bus number 1606 was involved in an accident rendering the bus inoperable. The accident was not the fault of El Dorado County Transit Authority (El Dorado Transit); the bus was assessed as a total loss.

El Dorado Transit is a member of the California Transit Indemnity Pool (CalTIP) for Liability and Physical Damage insurance coverage. The third party administrators, York Risk Service Group, are recovering the funds from the other party responsible for the accident. These replacement funds will be recovered prior to delivery of the replacement bus.

Board action related to project:

March 1, 2018 – El Dorado Transit Board approved Purchase Order # 23271 for Class E replacement bus.

DISCUSSION

Since approval of original Purchase Order #23271, pricing on the contract used for procurement has increased. Staff also added one (1) component to the revised order presented.

The purchase order used to acquire vehicles using federal funding must be exact for the California Department of Transportation to approve the purchase.

El Dorado County Transit Authority
February 7, 2019 Agenda

The Executive Director certifies that this purchase was processed within approved Purchasing Procedures.

FISCAL IMPACT

Costs associated with this staff report and purchase order are estimates at this time. The intent is to give full authority to the Executive Director to complete this claim and replacement purchase with only the deductible obligated to El Dorado Transit.

COST SUMMARY

Class E Cut-A-Way Bus	<u>\$ 121,568.28</u>	<u>\$ 132,131.62</u>
<i>Total Project Estimate</i>	<u>\$ 121,568.28</u>	<u>\$ 132,131.62</u>

FUNDING SOURCES

Insurance Funds	\$121,568.28	\$ 127,131.62
Deductible / State Transit Assistance Funds	<u>\$ —0—</u>	<u>\$ 5,000.00</u>
<i>Total Revenue</i>	<u>\$121,568.28</u>	<u>\$ 132,131.62</u>

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

Revised 02/07/2019

PURCHASE ORDER NO. 23271

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

DATE: 03/01/2018

ACCOUNT: 9700.00

CLASS: 125

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

SHIP & INVOICE TO:

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

Contact: Dan Williams

Vendor Phone No: 510-728-1500

Fax No:

PROMISED DELIVERY DATE		TERMS: Net 30 Days		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
1	ea	Class E Ford 30' Cutaway Bus / Truck & Body PPI 5/1/17 2.12%	\$90,203.81	\$90,203.81
2	ea	34-16" Flip Seats	\$1,030.99	\$2,061.98
1	ea	Roof Vent	\$539.62	\$539.62
1	ea	Removable Fuel Access Plate	\$109.01	\$109.01
1	ea	Locking Fuel Door	\$163.52	\$163.52
1	ea	Brake Retarder	\$8,939.07	\$8,939.07
1	ea	AM/FM CD Radio	\$545.07	\$545.07
1	ea	Destination Sign - Hanover Front and Side Signs	\$4,979.89	\$4,979.89
1	ea	Dialight LED Exterior Lights	\$1,199.14	\$1,199.14
1	ea	Dialight LED Interior Lights	\$926.61	\$926.61
1	ea	Tow Hooks	\$98.00	\$98.00
1	ea	Fare Box Pre-Wire 6' Terminate by Driver's Seat	\$240.19	\$240.19
1	ea	Lift Cover Braun	\$314.91	\$314.91
1	ea	Two Way Radio Wire Prep Terminate Behind Driver's Seat 6'	\$240.19	\$240.19
1	ea	Key Buses Alike	\$163.52	\$163.52
1	ea	Moryde - Mor/Ryde Suspension	\$1,335.41	\$1,335.41
1	ea	Insta-Chain - Automatic Tire Chains	\$5,591.30	\$5,591.30
1	ea	REI - PA System - Handheld Mic & Exterior Speaker	\$760.90	\$760.90
1	ea	Pre-wire Camera System	\$902.04	\$902.04
1	ea	Full Body Paint - One Color	\$4,777.06	\$4,777.06
1	ea	Additional Processing & Tax Fee's	\$164.75	\$164.75
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$124,255.99
			SHIPPING	
			SALES TAX	\$7,875.63
			TOTAL	\$132,131.62
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

Circle Distributing: Vendor - Accounting - Requestor - Purchasing

AGENDA ITEM 1 H
Consent Item

MEMORANDUM

DATE: February 7, 2019

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Adopt Resolutions to File and Execute Documents for Federal Transit Administration Sections 3005, 3006, 3019, 5307, 5309, 5310, 5311, 5312, 5314, 5329, 5337 and 5339 Funding Programs

REQUESTED ACTION:
BY MOTION,

1. **Adopt Resolution No. 19-01 Authorizing the Executive Director to File Applications for Federal Transit Administration Funding Programs**
2. **Adopt Resolution No. 19-02 Authorizing the Executive Director to File Application specific to the Federal Transit Administration Section 5311 Grant Program**

BACKGROUND

Competitive and formulaic grant funding is available for transit operations and capital assistance through the Federal Transit Administration (FTA). Grant applications require a Board adopted resolution designating the representative to file the grant application and execute all documents/contracts resulting from the application.

FTA Section 5307 are regional funds available to the El Dorado County Transit Authority (El Dorado Transit) to fund services in designated urban areas of the county. This funding program is competitive with large urban areas within the Sacramento Area Council of Governments (SACOG) region and restricted to capital, preventive maintenance and in some cases Americans with Disabilities Act (ADA) related service.

FTA Section 5310 provides capital funding for assistance in providing transportation services meeting the special needs of elderly and persons with disabilities. El Dorado Transit has been successful in fourteen (14) grant cycles for capital grants from this program. Typically, these funds are used to replace buses and minivans beyond useful life.

FTA Section 5311 provides Federal grants, made through states, for public transportation projects in non-urbanized areas. There are two (2) types of programming in Section 5311; 1)

County/Regional apportionment by formula and 2) Competitive Discretionary for Intercity connection projects. El Dorado Transit receives funds under the formula program for operating assistance and/or capital projects.

FTA Sections 5309 and 5339 provide Federal grants to replace, rehabilitate and purchase buses and related equipment and to construct bus related facilities.

FTA Section 5312 is for innovative research and reporting while FTA Section 5314 is for workforce development and technical assistance. FTA Section 5329 is to support the development of Public Transportation Safety Programs. FTA Sections 3005 and 3006 support expedited project delivery and Innovative Coordinated Access & Mobility.

Adoption of these two (2) resolutions will allow staff to pursue grant funding in a timely manner based on the timing of any call for projects. The El Dorado Transit Board would consider any associated plans; budgets and/or reporting associated with any individual project.

DISCUSSION

Per the Joint Exercise of Powers Agreement of the El Dorado County Transit Authority, April 29, 2008, Section 11.3, *“The EDCTA shall actively seek maximum utilization of Federal, State, and other available revenues which shall be applied towards such operating and capital expenditures in determining what local funding requirements shall be.”*

Adoption of these resolutions will allow agency staff to move forward and consider grant funding that support adopted transit plans.

FISCAL IMPACT

All applications that require matching funds or budgetary consideration are submitted to the El Dorado Transit Board for approval either individually or through the Operating or Capital Grant budget approval process.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 19-01**

RESOLUTION OF THE BOARD OF DIRECTORS OF
THE EL DORADO COUNTY TRANSIT AUTHORITY
AUTHORIZING THE EXECUTIVE DIRECTOR TO FILE FEDERAL TRANSIT
ADMINISTRATION (FTA) SECTIONS 3005, 3006, 3019, 5307, 5309, 5310, 5311, 5312, 5314,
5329, 5337 AND 5339 FUNDS

BE IT HEREBY RESOLVED AND ORDERED, that the Executive Director of the El Dorado County Transit Authority (El Dorado Transit) is hereby authorized and directed to file applications for funds under the Federal Transportation Act Sections 3005, 3006, 3019, 5307, 5309, 5310, 5311, 5312, 5314, 5329, 5337 and 5339 on behalf of El Dorado Transit with the United States Department of Transportation, relative to the expenditure of funds for transit operating and capital assistance to provide transit services in El Dorado County and other jurisdictions, and to do and perform everything necessary to carry out the purpose of this resolution;

BE IT FURTHER RESOLVED, that the Executive Director or his/her designated representative shall be authorized to execute all documents resulting from these Applications.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 7th day of February 2019, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

El Dorado County Transit Authority Chair

ATTEST:

Megan Wilcher, Secretary to the Board

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 19-02**

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE EL DORADO COUNTY TRANSIT AUTHORITY
AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C.
SECTION 5311) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION**

WHEREAS, the U.S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal transit Act (FTA C 9040.1F and FTA C 9050.1); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, the El Dorado County Transit Authority desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in El Dorado County; and

WHEREAS, the El Dorado County Transit Authority has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE BE IT RESOLVED AND ORDERED that the Board of Directors does hereby authorize the Executive Director of the El Dorado County Transit Authority to file and execute applications to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**) as amended.

That the Executive Director is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That the Executive Director is authorized to provide additional information as the Department may require in connection with the application of the Section 5311 projects.

That the Executive Director is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

BE IT FURTHER RESOLVED, that the Executive Director or his/her designated representative shall be authorized to execute all documents resulting from these Applications.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 7th day of February 2019, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

El Dorado County Transit Authority Chair

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 1 I
Consent Item

MEMORANDUM

DATE: February 7, 2019

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Adopt Proposed Fiscal Year 2018/19 Revised Mid-Year Operating Budget

REQUESTED ACTION:
BY MOTION,

1. **Adopt Fiscal Year 2018/19 Revised Mid-Year Operating Budget Adjustments**
2. **Approve the use of Contingency funds to offset increased expenses**

BACKGROUND

The Proposed Fiscal Year (FY) 2018/19 Mid-Year Adjusted Operating Budget is presented to consider the status of the El Dorado County Transit Authority's (El Dorado Transit) budget at the six (6) month closing. Section 8.9 of the Joint Exercise of Powers Agreement of the El Dorado County Transit Authority states that the Executive Director has the power "*to execute transfers within major budget units, as long as the total expenditures of each major budget unit remain unchanged*".

The Proposed Fiscal Year 2018/19 Mid-Year Operating Budget includes a reduction in Revenue and Service & Supply accounts requiring Board approval.

Proposed account adjustments are noted in bold in the attached proposed budget report.

DISCUSSION

<u>Revenue Accounts</u>	<u>Net change is a decrease of \$429,829 in revenue</u>
--------------------------------	--

- Account 4270.00 State Transit Assistance (STA): STA funds may be used for operating revenues if certain criteria are met and capital projects. El Dorado Transit does not typically use STA to fund transit operations due to the volatility of the funding stream. STA is impacted by the price and amount of fuel sold and potential legislative action. The El Dorado Transit Board normally approves a transfer of all STA from operating to capital as a component of mid-year budget adjustments however; this year final adjustments will be made during the Final Amended Budget Process. The increase of \$253,233 is due to the revised allocation provided by the State Controllers' Office.

- Account 4270.00 State Transit Assistance (STA) Deferred: STA funds may be used for operating revenues if certain criteria are met and capital projects. STA deferred revenue was being used to balance the budget. Contingency funds are requested to allow for the return of deferred funds to the Capital budget.
- Account 4970.00 Interest Income: Interest income has been increased to reflect actual receipts and final projections; revised to \$45,000.
- Account 4100.00 Federal Transit Administration (FTA) Section 5311 Grant: Adjusting to actual allocation; revised to \$509,322.
- Account 4300.00 Farebox: Increase based on first six (6) months actual income; revised to \$245,000.
- Account 4360.00 Scrip: Decrease based on six (6) months actual receivables; revised to \$47,000.
- Account 4400.00 Advertising Revenue: zeroed to allocated revenue to Operating Reserves.
- Account 4990.00 Misc. Revenue: zeroed to allocated revenue to Operating Reserves.
- Account 4107.03 Fair Shuttle AB2766 Grant: Increase to recognize the remaining balance available on this two (2) year grant cycle.
- Account 5060.00 Offset Reserve Fund: Increase based on balance provided by insurance pool; revised to \$8,374.

Service and Supply Accounts

Net change is a decrease of \$429,829 expenses

The adjustments in each line item presented, are based on actual costs for the first six (6) months of fiscal year 2018/19 and a projection for the remaining six (6) months.

- Account 5160.07 Park and Ride Maintenance: Increase of \$3,000 based on first six (6) month actual.
- Account 5040.00 Vehicle Maintenance (In-House): Budget line item added in the amount of \$40,000 based on first six (6) month actual. This is for preventive maintenance and incident repairs.
- Account 5040.02 Vehicle Maintenance/Tires & Tubes: Increase in the amount of \$20,000 based on first six (6) month actual.
- Account Vehicle Maintenance/Sales Tax/Fuel & Lubricants: Budget line item increased in the amount of \$10,000 based on first six (6) month actual.
- Account 5030.00 Professional Services: Increase of \$20,000 based on first six (6) month actual and projections for upcoming items.
- Account Rents/Leases - Equipment: Increase of \$4,000 based on first six (6) months actual expenses.
- Account 5040.01 Fuel Purchase: Increase of \$50,000 based on first six (6) month actual.
- Account 5090.74 Connect Card Administration Expenses: Budget line item increased in the amount of \$30,000 based on first six (6) months actual expenses.
- Account 6270.00 Contingency: Reduced by \$606,829 to replace the reallocation of deferred STA and other adjustments.

FISCAL IMPACT

The overall outlook of the El Dorado Transit budget is positive. The proposed mid-year budget for fiscal year 2018/19 nets a \$429,829 decrease in revenue and expenses while maintaining the current level of public transportation provided to the residents of the County of El Dorado.

El Dorado Transit is a joint powers agency and does not draw funding from the general funds of either member agency. The annual budget includes a contingency. If contingency funds are not used they are moved to the next fiscal year as allowed per California law under the Transportation Development Act.

EL DORADO COUNTY TRANSIT AUTHORITY

PROPOSED MID YEAR OPERATING BUDGET 2018/2019

OPERATING BUDGET		FY 2018/2019 Final Adopted 06/07/2018	FY 2018/2019 Mid Year Proposed 02/07/2019	Difference
REVENUE ACCOUNTS				
4000.00	Transportation Development Act (TDA/LTF)	\$4,837,735	\$4,837,735	\$0
4270.00	State Transit Assistance (STA)	\$1,243,570	\$1,496,803	\$253,233
4270.00	State Transit Assistance (STA) Deferred	\$737,699	\$0	-\$737,699
4270.01	State Transit Assistance (STA)/State of Good Repair (SGR)	\$235,684	\$236,877	\$1,193
4970.00	Interest Income	\$20,000	\$45,000	\$25,000
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$490,631	\$509,322	\$18,691
4300.00	Farebox	\$208,000	\$245,000	\$37,000
4310.00	Contract Services	\$360,000	\$360,000	\$0
4320.00	Farebox - Charter	\$5,000	\$5,000	\$0
4330.00	Sac Commute Route Passes	\$778,000	\$778,000	\$0
4350.00	Bus Passes	\$72,000	\$72,000	\$0
4360.00	Scrip	\$42,000	\$25,000	-\$17,000
4400.00	Advertising Revenue	\$12,000	\$0	-\$12,000
4990.00	Misc. Revenue	\$400	\$0	-\$400
4107.03	Fair Shuttle AB2766 Grant	\$39,785	\$41,899	\$2,114
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant CP	\$217,678	\$217,678	\$0
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$250,000	\$250,000	\$0
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$8,335	\$8,374	\$39
TOTAL REVENUES		\$9,558,517	\$9,128,688	-\$429,829
SALARY & BENEFIT ACCOUNTS				\$0
5010.00	Regular Employees	\$3,617,065	\$3,617,065	\$0
5010.02	Temporary Employees	\$100,000	\$100,000	\$0
5010.07	Overtime	\$70,000	\$70,000	\$0
5010.08	On Call Pay	\$9,000	\$9,000	\$0
5010.09	Skill and Shift Pay	\$23,000	\$23,000	\$0
5020.01	Employee Retirement	\$606,000	\$606,000	\$0
5070.01	(OASDI - Payroll Tax) FICA	\$10,000	\$10,000	\$0
5070.02	MEDICARE - Payroll Tax	\$54,000	\$54,000	\$0
5020.02	Health Insurance	\$1,538,000	\$1,538,000	\$0
5020.03	Unemployment Insurance	\$20,000	\$20,000	\$0
5020.04	LT Disability/Life Ins	\$39,000	\$39,000	\$0
5020.05	Worker's Comp	\$190,000	\$190,000	\$0
TOTAL SALARY & BENEFITS		\$6,276,065	\$6,276,065	\$0
SERVICE & SUPPLY ACCOUNTS				\$0
5090.02	Clothing & Supplies	\$3,600	\$3,600	\$0
5090.05	Uniforms - Other	\$14,000	\$14,000	\$0
5050.01	Communications - Phone	\$57,000	\$57,000	\$0
5090.20	Communications - Radio	\$1,000	\$1,000	\$0
5090.01	Household Expenses	\$15,750	\$15,750	\$0
5060.01	Insurance Premiums/Public Liability	\$535,000	\$535,000	\$0
5060.02	Insurance Premiums/Physical Damage	\$25,000	\$25,000	\$0
5060.03	Insurance Premiums/Commercial	\$12,000	\$12,000	\$0
5060.04	Insurance Premium EPLI Package	\$22,000	\$22,000	\$0
5090.06	Service Contracts/Equipment	\$192,000	\$192,000	\$0
5160.07	Park and Ride Maintenance	\$9,000	\$12,000	\$3,000
5160.01	Maintenance/Buildings	\$4,500	\$4,500	\$0
5160.03	Maintenance/Equipment	\$8,000	\$8,000	\$0
5160.05	Maintenance/Grounds	\$5,500	\$5,500	\$0
5160.09	Maintenance/Bus Stop	\$3,000	\$3,000	\$0
5160.00	Maintenance/Other	\$2,500	\$2,500	\$0
5040.00	Vehicle Maintenance (In-House)	\$340,000	\$380,000	\$40,000
5040.02	Vehicle Maintenance/Tires & Tubes	\$65,000	\$85,000	\$20,000
5040.03	Vehicle Maintenance/Lubricants	\$28,000	\$28,000	\$0
5040.04	Vehicle Maintenance/Small Tools - Shop	\$4,300	\$4,300	\$0
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$35,000	\$45,000	\$10,000
5090.40	Memberships	\$7,400	\$7,400	\$0
5090.70	Office Expense	\$15,000	\$15,000	\$0
5090.80	Postage	\$4,000	\$4,000	\$0
5090.00	Operating Expense - Other	\$600	\$600	\$0
5030.00	Professional Services	\$150,000	\$170,000	\$20,000
5030.10	Employee Medical Exams	\$9,000	\$9,000	\$0
5030.30	Background Checks	\$2,000	\$2,000	\$0
5090.08	Pubs/Legal Notices	\$4,000	\$4,000	\$0
5090.75	Printing	\$20,000	\$20,000	\$0
5120.02	Rents/Leases - Equipment	\$17,000	\$21,000	\$4,000
5120.03	Rents/Leases Park and Rides	\$11,000	\$11,000	\$0
5140.01	Equipment Purchase - Data Processing	\$1,000	\$1,000	\$0
5140.05	Equipment Purchase - Office	\$4,000	\$4,000	\$0
5150.00	Special Department Expense	\$5,000	\$5,000	\$0
5150.01	Marketing	\$25,000	\$25,000	\$0
5090.30	Staff Development/Travel	\$31,000	\$31,000	\$0
5040.01	Fuel Purchase	\$621,000	\$671,000	\$50,000
5090.72	Bank Charges	\$800	\$800	\$0
5090.73	Credit Card Charge Fees	\$5,000	\$5,000	\$0
5090.74	Connect Card Administration Expenses	\$10,000	\$40,000	\$30,000
5050.02	Utilities	\$54,000	\$54,000	\$0
5050.03	Utilities/ Park & Rides	\$24,000	\$24,000	\$0
4108.03	Fair Shuttle AB2766 Grant	Pending	Pending	#VALUE!
6210.01	Cameron Park Expansion	\$0	\$0	\$0
6270.00	Contingency	\$879,502	\$272,673	-\$606,829
TOTAL SERVICES AND SUPPLIES		\$3,282,452	\$2,852,623	-\$429,829
TOTAL OPERATING EXPENSES		\$9,558,517	\$9,128,688	-\$429,829

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AGENDA ITEM 1 J
Consent Item

MEMORANDUM

DATE: February 7, 2019
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Blanket Purchase Order Revisions for Fiscal Year 2018/19

REQUESTED ACTION:

BY MOTION,

**Approve Revised Blanket Purchase Orders above \$25,000 for
Fiscal Year 2018/19**

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) Purchasing Procedures and the Joint Powers Agreement establishing El Dorado Transit require Board approval for Purchase Orders over \$25,000 and Purchase Requisitions over \$5,000.

At the mid-year point of operations staff evaluates the financial position of El Dorado Transit including overview of purchase orders for the remaining six (6) months of service.

Typically these purchase order adjustments are presented for consideration at the regularly scheduled Board meeting in February of each fiscal year.

DISCUSSION

Salary & Benefit Accounts

Purchase Order B24019 – CalPERS Public Employees Retirement System

5020.01	Employee Retirement	\$725,000	\$775,000
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The requested increase to the CalPERS Public Employees Retirement System does not require a budget adjustment. CalPERS requires both employee and employer portions of pension to be paid concurrently. Purchase order B24019 is the mechanism that allows for these deductions and payments.

<i>Purchase Order B24002 – CalPERS 457 Deferred Compensation Plan</i>			
2032.00	Deferred Comp / Payroll Deduction	\$169,000	\$184,000

The requested increase to the CalPERS 457 Deferred Compensation Plan has a zero fiscal effect to El Dorado Transit. This is a voluntary plan funded from employee payroll deductions. Purchase order B24002 is the mechanism that allows for these deductions and payments.

Service & Supply Accounts

Service and Supply accounts are utilized to achieve the maximum cost saving by purchasing from a variety of vendors. When vendor blanket purchase orders are increased, purchases for other vendors are reduced so the line item remains within budget.

<i>Purchase Order B24008 – Dawson Oil Company</i>			
5040.01	Fuel Purchases		
5040.80	Sales/Fuel Tax	\$650,000	\$720,000

<i>Purchase Order B24010 – GCR Tire Center</i>			
5040.02	Tires and Tubes	\$55,000	\$65,000

<i>Purchase Order B24065 – Gillig LLC.</i>			
5040.00	Vehicle Maintenance/Equipment	\$24,000	\$35,000

<i>Purchase Order B24026 – Steve Stymeist Collision Centers</i>			
5040.06	Incident Repairs		
5040.00	Maintenance Vehicle/Equipment	\$50,000	\$65,000

FISCAL IMPACT

The increase of these blanket purchase orders are incorporated within the proposed Mid-Year Budget Adjustments included in a separate agenda item.

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

REVISED 02/07/19

PURCHASE ORDER NO. B24019

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

DATE: 07/01/18

ACCOUNT: 5020.01

CLASS: 125

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

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No:

Fax No:

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<div style="text-align: center;">EMPLOYER PAID RETIREMENT BENEFITS:</div> <div>CLASSIC: EMPLOYEE PORTION 7%</div> <div>EMPLOYER PORTION 10.152%</div> <div>NEW HIRES HIRED AFTER 12/31/12</div> <div>PEPRA: EMPLOYEE PORTION 6.5%</div> <div>EMPLOYER PORTION 7.266%</div> <div>OF ELIGIBLE GROSS PAYROLL FOR FISCAL</div> <div>YEAR 07/01/18 THROUGH 06/30/19</div> <div>CalPERS RETIREMENT BENEFITS ARE PAID</div> <div>THROUGH AN ELECTRONIC FUNDS TRANSFER</div> <div>TRANSACTION</div>		NOT TO EXCEED: \$775,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$775,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$775,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

Circle Distributing: Vendor - Accounting - Requestor - Purchasing

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

REVISED 02/07/19

PURCHASE ORDER NO. B24002

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

DATE: 07/01/18

ACCOUNT: 2032

CLASS: 125

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

SHIP & INVOICE TO:

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

Contact: Lisa Crowell

Vendor Phone No: (617) 657-7366

Fax No: (617) 376-4285

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		OPTIONAL EMPLOYEE PAID SUPPLEMENTAL INCOME PLAN FOR RETIREMENT FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19 PAYROLL DEDUCTIONS SENT TO CalPERS 457 ARE PAID THROUGH AN ELECTRONIC FUNDS TRANSFER TRANSACTION		NOT TO EXCEED: \$184,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$184,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$184,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

REVISED 02/07/19

PURCHASE ORDER NO. B24008

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

DATE: 07/01/18

ACCOUNT: 5040.01

CLASS: 110

ACCOUNT: 5040.80

CLASS: 100

ACCOUNT: VARIOUS

CLASS: VARIOUS

SHIP & INVOICE TO:

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

TO: DAWSON OIL COMPANY
PO BOX 360
ROCKLIN, CA 95677

Contact: Ashley

Vendor Phone No: (530) 642-2681

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 10th OF THE MONTH		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		FUEL PURCHASES AND DIESEL EXHAUST FLUID AND ADDITIVES FOR TRANSIT FLEET VEHICLES FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19		NOT TO EXCEED: \$720,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$720,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$720,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing

EL DORADO COUNTY TRANSIT AUTHORITY

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

REVISED 02/07/19

PURCHASE ORDER NO. B24010

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

DATE: 07/01/18

ACCOUNT: 5040.02

CLASS: 110

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

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (530) 391-9240

Fax No: (916) 447-0122

PROMISED DELIVERY DATE		TERMS: NET 10th OF THE FOLLOWING MONTH		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		TIRES FOR FLEET VEHICLES ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19 ALL PRICING THROUGH THE STATE OF CALIFORNIA (SEE ATTACHED)		NOT TO EXCEED: \$65,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$65,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$65,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing

EL DORADO COUNTY TRANSIT AUTHORITY

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

REVISED 02/07/19

PURCHASE ORDER NO. B24065

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

DATE: 07/01/18

ACCOUNT: 5040

CLASS: 110

TO: GILLIG LLC
PO BOX 45569
SAN FRANCISCO, CA 94145-0569

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

Contact: Lee Petersen

Vendor Phone No: (510) 785-1500

Fax No: (510) 785-6819

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

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing

EL DORADO COUNTY TRANSIT AUTHORITY

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

REVISED 02/07/19

PURCHASE ORDER NO. B24026

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

DATE: 07/01/18

ACCOUNT: 5040.06

CLASS: 110

ACCOUNT: 5040

CLASS: 110

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

SHIP & INVOICE TO:

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

Contact: Sue Pardi (Office Manager)

Vendor Phone No: (530) 622-7588

Fax No: (530) 622-0353

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		COLLISION REPAIR FOR COMMUTER BUSES ONLY FACILITY TO ACCOMMODATE OUR COMMUTER BUSES IN EL DORADO COUNTY FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19		NOT TO EXCEED: \$65,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$65,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$65,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

Circle Distributing: Vendor - Accounting - Requestor - Purchasing

AGENDA ITEM 1 K
Consent Item

MEMORANDUM

DATE: February 7, 2019

TO: El Dorado County Transit Authority

FROM: Mindy Jackson, Executive Director

SUBJECT: 2018 Apple Farms Shuttle Funding for Local Match and Additional Services

REQUESTED ACTION:
BY MOTION,

Approve allocation of \$2,180.78 from the Fiscal Year 2018/19 Contingency Budget Line Item for shortfall in 2018 Apple Farms Shuttle service

BACKGROUND

April 2018-October 31, 2018 The El Dorado County Transit Authority (Transit) partnered with the County of El Dorado Department of Transportation (DOT) in developing and implementing a project to alleviate traffic congestion during the peak Apple Hill season on four (4) weekends in October 2018.

August 21, 2018 The County of El Dorado Air Quality Management District (AQMD) awarded a grant to Transit to provide parking and shuttle services as part of the DOT Project. The shuttle aligned with the objectives of the grant program allowing the service to provide free parking and free rides for visitors and residents. The AQMD grant funded \$57,056.08 plus \$15,524.00 local match from DOT.

August 28, 2018 The County of El Dorado Board of Supervisors allocated \$70,000 of Economic Development - Transient Occupancy Tax (TOT) funds to DOT with \$50,000 identified for Transit (grant match and expenses for additional service).

October 25, 2018 The County of El Dorado Board of Supervisors authorized an additional \$70,000 to the project, of which \$50,000 was allocated to Transit for the estimated \$15,000 match and \$35,000 for additional service.

November 1, 2018 The Transit Board of Directors requested Transit staff identify potential funding alternatives for the project shortfall of \$26,903.50.

January 29, 2019 The County of El Dorado Board of Supervisors approved the agreement between the County and El Dorado Transit that is aligned with the approved \$50,000 of TOT funds.

DISCUSSION

This agenda item is Transit staff's response to direction from the Board in October 2018 to identify funding for additional Apple Farms Shuttle services beyond the scope of the initial grant project. The Board may authorize use of funds set-aside as Operating Reserves. These Operating Reserves are local transportation funds set aside per Board Policy to "*provide financial flexibility and stability for the continued operations of El Dorado Transit...*" Furthermore, due to the timing of the grant billing and negotiating a County agreement there was a difference that requires Board action.

The County fully funded both the grant match and additional service expenditures with Economic Development - Transient Occupancy Tax (TOT) funds in October 2018. The corresponding agreement between El Dorado Transit and the County was approved by the County Board on January 20, 2019.

El Dorado Transit is requesting approval of \$2,180.78 from the current fiscal year operating budget contingency fund. This \$2,180.78 is the result of the difference between full project costs, applying AQMD grant "allowed" expenditures and negotiation of the County agreement for several months based on estimated grant allowed expenses, allowed grant expenditures and actual costs.

STAFF RECOMMENDATION: Approve allocation of \$2,180.78 from the Fiscal Year 2018/19 Contingency Budget Line Item for funding shortfall in 2018 Apple Farms Shuttle service.

ALTERNATIVE(S): No further Board action above the staff recommendation results in acceptance of the County approved TOT funding for the grant match and shuttle services to preserve Operating Reserves for the purpose and objective of supporting public transit service. However; the Transit Board could provide direction to staff to fund 2018 Apple Farm Shuttle Services above the initial grant funding of \$26,903.50 with Operating Reserves.

FISCAL IMPACT

2018 Apple Farm Shuttle Expenses	\$101,140.36
---	--------------

2018 Apple Farm Shuttle Revenue

AQMD Grant	\$ 57,056.08
------------	--------------

AQMD Grant Match from DOT Transient Occupancy Tax (TOT)	\$ 15,524.00
--	--------------

County Economic Development – Transient Occupancy Tax (TOT)	\$ 26,379.50
--	--------------

El Dorado Transit FY 2018/19 Budget Contingency Line Item	<u>\$ 2,180.78</u>
Total Revenue	\$101,140.36

AGENDA ITEM 3 A
Information Item

MEMORANDUM

DATE: February 7, 2019

TO: El Dorado County Transit Authority

FROM: Mindy Jackson, Executive Director

SUBJECT: California Air Resources Board Innovative Clean Transit Regulation

REQUESTED ACTION:

BY MOTION,

None. Information Only

BACKGROUND

The California Air Resources Board adopted the Innovative Clean Transit Regulation on December 14, 2018 requiring transit agencies to begin to purchase zero-emission buses (ZEBs), as soon as 2023, with the goal of transitioning all transit buses in California to zero-emission technology by 2040.

The regulation requires large and small transit agencies to develop and submit a ZEB rollout plan by July 1, 2020 and July 2023, respectively. The regulation does not require the purchase of zero-emission articulated or cutaway or over-the-road coaches until at least 2026.

The regulation requires transit agencies to acquire a minimum number of ZEBs at the time of new bus purchase, based on the following schedules:

Large Transit Agencies

2023 – 25 percent
2026 – 50 percent
2029 and after – 100 percent

Small Transit Agencies

2023 – Not Applicable
2026 – 25 percent
2029 and after – 100 percent

DISCUSSION

The El Dorado County Transit Authority (El Dorado Transit) is defined as a Small Transit Agency under the Innovative Clean Transit regulation therefore, as noted above, the agency is required to acquire at least 25 percent of new buses as ZEB vehicles.

The regulation further requires the following:

- Transit agencies are required to purchase low NOx engines, if available for conventional internal combustion engines bus purchases.
- Purchase of renewable fuels when diesel or natural gas contracts are renewed.

The Short and Long Range Transit Plan for Western El Dorado County is currently being developed and will include the vehicle replacement plans (5-year and 25-year) with the requirements of the Innovative Clean Transit Regulation.

FISCAL IMPACT

The Western El Dorado County Short and Long Range Transit Plan (Plan) for Western El Dorado County that is currently being developed will include a vehicle replacement plan with fiscal projections for complying with the new regulation. The Plan will be completed by the El Dorado County Transportation Commission on/before September 2019.

AGENDA ITEM 3 B
Information Item

MEMORANDUM

DATE: February 7, 2019

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: New Connect Card Sales Outlet at Bel Air Grocery Store

REQUESTED ACTION:

BY MOTION,

No action. Information item.

BACKGROUND

Connect Card is the Sacramento region's electronic transit fare payment system. Customers can purchase transit fare online or at twenty-eight (28) current sales outlets, and can use the card for bus or light rail service with nine (9) participating agencies.

DISCUSSION

As of January 11, 2019 the Bel Air grocery store in Cameron Park on Palmer Drive is a new Connect Card sales outlet. The Connect Card consortium has sales outlets at Raley's and Bel Air stores throughout Sacramento, and was able to add the Cameron Park facility in a recent service expansion.

A device called an EvendPC was installed at the Cameron Park Bel Air grocery store at the customer service desk. That device allows employees to select passes or transit fare as requested by the customer, and then tap the customer's Connect Card onto the device to load the pass or transit fare onto their card. The customer can then use their card on the bus without delay.

AGENDA ITEM 3 C
Information Item

MEMORANDUM

DATE: February 7, 2019

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: New Route 70 in El Dorado Hills and Route 40 in Cameron Park/Shingle Springs

REQUESTED ACTION:
BY MOTION,

No action. Information item.

BACKGROUND

On July 31, 2017 El Dorado County Transit Authority (El Dorado Transit) separated Route 40 into two routes. Route 40 (Cameron Park/Shingle Springs) provided service along the Cameron Park Drive corridor and into Shingle Springs. Route 70 (Cameron Park/El Dorado Hills) provided service to portions of Cameron Park and El Dorado Hills. Route 40 ridership remained consistent with the number of passengers before the change. However, Route 70 has grown to only about twenty (20) passengers per day.

DISCUSSION

In order to increase bus service throughout El Dorado Hills, the new Route 70 (El Dorado Hills) was launched on January 2, 2019. The New Route 70 has stops that extend from the Safeway Shopping Center at Green Valley Road to the north to the Business Park and Heritage El Dorado Hills to the south. This route change offers residents of El Dorado Hills access to the library, CSD and Oak Ridge High School. In addition, residents will have better access to shopping, restaurants, community events and the movie theater.

The New Route 40 adds stops at the Cambridge Rd. Park and Ride and at the Cameron Park Library/CSD to cover stops that were previously serviced by Route 70.

These route changes and adjustments to stop times on Route 50X (50 Express) allow both Route 40 and Route 70 to have direct transfers with Route 50X in both the eastbound and westbound directions.

Route 70 – El Dorado Hills

Route 40 Cameron Park/Shingle Springs

January 2019



40


**EL DORADO
TRANSIT**

CAMERON PARK / SHINGLE SPRINGS

Timepoint	Departure Times						Monday through Friday							
T Cambridge Rd Park and Ride	6:25	7:25	8:25	9:25	10:25	11:25	12:25	1:25	2:25	3:25	4:25	5:25	6:25	
Cameron Park Library/CSD (Greenwood Ln and Meadow Ln)	6:26	7:26	8:26	9:26	10:26	11:26	12:26	1:26	2:26	3:26	4:26	5:26	6:26	
Coach Ln and Rodeo Rd	6:32	7:32	8:32	9:32	10:32	11:32	12:32	1:32	2:32	3:32	4:32	5:32	6:32	
Market Court	6:38	7:38	8:38	9:38	10:38	11:38	12:38	1:38	2:38	3:38	4:38	5:38	6:38	
Durock Rd and Presley Ln	6:40	7:40	8:40	9:40	10:40	11:40	12:40	1:40	2:40	3:40	4:40	5:40	6:40	
4050 Sunset Ln	6:42	7:42	8:42	9:42	10:42	11:42	12:42	1:42	2:42	3:42	4:42	5:42	6:42	
Mother Lode Dr and South Shingle Rd	6:43	7:43	8:43	9:43	10:43	11:43	12:43	1:43	2:43	3:43	4:43	5:43	6:43	
Ponderosa Rd Park and Ride	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Cameron Park Dr and Palmer Dr	6:48	7:48	8:48	9:48	10:48	11:48	12:48	1:48	2:48	3:48	4:48	5:48	6:48	
Cameron Park Dr and Point Loma	6:51	7:51	8:51	9:51	10:51	11:51	12:51	1:51	2:51	3:51	4:51	5:51	6:51	
Camerado Dr and Virada Rd	R	R	R	R	R	R	R	R	R	R	R	R	R	R
La Crescenta Dr and Green Valley Rd	6:55	7:55	8:55	9:55	10:55	11:55	12:55	1:55	2:55	3:55	4:55	5:55	6:55	
Cimarron Rd and Cambridge Rd	6:58	7:58	8:58	9:58	10:58	11:58	12:58	1:58	2:58	3:58	4:58	5:58	6:58	
Cambridge Rd and Green Valley Rd	6:59	7:59	8:59	9:59	10:59	11:59	12:59	1:59	2:59	3:59	4:59	5:59	6:59	
Cameron Park Dr and Green Valley Rd	7:01	8:01	9:01	10:01	11:01	12:01	1:01	2:01	3:01	4:01	5:01	6:01	7:01	
Cameron Park Dr and Meder Rd	7:03	8:03	9:03	10:03	11:03	12:03	1:03	2:03	3:03	4:03	5:03	6:03	7:03	
Palmer Dr (Bel Air Shopping Center)	7:08	8:08	9:08	10:08	11:08	12:08	1:08	2:08	3:08	4:08	5:08	6:08	7:08	
Palmer Dr and Kevin St (Marshall Medical)	7:09	8:09	9:09	10:09	11:09	12:09	1:09	2:09	3:09	4:09	5:09	6:09	7:09	
Palmer Dr and Ponte Morino Dr	7:10	8:10	9:10	10:10	11:10	12:10	1:10	2:10	3:10	4:10	5:10	6:10	7:10	
T Cambridge Rd Park and Ride	7:20	8:20	9:20	10:20	11:20	12:20	1:20	2:20	3:20	4:20	5:20	6:20	R	

T Indicates transfer point

R = Request stop-call for pickup

— = No service at this timepoint

 AM times are shown in light typeface - **PM** times are shown in **bold typeface**
Times are approximate and may vary due to traffic and weather conditions
Schedules are subject to change without notice
Single Ride \$1.50
EFFECTIVE 1/2/19

70


**EL DORADO
TRANSIT**

EL DORADO HILLS

Timepoint		Departure Times						Monday through Friday						
T	El Dorado Hills Park and Ride	6:35	7:35	8:35	9:35	10:35	11:35	12:35	1:35	2:35	3:35	4:35	5:35	6:35
	Raley's Shopping Center (Park Dr)	R	R	R	R	R	R	R	R	R	R	R	R	R
	El Dorado Hills Senior Center (El Dorado Hills Blvd)	6:39	7:39	8:39	9:39	10:39	11:39	12:39	1:39	2:39	3:39	4:39	5:39	6:39
	El Dorado Hills Library	R	R	R	R	R	R	R	R	R	R	R	R	R
	El Dorado Hills CSD (El Dorado Hills Blvd)	6:45	7:45	8:45	9:45	10:45	11:45	12:45	1:45	2:45	3:45	4:45	5:45	6:45
	El Dorado Hills Blvd and St Andrews Dr	6:46	7:46	8:46	9:46	10:46	11:46	12:46	1:46	2:46	3:46	4:46	5:46	6:46
	Safeway (Village Center Dr and Francisco Dr)	6:51	7:51	8:51	9:51	10:51	11:51	12:51	1:51	2:51	3:51	4:51	5:51	6:51
	El Dorado Hills Blvd and Francisco Dr	6:54	7:54	8:54	9:54	10:54	11:54	12:54	1:54	2:54	3:54	4:54	5:54	6:54
	El Dorado Hills Blvd and Governor Dr	6:56	7:56	8:56	9:56	10:56	11:56	12:56	1:56	2:56	3:56	4:56	5:56	6:56
	Oak Ridge High School	R	R	R	R	R	R	R	R	R	R	R	R	R
	El Dorado Hills Library	R	R	R	R	R	R	R	R	R	R	R	R	R
	El Dorado Hills Senior Center (Serrano Pkwy)	R	R	R	R	R	R	R	R	R	R	R	R	R
	Raley's Shopping Center (Park Dr)	R	R	R	R	R	R	R	R	R	R	R	R	R
	El Dorado Estates	R	R	R	R	R	R	R	R	R	R	R	R	R
T	El Dorado Hills Park and Ride	7:15	8:15	9:15	10:15	11:15	12:15	1:15	2:15	3:15	4:15	5:15	6:15	R
	Marshall Medical (Golden Foothill Pkwy and Winfield Way)	7:17	8:17	9:17	10:17	11:17	12:17	1:17	2:17	3:17	4:17	5:17	6:17	R
	Golden Foothill Pkwy and Suncastr Ln	7:18	8:18	9:18	10:18	11:18	12:18	1:18	2:18	3:18	4:18	5:18	6:18	R
	Golden Foothill Pkwy and Sandstone Dr	7:19	8:19	9:19	10:19	11:19	12:19	1:19	2:19	3:19	4:19	5:19	6:19	R
	Golden Foothill Pkwy and Carson Crossing Rd	7:20	8:20	9:20	10:20	11:20	12:20	1:20	2:20	3:20	4:20	5:20	6:20	R
	Carson Crossing Rd and Heritage Pkwy	7:21	8:21	9:21	10:21	11:21	12:21	1:21	2:21	3:21	4:21	5:21	6:21	R
	White Rock Rd and 4 Seasons Dr	7:23	8:23	9:23	10:23	11:23	12:23	1:23	2:23	3:23	4:23	5:23	6:23	R
	2230 Valley View Pkwy	R	R	R	R	R	R	R	R	R	R	R	R	R
	Town Center (Vine St and Town Center Blvd)	R	R	R	R	R	R	R	R	R	R	R	R	R
	Nugget Market (Mercedes Ln)	R	R	R	R	R	R	R	R	R	R	R	R	R
	T	El Dorado Hills Park and Ride	7:30	8:30	9:30	10:30	11:30	12:30	1:30	2:30	3:30	4:30	5:30	6:30

T Indicates transfer point

R = Request stop-call for pickup

— = No service at this timepoint

 AM times are shown in light typeface - **PM** times are shown in **bold typeface**

Times are approximate and may vary due to traffic and weather conditions

Schedules are subject to change without notice

Single Ride \$1.50
EFFECTIVE 1/2/19