

AGENDA ITEM 1 I  
Consent Item

**MEMORANDUM**

**DATE:** June 6, 2019

**TO:** El Dorado County Transit Authority

**FROM:** Brian James, Planning and Marketing Manager

**SUBJECT:** **Final Triennial Performance Audit of the El Dorado County Transit Authority for Fiscal Years 2015/16 through 2017/18**

**REQUESTED ACTION:**  
**BY MOTION,**

**Receive and file the final Triennial Performance Audit of the El Dorado County Transit Authority for Fiscal Years 2015/16 through 2017/18**

**BACKGROUND**

The El Dorado County Transportation Commission (EDCTC) is statutorily required by California Public Utilities Code §99246 to designate entities other than itself to conduct a Triennial Performance Audit of the activities of the Regional Transportation Planning Agency (RTPA) and the Transit Operator to whom it allocates Transportation Development Act (TDA) funds. The performance audit generally follows the guidelines established in the Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities, published by the California Department of Transportation (Caltrans) Division of Mass Transportation.

The findings from the draft Triennial Performance Audit of the El Dorado County Transit Authority for Fiscal Years 2015/16 through 2017/18 were submitted to the El Dorado County Transit Authority Board of Directors on May 2, 2019, and the findings were presented by Genevieve Evans of LSC Transportation Consultants, Inc.

**DISCUSSION**

The El Dorado County Transportation Commission (EDCTC) retained LSC Transportation Consultants, Inc. to prepare the Triennial Performance Audit of El Dorado County Transit Authority (El Dorado Transit). The management response follows, and the final Triennial Performance Audit of El Dorado Transit is provided as Attachment A under separate cover.



# EL DORADO TRANSIT

May 3, 2019

Board of Directors  
El Dorado County Transit Authority  
6565 Commerce Way  
Diamond Springs, CA 95619

Re: Triennial Performance Audit of the El Dorado County Transit Authority for Fiscal Years 2015/16 through 2017/18

Honorable Board Members:

The El Dorado County Transit Authority (El Dorado Transit) is pleased to provide responses to the draft Triennial Performance Audit of the El Dorado County Transit Authority for Fiscal Years 2015/16 through 2017/18 dated May 2, 2019.

Responses to the five (5) findings and three (3) recommendations reported in the draft Triennial Performance Audit of the El Dorado County Transit Authority for Fiscal Years 2015/16 through 2017/18 follow:

## FINDINGS

- El Dorado Transit was found to be in compliance with all performance related sections of the TDA public utilities code as identified in Table 4.

*Management response: We concur.*

- El Dorado Transit submits State Controller Reports and Fiscal and Compliance Audits in a timely fashion.

*Management response: We concur.*

- El Dorado Transit has a good data collection and reporting process in place. The Administrative Operations reports are effective and informative.

*Management response: We concur.*

- Operating data found in internal reports generally match that reported to the State Controller with the exception of FTE's and Vehicle Service Miles for FY 2017-18.

*Management response: After staff review of internal reports and the State Controller reports, it has been determined that the FTE's reported to the State Controller's Office (SCO) at 69 was understated by three (3) FTE's. This has been found to represent the Extra Help positions. The correct number of 72 was reported in the Administrative Operations Report. In addition, it has been determined that the Total Actual Vehicle Revenue Miles reported to*

*the SCO at 1,129,508 was understated by 21,496 miles. The correct number of 1,151,004 was reported in the Administrative Operations Report. There will be a thorough review of both the Administrative Operations Report and the State Controllers Report for accuracy prior to submission to the SCO.*

- Overall performance declined for El Dorado Transit, due mostly to a nationwide downtrend in ridership combined with new state pension requirements which significantly impacted operating costs. However, El Dorado Transit farebox ratio still remains well above the blended farebox ratio.

*Management response: We concur.*

## RECOMMENDATIONS

- Monitor operating costs closely and look for cost saving opportunities as part of the ongoing Short Range Transit Plan effort and going forward.

*Management response: We agree with the recommendation and will continue to look for cost saving opportunities.*

- As Information Technology (IT) demands for public transit related applications such as security cameras, Routematch software and automated vehicle announcement systems put a strain on maintenance staff time, El Dorado Transit should consider hiring additional staff to fill this role.

*Management response: We will consider hiring additional staff or contracting IT service in the next budget preparation cycle if necessary.*

- Ensure that offering Special Services transportation does not negatively impact the provision of regularly scheduled public transit service.

*Management Response: We concur.*

El Dorado Transit is proud to receive another outstanding triennial performance audit. The three-year performance audit is a clear and concise presentation of information for the public, policymakers and outside agencies on the effectiveness of El Dorado Transit operations.

Feel free to contact me with any comments or questions at (530) 642-5383 Ext. 210 or [mjackson@eldoradotransit.com](mailto:mjackson@eldoradotransit.com).

Warm regards,



Mindy Jackson  
Executive Director