



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY REGULAR MEETING AGENDA

Thursday, April 2, 2020, 1:00 PM

This meeting will be conducted via Teleconference only

Members of the public may call in during the meeting and are encouraged to submit public comment via email to mwilcher@eldoradotransit.com up until the start of the meeting. Written comments will be entered into the meeting's minutes and the Board will consider all comments at the appropriate time. Members of the public may address any item on the agenda prior to board action, comments will be limited to no more than three (3) minutes.

Participate by Computer:

<https://zoom.us/j/833772503>

Participate by Phone:

1-669-900-6833

Meeting ID: 833-772-503

These meetings will be conducted pursuant to the provisions of California Executive Order N-29-20, which suspends certain requirements of the Ralph M. Brown Act to allow for greater flexibility in conducting public meetings via teleconferencing and allowing public participation telephonically. These measures will only apply during the period in which state or local public health officials have imposed or recommended social distancing measures.

Chairperson: John Hidahl, County of El Dorado Supervisor, District I
Vice Chairperson: Kara Taylor, City of Placerville Councilmember
Mark Acuna, City of Placerville Councilmember
Shiva Frentzen, County of El Dorado Supervisor, District II
Brian Veerkamp, County of El Dorado Supervisor, District III

- Patty Borelli, Alternate for City Councilmembers
- Lori Parlin, Alternate for Board of Supervisors, District IV

Executive Director: Matthew Mauk

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR

The Board may make any necessary additions, deletions or corrections to the agenda including moving items to or from the Consent Calendar and adopt the agenda with one single vote. A Board member may request an item to be removed from the Consent Calendar for discussion and possible action, and the item will be moved from Consent and heard as a separate item. Any member of the public may ask to address an item on the Consent Calendar prior to Board action.

OPEN FORUM

At this time, any person may comment on any item that is not on the agenda. Please state your name and address for the record. Action will not be taken on any item that is not on the agenda. Please limit your comments to no more than three (3) minutes. Please give any written material presented at the meeting to the clerk for public record.

1.	<u>CONSENT CALENDAR</u>	<u>PAGE</u>
	A. Approve Conformed Minutes of Regular Meeting March 5, 2020	4
	B. Receive and File February 2020 Check Registers	7
	C. Receive and File February 2020 Ridership Reports	10
	D. Approve Vehicle Replacement Plan for Fiscal Years 2019/20 through 2025/26	14
	E. Approve Designation of Surplus Property as Per Itemized Property Inventory List	17
	F. Authorize the Chair to enter a Memorandum of Understanding, between the El Dorado County Transit Authority, City of Placerville, El Dorado County and El Dorado County Transportation Commission, to solicit, secure, and administer Federal Transportation Advocacy Services	19
	G. Approve Professional Services Agreement with RTS Computer Services for Computer and Network Support Services for Fiscal Year 2020/21	25
	H. Adopt Revised Resolution No. 20-11 authorizing the El Dorado County Transit Authority and the Executive Director to execute all documents for the Caltrans Division of Rail and Mass Transportation Low Carbon Transit Operations Program (LCTOP), Fiscal Year 2019/20	61
2.	<u>ACTION ITEMS</u>	
	A. Adopt Resolution No. 20-12 Approving the Fiscal Year 2020/21 Preliminary Operating Budget including Revisions	65
	B. Adopt Resolution No. 20-13 Adopting the Preliminary Capital Improvement Plan and Budget for Fiscal Year 2020/21	69

3. INFORMATION ITEMS

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A. Newsletter

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EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

RECESS TO CLOSED SESSION

Closed Personnel Session Pursuant to Government Code Section 54957.6 Concerning Labor Negotiations with the Transit Operator's Bargaining Unit. The designated representatives for the El Dorado County Transit Authority are Executive Director Matthew Mauk and Legal Counsel Michael Tucker

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED
EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING
Thursday, May 7, 2020 1:00 P.M.
Tentative Location:
County of El Dorado
Board of Supervisors Meeting Room
330 Fair Lane, Bldg A
Placerville, CA 95667

The Agenda is also available on the website www.eldoradotransit.com



EL DORADO TRANSIT

**County of El Dorado
Board of Supervisors Meeting Room
330 Fair Lane, Bldg. A
Thursday, March 5, 2020; 1:00 PM**

EL DORADO COUNTY TRANSIT AUTHORITY CONFORMED MINUTES Regular Meeting

Chairperson: John Hidahl, County of El Dorado Supervisor, District I
Vice Chairperson: Kara Taylor, City of Placerville Councilmember
Mark Acuna, City of Placerville Councilmember
Shiva Frentzen, County of El Dorado Supervisor, District II
Brian Veerkamp, County of El Dorado Supervisor, District III

- Patty Borelli, Alternate for City Councilmembers
- Lori Parlin, Alternate for Board of Supervisors, District IV

Executive Director: Matthew Mauk

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Hidahl called the meeting to order at 1:05 PM and the pledge of allegiance was recited.

ROLL CALL

Directors Present: Mark Acuna, Shiva Frentzen, John Hidahl, Kara Taylor, Brian Veerkamp

A quorum was present.

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.

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

OPEN FORUM

None

1. CONSENT CALENDAR

- A.** Approve Conformed Minutes of Regular Meeting February 6, 2020
- B.** Receive and File January 2020 Check Registers
- C.** Receive and File January 2020 Ridership Reports
- D.** Adopt Resolution No. 20-06 Authorizing Financial Transactions by Elected Officers and Executive Director
- E.** Approve the implementation of the pilot Employee Referral and New Hire Incentive Programs
- F.** Adopt Resolution No. 20-04 Authorizing the El Dorado County Transit Authority and the Executive Director to execute all documents for the Caltrans Division of Rail and Mass Transportation Low Carbon Transit Operations Program (LCTOP), Fiscal Year 2019/20
- G.** Adopt Resolution No. 20-07 Authorizing the Executive Director to Claim Transportation Development Act (TDA) Funds for Fiscal Year 2020/21
- H.** 1. Accept Actuarial Valuation of Other Post-Employee Benefit Program for fiscal years ending June 30, 2020 and June 30, 2021

2. Adopt Resolution No. 20-05 approving the pre-fund amount in the California Employer's Retiree Benefit Trust Program (CERBT)

3. Authorize Executive Director to execute all documents necessary for continued participation
- I.** 1. Adopt Resolution No. 20-08 approving a new Commercial Credit Card Agreement with UMPQUA BANK and participation in the California Special District Association Purchasing Card Rebate Program

2. Authorize Executive Director to execute all documents necessary for participation

This matter was approved during the Adoption of the Agenda and Approval of the Consent Calendar

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

2. ACTION ITEMS

- A.** 1. Receive and File the proposed Fiscal Year 2020/21 Preliminary Operating and Capital Budgets

2. Form an Ad Hoc Committee to review the proposed Fiscal Year 2020/21 Preliminary Operating and Capital Budgets
3. Appoint the Chair and Vice-Chair to the Ad Hoc Budget Review Committee

Action: Received and Filed the proposed Fiscal Year 2020/21 Preliminary Operating and Capital Budgets, Formed an Ad Hoc Budget Review Committee and Appointed Chair Hidahl and Vice Chairperson Taylor.

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

3. INFORMATION ITEMS

- A. Fiscal Year 2019/20 6-Month Administrative Operations Report
- B. Public Transportation Agency Safety Plan
- C. 2019 Safe Driving Awards

Items 3A, 3B and 3C are information only. No action was taken.

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

RECESS TO CLOSED SESSION

Closed Session Pursuant to Government Code Section 54957.6 – Conference with Labor Negotiators concerning discussions with Unrepresented Regular Employees and Unrepresented Regular Management Employees of the El Dorado County Transit Authority. The designated representatives for the El Dorado County Transit Authority are Executive Director Matthew Mauk and Legal Counsel Michael Tucker

Recessed to Closed Session at 1:46 PM.

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

Reconvened to Open Session at 2:03 PM. No report out.

ADJOURNMENT

Chairperson Hidahl adjourned the meeting at 2:03 PM. The next regularly scheduled meeting is Thursday, April 2, 2020

* Verbal Report

Respectfully Submitted,

Megan Wilcher
Secretary to the Board

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: April 2, 2020
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Receive and File February 2020 Check Register

REQUESTED ACTION:

BY MOTION,
Receive and File February 2020 Check Register

BACKGROUND

The following check register includes routine transactions for the month of February 2020. These expenditures fall within budgets adopted by the El Dorado County Transit Authority Board of Directors.

DISCUSSION

One (1) item merits further detail:

Check #34055 – MacLeod Watts Inc.....\$5,900.00
This check pays the obligation for the semi-annual actuarial valuation and annual GASB 75 financial information using Local Transportation Funds (LTF).

EL DORADO COUNTY TRANSIT AUTHORITY

Check Register

February 2020

Date	Num	Name	Memo	Amount
02/05/2020	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Health Premium - February 2020	40,155.58
02/05/2020	33990	3D DATACOM	S/C for Numerous Camera Issues	2,060.00
02/05/2020	33991	ABSOLUTE GLASS INC	Windshield Repairs	135.00
02/05/2020	33992	ADM SCREENING	Random & Pre-Employ Screening Dec 2019	695.00
02/05/2020	33993	AFLAC	Employee Paid Premiums - January 2020	1,442.46
02/05/2020	33994	AFTERMARKET PARTS CO LLC	Parts And Supplies	6,704.68
02/05/2020	33995	ARNOLDS FOR AWARDS	2019 Chairperson Plaque	77.93
02/05/2020	33996	AT&T / CALNET 3	Monthly Utilities	486.34
02/05/2020	33997	CAL.NET	January 2020 Camera Service	176.92
02/05/2020	33998	COMCAST	High Speed Cable Internet-Jan 2020	244.69
02/05/2020	33999	DAWSON OIL	Fuel Purchases-January 2020	48,420.26
02/05/2020	34000	EMP. MISC. REIMBURSEMENT	Meals for Travel - MH	400.88
02/05/2020	34001	EMP. MISC. REIMBURSEMENT	Food for VTT Mtg	68.88
02/05/2020	34002	EMP. MISC. REIMBURSEMENT	Coffee & Rental of Mobility Devices for VTT	157.60
02/05/2020	34003	GCR TIRES & SERVICE	Parts And Supplies	8,192.30
02/05/2020	34004	GILLIG LLC	Parts And Supplies	156.73
02/05/2020	34005	GILLIG LLC	Parts And Supplies	6,991.00
02/05/2020	34006	GLOBAL DATA VAULT LLC	Monthly Cloud Service-01/20	300.00
02/05/2020	34007	HUNT & SONS INC	Fuel Purchases - January 2020	2,534.63
02/05/2020	34008	IMAGE SOURCE	Billing Period 11/14/19 to 02/13/20	1,151.94
02/05/2020	34009	OPERATING ENGINEERS - MEDICAL	February 2020 Medical Premiums	51,643.00
02/05/2020	34010	OPERATING ENGINEERS LOCAL UNION #3	Union Dues - January 2020	1,924.00
02/05/2020	34011	PACIFIC GAS & ELECTRIC	Monthly Utilities	808.40
02/05/2020	34012	PETTY CASH	Petty Cash - NM	126.30
02/05/2020	34013	QUILL	Misc. Office Supplies	315.74
02/05/2020	34014	RTS IT INC	IT Care Gold Service Plan-Feb 2020	4,592.50
02/05/2020	34015	SIERRA NEVADA TIRE & WHEEL	Parts And Supplies	6,923.97
02/05/2020	34016	TOWN CENTER EAST LP	Lease Pymt for February 2020 P&R	700.00
02/05/2020	34017	VISA	Monthly Reconciled Charges	2,947.11
02/10/2020	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE JAN. 7, 2020	4,348.46
02/10/2020	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #3 CLASSIC	11,722.07
02/10/2020	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #3 PEPRA	8,901.49
02/10/2020	34018	A-Z BUS SALES	Parts And Supplies	648.00
02/10/2020	34019	AFTERMARKET PARTS CO LLC	Parts And Supplies	95.07
02/10/2020	34020	AUTOZONE	Parts And Supplies	204.88
02/10/2020	34021	BUS & EQUIPMENT REPAIR OF CA	Parts And Supplies	3,783.97
02/10/2020	34022	C & H MOTOR PARTS	Parts And Supplies	217.95
02/10/2020	34023	CALIFORNIA CUSTOM TEE'S	New Hire Uniforms	139.37
02/10/2020	34024	CALIFORNIA STEAM INC	3 Way Valve-Watermaze Filter	1,530.24
02/10/2020	34025	CAPITOL CLUTCH & BRAKE	Parts And Supplies	2,340.43
02/10/2020	34026	FACTORY MOTOR PARTS	Parts And Supplies	1,058.40
02/10/2020	34027	FASTENAL	Parts And Supplies	548.54
02/10/2020	34028	FLEMING DISTRIBUTING CO.	Additives PM Services	513.84
02/10/2020	34029	FOLSOM CHEVROLET	Parts And Supplies	53.13
02/10/2020	34030	HOLT OF CALIFORNIA	Injector #0608	3,759.69
02/10/2020	34031	J. C. NELSON SUPPLY CO.	Janitorial Supplies	201.78
02/10/2020	34032	KIMBALL MIDWEST	Misc. Shop Supplies	635.46
02/10/2020	34033	MISSION UNIFORM SERVICE	Mats, Towels, Uniforms	263.52
02/10/2020	34034	O'REILLY AUTO PARTS	Parts And Supplies	1,099.47
02/10/2020	34035	RAMOS ENVIRONMENTAL SERVICES	Hazardous Waste & Used Oil Pick Up	415.46
02/10/2020	34036	RIEBES AUTO PARTS	Parts And Supplies	285.74
02/10/2020	34037	RON DUPRATT FORD	Parts And Supplies	3,639.18
02/10/2020	34038	TRUE VALUE HARDWARE	Parts And Supplies	86.52
02/10/2020	34039	VAN DE POL ENTERPRISES INC	DEF-Tote	1,746.74
02/10/2020	34040	WESTERN SUPPLY INC	Equal Balance Bags/Valve Stems	875.91
02/10/2020	34041	WESTERN TRUCK PARTS LLC	Parts And Supplies	1,393.42
02/10/2020	34042	ZEP MANUFACTURING CO.	Bus Cleaning Supplies	643.40
02/13/2020	34043	AFLAC	Employee Paid Premiums - February 2020	1,442.46
02/13/2020	34044	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Employee Paid Premiums - February 2020	110.46
02/13/2020	34045	AT&T / CALNET 3	Monthly Utilities	423.51
02/13/2020	34046	AT&T MOBILITY	Monthly Utilities	185.52
02/13/2020	34047	CITY OF PLACERVILLE	Livescan Fee - January 2020	40.00
02/13/2020	34048	DIAMOND MANUFACTURING INC	Post Locks & Key	238.50
02/13/2020	34049	EL DORADO DISPOSAL	Monthly Utilities	337.04
02/13/2020	34050	EMP. MISC. REIMBURSEMENT	License Renewal - JL	48.00
02/13/2020	34051	GIRARD & EDWARDS	Legal Counsel - January 2020	1,375.00
02/13/2020	34052	HUNT & SONS INC	Fuel Purchases - January 2020	332.55
02/13/2020	34053	KINETICO WATER OF PLACERVILLE	Drinking Water Service Feb 2020	42.90
02/13/2020	34054	LANGUAGE LINE SERVICES INC	Interpreter Service-January 2020	17.56
02/13/2020	34055	MACLEOD WATTS INC	OPEB Actuarial & GASB Calculations	5,900.00
02/13/2020	34056	MAG LANDSCAPING INC	January 2020 - Landscaping Service	690.00
02/13/2020	34057	MOUNTAIN DEMOCRAT INC	Recruitment AD-Equipment Tech I/II	32.75
02/13/2020	34058	OPERATING ENGINEERS LOCAL UNION #3	Union Dues - February 2020	1,820.00
02/13/2020	34059	PACIFIC GAS & ELECTRIC	Monthly Utilities	3,146.92
02/13/2020	34060	PRO-LINE CLEANING SERVICES INC	Janitorial Services - January 2020	900.00
02/13/2020	34061	QUILL	Misc. Office Supplies	117.92
02/13/2020	34062	ROBERTS & COMPANY INC	CPA Services - January 2020	1,885.00

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
February 2020

Date	Num	Name	Memo	Amount
02/13/2020	34063	SUN LIFE FINANCIAL	LTD/Life Premium - February 2020	2,784.19
02/13/2020	34064	VERIZON WIRELESS	Cellular & Wifi Service - January 2020	1,946.98
02/13/2020	34065	WOLFPACK INSURANCE SERVICES, INC.	Vision & Dental Premium - March 2020	4,516.90
02/13/2020	34066	XEROX FINANCIAL SERVICES	Lease Payment-February 2020	774.35
02/25/2020	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE FEB. 21, 2020	4,240.95
02/25/2020	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #4 CLASSIC	11,711.16
02/25/2020	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #4 PEPRA	8,562.86
				<u>295,309.45</u>
Total				<u>295,309.45</u>

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

DATE: April 2, 2020

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: February 2020 Ridership Report

REQUESTED ACTION:
BY MOTION,

Receive and File the February 2020 Ridership Report

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) staff reports monthly and fiscal year-to-date ridership trend reports at each Board meeting.

DISCUSSION

Following is the February 2020 monthly ridership table comparing the current fiscal year to the previous fiscal year.

February Ridership

2020	2019	Increase	% Increase
30,341	26,645	+3,696	+13.9%

Comparing February 2020 and 2019, Demand Response ridership increased by 7.9%, Local Fixed Route ridership increased by 11.0% and Commuter ridership increased by 18.9%. Productivity improved as demonstrated by a 12.2% increase in passengers per revenue hour. Year-to-date ridership has increased by 7,593 passenger trips or 3.2%, and passengers per revenue hour has increased by 8.9%.

Following is the February 2020 and fiscal year-to-date ridership reports, comparing the current fiscal year to the previous fiscal year.

In February El Dorado Transit recorded 15,265 Connect Card taps or 50.3% of all ridership. Following is the Connect Card Ridership Report for the past twelve (12) months with a graph showing the percent of total Connect Card ridership per month and a graph of the fare revenues.

February 2020 Ridership Report

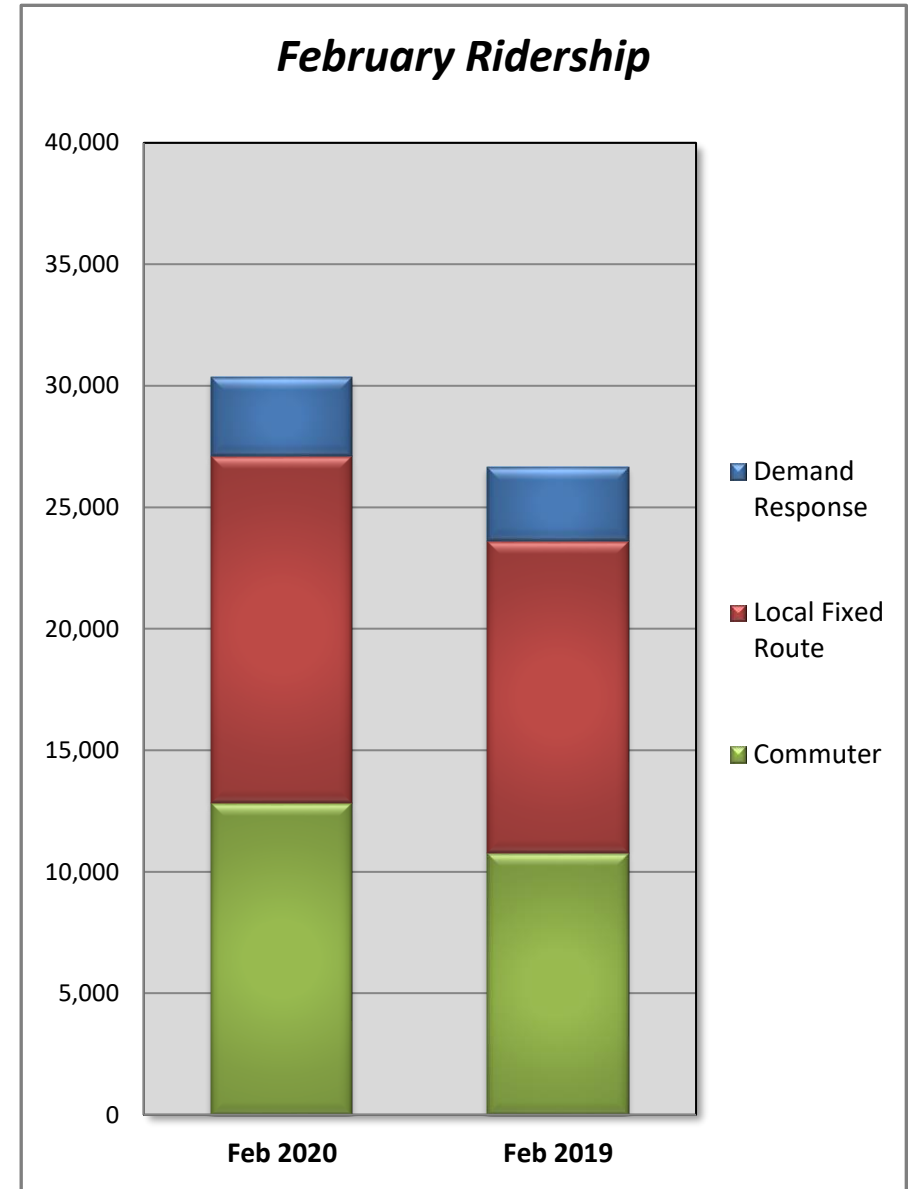


Demand Response	Feb 2020	Feb 2019	% Change
Dial-a-Ride	1,245	1,137	9.5%
Sac-Med	21	21	0.0%
ADA Paratransit	77	50	54.0%
M.O.R.E.*	1,582	1,401	12.9%
Senior Day Care*	333	411	-19.0%
Total Demand Response	3,258	3,020	7.9%

Local Fixed Route	Feb 2020	Feb 2019	% Change
20 - Placerville	3,338	3,302	1.1%
25 - Saturday Express	541	239	126.4%
30 - Diamond Springs	2,278	2,405	-5.3%
35 - Diamond Springs Saturday	131	88	48.9%
40 - Cameron Park	1,326	1,030	28.7%
50x - 50 Express	3,778	3,296	14.6%
60 - Pollock Pines	2,870	2,412	19.0%
70 - El Dorado Hills	0	71	-100.0%
Total Local Fixed Route	14,262	12,843	11.0%

Commuter	Feb 2020	Feb 2019	% Change
Sacramento Commuter	12,757	10,710	19.1%
Reverse Commuter	64	72	-11.1%
Total Commuter	12,821	10,782	18.9%

	Feb 2020	Feb 2019	% Change
Systemwide	30,341	26,645	13.9%
Passengers per Revenue Hour	7.6	6.8	12.2%



*Contracted Services - Ridership Determined by Client Enrollment

Ridership Report Fiscal Year-to-Date

July 2019 to February 2020

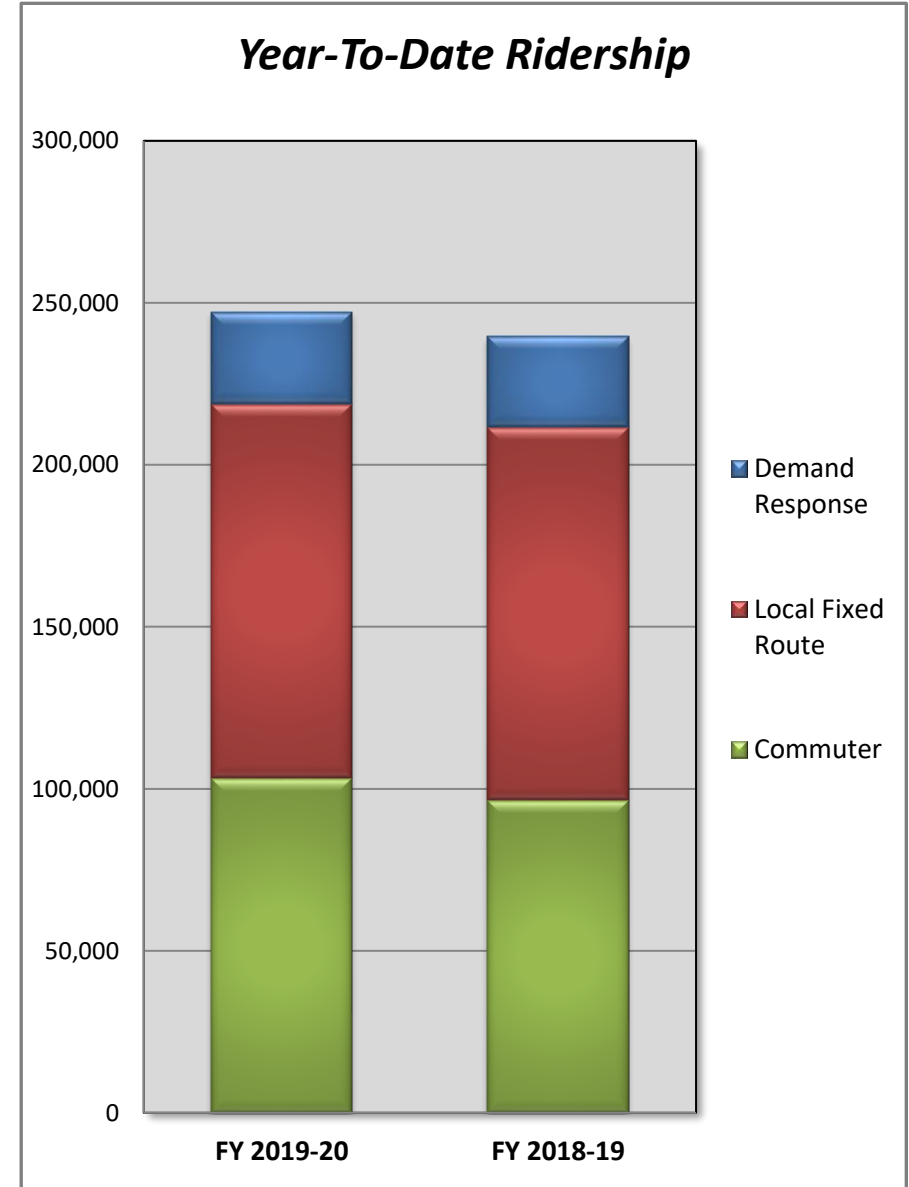


Demand Response	FY 2019-20	FY 2018-19	% Change
Dial-a-Ride	10,350	11,065	-6.5%
Sac-Med	211	224	-5.8%
ADA Paratransit	452	505	-10.5%
M.O.R.E.*	14,371	12,401	15.9%
Senior Day Care*	3,123	3,886	-19.6%
Total Demand Response	28,507	28,081	1.5%

Local Fixed Route	FY 2019-20	FY 2018-19	% Change
20 - Placerville	28,082	29,173	-3.7%
25 - Saturday Express	3,419	2,894	18.1%
30 - Diamond Springs	18,325	19,002	-3.6%
35 - Diamond Springs Saturday	1,025	907	13.0%
40 - Cameron Park	10,512	8,532	23.2%
50x - 50 Express	28,893	27,813	3.9%
60 - Pollock Pines	25,201	24,234	4.0%
70 - El Dorado Hills	0	2,502	-100.0%
Total Local Fixed Route	115,457	115,057	0.3%

Commuter	FY 2019-20	FY 2018-19	% Change
Sacramento Commuter	102,645	95,978	6.9%
Reverse Commuter	576	476	21.0%
Total Commuter	103,221	96,454	7.0%

	FY 2019-20	FY 2018-19	% Change
Systemwide	247,185	239,592	3.2%
Passengers per Revenue Hour	7.3	6.7	8.9%



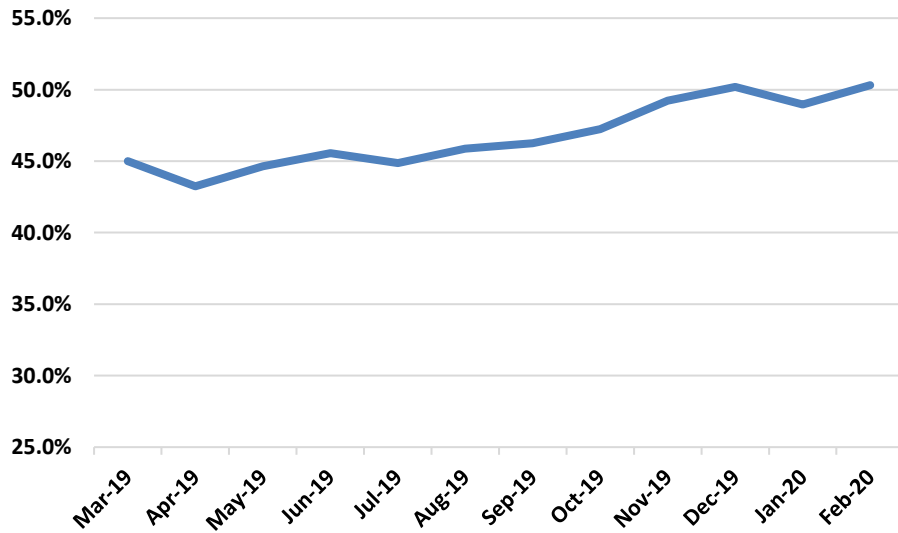
*Contracted Services - Ridership Determined by Client Enrollment

Connect Card Ridership Report

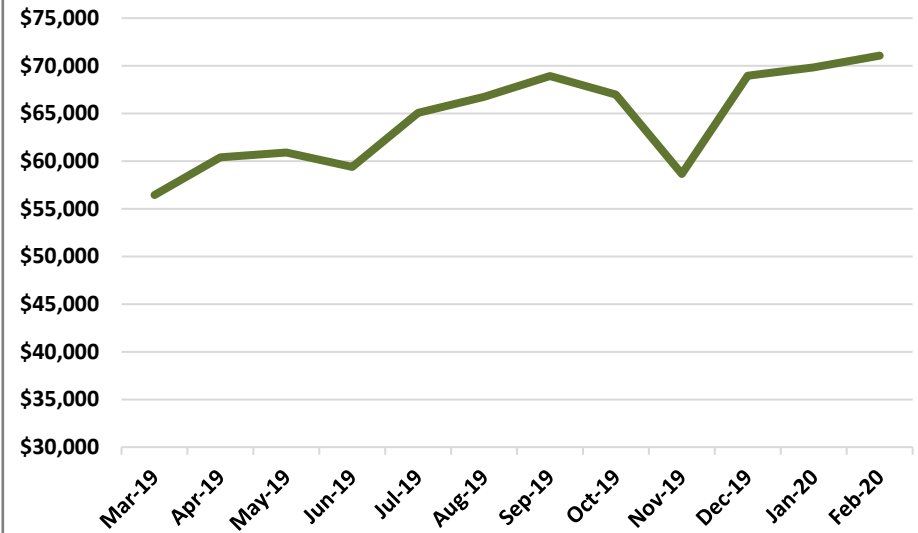


Month	Number of Taps	Total Ridership	% of Total Ridership	Fare Revenue
Mar-19	14,468	32,158	45.0%	\$56,449
Apr-19	13,885	32,111	43.2%	\$60,406
May-19	14,704	32,934	44.6%	\$60,909
Jun-19	12,719	27,915	45.6%	\$59,388
Jul-19	14,091	31,403	44.9%	\$65,071
Aug-19	15,167	33,064	45.9%	\$66,729
Sep-19	14,505	31,356	46.3%	\$68,913
Oct-19	16,236	34,375	47.2%	\$66,978
Nov-19	13,430	27,285	49.2%	\$58,647
Dec-19	14,140	28,175	50.2%	\$68,969
Jan-20	15,266	31,186	49.0%	\$69,832
Feb-20	15,265	30,341	50.3%	\$71,067

Connect Card Percent of Total Ridership



Connect Card Fare Revenue



AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: April 2, 2020

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Vehicle Replacement Plan for Fiscal Years 2019/20 Through 2025/26

REQUESTED ACTION:

BY MOTION,

Approve Vehicle Replacement Plan for Fiscal Years 2019/20 through 2025/26

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) adopted a *Vehicle Replacement Policy* on February 6, 1997 based on Caltrans and Federal Transit Administration (FTA) guidelines. El Dorado Transit is required to utilize FTA guidelines for replacement vehicles purchased through FTA capital assistance grant programs. A copy of the Vehicle Replacement Policy is included for reference. This policy is critical for budget forecasting, vehicle inventory management and developing capital assistance grants.

DISCUSSION

The Replacement Plan for Fiscal Year (FY) 2019/20 through FY 2025/26 represents a plan for replacement of current fleet vehicles contingent upon available capital revenues and grant opportunities. The inclusion of Zero Emission Bus (ZEB) requirements will likely increase the estimated replacement costs of the vehicles. Staff will include the increased ZEB costs once a study is completed to analyze bus routes and determine the best course of action for ZEB implementation.

El Dorado Transit is currently replacing the vehicles marked in bold as previously presented to the Board, and purchase orders have been or are being prepared. Cut-a-Way bus number 1606 was a total loss in an accident and is being replaced using funds from the insurance claim. Cut-a-Way bus number 0707 was already replaced but is still in service as a back-up bus.

FISCAL IMPACT

The approximate replacement costs for anticipated vehicle purchases FY 2020/21 through FY 2025/26 is \$9,474,000 including a 3% annual cost escalator. Individual replacement projects are added to the CIP on an annual basis and brought before the Board for review and approval as needed.

El Dorado County Transit Authority
April 2, 2020 Agenda

PROPOSED VEHICLE REPLACEMENT PLAN

March 6, 2020



EL DORADO TRANSIT

Vehicle #	Vehicle Type	Vehicle Description	Vehicle Replacement Cost	Mileage as of 3/6/2020	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Staff Vehicles											
9509	Ford Escort	Maint Vehicle	\$25,000	74,708							
0501	Honda Civic	5 psgr staff car	\$25,000	68,748					X		
0602	Blue Bird Xcel 45	Training bus	\$600,000	297,894							
0701	Chevy Malibu	5 psgr staff car	\$25,000	56,143					X		
0702	Dodge Dakota	Maint Vehicle	\$35,000	72,009		X					
M-7055	Ford Box Van	Maint Vehicle	\$50,000	28,901							
1608	Ford Cmax	5 psgr staff car	\$25,000	27,606							
1609	Ford Cmax	5 psgr staff car	\$25,000	27,609							
1610	Ford Cmax	5 psgr staff car	\$25,000	27,473							
1611	Ford Cmax	5 psgr staff car	\$25,000	20,407							
1707	Chevy Traverse	7 psgr staff car	\$30,000	15,961							
Demand Response Minivans											
1013	Dodge Caravan	3 psgr mini-van	\$67,000	128,454	X				X		
1101	Dodge Caravan	3 psgr mini-van	\$67,000	169,354	X				X		
1301	Dodge Caravan	3 psgr mini-van	\$67,000	176,117	X				X		
1302	Dodge Caravan	3 psgr mini-van	\$67,000	191,466	X				X		
1303	Dodge Caravan	3 psgr mini-van	\$67,000	200,417	X				X		
1304	Dodge Caravan	3 psgr mini-van	\$67,000	191,268	X				X		
1501	Dodge Caravan	3 psgr mini-van	\$67,000	104,401			X				X
1502	Dodge Caravan	3 psgr mini-van	\$67,000	95,698			X				X
1503	Dodge Caravan	3 psgr mini-van	\$67,000	88,451			X				X
1504	Dodge Caravan	3 psgr mini-van	\$67,000	92,671			X				X
Demand Response Buses											
0703	Chevy Cut-a-way	26 psgr bus	\$100,000	347,602	X						
0704	Chevy Cut-a-way	26 psgr bus	\$100,000	393,610	X						
0707	Chevy Cut-a-way	26 psgr bus	\$100,000	464,581							
0901	Chevy Cut-a-way	26 psgr bus	\$100,000	296,571							
0902	Chevy Cut-a-way	26 psgr bus	\$100,000	289,298							
0903	Chevy Cut-a-way	26 psgr bus	\$100,000	277,125							
1601	Ford Cut-a-way	26 psgr bus	\$100,000	69,079							X
1602	Ford Cut-a-way	26 psgr bus	\$100,000	104,061							X
1603	Ford Cut-a-way	26 psgr bus	\$100,000	100,247							X
1604	Ford Cut-a-way	26 psgr bus	\$100,000	95,482							X
1605	Ford Cut-a-way	26 psgr bus	\$100,000	110,695							X
1606	Ford Cut-a-way	26 psgr bus	\$100,000	22,222	X						
1607	Ford Cut-a-way	26 psgr bus	\$100,000	70,128							X
1901	Ford Cut-a-way	20 psgr bus	\$100,000	4,479							
1902	Ford Cut-a-way	20 psgr bus	\$100,000	4,157							
1903	Ford Cut-a-way	20 psgr bus	\$100,000	3,790							
1904	Ford Cut-a-way	20 psgr bus	\$100,000	3,421							
1905	Ford Cut-a-way	20 psgr bus	\$100,000	3,828							
Motor Buses - Local Fixed Route											
0606	Blue Bird Xcel 37	37 psgr bus	\$500,000	257,721	X						
0607	Blue Bird Xcel 37	37 psgr bus	\$500,000	339,626							X
0608	Blue Bird Xcel 37	37 psgr bus	\$500,000	296,067							X
0609	Blue Bird Xcel 37	37 psgr bus	\$500,000	436,727	X						
0610	Blue Bird Xcel 37	37 psgr bus	\$500,000	326,018	X						
1201	Int'l Cut-a-way	26 psgr bus	\$500,000	139,853	X						
1701	Gillig 35' Low Floor	31 psgr bus	\$500,000	133,448							
1702	Gillig 35' Low Floor	31 psgr bus	\$500,000	148,348							
1703	Gillig 35' Low Floor	31 psgr bus	\$500,000	87,578							
1704	Gillig 35' Low Floor	31 psgr bus	\$500,000	146,743							
1705	Gillig 35' Low Floor	31 psgr bus	\$500,000	167,996							
1706	Gillig 35' Low Floor	31 psgr bus	\$500,000	166,368							
Commuter Buses											
1001	MCI D4500	57 psgr bus	\$600,000	395,895							X
1002	MCI D4500	57 psgr bus	\$600,000	385,690							X
1003	MCI D4500	57 psgr bus	\$600,000	360,164							X
1004	MCI D4500	57 psgr bus	\$600,000	337,598							X
1005	MCI D4500	57 psgr bus	\$600,000	327,550							X
1006	MCI D4500	57 psgr bus	\$600,000	432,788							X
1007	MCI D4500	57 psgr bus	\$600,000	404,859							X
1008	MCI D4500	57 psgr bus	\$600,000	332,257							X
1009	MCI D4500	57 psgr bus	\$600,000	407,452							X
1202	MCI D4500	57 psgr bus	\$600,000	235,842							
1401	MCI D4500	57 psgr bus	\$600,000	182,667							
1801	MCI D4500	57 psgr bus	\$600,000	52,214							
1802	MCI D4500	57 psgr bus	\$600,000	58,911							
1803	MCI D4500	57 psgr bus	\$600,000	46,573							
1804	MCI D4500	57 psgr bus	\$600,000	50,326							
1805	MCI D4500	57 psgr bus	\$600,000	39,950							

EL DORADO COUNTY TRANSIT AUTHORITY

VEHICLE REPLACEMENT POLICY

This policy provides that transit vehicles are maintained and remain in mass transit use for their normal service lives. Compliance with this policy will be assurance that El Dorado County Transit Authority meets the Federal guidelines and is eligible for projects programmed for capital assistance offered by the Federal Transportation Administration.

Service life of rolling stock begins on the date the vehicle is placed in revenue service and continues until it is removed from service.

Bus Requirements

- (a) Minimum Normal Service Life. Minimum normal service lives for buses are stated below:

1. Standard size heavy duty (approximately 35' – 40') transit buses: at least twelve (12) years service or an accumulation of at least 500,000 miles.
2. Medium size heavy duty (approximately 30') transit buses: at least ten (10) years of service or an accumulation of at least 350,000 miles.
3. Small medium duty (under 30') transit buses: at least seven (7) years or an accumulation of at least 200,000 miles.
4. Other vehicles such as regular and specialized vans: at least four years service or an accumulation of at least 100,000 miles.

Source: CalTrans, UMTA C 9030.1A

- (b) Previously Owned, Rehabilitated Buses and Specialty Vehicles:

Fleet vehicles purchased as "previously owned", rehabilitated and Specialty vehicles shall have the maintenance records reviewed and the vehicle inspected bi-annually to determine safety and maintenance costs. The El Dorado County Transit Authority Director or his/her designated staff shall determine the replacement schedule on these vehicles.

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: April 2, 2020
TO: El Dorado County Transit Authority
FROM: Scott A. Ousley, Operations Manager
SUBJECT: Surplus Property Designation

REQUESTED ACTION:

BY MOTION,

**Approve Designation of Surplus Property as Per Itemized Property
Inventory List**

BACKGROUND

Property identified as surplus requires approved designation by the El Dorado County Transit Authority (El Dorado Transit) Board of Directors per El Dorado Transit Purchasing Procedures Section 3.12.150. Upon approval of designation, the sale of surplus property will be published and posted as detailed in section 3.12.150.

DISCUSSION

The Executive Director has determined that El Dorado Transit owns personal property that is no longer required for public use. All items have been fully depreciated.

The list of proposed surplus property is included on the following page.

EL DORADO COUNTY TRANSIT AUTHORITY
ITEMIZED SURPLUS PROPERTY INVENTORY
April 2, 2020

<u>Quantity</u>	<u>Description</u>	
11	ACER G215H Monitors	
1	Barracuda Backup Server	
	S/N #: BAR-BS-399129	
14	Bike Racks and miscellaneous parts	
13	Dell Keyboards	
1	Dell PowerEdge R415 Server	
	Service Tag: 6J2XRR1	
1	Dell PowerEdge T610	
	Service Tag: 9JFTMS1	
2	HP Compaq 8100	
	S/N #: MXL0232468	
	S/N #: MXL02101PL	
1	HP 1702 Monitor	
1	HP ProLiant DL320e	
	S/N #: MX23270035	
3	Hydraulic Wheelchair Ramps	
3	Lenovo ThinkPad E560	
	S/N #: R90F4SV5	
	S/N #: PF0J8SJW	
	S/N #: R90F4SV4	
13	Lenovo ThinkStation	
	S/N #: MJ02W2ZS	S/N #: MJ02SV9E
	S/N #: MJ020FWR	S/N #: MJ02PK52
	S/N #: MJ013JN5	S/N #: MJ02K2AY
	S/N #: MJ013JMQ	S/N #: MJ02Z9PP
	S/N #: MJ02K8VD	S/N #: MJ042RTH
	S/N #: MJ02K8V6	S/N #: MJ02K8V8
	S/N #: MJ02SV9U	
4	Minivan foldout bench seats	
4	Samsung Galaxy Tab 4 Tablets	
	S/N #: R52G20V2DYK	
	S/N #: R52G1101ABL	
	S/N #: R52G20V2E7B	
	S/N #: R52G20V1TJA	
1	Samsung Galaxy Tab E Tablet	
	S/N #: R52GB13AVNV	
34	Samsung Galaxy Tab Tablets	

AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: April 2, 2020

TO: El Dorado County Transit Authority

FROM: Matthew Mauk, Executive Director

SUBJECT: Federal Advocacy Partner Agency Memorandum of Understanding

REQUESTED ACTION:
BY MOTION,

Authorize the Chair to enter a Memorandum of Understanding (MOU), between the El Dorado County Transit Authority, City of Placerville, El Dorado County and El Dorado County Transportation Commission, to solicit, secure, and administer Federal Transportation Advocacy Services.

BACKGROUND

At the request of the El Dorado County Transportation Commission (EDCTC) in December 2019, EDCTC staff initiated discussions with the El Dorado County Transit Authority (El Dorado Transit) and the other two jurisdictional partner agencies to determine the best approach to explore Federal advocacy services. Based on these discussions, the EDCTC and partner agencies determined an MOU would be most appropriate and cost effective. On February 6, 2020 the EDCTC authorized their Executive Director to negotiate an MOU with the partner agencies. The proposed MOU will clearly identify the financial commitment and coordination roles and responsibilities of each partner agency.

DISCUSSION

The MOU (attached) identifies the financial commitment through a percentage split for each partner agency. El Dorado County and EDCTC will each contribute 40% of contract costs, while El Dorado Transit and the City of Placerville will each contribute 10% of contract costs. For contracting purposes, an annual not to exceed amount of \$65,000 was determined appropriate by all partner agencies and was included within a Request for Proposals, released on February 18, 2020. EDCTC will serve as project lead and has adopted an overall project budget of \$100,000 to allow for additional advocacy work above and beyond the base contract, if needed.

The proposed MOU allows for El Dorado Transit to work with the partner agencies individually or collectively to advance transit and infrastructure projects and programs throughout El Dorado County. The MOU will become effective upon its execution by all parties and will extend

through Fiscal Year 2022/23 unless terminated earlier per the terms of the agreement. Staff recommends the Board authorize the Chair to enter into the MOU with the partner agencies for Federal transportation advocacy services.

FISCAL IMPACT

The Preliminary Fiscal Year 2020/21 Operating Budget, presented for adoption later in this agenda, includes an annual not to exceed amount of \$10,000 in the appropriate Service and Supply Accounts to fully support El Dorado Transit's participation in the MOU.

MEMORANDUM OF UNDERSTANDING

between

The City of Placerville, El Dorado County, El Dorado County Transit Authority

and

EL DORADO COUNTY
TRANSPORTATION COMMISSION



MEMORANDUM OF UNDERSTANDING FEDERAL ADVOCACY

This Memorandum of Understanding is entered into between the City of Placerville, El Dorado County, El Dorado County Transit Authority, (partner agencies) and the El Dorado County Transportation Commission (EDCTC). EDCTC is executing this Memorandum of Understanding (“MOU”) with its partner agencies to advance Federal advocacy to support transportation and other infrastructure projects and programs in El Dorado County and the City of Placerville.

WHEREAS, the City of Placerville, El Dorado County, El Dorado County Transit Authority, and EDCTC have come together to collaborate and to advance transportation infrastructure and facility projects and programs with Federal funding and support through a Federal advocacy service provider; and

WHEREAS, the partners listed below have agreed to enter into a collaborative agreement in which EDCTC will be the lead agency and the other agencies will be partners in Federal advocacy services; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative.

SECTION I: DESCRIPTION OF PARTNER AGENCIES

The City of Placerville is the only incorporated City located within the EDCTC Regional Transportation Planning Agency (RTPA) boundaries. The City has a long-standing relationship with EDCTC as a planning partner and funding recipient.

El Dorado County is responsible for delivery of projects and programs which support the transportation system throughout the County. The West Slope of El Dorado County, Echo Summit west, is entirely encompassed by the EDCTC RTPA jurisdiction. The County has a long-standing relationship with EDCTC as a planning partner and funding recipient.

The El Dorado County Transit Authority is the sole transit provider within the EDCTC RTPA jurisdiction. El Dorado County Transit Authority provides a variety of transit services for residents of El Dorado County and fixed route services into Sacramento. As the sole transit operator, El Dorado Transit works closely with EDCTC to secure transit funding and perform transit planning functions.

SECTION II: PURPOSE AND PRINCIPLES

The purpose of this MOU is to coordinate Federal advocacy for the purposes of securing Federal funding and support for transportation, transit and other essential infrastructure and facility projects, programs, and services which serve El Dorado County and the City of Placerville.

For the purposes of maximizing efficiencies, avoiding duplication, inconsistencies, and unnecessary expenditure of public funds, EDCTC will procure and administer Federal advocacy services to support the transportation and infrastructure needs of all partner agencies involved.

SECTION III: ROLES AND RESPONSIBILITIES

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

- 1) El Dorado County Transportation Commission (EDCTC) will coordinate directly with the partner agencies to oversee and manage procurement of Federal advocacy services. EDCTC will contribute 40% of the annual contract cost, not to exceed \$40,000 per fiscal year, for services rendered under a contract approved by the EDCTC. The terms of said contract shall be subject

to the prior review and approval of the partner agencies, which approval shall not be unreasonably withheld.

- 2) The City of Placerville will provide EDCTC with coordination and support to advance Federal advocacy of transportation and infrastructure services. The City of Placerville will contribute 10% of the annual contract cost, not to exceed \$10,000 per fiscal year, for services rendered under a contract supported by the City of Placerville and approved by the EDCTC.
- 3) El Dorado County will provide EDCTC with coordination and support to advance Federal advocacy of transportation and infrastructure projects and programs. El Dorado County will contribute 40% of the annual contract cost, not to exceed \$40,000 per fiscal year, for services rendered under a contract supported by El Dorado County and approved by the EDCTC.
- 4) El Dorado County Transit Authority will provide EDCTC with coordination and support to advance Federal advocacy of transportation projects and programs. El Dorado County Transit Authority will contribute 10% of the annual contract cost, not to exceed \$10,000 per fiscal year, for services rendered under a contract supported by El Dorado County Transit Authority and approved by the EDCTC.

SECTION IV: TERM

This MOU shall become effective upon its execution by all parties through June 30, 2023 unless terminated by one of the parties after 60 days' written notice to each of the other parties.

SECTION V: COUNTERPARTS

This MOU has been executed four (4) original counterparts, one of which shall be retained by each party to this MOU and any one of which can be used as the original.

SECTION VI: CONTRACT ADMINISTRATION

The following individuals from each agency shall serve as the administrator for this Memorandum of Understanding, with all written correspondence regarding this Memorandum of Understanding to be provided to these individuals:

El Dorado County Transportation Commission:	Woodrow Deloria, Executive Director 2828 Easy Street, Suite 1 Placerville, CA 95667
El Dorado County:	Don Ashton, Chief Administrative Officer 330 Fair Lane Placerville, CA 95614
City of Placerville:	Cleve Morris, City Manager 3101 Center Street Placerville, California 95667
El Dorado County Transit Authority:	Matt Mauk, Executive Director 6565 Commerce Way Diamond Springs, CA 95619

IN WITNESS WHEREOF, the parties hereto have caused this memorandum of understanding to be executed by their respective officers, duly authorized.

/

/

/

APPROVAL:

CITY OF PLACERVILLE

EL DORADO COUNTY

Michael Saragosa, Mayor

Brian Veerkamp, Chair
El Dorado County Board of Supervisors

Date

Date

**EL DORADO COUNTY TRANSPORTATION
COMMISSION**

EL DORADO COUNTY TRANSIT AUTHORITY

Shiva Frentzen, Chair
El Dorado County Transportation
Commission

John Hidahl, Chair
El Dorado Transit

Date

Date

AGENDA ITEM 1 G
Consent Item

MEMORANDUM

DATE: April 2, 2020

TO: El Dorado County Transit Authority

FROM: Megan Wilcher, Administrative Coordinator

SUBJECT: Approve Professional Services Agreement for RTS Computer Services for Computer and Network Support Services for Fiscal Year 2020/21

REQUESTED ACTION:

BY MOTION,

Approve Professional Services Agreement (PSA) with RTS Computer Services for Computer and Network Support Services for Fiscal Year 2020/21

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) implemented several strategies to maintain the appropriate level of informational technology support over a ten (10) year period including hiring an information technology support staff person; contracting with small companies; opportunities for and sharing staff with public agencies. It was determined that a larger private computer services support business with a depth of staff and expertise would provide technical support necessary for an agency the size of El Dorado Transit.

Beginning in September 2013, RTS Computer Services (RTS) has provided the following informational technology support as noted in the attached RTS ITCare Agreement Fiscal Year (FY) 2020/21:

- Ongoing computer support for El Dorado Transit staff as required
- Troubleshoot, maintain, and manage the network, services, computers and peripherals
- Maintain software updates and upgrades for all operating systems
- Hardware and software purchasing assistance
- Hardware and software installation assistance
- Provide prompt service response time

DISCUSSION

The attached Professional Services Agreement (Agreement) is a standard agreement approved as to form by Legal Counsel. Exhibit A and Exhibit B to the Agreement details the scope of work and fee schedule.

Exhibit A of the Professional Services Agreement is the proposed RTS ITCare Agreement FY 2020/21. The proposed rate of \$95.00 per month per device (workstations and servers) will remain static.

Exhibit B of the Professional Services Agreement is an addendum to the proposed RTS ITCare Agreement FY 2020/21 for continued management of local backup repositories for all designated Managed Servers. The proposed rate of \$175.00 per month will remain static.

Approved as to form by El Dorado Transit Legal Counsel.

FISCAL IMPACT

Fiscal Year 2020/21 Preliminary Budget includes \$70,000.00 in the Service Contracts and Equipment budget line Item 5090.06 for computer and network support.

Details of coverage are included in Exhibit A and Exhibit B of the Agreement.

Purchase Order:

Monthly service charges	\$54,150.00
Back-up overage charges	\$ 2,100.00
Contingency	<u>\$13,750.00</u>
Total	\$70,000.00



EL DORADO COUNTY TRANSIT AUTHORITY

PROFESSIONAL SERVICES AGREEMENT

with

RTS Computer Services

for

Computer and Network Support Services

THIS AGREEMENT, made and entered into this 1st day of July, 2020, by and between El Dorado County Transit Authority, hereinafter referred to as "EL DORADO TRANSIT," and RTS Computer Services, hereinafter referred to as "CONSULTANT".

WITNESSETH

CONSULTANT and EL DORADO TRANSIT do mutually hereby agree as follows:

SECTION 1 - ORGANIZATION AND CONTENTS

- SECTION 1 ORGANIZATION AND CONTENTS
- SECTION 2 SCOPE OF CONSULTING SERVICES - BASIC
- SECTION 3 SCOPE OF CONSULTING SERVICES - ADDITIONAL;
COMPLETION SCHEDULE
- SECTION 4 NOTICE TO PROCEED AND EFFECTIVE DATE OF CONTRACT;
PROGRESS; COMPLETION
- SECTION 5 TIME OF PERFORMANCE
- SECTION 6 COMPENSATION
- SECTION 7 CHANGES TO SCOPE - BASIC
- SECTION 8 COMPLIANCE WITH LAWS, RULES, and REGULATIONS
- SECTION 9 EXHIBITS INCORPORATED
- SECTION 10 RESPONSIBILITY OF CONSULTANT
- SECTION 11 RESPONSIBILITY OF EL DORADO TRANSIT
- SECTION 12 TERM
- SECTION 13 TERMINATION FOR CONVENIENCE OF EL DORADO TRANSIT
- SECTION 14 TERMINATION OF AGREEMENT FOR CAUSE
- SECTION 15 INTEREST OF OFFICIALS AND CONSULTANT
- SECTION 16 SUBCONTRACTING
- SECTION 17 SUCCESSORS AND ASSIGNS
- SECTION 18 INDEPENDENT CONTRACTOR
- SECTION 19 EQUAL EMPLOYMENT OPPORTUNITY
- SECTION 20 DISADVANTAGED BUSINESS ENTERPRISE
- SECTION 21 TITLE VI COMPLIANCE
- SECTION 22 PUBLICATIONS

SECTION 23 INDEMNIFICATION
SECTION 24 COMPLIANCE HEALTH AND SAFETY REGULATIONS
SECTION 25 INSURANCE
SECTION 26 OWNERSHIP OF DOCUMENTS
SECTION 27 DOCUMENTATION/ACCESS TO RECORDS
SECTION 28 NOTICES
SECTION 29 JURISDICTION
SECTION 30 INTEGRATION
SECTION 31 CONFIDENTIALITY

EXHIBIT A ITCare Agreement FY 2020-21
EXHIBIT B ITCare Agreement FY 2020-21 Addendum 1

SECTION 2 - SCOPE OF CONSULTING SERVICES - BASIC; SCHEDULE

CONSULTANT agrees to perform all work described in Exhibit "A" entitled ITCare Agreement FY 2020-21 and Exhibit "B" entitled ITCare Agreement FY 2020-21 Addendum 1 attached hereto and incorporated herein by this reference as if set forth in full.

SECTION 3 - SCOPE OF CONSULTING SERVICES - ADDITIONAL

It is understood by EL DORADO TRANSIT and CONSULTANT that it may be necessary, in connection with this project, for CONSULTANT to perform or secure the performance of related services other than those set forth in Exhibit "A". In such instance, CONSULTANT shall advise EL DORADO TRANSIT, in advance and in writing, of the need for such additional services, their cost and the estimated time required to perform them (if appropriate). CONSULTANT shall not proceed to perform any such additional service until EL DORADO TRANSIT has determined that such service is beyond the scope of the basic services to be provided by CONSULTANT, is required, and has given its written authorization to perform or obtain it. Each additional service so authorized shall constitute an amendment to this Agreement.

SECTION 4 – PURCHASE ORDER AND EFFECTIVE DATE OF CONTRACT; PROGRESS; COMPLETION

Upon execution of this Agreement by the parties, EL DORADO TRANSIT shall give CONSULTANT a 'Purchase Order' for the work. Such notice may authorize CONSULTANT to render all of the services contemplated herein, or such portions or phases as may be mutually agreed upon. In the latter event, EL DORADO TRANSIT shall, in its sole discretion, issue subsequent notices from time to time regarding further portions or phases of the work. Upon receipt of such notices, CONSULTANT shall diligently proceed with the work authorized and complete it within the agreed time period.

SECTION 5 - TIME OF PERFORMANCE

CONSULTANT shall commence work within five (5) days following issuance of a Purchase Order. CONSULTANT shall complete the performance of its obligations under this Agreement in accordance with the dates and times indicated in Exhibit "A", unless an extension of

time is granted in writing by EL DORADO TRANSIT, which said extension, if any, shall be granted only for good cause as determined at the sole discretion of EL DORADO TRANSIT. CONSULTANT shall not be held responsible for delays beyond its reasonable control.

SECTION 6 - COMPENSATION

For services performed pursuant to this Agreement as outlined in Exhibits A and B, EL DORADO TRANSIT agrees to pay and CONSULTANT agrees to accept as payment in full, the amount of \$4,687.50 per month plus payments for additional approved services not to exceed a total amount of \$70,000.00 for informational technology support.

CONSULTANT shall submit a bill each month upon successful completion of the monthly services outlined in said Exhibits A and Exhibit B attached hereto. Payment shall be made by EL DORADO TRANSIT within fifteen (15) days of receipt of the billing for the completed task. No statements shall be sent until the task has been accepted as complete by EL DORADO TRANSIT. It is mutually agreed between the parties that no payments made under the Agreement shall be conclusive evidence of the performance of the Agreement, either wholly or in part, against any claim of the CONSULTANT, and no payment shall be construed to be in acceptance of any defective work or improper materials.

SECTION 7 – ADDITIONAL WORK

In the event non-covered services on an hourly basis as set forth in Exhibit A are required, CONSULTANT shall submit a work order to EL DORADO TRANSIT listing the scope and cost of such services. CONSULTANT may proceed to complete such additional work upon receipt of written approval by EL DORADO TRANSIT. The costs for such additional work shall be submitted with the monthly bill and shall include a detailed explanation of the work performed, the individual completing the work, the date the work was performed and the hours spent in completing the work.

SECTION 8 - COMPLIANCE WITH LAWS, RULES, REGULATIONS

All services performed by CONSULTANT pursuant to this Agreement shall be performed in accordance and full compliance with professional standards regarding the interpretation of all applicable and non-conflicting Federal, State or City statutes as amended, and any rules or regulations promulgated thereunder, as interpreted by the appropriate enforcement agency at the time of performance of this project.

SECTION 9 - EXHIBITS INCORPORATED

All Exhibits referred to in this Agreement and attached to it are hereby incorporated in it by this reference.

SECTION 10 - RESPONSIBILITY OF CONSULTANT

By executing this Agreement, CONSULTANT warrants to EL DORADO TRANSIT that he/she possesses, or will arrange to secure from others, all of the necessary professional consulting

capabilities, licenses, certifications, experience, resources and facilities to provide to EL DORADO TRANSIT the services contemplated under this Agreement. CONSULTANT further agrees that he/she will follow the current, prevailing, generally accepted practice of the consulting profession to make findings, render opinions, prepare factual presentations, and provide professional advice and recommendations regarding the project for which services are rendered under this Agreement.

SECTION 11 - RESPONSIBILITY OF EL DORADO TRANSIT

In relation to the project/work described by this Agreement, EL DORADO TRANSIT shall:

- A. Assist CONSULTANT by placing at his/her disposal all available information pertinent to the project, including previous reports and any other relevant data;
- B. Guarantee access to and make all provisions for CONSULTANT to enter upon public and private property as required for CONSULTANT to perform his/her services;
- C. Examine all studies, reports, proposals and other documents presented by CONSULTANT, and render verbally or in writing as may be appropriate, decisions pertaining thereto within a reasonable time so as not to delay the services of CONSULTANT;
- D. Designate in writing a person to act as EL DORADO TRANSIT'S representative with respect to all work to be performed under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define EL DORADO TRANSIT'S policies and decisions with respect to materials, equipment, elements and systems pertinent to CONSULTANT'S services; and
- E. Furnish approvals and permits from all governmental authorities having jurisdiction over the project and such approvals and consents from others as may be necessary for completion of the Project.

SECTION 12 - TERM

The term of this Agreement shall commence upon EL DORADO TRANSIT'S issuance to CONSULTANT of a Purchase Order for all or a portion of the work as hereinabove provided, and shall end upon EL DORADO TRANSIT'S acceptance and payment for such portion of the work as was authorized by such notice, but in no event beyond the end of the Fiscal Year 2020/21.

SECTION 13 - TERMINATION FOR CONVENIENCE OF EL DORADO TRANSIT

EL DORADO TRANSIT may terminate this Agreement at any time by giving notice to CONSULTANT of such termination and specifying the effective date thereof, at least ten (10) days before the effective date of such termination. In such event, all finished or unfinished documents and other materials shall, at the option of EL DORADO TRANSIT, become its property. If this Agreement is terminated by EL DORADO TRANSIT as provided herein, CONSULTANT shall be paid a total amount that is the ratio of completed tasks, and mutually agreed percent-completed tasks, to total services as determined by EL DORADO TRANSIT, less payments already made

under this contract. This proration shall be extended to cover any fixed fee charged for a fully completed product.

SECTION 14 - TERMINATION OF AGREEMENT FOR CAUSE

A. EL DORADO TRANSIT may, by written notice to CONSULTANT, terminate the whole or any part of this Agreement in any one of the following circumstances:

1. If CONSULTANT fails to perform the services called for by this Agreement within the time(s) specified herein, or any extension thereof; or
2. If CONSULTANT fails to perform the services called for by this Agreement or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and in either of these two circumstances does not substantially begin to correct such failure within a period of ten (10) days (or such longer period as EL DORADO TRANSIT may authorize in writing) after receipt of notice from EL DORADO TRANSIT specifying such failure.

B. In the event EL DORADO TRANSIT terminates this Agreement in whole or in part as provided in Paragraph "A" above, EL DORADO TRANSIT may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

C. Except with respect to defaults of subcontractors, CONSULTANT shall not be liable for any excess costs if the failure to perform arises out of causes beyond the control and without the fault or negligence of CONSULTANT. Such causes include, but are not limited to, acts of God or of the public enemy, acts of government, in its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, and unusually severe weather. In the event the failure to perform is caused by the default of a subcontractor, CONSULTANT shall not be liable for failure to perform, unless the services to be furnished by the subcontractor were obtainable from other sources in sufficient time and within budgeted resources to permit CONSULTANT to meet the required delivery schedule or other performance requirements.

D. Should the Agreement be terminated as provided in Paragraph "A" above, CONSULTANT shall provide EL DORADO TRANSIT with all finished and unfinished documents, data, studies, services, drawings, maps, models, photographs, reports, etc., prepared by CONSULTANT pursuant to this Agreement. Upon termination as provided in Paragraph "A" above, CONSULTANT shall be paid the value of the work performed, as determined by EL DORADO TRANSIT, less payments of compensation previously made. Payments previously made by EL DORADO TRANSIT to CONSULTANT shall be credited to the amount payable to CONSULTANT for allowable costs as provided herein, except, however, CONSULTANT shall be entitled to a proportionate fixed fee, if any, which in the opinion of EL DORADO TRANSIT, it has legitimately earned and was not related to the cause for which this Agreement was terminated.

E. If after notice of termination of this Agreement, as provided for in this Section, it is determined for any reason that CONSULTANT was not in default under the provisions of this Section or that the default was excusable under the provisions of this Section, then the rights and obligations of the parties shall be the same as if the Agreement had been terminated for the convenience of EL DORADO TRANSIT.

SECTION 15 - INTEREST OF OFFICIALS AND CONSULTANT

- A. No member of, or delegate to, the Congress of the United States of America nor any Resident Commissioner shall be admitted to any share or part hereof or to any benefits to arise here from.
- B. CONSULTANT hereby covenants that he or she has, at the time of the execution of this Agreement, no interest, and that he or she shall not acquire any interest in the future, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed pursuant to this Agreement. CONSULTANT further covenants that in the performance of this work, no person having any such interest shall be employed.

SECTION 16 - SUBCONTRACTING

- A. CONSULTANT shall not subcontract or otherwise assign any portion of the work to be performed under this Agreement without the prior written approval of EL DORADO TRANSIT.
- B. In no event shall CONSULTANT subcontract for work in excess of the amounts shown in Exhibit "A". Specialized services are those items not ordinarily furnished by a consultant performing the particular type of study.
- C. All subcontracts shall be subject to the provisions contained in this contract between EL DORADO TRANSIT and CONSULTANT.

SECTION 17 - SUCCESSORS AND ASSIGNS

This Agreement shall be binding upon and shall inure to the benefit of any successors to, or assigns of, the parties. CONSULTANT shall not assign, delegate or transfer the rights and duties under this Agreement or any part thereof without the prior written consent of the other party to this Agreement.

SECTION 18 - INDEPENDENT CONTRACTOR

EL DORADO TRANSIT and CONSULTANT agree that CONSULTANT is an independent contractor. CONSULTANT shall be solely responsible for the conduct and control of the work performed under this Agreement. CONSULTANT shall be free to render consulting services to others during the term of this Agreement, so long as such activities do not interfere with or diminish CONSULTANT'S ability to fulfill the obligations established herein to EL DORADO TRANSIT.

SECTION 19 - EQUAL EMPLOYMENT OPPORTUNITY

In connection with the performance of this Agreement, CONSULTANT shall not discriminate against any employee or applicant for employment because of race, color, age, creed, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

SECTION 20 - DISADVANTAGED BUSINESS ENTERPRISE (DBE)

A. To the extent that Federal funds are used, it is the policy of the U.S. Department of Transportation that minority and women-owned business enterprises (hereby referred to as DBEs), as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this Agreement.

B. To the extent applicable, CONSULTANT agrees to ensure that DBEs have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this Agreement. In this regard, CONSULTANT shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that DBEs have the maximum opportunity to compete for and perform contracts. CONSULTANT shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

C. All subcontracts awarded by CONSULTANT shall contain the provisions included in paragraphs (A) and (B), as described immediately above.

SECTION 21 - TITLE VI COMPLIANCE

A. CONSULTANT agrees to comply with Title VI of the Civil Rights Act of 1964 (49 USC 2000d) and the regulations of the U.S. Department of Transportation issued thereunder in 49 CFR Part 21.

B. During the performance of this Agreement the CONSULTANT, for itself, its assignees and successors in interest, agrees as follows:

1. Compliance with Regulations: The CONSULTANT shall comply with the Regulations relative to nondiscrimination in federally-assisted programs, Title 49 Code of Federal Regulations, Parts 21, as they may be amended during the period of this contract (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
2. Nondiscrimination: The CONSULTANT, with regard to the work performed by it during the Agreement, shall not discriminate on the grounds of race, religion, color, sex, age or national origin in the selection or retention of subcontractors, including procurements of materials and leases of equipment. The CONSULTANT shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the Agreement covers a program set forth in Appendix B of the Regulations.
3. Solicitations for subcontractors, including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiations made by the CONSULTANT for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the CONSULTANT of the CONSULTANT'S obligations under this Agreement and the Regulations relative to nondiscrimination on the grounds of race, religion, color, sex, age or national origin.

4. Information and Reports: The CONSULTANT shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by EL DORADO TRANSIT to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a consultant is in the exclusive possession of another who fails or refuses to furnish this information, the CONSULTANT shall so certify to EL DORADO TRANSIT, as appropriate, and shall set forth what efforts it has made to obtain the information.

C. Sanctions for Noncompliance: In the event of the CONSULTANT'S noncompliance with the nondiscrimination provisions of this Agreement, EL DORADO TRANSIT shall impose such contract sanctions as it may determine to be appropriate, including, but not limited to:

1. Withholding of payments to the CONSULTANT under the Agreement until the CONSULTANT complies, and/or;
2. Cancellation, termination or suspension of the Agreement, in whole or in part.

D. Incorporation of Provisions: the CONSULTANT shall include the provisions of Paragraphs A and B (including all subparts) of this Section in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The CONSULTANT shall take such action with respect to any subcontract or procurement as EL DORADO TRANSIT may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the CONSULTANT may request EL DORADO TRANSIT to enter into such litigation to protect the interests of EL DORADO TRANSIT, and in addition, the CONSULTANT may request the United States to enter into such litigation to protect the interests of the United States.

E. Civil Rights: All subcontracts awarded by contractors shall contain provisions requiring compliance with Title VI of the Civil Rights Act of 1964, as amended. Accordingly, 49 CFR Part 21, through Appendix C and 23 CFR 710.405(b) shall be made applicable by reference in all subcontracts financed in whole or in part with Federal funds.

SECTION 22 - PUBLICATION

A. Any and all reports published by CONSULTANT shall acknowledge that it was prepared in cooperation with EL DORADO TRANSIT.

B. Articles, reports, or works reporting on the work provided for herein, or on portions thereof, which are published by CONSULTANT shall contain in the foreword, preface, or footnote the following statement:

"The contents of this report reflect the view of the author who is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views of EL DORADO TRANSIT. This report does not constitute a standard, specification, or regulation."

C. Articles, reports, or works reporting on the work provided for herein, or on portions thereof, which are published by CONSULTANT shall contain in the inside cover page:

SECTION 23 - INDEMNIFICATION

To the fullest extent allowed by law, CONSULTANT shall defend, indemnify, and hold the EL DORADO TRANSIT, its officers, agents and employees, harmless against and from any all claims, suits, losses, damages and liability for damages, including reasonable attorney's fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, EL DORADO TRANSIT employees, and the public, or damage to property, or any economic or consequential losses, to the extent caused by the negligent acts, errors or omissions, recklessness, or willful misconduct, of CONSULTANT or those for whom CONSULTANT is legally liable and which are claimed to or in any way arise out of or are connected with the Work by CONSULTANT, his agents or employees including CONSULTANT's services, operations, or performance hereunder, regardless of the existence or degree of fault or negligence on the part of EL DORADO TRANSIT, CONSULTANT, subcontractor(s) and employee(s) of CONSULTANT, or any of these, except for the sole, or active negligence of EL DORADO TRANSIT, its officers and employees, and except as expressly prescribed by statute. This duty of CONSULTANT to indemnify and hold EL DORADO TRANSIT harmless includes the duties to defend set forth in California Civil Code Section 2778.

SECTION 24 – COMPLIANCE HEALTH AND SAFETY REGULATIONS

EL DORADO TRANSIT requires all consultants and vendors to place the highest importance on health and safety for all work performed on behalf of EL DORADO TRANSIT. CONSULTANT shall, at all locations where work is to be performed on behalf of EL DORADO TRANSIT, comply with all applicable federal, state, and local fire, safety and health statutes, ordinances, codes, and regulations, as well as the rules, policies and orders of any applicable regulatory entity or agency, at CONSULTANT's sole cost and expense. CONSULTANT shall ensure that all of its employees, agents, and representatives are knowledgeable of all safety, fire, and health requirements and regulations applicable to the work performed on behalf of EL DORADO TRANSIT.

SECTION 25 – INSURANCE

The CONSULTANT shall provide proof of a policy of insurance satisfactory to EL DORADO TRANSIT and documentation evidencing that the CONSULTANT maintains insurance that meets the following requirements.

- A. Full Workers' Compensation and Employer's Liability Insurance covering all employees of CONSULTANT as required by law in the State of California. If CONSULTANT does not have any employees, CONSULTANT is not required to maintain Worker's Compensation Insurance.
- B. Commercial General Liability Insurance of not less than One Million Dollars (\$1,000,000) combined single limit per occurrence for bodily injury and property damage

- C. Automobile Liability Insurance of not less than Five Hundred Thousand (\$500,000) is required in the event motor vehicles are used by the CONSULTANT in performance of the Agreement.
- D. Proof of coverage satisfactory to EL DORADO TRANSIT as evidence that the insurance required herein is being maintained shall be provided. The insurance will be issued by an insurance company acceptable to EL DORADO TRANSIT, or be provided through partial or total self-insurance likewise acceptable to EL DORADO TRANSIT.
- E. The certificate of insurance must include the following provisions stating that:
 - 1) The insurance required herein shall provide that no cancellation or material change in any policy shall become effective except upon thirty (30) days prior written notice to EL DORADO TRANSIT; and
 - 2) EL DORADO TRANSIT, its officers, officials, employees, and volunteers are included as additional insured, but only insofar as the operations under this Agreement are concerned. This provision shall apply to all liability policies except Workers' Compensation, automobile and professional liability insurance policies. Proof that EL DORADO TRANSIT is named additional insured shall be made by providing EL DORADO TRANSIT with a certified copy, or other acceptable evidence, or an endorsement to insurance policy naming EL DORADO TRANSIT as additional insured.
- F. CONSULTANT agrees that the insurance required herein shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, CONSULTANT agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the Agreement, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of EL DORADO TRANSIT and CONSULTANT agrees that no work or services shall be performed prior to such approval. In the event CONSULTANT fails to keep in effect at all times insurance coverage as herein provided, EL DORADO TRANSIT may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.
- G. Certificate of insurance shall meet such additional standards as may be determined by EL DORADO TRANSIT as essential for protection of EL DORADO TRANSIT.
- H. CONSULTANT shall not commence performance of this Agreement unless and until compliance with each and every requirement of the insurance policy is achieved.
- I. Failure of CONSULTANT to maintain the insurance required herein, or to comply with any of the requirements of the insurance provisions, shall constitute a material breach of the entire Agreement.

- J. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the District, its officers, officials, employees or volunteers.
- K. The CONSULTANT's insurance coverage shall be primary insurance as respects EL DORADO TRANSIT, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by EL DORADO TRANSIT, its officers, officials, employees, or volunteers shall be in excess of the CONSULTANT's insurance and shall not contribute with it.
- L. The insurance companies shall have no recourse against EL DORADO TRANSIT, its officers, agents, employees or any of them for payment of any premiums or assessments under any policy issued by an insurance company.
- M. CONSULTANT's indemnity and other obligations shall not be limited by the insurance required herein and shall survive the expiration of this Agreement.
- N. Any deductibles or self-insured retentions must be declared and approved by EL DORADO TRANSIT. At EL DORADO TRANSIT's option, either: Insurer shall reduce or eliminate such deductibles or self-insured retentions as respects EL DORADO TRANSIT, its officers, employees and volunteers, or CONSULTANT shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.
- O. In the event CONSULTANT cannot provide an occurrence policy, CONSULTANT shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.

SECTION 26 - OWNERSHIP OF DOCUMENTS

Original documents, methodological explanations, computer programs, computer files, drawings, designs and reports generated by this Agreement shall belong to and become the property of EL DORADO TRANSIT in accordance with accepted standards relating to public work contracts. Any additional copies, not otherwise provided for herein, shall be the responsibility of EL DORADO TRANSIT. Software used but not created in the performance of this agreement is not included. CONSULTANT shall not be held responsible for modification, re-use, or misuse of these various documents and other instruments of professional service.

SECTION 27 - DOCUMENTATION/ACCESS TO RECORDS

CONSULTANT shall document the results of the work to the satisfaction of EL DORADO TRANSIT. Such documentation may include preparation of progress and final reports, plans, specifications and estimates, or similar evidence of attainment of contract objectives.

CONSULTANT and its subcontractors shall maintain all books, documents, papers, accounting records, and other evidence pertaining to costs incurred, and makes such materials available at their respective offices at all reasonable times during the contract period and for three

years from the date of final payment to CONSULTANT. Such materials shall be available for inspection by authorized representatives of EL DORADO TRANSIT, or the copies thereof shall be furnished if requested. The U.S. Department of Transportation, Caltrans, the Comptroller General of the United States, or any authorized representatives of these agencies, shall have access to any books, documents, papers and records of the CONSULTANT which are directly pertinent to that specific contract, for the purpose of making audit, examination, excerpts, and/or transcriptions.

SECTION 28 - NOTICES

Any notices required to be given pursuant to this Agreement shall be deemed to have been given by their deposit, postage prepaid, in the United States Postal Service, addressed to the parties as follows:

A. To EL DORADO TRANSIT: Matthew Mauk, Executive Director
El Dorado County Transit Authority
6565 Commerce Way
Diamond Springs, CA 95619

B. To CONSULTANT: Tony Snider, President
RTS Computer Services
1037 Suncast Lane, Suite 102
El Dorado Hills, CA 95762

Phone Number (530) 676-2020

Nothing hereinabove shall prevent either EL DORADO TRANSIT or CONSULTANT from personally delivering any such notices to the other.

SECTION 29 - JURISDICTION

Except as otherwise specifically provided, this Agreement shall be administered and interpreted under the laws of the State of California. Jurisdiction of litigation arising from this Agreement shall be in that State. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of the Agreement shall be in full force and effect.

SECTION 30 - INTEGRATION

This agreement represents the entire understanding of EL DORADO TRANSIT and CONSULTANT as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing signed by EL DORADO TRANSIT and CONSULTANT.

SECTION 31 – CONFIDENTIALITY

CONSULTANT hereto agrees to keep confidential and not to disclose, directly or indirectly, any information regarding the EL DORADO TRANSIT's business, including without limitation, information with respect to operations, procedures, methods, accounting, technical data, or existing or potential customers, or any other information which EL DORADO TRANSIT has designated as confidential.

CONSULTANT agrees that CONSULTANT, its employees, agents and representatives shall not, either during the term of this Agreement or at any time thereafter, disclose any proprietary, secret or confidential information of EL DORADO TRANSIT to any third party whatsoever without express written consent of EL DORADO TRANSIT.

CONSULTANT shall secure all documents, work in process, products or other items incorporating any EL DORADO TRANSIT's information in a manner that will prevent its unauthorized disclosure.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

EL DORADO TRANSIT:

By _____
Matthew Mauk, Executive Director

CONSULTANT:

By _____
Tony Snider, President

APPROVED AS TO FORM:

Michael Tucker
Attorney for El Dorado County Transit Authority

**EXHIBIT “A” and EXHIBIT “B”
PROPOSAL OF CONSULTANT CONTAINING
DESCRIPTION OF SCOPE OF WORK**

	14
RTS Computer Services 2020-21-003	
Professional Services Agreement 2020-07-01	40



RTS IT, Inc.
1037 Suncastr Lane, Suite 102
El Dorado Hills, CA 95762
530-676-2020
www.rtscomp.com

ITCare Agreement FY 2020-2021

Computer and Network Support Services

El Dorado County Transit Authority

Prepared By:

Tony Snider
RTS IT, Inc.
1037 Suncastr Lane, Suite 102
El Dorado Hills, CA 95762
530.676.2020

Prepared For:

Matt Mauk
El Dorado County Transit Authority
6565 Commerce Way
Diamond Springs, CA 95619
530.642.5383

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Summary

RTS provides the following IT services on a monthly basis for El Dorado County Transit Authority (EDCTA):

- Ongoing computer support for EDCTA staff as required
- Troubleshoot, maintain, and manage the network, server, computers, and peripherals
- Maintain software updates and upgrades for all operating systems
- Hardware and software purchasing assistance
- Hardware and software installation
- Provide prompt service response time

RTS specializes in designing, installing, and maintaining computer networks. We use IT best practices to keep EDCTA's computers, server, software, security, and network up to date and performing up to expectations.

In the past Fiscal Year, RTS has performed a number of important upgrades and updates.

- Update SquareRigger to version 7.53
- Upgrade remaining workstations to SSD from HDD
- Replace Older UPS Battery Backup Units
- Replace faulty server
- Begin replacing 17 workstations
- Begin replacing 5 laptops
- Upgrade remaining PCs to Windows 10
- Update Velocity to Newest Version
- Install New Workstation in Breakroom
- Begin replacing monitors on some workstations
- Perform Staff Training on Cybersecurity
- Revised Inventory Asset Tracking List document
- Setup Temporary Network for County to Use as Election Center
- Upgrade Users to most current office suite (Microsoft Office O365)

Thank you for your business, our entire team really appreciates the opportunity to work with your Agency!

Technical Approach

RTS IT, Inc. has continually proven to be a leader in the IT Support industry in El Dorado County for over 18 years. RTS is a California Corporation headquartered in El Dorado Hills, CA that has specialized in IT Support and Service since 2001. Our staff is comprised of 1 consultant, 2 experienced engineers, and 3 office staff who specialize in securing networks for small and medium-sized businesses and devote ourselves to continual improvement to maintain our skills. We have kept a steady staff even through the tough economy of 2008-2012.

RTS has designed, installed, and maintained networks for over 500 Small and Medium Sized Businesses, companies that have between 2 to 125 employees. Outsourced IT support is our specialty, and we work with suppliers to provide technology products and services that meet your changing needs.

We at RTS know that you need a system that is easily modified and easily learned by your employees. You can't afford to waste time, and we understand that. We stand ready to assign our expert staff to your specific IT Support tasks.

RTS will provide IT Support and Services in the following areas to meet EDCTA's requirements:

- **ITCare Services:** May include remote and on-site support, as necessary during normal business hours.
- **A Virtual IT staff:** for a fraction of the cost of a full time employee. RTS provides your office with a virtual IT staff to maintain your network, server, and workstations. This valuable service will save you money and time, minimizing emergency network problems. Your Virtual CIO, with over 25 years of experience in the IT field, will be assisting you with long term planning and budgeting. You also have the rest of the RTS Staff at your disposal, coordinating appointments and performing helpdesk and onsite technical services.
- **Remote Support:** With the ability to remotely connect to all systems managed by RTS upon user request, response times to your issues are vastly improved. RTS remote technology is secured by an encrypted tunnel, which uses security similar to most online banking technologies.
- **Network and Server monitoring:** notifies us of "unusual" events that can turn into downtime, data loss, or other problems, and gives us an opportunity to proactively fix issues before they interrupt your business flow. Small Business Server clients receive additional monitoring and alerting provided by built-in Microsoft features.
- **Update & Patch Management:** Updates and Patches are designed to fix problems with the operating system, office suite, antivirus, and various other programs. These updates improve the security, usability and performance of your server and workstations.
- **System & Event Log Monitoring:** RTS will remotely monitor your server and workstation system event logs, application event logs and security event logs for problems around the clock.
- **Security Monitoring:** RTS provides real-time monitoring of your security logs, monitoring for unauthorized and illegal activities. Events such as multiple logon attempts will be reported back to the help desk as they occur.
- **System Maintenance:** RTS provides the necessary file cleaning and software maintenance to optimize all of your systems, such as temporary file cleanup, hard drive defragmentation, virus scans and updates, Spyware scans and updates, backup verifications, and much more. This will keep your systems running at peak speed and performance.

- **Virus & Spyware Threat Management:** Today's Viruses and Spyware can take advantage of network services to spread their infections via the internet, email, and networks. ITCare™ will monitor your systems and ensure the latest anti-virus and anti-spyware definitions are installed and functioning.
- **Asset Management:** A detailed record of all system assets is maintained and a copy of the onsite ITCare™ Network Manual will be prepared and maintained as needed by RTS Staff.
- **Normal business hours:** Monday through Friday, 8am to 5pm, non-holiday. Extended hours to cover EDCTA business hours will be provided as necessary, included in ITCare Plan.

Project Management System

Technology projects may be very lengthy and costly to your organization. There are always complexities in dealing with newer technology and ensuring that all the pieces integrate together. There are also challenges in implementing infrastructure with as little impact on users as possible. All of these challenges can be overcome through a proper mix of planning and executing. The planning aspect is where project management processes and techniques are needed. RTS resists the urge to jump straight into the execution and spends an ample amount of time in the planning stage of a project or task to ensure success.

Proper planning and management of the IT Support or project effort will take more time up front but will be more than rewarded with efficiencies and savings throughout the rest of the project. RTS follows project management best practices:

- Prepare by utilizing a project plan.
- Create a project timeline.
- Define project management procedures up front.
- Look for warning signs like scope creep.
- Ensure that the Client approves scope-change requests.
- Identify risks up front if at all possible.
- Continue to assess potential risks throughout the project.
- Resolve issues as quickly as possible.

RTS is committed to using best practices when executing IT Support tasks, be it a full network upgrade project or just ongoing server maintenance.

Technical Staff

The following consultants will be responsible for maintaining EDCTA technology services:

Tony Snider

Title: Principal Consultant

Tony is the Principal Consultant and President of RTS Computer Services, with over 30 years of experience in Technology Services. Prior to starting RTS, he worked as a Senior IT consultant for IBM and Atos/Origin, two of the largest Technology Companies in the world. Before working in the corporate IT world, in the early era of computers, Tony spent seven years in the '80s and '90s building IBM compatible PCs for business and personal users at his first company, I-Deal Computers. In 1999 he moved his family to El Dorado County, and started RTS Computer Services, which has grown steadily all 17 years. RTS maintained its solid base of clients throughout the most recent economic downturn, without significant loss of revenue. We attribute this to our outstanding level of service and client satisfaction.

Tony is experienced in all aspects of IT Support, including networks and servers, all versions of windows and DOS, a majority of desktop applications, and numerous third party applications. He is the go-to IT Consultant in El Dorado County, and has worked with over 1300 local area clients over the years.

Aaron Stewart

Title: Systems Engineer

Aaron is our primary Systems Engineer at RTS. He has been with RTS over 2 years, and has several years of technology experience prior to his role at RTS. Aaron specializes in the day to day technical support and designing solutions for our business clients in El Dorado, Sacramento, and Placer counties. Experienced in delivering the best solutions to fit each client's needs, Aaron handles troubleshooting and problem solving across all aspects of IT in business environment.

Casey Frame

Title: Technician

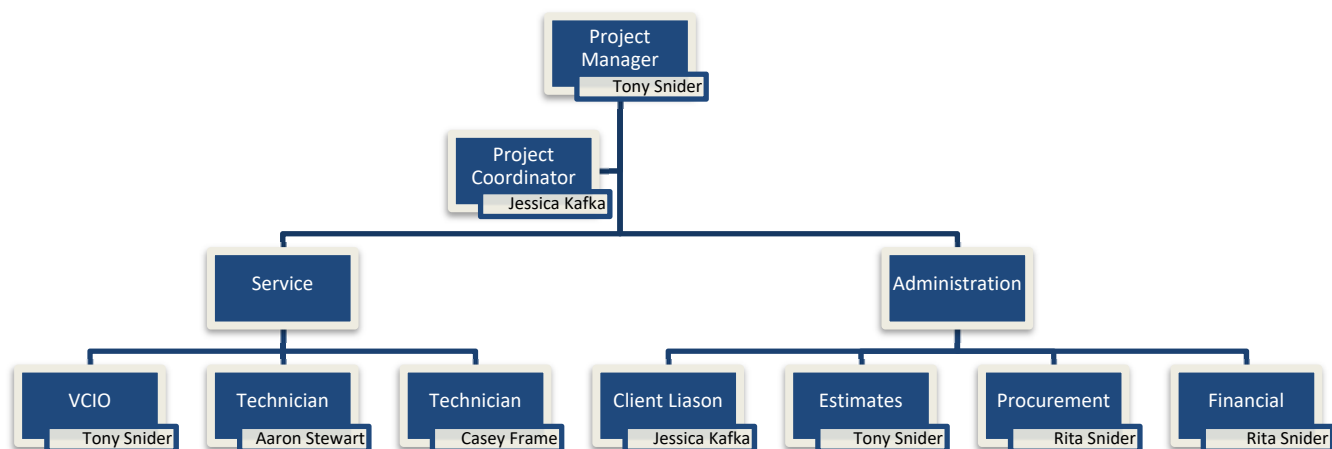
Casey, the newest member of our team, loves all things technology, and comes to RTS with an intensive background of cyber security & networking. Casey loves a challenge and uses his expert research and vast knowledgebase digging skills to get to the bottom of extremely difficult problems. For RTS, Casey specializes in architecting and executing ITCare "best practices" and proactive maintenance, and will be assisting with implementation of higher cyber security practices across all client networks.

Jessica Kafka

Title: Service/Project Coordinator

Jessica, growing with RTS since 2009 enjoys assisting the operations team, coordinating efficient schedules, planning projects, and acting as client liason or "translator" between client users and technicians. Jessica is happy to help coordinate any client needs and assign the appropriate technical resource for most efficient use of client's time and resources, helping to deliver the best client experience possible.

Organizational Chart



Consultant Qualifications and References

RTS takes pride in being an equal-opportunity employer, and promoting a safe & discrimination-free place to work. Despite political opinion of any member of our staff, as a company, RTS adheres to strict policy of no political affiliation, and services all clients equally. RTS states that our firm has no conflict of interest, political, gender, age, racial, of any kind.

References

The following are some of our happy clients, we like to call them family. Feel free to contact any of our references about their experience with RTS. For more details, see our web site references page at:

<http://www.rtscomp.com/why-rtts>

American River Conservancy

Elena DeLacy, Director

Phone: 530-621-1224

E-mail: elena@arconservancy.org

www.arconservancy.org

Client since March 2008

IT Consulting, ITCare Service Plan, Server Implementation, End User Desktop Support, Operating System and Hardware Upgrades, Network Maintenance & Monitoring, Cloud Office Migration, Backup, Email Filtering, Anti-Spam, Anti-Virus Services

Cook Custom, Cabinetry, Inc.

Chip Scowcroft, Co-Owner

Phone: 530-621-0851

E-mail: cscowcroft@cccabinetryinc.com

www.cccabinetryinc.com

Client since August 2002

IT Consulting, ITCare Service Plan, Server Implementation, End User Desktop Support, Website Hosting, Operating System and Hardware Upgrades, Backup, Email Filtering, Anti-Spam, Anti-Virus Services

El Dorado County Fire

Tim Cordero, Fire Chief

Phone: 530-644-9630

E-mail: corderot@eldofire.com

<https://www.eldoradocountyfire.com>

Client since January 2014

IT Consulting, ITCare Service Plan, IT Operations Continuity Planning, Managed Hardware Replacement, Server Implementation, End User Desktop Support, Operating System and Hardware Upgrades, Network Maintenance & Monitoring, Internet Service Implementation (Fiber), VoIP Phone System Implementation, Email Filtering, Anti-Spam, Anti-Virus Services

Time and Services

Customer Information			
Client Name:	El Dorado County Transit Authority		
Phone:	530.642.5383		
Email:	mmauk@eldoradotransit.com		
Billing Address:	6565 Commerce Way		
	Diamond Springs	CA	95619
Service Level Information			
Service Level:	ITCare Gold Service Plan		
Number of Seats including Servers:	47.5 (23.5 Desktops / 12 Laptops / 12 Servers)		
Cost per Seat:	\$95		
Services Included as necessary:	<p>Anti-Spam, Antivirus, Managed Firewall, Managed Network, Managed Servers, Managed Desktops.</p> <p>Server/Network/Workstation/Laptop hardware and Projects not Included (Examples: Office Moves, Cabling, Server Migrations, Hardware Repair, Disaster Recovery, Line of Business Applications, Etc.). Equipment procured via previously contracted Vendors. 2 Hour Response Time.</p>		
Monthly Payment	\$4512.50		
Payment Occurrence:	Monthly Net 15 days		
Due Date of First ITCare Invoice:	Net 15 days		
Consultant Services, Hourly	\$180.00 (Non-Covered, preferred rate per ITCare, normally \$200.00)		
Systems Engineer Services, Hourly	\$140.00 (Non-Covered, preferred rate per ITCare, normally \$165.00)		
Emergency/After Hours Rate:	\$220.00 (Non-Covered, preferred rate per ITCare, normally \$250.00)		

Exclusions

As per discussion with Scott Outsley, RTS has updated our agreement to more clearly state specific items that are out-of-scope of the ITCare coverage, as there is no way we can predict or plan for the amount of work that will be needed on a daily, weekly, monthly, or annual basis. Examples of exclusions include:

- Telecom (Mitel Phone System, infrastructure cabling)
- iPads / Tablets / Mobile Devices with the exception of connection to Email Accounts
- Line of Business Application Upgrades, Migrations, etc.
 - Routematch
 - Squarerigger
 - Quickbooks
- Security System
 - Access Systems / Cameras / Velocity
 - NOTE: Basic maintenance on server OK
- Copiers / Printers (hardware issues / paper jams / toner replacement / maintenance / etc)
 - NOTE: We are OK installing drivers, setting up security groups, etc
- Busses
 - Apollo cameras
 - Cradlepoints
 - Tablets
 - Any other hardware/software related to busses

NOTE: We are aware that all of these items have an IT component (servers, workstations, wireless network etc) that we are committed to maintain under agreement. Our agreement is to support the IT infrastructure - network gear, servers, workstations, laptops, and software apps that are not LOB Apps (Routematch, Apollo, Velocity, DVR, etc).

ITCare - Frequently Asked Questions

The following are questions we are frequently asked by other ITCare Clients. Feel free to ask any additional questions you feel necessary!

What exactly does “managed” mean in the services included as necessary sections?

Managed means we will be monitoring, maintaining, and updating the existing devices/software proactively as necessary to keep it running optimally. We want to proactively maintain the network and everything connected to it, eliminating downtime and keeping everything running as fast as possible.

*Note: We don't provide equipment warranty on the hardware unless it's the Platinum plan. So, **repairing computers that are out of the manufacturer's warranty are billable.** When we start having ongoing issues with hardware we strongly encourage our clients to retire the unit and replace with a new one.*

Anti-Spam and Anti-Virus would mean if we got attacked, you would resolve those for us?

Yes, we would work to prevent any threats and take care of them if did occur. We will also be on top of any staff members that are causing malware issues and ask management to back us up when trying to guide their behavior.

What does Managed Firewall Mean?

Managed Firewall means we will be monitoring, maintaining, and updating the existing devices/software proactively as necessary to keep it running optimally. We want to proactively maintain the network and everything connected to it to eliminate downtime and keep everything running as fast as possible. We'll maintain and update the firewall as needed to keep it running.

Managed network: I assume means you will remotely watch over the network you have configured and re-work if needed?

See #1 above, and yes we will care for everything attached to the network and monitor for threats proactively as long as that item is covered. We do discourage attaching devices to the network that we don't know about so we can do a good job monitoring everything.

Managed Servers: does this mean you will check on updates and monitor for fluctuations that may cause a problem?

Yes, our monitoring software is running 24/7 to ensure the health of the server and the entire network.

Managed desktops?

Managed means we will be monitoring, maintaining, and updating the existing devices/software proactively as necessary to keep it running optimally. We want to proactively maintain the network and everything connected to it to eliminate downtime and keep everything running as fast as possible.

Note: We don't provide equipment warranty on the hardware unless it's the Platinum plan. So that means repairing equipment out of the manufacturer's warranty is billable. When we start having ongoing issues with hardware, especially ones that are out of the Manufacturer's warranty period, we strongly encourage our clients to retire the unit and replace with a new one.

Since I am a novice web manager, if I had problems editing my website, do you offer assistance with my web editing program?

Gold or Platinum would cover any and all desktop issues as needed. Silver would have scheduled visits (could be remote also) under a block of time allocated for reactive support, we could handle that. Monitoring plan doesn't include reactive support labor on the desktops, so that would be a billable ticket.

We usually have contractors on our projects or premises that have an insurance rider for liability in case they are hurt. I believe this is a free service from your insurance company. Would you be able to offer that to us, assuming we would have you on our premises for work?

Yes, we definitely have a liability insurance policy. We will provide that for you as needed

Agreement

Client:

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

Consultant:

RTS IT, Inc.
1037 Suncast Lane, Suite 102
El Dorado Hills, CA 95762

Signature

Signature

Name (print)

Name (print)

Title

Title

Date

Date

Approved by: *(Internal Use Only)*

Name (print)	Signature	Date

Appendix B - General Provisions

Services Definition

To ensure RTS' ability to provide satisfaction to Client, the following provisions apply as appropriate to ITCareSM services contracted with RTS.

Important Information

Site Survey: At the initiation of services, **if applicable**, RTS will dispatch one or more engineers or technicians to document the current configuration of the network, current support contracts with technology related vendors including contact and support information. This process allows the RTS Support Team to understand Client's environment and to quickly diagnose problems. Clients with newly installed networks are not applicable.

Vendor Liaison: RTS will act as Client's duly appointed representative and advocate. RTS Support Team will diagnose problems and dispatch or contact third parties such as Internet providers, Hardware manufacturers, etc... when deemed necessary. **RTS Support Team is not intended to replace third party application support.**

Best Interest: In the event of a failure or problem, remedial activities (up to the contracted specified level) may commence prior to notifying Client of the problem. This will allow the RTS Support Team the ability to begin problem resolution, open trouble tickets with other vendors, or dispatch engineers and technicians with replacement parts when deemed necessary. In doing so, RTS is acting in Client's best interest to resolve the issue as quickly as possible.

Every Effort: Client's end users will make every effort to resolve problems with the RTS Support Team via remote access, telephone, or email, prior to RTS dispatching on-site support.

Administrative Access: It is preferable and in the case of ITCareSM, mandatory that RTS maintain and control administrative access to Client's network and be responsible for providing all other third parties with needed or requested access.

Notification of Changes to Hardware and Software: To ensure compatibility, proper budgetary planning, and ease of support, Client will allow RTS, at a minimum, prior notification of all technology related purchases that can affect performance of Client's network or availability of support.



RTS IT, Inc.
1037 Suncast Lane, Suite 102
El Dorado Hills, CA 95762
530-676-2020
www.rtscomp.com

ITCare Agreement FY 2020-2021

Computer and Network Support Services

(Addendum 1)

El Dorado County Transit Authority

Prepared By:

Tony Snider
RTS IT, Inc.
1037 Suncast Lane, Suite 102
El Dorado Hills, CA 95762
530.676.2020

Prepared For:

Matt Mauk
El Dorado County Transit Authority
6565 Commerce Way
Diamond Springs, CA 95619
530.642.5383

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Addendum to FY 2020-2021 ITCare Agreement

In regards to continuing El Dorado County Transit Authority's current Managed Backups Plan, RTS submits this addendum to outline the scope of the included services in addition to their existing ITCare Gold Service Plan.

ITCare Managed Backup Service

RTS will setup, configure, and manage local backup repositories for all designated Managed Servers. All endpoints will be backed up to an onsite NAS (network-attached-storage). RTS will manage and maintain NAS device, and repair or replace proactively or reactively as needed, whichever comes first.

RTS will receive alerting on backup failures and dispatch priority troubleshooting in event of backup failure to repair as quickly as possible.

RTS will manage transmission of cloud backups from onsite repository (NAS) to Cloud Repository (currently with client-owned Global Data Vault) and ensure successful backups.

Client will be alerted to backup failures and any required maintenance or changes in event of maintenance, upgrade, or repairs needed.

Exceptions

- Additional VMs will require additional cost, configuration, and setup and will not be backed up without approval.
- Workstation local endpoint backups are not managed or monitored as part of this agreement, but have been installed as a courtesy. Users are responsible for alerting when endpoint backups do not work and require troubleshooting.

Addition of Seats, Time and Services

Customer Information			
Client Name:	El Dorado County Transit Authority		
Phone:	530.642.5383		
Email:	mmauk@eldoradotransit.com		
Billing Address:	6565 Commerce Way		
	Diamond Springs	CA	95619
Service Level Information			
Service Level:	ITCare Managed Backup Service		
Annual Cost:	\$2100		
Services Included as necessary:	<p>Managed Backups - Ongoing proactive and reactive monitoring, maintenance, troubleshooting, repair.</p> <p>Connecting with Global Data Vault to ensure consistent success of cloud backups</p> <p>Repair / replacement of NAS equipment as necessary</p> <p>Not included: Workstation endpoint backups are not managed or monitored, but provided as a courtesy.</p>		
Monthly Payment	\$175		
Payment Occurrence:	Monthly Net 15 days		
Due Date of First ITCare Invoice:	Net 15 days		
Consultant Services, Hourly	\$180.00 (Non-Covered, preferred rate per ITCare, normally \$200.00)		
Systems Engineer Services, Hourly	\$140.00 (Non-Covered, preferred rate per ITCare, normally \$165.00)		
Emergency/After Hours Rate:	\$220.00 (Non-Covered, preferred rate per ITCare, normally \$250.00)		

Agreement - Addendum

Client:

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

Consultant:

RTS IT, Inc.
1037 Suncast Lane, Suite 102
El Dorado Hills, CA 95762

Signature

Name (print)

Title

Date

Signature

Name (print)

Title

Date

Approved by: (Internal Use Only)

Name (print)	Signature	Date

AGENDA ITEM 1 H
Consent Item

MEMORANDUM

DATE: April 2, 2020

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Caltrans Division of Rail and Mass Transportation Low Carbon Transit Operations Program (LCTOP) Grant

REQUESTED ACTION:

BY MOTION,

Adopt Revised Resolution No. 20-04 authorizing the El Dorado County Transit Authority and the Executive Director to execute all documents for the Caltrans Division of Rail and Mass Transportation Low Carbon Transit Operations Program (LCTOP), Fiscal Year 2019/20

BACKGROUND

The Low Carbon Transit Operations Program (LCTOP) is administered by the Caltrans Division of Rail and Mass Transportation as a component of the Transit, Affordable Housing and Sustainable Communities Program established by the California Legislature in 2014 under Senate Bill 862. The purpose of this program is to provide operating and capital assistance to transit operators to reduce greenhouse gas emissions and improve mobility, with a focus on environmentally disadvantaged communities. LCTOP funding is allocated to eligible project sponsors under the Public Utilities Commission (PUC) 99313, and 99314 funding formula for projects that meet certain emissions reduction specifications.

DISCUSSION

El Dorado County Transit Authority (El Dorado Transit) staff presented Resolution No. 20-04 at the March 5, 2020 Board meeting with a proposal to apply LCTOP funding to a reduced fixed route fare program, implementation of a new 50 Express service on Saturdays with one (1) bus, and additional weekday commuter service to Highway 50 and 65th Street in Sacramento with one (1) bus in the morning and one (1) bus in the afternoon. However, with current events related to the COVID 19 virus and the timing of the grant application process, staff recommends postponing the funding of the new demonstration services.

With approval, El Dorado Transit staff anticipates applying for the full Fiscal Year (FY) 2019/20 allocation of \$334,181 in LCTOP funds to potentially deliver two (2) projects meeting program requirements. Building on the recommendations in the adopted Western El Dorado County 2019

Short- and Long- Range Transit Plan, staff proposes to apply LCTOP funding to a reduced fixed route fare program and to continue to fund the Cameron Park route. The Cameron Park route has been funded through LCTOP for four (4) years and is eligible for funding for one (1) more year.

FISCAL IMPACT

The Fiscal Year (FY) 2019/20 LCTOP allocation represents a total of \$334,181 in grant revenue to fund transit operations and replace fare revenue. This grant amount is included in the FY 2019/20 Preliminary Operating Budget presented elsewhere in this agenda.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 20-11**

AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)
FOR THE FOLLOWING PROJECTS:
REDUCED FARES AND CAMERON PARK SERVICE
\$334,181 IN LOW CARBON TRANSIT OPERATIONS PROGRAM FUNDS

WHEREAS, the El Dorado County Transit Authority (El Dorado Transit) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the California Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, El Dorado Transit wishes to delegate authorization to execute these documents and any amendments thereto to Matthew Mauk, Executive Director.

WHEREAS, El Dorado Transit wishes to implement the following LCTOP projects listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of El Dorado Transit that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW, THEREFORE, BE IT FURTHER RESOLVED that Matthew Mauk, Executive Director be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of El Dorado Transit that it hereby authorizes the submittal of the following project nomination and allocation request to the Department in FY 2019-20 LCTOP funds:

Project Names: Reduced Fares and Cameron Park Route

Amount of LCTOP Funds Requested: \$334,181

Description of Project: Reduced fares and continuation of the Cameron Park route.

Contributing Sponsors: No contributing sponsors

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board, held on this 2nd day of April 2020, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

John Hidahl, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: April 2, 2020

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Adopt Fiscal Year 2020/21 Preliminary Operating Budget

REQUESTED ACTION:
BY MOTION,

1. **Adopt Resolution No. 20-12 Approving the Fiscal Year 2020/21 Preliminary Operating Budget including Revisions**

BACKGROUND

The Bylaws of the El Dorado County Transit Authority (El Dorado Transit) require the Executive Director to submit preliminary operating and capital budgets on or before the March meeting of each year and Board adoption of the preliminary budgets by April 15th of each year. Final operating and capital budgets are to be proposed to the Board on or before June 15 of each year with final adoption required by July 15th.

On March 5, 2020 the fiscal year (FY) 2020/21 Preliminary Operating Budget was presented for full Board review. At that time, the Board authorized the formation of an Ad Hoc Budget Review Committee (Committee) with the Chair and Vice Chair to engage in a more detailed review of both the proposed operating and capital budgets.

On March 19, 2020, Board Chair John Hidahl, Vice-Chair Kara Taylor, Executive Director Matthew Mauk and Finance Manager Julie Petersen met for approximately two hours to review the budgets. With the understanding that the recent economic developments related to the COVID-19 pandemic will likely begin to affect traditional operating revenue streams within the next two to three months, the Committee agreed to take a status quo approach to the preliminary budget discussions until more information becomes available.

DISCUSSION

At the Committee meeting, existing budget conditions and revenue assumptions were outlined with a focus on the Transportation Development Act (TDA) funds which make up approximately 72% of the operating revenues. TDA includes two sources of funding for both operating and capital projects, Local Transportation Funds (LTF) and State Transit Assistance Funds (STA). These funds are derived from retail and diesel fuel sales tax measures and do fluctuate with the State and local economy. Consistent with statutory controls, past practice has been to reallocate

STA funds to capital budgets in the mid-year budget process, if needed. Staff will be closely monitoring both the TDA funding streams over the coming months and will recommend necessary adjustments to the final Operating Budget, anticipated for presentation at the regular June 2020 Board meeting.

The remaining revenue accounts are primarily made up of passenger fares and Federal, State and local project specific operating grants. Federal grant funding amounts are generally formulaic allocations and are restricted to support certain types of service (i.e. rural or urban).

Expenditure line items were discussed in extensive detail by the Committee. Payroll line items are conservatively estimated based on all allocated positions being filled and account for known salary adjustments. In relation, most benefit account expenses are based on a percentage of payroll. Health insurance premium contributions change on a calendar year basis and budget projections are adjusted mid-fiscal year accordingly. The committee had no recommendations to changing this practice.

Service and supply accounts include insurance premiums, maintenance expenses, fuel, professional services and project specific expenses. Budget assumptions in these accounts are generally based on contract terms, published rates or past experience with an annual escalator of 3% to 10% depending on the classification and price volatility of certain commodities.

Committee Recommendations

Based on the discussions, the Committee generally supported staff's current practices and methodology in preparing and presenting the annual Operating Budget. Minor recommended changes to the budget are represented in bold and include renaming fund sources for clarification, the addition of \$32,000 in recently approved AB2766 Grant funds for the Fair Shuttle, reduction of deferred STA directly related to a redistribution of contingency. Per Committee consensus, the separate Service and Supply Accounts, Contingency line item was reduced from 10% to 3% to more accurately reflect the balancing of contingency across individual expense categories and capital budgets. Unlike municipalities, El Dorado Transit does not draw from a "general fund" and per the TDA, transit agencies are not allowed to hold surplus operating revenue for future years.

Staff is requesting adoption of the Preliminary FY 2020/21 Preliminary Operating Budget as proposed. Staff will be prepared to discuss the Budget and changing financial conditions related to the COVID-19 public health emergency at the meeting.

FISCAL IMPACT

The Preliminary FY 2020/21 Operating Budget as presented is a balanced budget based on the current level of published services and known budget conditions.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 20-12**

**RESOLUTION OF THE EL DORADO COUNTY TRANSIT AUTHORITY
ADOPTING THE PRELIMINARY OPERATING
BUDGET FOR FISCAL YEAR 2020/21**

WHEREAS, Section 11.1 of the Joint Powers Agreement (JPA) establishing the El Dorado County Transit Authority states, *“For each fiscal year, the Board shall adopt capital and operating budgets which are consistent with the requirements of the Regional Transportation Planning Agency, the California Transportation Development Act, the Federal Highway Act of 1973, and the Federal Transit Administration Act as amended from time to time, and all other funding and regulatory agencies involved in the execution of the purpose of EDCTA.”*; and

WHEREAS, Section 7.1 Preliminary Budgets of the Bylaws states, *“The Executive Director shall propose a preliminary operating budget and a preliminary capital budget to the Board on or before the March meeting of each year.”*; and

WHEREAS, the El Dorado County Transit Authority prepared the preliminary operating budget for Fiscal Year (FY) 2020/21 incorporated as an attachment to this resolution; and

WHEREAS, the preliminary operating budget for FY 2020/21 ending June 30, 2021 is based upon continuation of current public transportation services provided by the El Dorado County Transit Authority; and

WHEREAS, the preliminary FY 2020/21 operating budget projected revenue is based on known levels of anticipated funding;

NOW THEREFORE, BE IT RESOLVED, the El Dorado County Transit Authority hereby adopts the preliminary operating budget for FY 2020/21 ending June 30, 2021.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 2nd day of April 2020 by the following vote:

AYES: NOES: ABSTAIN: ABSENT:

John Hidahl, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED PRELIMINARY OPERATING BUDGET 2020/2021

OPERATING BUDGET		FY 2020/2021 Preliminary	FY 2020/2021 Preliminary	Difference
REVENUE ACCOUNTS		Proposed 03/05/2020	Proposed 04/02/2020	
4000.00	Transportation Development Act (TDA/LTF)	\$5,430,343	\$5,430,343	\$0
4270.00	State Transit Assistance (TDA /STA)	\$1,585,839	\$1,585,839	\$0
4270.00	State Transit Assistance (TDA /STA) Deferred	\$823,023	\$101,818	-\$721,205
4270.01	State Transit Assistance (TDA /STA)/State of Good Repair (SGR)	\$253,381	\$253,381	\$0
4970.00	Interest Income	\$58,000	\$58,000	\$0
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$538,231	\$538,231	\$0
4300.00	Cash Fares	\$175,000	\$175,000	\$0
4310.00	Contract Services	\$462,000	\$462,000	\$0
4320.00	Charter Services	\$5,000	\$5,000	\$0
4330.00	Commuter Route Fare Media	\$786,000	\$786,000	\$0
4350.00	Local Route Fare Media	\$76,000	\$76,000	\$0
4360.00	Paper Scrip	\$28,000	\$28,000	\$0
4400.00	Advertising Revenue	\$16,000	\$16,000	\$0
4990.00	Misc. Revenue	\$1,000	\$1,000	\$0
4107.03	Fair Shuttle AB2766 Grant	Pending	\$32,000	\$32,000
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant	\$334,181	\$334,181	\$0
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$250,000	\$250,000	\$0
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$8,374	\$8,374	\$0
TOTAL REVENUES		\$10,830,372	\$10,141,167	-\$689,205
SALARY & BENEFIT ACCOUNTS				
5010.00	Regular Employees	\$4,057,043	\$4,057,043	\$0
5010.02	Temporary Employees	\$100,000	\$100,000	\$0
5010.07	Overtime	\$100,000	\$100,000	\$0
5010.08	On Call Pay	\$7,000	\$7,000	\$0
5010.09	CRDI and Shift Pay	\$20,000	\$20,000	\$0
5020.01	Employee Retirement	\$680,000	\$680,000	\$0
5070.01	(OASDI - Payroll Tax) FICA	\$7,000	\$7,000	\$0
5070.02	MEDICARE - Payroll Tax	\$56,000	\$56,000	\$0
5020.02	Health Insurance	\$1,722,000	\$1,722,000	\$0
5020.03	Unemployment Insurance	\$10,000	\$10,000	\$0
5020.04	LT Disability/Life Ins	\$39,000	\$39,000	\$0
5020.05	Worker's Comp	\$354,000	\$354,000	\$0
TOTAL SALARY & BENEFITS		\$7,152,043	\$7,152,043	\$0
SERVICE & SUPPLY ACCOUNTS				
5090.02	Clothing & Supplies	\$3,600	\$3,600	\$0
5090.05	Uniforms - Other	\$16,000	\$16,000	\$0
5050.01	Communications - Phone	\$32,000	\$32,000	\$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	\$588,000	\$588,000	\$0
5060.02	Insurance Premiums/Physical Damage	\$25,000	\$25,000	\$0
5060.03	Insurance Premiums/Commercial	\$14,000	\$14,000	\$0
5060.04	Insurance Premium EPLI Package	\$18,000	\$18,000	\$0
5090.06	Service Contracts/Equipment	\$170,000	\$170,000	\$0
5160.07	Park and Ride Maintenance	\$13,000	\$13,000	\$0
5160.01	Maintenance/Buildings	\$6,200	\$6,200	\$0
5160.03	Maintenance/Equipment	\$3,000	\$3,000	\$0
5160.05	Maintenance/Grounds	\$5,500	\$5,500	\$0
5160.09	Maintenance/Bus Stop	\$2,000	\$2,000	\$0
5160.00	Maintenance/Other	\$2,500	\$2,500	\$0
5040.00	Vehicle Maintenance (In-House)	\$380,000	\$380,000	\$0
5040.02	Vehicle Maintenance/Tires & Tubes	\$100,000	\$100,000	\$0
5040.03	Vehicle Maintenance/Lubricants	\$31,000	\$31,000	\$0
5040.04	Vehicle Maintenance/Small Tools - Shop	\$4,300	\$4,300	\$0
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$43,000	\$43,000	\$0
5090.50	Safety Equipment/Training	\$10,000	\$10,000	\$0
5090.40	Memberships	\$4,000	\$4,000	\$0
5090.70	Office Expense	\$15,000	\$15,000	\$0
5090.80	Postage	\$4,000	\$4,000	\$0
5090.00	Operating Expense - Other	\$1,500	\$1,500	\$0
5030.00	Professional Services	\$270,000	\$270,000	\$0
5030.10	Employee Medical Exams	\$9,000	\$9,000	\$0
5030.30	Background Checks	\$2,000	\$2,000	\$0
5090.08	Pubs/Legal Notices	\$2,000	\$2,000	\$0
5090.75	Printing	\$15,000	\$15,000	\$0
5120.02	Rents/Leases - Equipment	\$21,000	\$21,000	\$0
5120.03	Rents/Leases Park and Rides	\$9,000	\$9,000	\$0
5140.01	Equipment Purchase - Data Processing	\$1,000	\$1,000	\$0
5140.05	Equipment Purchase - Office	\$2,000	\$2,000	\$0
5150.00	Special Department Expense	\$1,500	\$1,500	\$0
5150.01	Marketing	\$10,000	\$10,000	\$0
5090.30	Staff Development/Travel	\$25,000	\$25,000	\$0
5040.01	Fuel Purchase	\$700,000	\$700,000	\$0
5090.72	Bank Charges	\$400	\$400	\$0
5090.73	Credit Card Charge Fees	\$3,500	\$3,500	\$0
5090.74	Connect Card Administration Expenses	\$40,000	\$40,000	\$0
5050.02	Utilities	\$54,000	\$54,000	\$0
5050.03	Utilities/ Park & Rides	\$20,000	\$20,000	\$0
4108.03	Fair Shuttle AB2766 Grant	Pending	Pending	\$0
6270.00	Contingency	\$984,579	\$295,374	-\$689,205
TOTAL SERVICES AND SUPPLIES		\$3,678,329	\$2,989,124	-\$689,205
TOTAL OPERATING EXPENSES		\$10,830,372	\$10,141,167	-\$689,205

AGENDA ITEM 2 B
Action Item

MEMORANDUM

DATE: April 2, 2020

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Fiscal Year 2020/21 Preliminary Capital Improvement Plan
and 2020/21 Preliminary Capital Budget

REQUESTED ACTION:
BY MOTION,

**Adopt Resolution No. 20-13 Adopting the Preliminary Capital
Improvement Plan and Budget for Fiscal Year 2020/21**

BACKGROUND

The Bylaws of the El Dorado County Transit Authority (El Dorado Transit) require the Executive Director to submit preliminary operating and capital budgets on or before the March meeting of each year and Board adoption of the preliminary budgets by April 15th of each year. Final operating and capital budgets are to be proposed to the Board on or before June 15 of each year with final adoption required by July 15th.

On March 5, 2020 the Fiscal Year (FY) 2020/21 Preliminary Capital Budget was presented for full Board review. At that time, the Board authorized the formation of an Ad Hoc Budget Review Committee (Committee) with the Chair and Vice Chair to engage in a more detailed review of both the proposed operating and capital budgets. As directed, the Committee's discussions included a review the Preliminary Capital Plan and Budget.

DISCUSSION

The Preliminary El Dorado County Transit Authority Capital Improvement Plan Fiscal Year 2020/21 (CIP) recommends capital projects and identifies anticipated funding sources. Projects include but are not necessarily limited to transit facility improvements, vehicle and/or equipment purchases and replacements, software and hardware upgrades and replacement, safety and security systems and bus stop/park and ride improvements. Individual project budgets are developed to include funding contingencies of 5% - 15%, when appropriate, based on the type of project, scope and/or cost variances.

Most of the projects in the proposed FY 2020/21 CIP are either carried over or reoccurring from previously adopted fiscal years. These include major construction projects, ongoing information technology upgrades and general facility maintenance projects. The Committee did not recommend any changes to the CIP and supported staff's conservative approach to initiating new

capital projects with a focus on safety and sustainability of operations. The three (3) new capital projects proposed in the FY 2020/21 CIP are numbered as 21-01 through 21-03 and include the following:

- 21-01 On-Board Camera System Power Supply Upgrades
- 21-02 Vehicle Replacement – Maintenance Truck
- 21-03 Administration / Maintenance Facility Equipment (reoccurring)

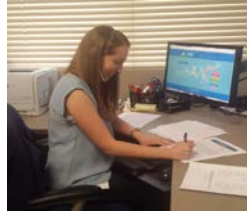
Adoption of the preliminary CIP and budget allow transit staff to proceed with projects to ensure timely completion. Major purchases and/or contracts for individual projects are submitted for final Board approval/adoption on an ongoing basis throughout the fiscal year. Staff will be prepared to discuss the Preliminary FY 2020/21 CIP and Capital Budget and changing financial conditions related to the COVID-19 public health emergency at the meeting.

FISCAL IMPACT

The total estimated cost of the three (3) new capital projects proposed in the FY 2020/21 CIP is \$102,536. For an overall view of the CIP including previously approved projects, a summary with budget figures is included as the final page of the document.



EL DORADO TRANSIT



Fiscal Year 2020/21

Capital Improvement Plan

April 2, 2020

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EL DORADO COUNTY TRANSIT AUTHORITY
CAPITAL IMPROVEMENT PLAN
FISCAL YEAR 2020/2021

EL DORADO COUNTY TRANSIT AUTHORITY

CAPITAL IMPROVEMENT PLAN

The El Dorado County Transit Authority (El Dorado Transit) maintains a fleet of large, medium and small buses, minivans and sedans. Fleet vehicles are utilized in the delivery of public transportation; for administrative support travel; staff development training; on-going public outreach travel and maintenance of transit facilities such as bus stops and park-and-ride lots. The Capital Improvement Plan is designed to address the financial investment required to maintain the fleet and facilities owned or leased by El Dorado Transit. Continuing the current level of service and managing the potential expansion of service will succeed only if adequate consideration is given to capital needs.

The Capital Improvement Plan is a planning document setting goals with realistic revenue projections. Vehicle replacement is a component of the Capital Improvement Plan. This annual planning process maximizes available funding for capital investments necessary to provide public transportation at the current level of service and efficient management of the expansion of public services.

As a financial management tool, the Capital Improvement Plan is prepared to take full advantage of capital funding programs, avoid large annual claims against local transportation funds for capital expenditures and to assure capital reserves are available in case annual capital revenue sources diminish or are not consistent. Capital Improvement Plan funding is available for full replacement cost and provides local match funding required for capital grant programs.

California public transit operators have several sources of capital funding available. Each funding source has differing criteria for eligible projects. Bus replacement funding is the most challenging capital funding for public transit operators.

The Capital Improvement Plan and Capital Budget for 2020/21 identify funding transit capital projects with; Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) funds, California Transit Security Grant Program - California Transit Assistance Funds (CTSGP-CTAF), deferred State Transit Assistance (STA) funds, Federal Transit Administration (FTA) Section 5307 funds, Federal Transit Administration (FTA) Section 5310 funds, Federal Transit Administration (FTA) Section 5339 funds, Congestion Mitigation and Air Quality (CMAQ) funds and through public financing.

The Capital Improvement Plan includes a summary of projects and funding sources; the budget and project descriptions.

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Western Placerville Interchange (WPI) – Park and Ride Project

Project No. 12-06 (6)

All work related to the full build out of a Park and Ride lot within the Western Placerville Interchange (WPI).

The El Dorado County Transit Authority Park-and-Ride Facilities Master Plan, August 2009 contemplates the rough grading for two (2) Future Park and ride facilities within the Western Placerville Interchanges project.

Environmental review will be incorporated in the City of Placerville scope of a supplemental Environmental Impact Report (EIR).

Potential 150 +/- will be located between the off ramp and Forni Road

Total Project Cost Engineers Estimate for full park and ride build out is \$2,230,000.

COST SUMMARY (ESTIMATE)

	<u>Adopted Budget</u>
Western Placerville Interchange Park & Ride	<u>\$2,865,620</u>
<i>Total Project Cost</i>	<i>\$2,865,620</i>

FUNDING SOURCES

FY 2010/11 Public Transportation Modernization, Improvement, and Service Enhancement Program (PTMISEA)	\$1,270,620
2013/14 Congestion Mitigation and Air Quality (CMAQ)	\$1,100,000
Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) FY (10/11)	\$ 160,000
State Transit Assistance (STA)	<u>\$ 335,000</u>
<i>Total Revenue</i>	<i>\$2,865,620</i>

Metal Fabrication Tools

Maintenance Facility

Project No. 14-03

The El Dorado County Transit Authority (El Dorado Transit) operates a maintenance facility to repair and maintain all fleet vehicles excluding major body repairs, paint and windshield installation. The facility includes three (3) large bays and repair stations.

When a bus receives body damage maintenance staff contacts vendors to perform work. The acquisition of a vertical band saw, foot shear, sheet metal brake, plasma cutter, heavy duty work benches and combination belt and disc sander allows staff to perform the fabrication of metal panels significantly reducing body damage repair costs.

COST SUMMARY (ESTIMATE)

Adopted Budget

Vertical Band Saw	\$ 3,604
Foot Shear	\$ 1,723
Sheet Metal Brake	\$ 1,095
Plasma Cutter	\$ 1,590
Heavy Duty Work Benches	\$ 1,464
Combination Disc Sander	\$ 1,380
10% Contingency	<u>\$ 1,087</u>
<i>Total Project Cost</i>	<i>\$11,942</i>

FUNDING SOURCE

State Transit Assistance (STA)	<u>\$11,942</u>
<i>Total Revenue</i>	<i>\$11,942</i>

Park-and-Ride Parking Lot Maintenance

Project No. 15-08

The El Dorado County Transit Authority (El Dorado Transit) utilizes and maintains several Park-and-Ride locations throughout El Dorado County. General maintenance is done on a regular basis including landscaping services.

Normal wear and tear on these locations requires larger projects such as re-striping, asphalt repairs, curb repairs and other items on an as needed basis.

Included within this project element will be the needs of the El Dorado Hills Theater temporary parking lot.

COST SUMMARY (ESTIMATE)

Adopted Budget

Park-and-Ride Parking Lot Maintenance	<u>\$250,000</u>
<i>Total Project Cost</i>	<i>\$250,000</i>

FUNDING SOURCE

State Transit Assistance (STA)	<u>\$250,000</u>
<i>Total Revenue</i>	<i>\$250,000</i>

Bus Stop Improvements with new Shelter and Amenities on Upper Broadway, Placerville

Project No. 17-03 (2)

The El Dorado County Transit Authority (El Dorado Transit) operates a local fixed route service in the City of Placerville that includes stops on Broadway. Currently one (1) stop meets design standards on the south side.

El Dorado Transit recommends an advertising shelter with a schedule holder. This would meet El Dorado Transit design standards. The advertising program managed by El Dorado Transit provides shelter and bus stop maintenance and miscellaneous revenue. The shelter maintenance is performed by the third party advertising contractor saving the El Dorado Transit resources (staff time and funding).

Project will include the build-out of a bus turnout and the acquisition and installation of bus shelter, waste receptacle, wall schedule, tax, delivery and solar power if required.

COST SUMMARY (ESTIMATE)

	Adopted <u>Budget</u>
Bus Stop Improvements	\$356,864
Contingency 10%	<u>\$ 35,686</u>
<i>Total Project Cost</i>	<i>\$392,550</i>

FUNDING SOURCE

State Transit Assistance (STA)	<u>\$392,550</u>
<i>Total Revenue</i>	<i>\$392,550</i>

Maintenance Facility – Safety and Equipment

Project No. 17-05

The El Dorado County Transit Authority (El Dorado Transit) operates a maintenance facility to repair and maintain all fleet vehicles excluding major body repairs, paint and windshield installation. The facility includes three (3) large bays and repair stations to allow for multiple repairs to occur simultaneously.

It has been identified that several projects can be made to increase productivity as well as the addition of safety equipment.

<i>COST SUMMARY (ESTIMATE)</i>	<u>Adopted Budget</u>
Cable Harness System	\$10,000
Oil Tank Relocation	\$ 3,000
Opacity Testing Machine	\$10,000
Pallet Racking System	\$25,000
Contingency (10%)	<u>\$ 4,800</u>
<i>Total Project Cost</i>	<i>\$52,800</i>

FUNDING SOURCES

State Transit Assistance (STA)	<u>\$52,000</u>
<i>Total Revenue</i>	<i>\$52,000</i>

Bus Shelters Amenities

Project No. 18-02

El Dorado Transit staff is looking towards improving the amenities for current and future bus stop locations. In order to meet the needs in a timely manner, this project would allow for the purchase and planning of amenities such as shelters, benches, waste receptacles and solar energy panels etc.

COST SUMMARY (ESTIMATE)

	Adopted <u>Budget</u>
Admin Building Improvements	\$150,000
10% Contingency	<u>\$ 15,000</u>
<i>Total Project Cost</i>	<i>\$165,000</i>

FUNDING SOURCE

State Transit Assistance (STA)	<u>\$165,000</u>
<i>Total Revenue</i>	<i>\$165,000</i>

Vehicle Replacement

Services: Local Fixed Route Bus Replacement

Project No. 18-04 (3)

El Dorado Transit was awarded three (3) Federal Transit Administration (FTA) Section 5339 grants for the purchase of four (4) low-floor clean diesel transit buses for fiscal years 2018 and 2019. These buses will replace three (3) 35' BlueBird brand buses that are no longer supported by the manufacturer and one (1) 2012 International 32' cutaway previously designated for early disposal.

Four (4) 35' BLUEBIRD AND ONE (1) 32' INTERNATIONAL BUSES

EDCTA #	Vehicle Type	Mileage As of 03/2020
0608	2006 BlueBird Bus	296,636
0609	2006 BlueBird Bus	436,793
0610	2006 BlueBird Bus	396,253
1201	2012 International	139,853

COST SUMMARY (ESTIMATE)

	Adopted <u>Budget</u>
Four (4) Low-Floor Clean Diesel Transit Buses	\$1,941,276
Contingency @ 10%	<u>\$ 194,128</u>
<i>Total Project Cost</i>	<i>\$2,135,404</i>

FUNDING SOURCES

Federal Transit Administration 5307	\$ 196,253
Federal Transit Administration 5339	\$1,355,747
State Transit Assistance (STA)	<u>\$ 583,404</u>
<i>Total Revenue</i>	<i>\$2,135,404</i>

Radio System

Project No. 18-06 (2)

The El Dorado County Transit Authority (El Dorado Transit) utilizes a radio system to communicate between dispatch personnel and bus drivers. This project will upgrade the radio system to improve range and performance to cover all areas of bus service.

COST SUMMARY (ESTIMATE)

Adopted Budget

Radio System	\$100,210
Contingency 10%	<u>\$ 10,021</u>
<i>Total Project Cost</i>	<i>\$110,231</i>

FUNDING SOURCES

Proposition 1B	
California Transit Security Grant Program -	
California Transit Assistance Fund	
(CTSGP-CTAF) (Proposition 1B) FY 16/17	\$ 99,883
State Transit Assistance (STA)	<u>\$ 10,348</u>
<i>Total Revenue</i>	<i>\$110,231</i>

IT Upgrade and Replacement 5-year plan

Project No. 19-01

The most recent assessment of the El Dorado County Transit Authority's (El Dorado Transit) network in November 2017 yielded a 5-year IT plan to proactively replace IT network hardware and software according to its estimated life span. Included in this plan is desktops, laptops, servers, network equipment and software upgrades during Fiscal Year 2018/19 through Fiscal Year 2022/2023.

COST SUMMARY (ESTIMATE)

	Adopted <u>Budget</u>
IT Upgrade and Replacement Plan	\$127,850
10% Contingency	<u>\$ 12,785</u>
<i>Total Project Cost</i>	<i>\$140,635</i>

FUNDING SOURCES

State Transit Assistance (STA)	<u>\$140,635</u>
<i>Total Revenue</i>	<i>\$140,635</i>

Administration Building Safety Improvements

Project No. 19-03

The El Dorado County Transit Authority (El Dorado Transit) understands the most important asset is its employees. Being proactive will reduce potential threats. Following recent trends of violence in the workplace, a walk through assessment was completed by two (2) deputies from the El Dorado County Sheriff's Department and Office of Emergency Services. As a result, the Administration Building Safety Improvement will enhance the overall employee safety and security and address opportunities within the facility.

El Dorado Transit will install one (1) cashiers window in the reception area; install three (3) panic alarms (1 in dispatch and 2 in the reception area); install two (2) exterior windows in two (2) offices and one (1) sliding window connecting two (2) offices. Installing the improvements will allow for safer and more secure interactions from external and internal customers. The enclosed windows with addition of panic alarms will limit exposure to physical threat and allow a quicker response from emergency services. The added windows will allow for an added security measure and an extra escape route if other egress routes are not accessible.

COST SUMMARY (ESTIMATE)

	<u>Adopted Budget</u>
Equipment and Installation of two (2) exterior windows- one (1) connector window	\$ 11,000
Equipment and Installation of three (3) panic switches	\$ 2,000
Purchase and Installation of one (1) cashier windows	\$ 6,000
Contingency 15%	<u>\$ 3,150</u>
<i>Total Project Estimate</i>	<i>\$ 24,150</i>

FUNDING SOURCES

State Transit Assistance (STA)	<u>\$ 24,150</u>
<i>Total Revenue</i>	<i>\$ 24,150</i>

Vehicle Replacement – Demand Response

Services: Local Bus Route
Dial-A-Ride

Project No. 19-04 (3)

The El Dorado County Transit Authority (El Dorado Transit) was awarded a Federal Transit Administration (FTA) grant to replace five (5) local fixed route cutaway buses and five (5) Dial-A-Ride minivans that are beyond useful life. All vehicles will be moved into back-up status.

This project replaces:

EDCTA #	Vehicle Type	Mileage 03/20/2020
1013	2010 Chevy Minivan	128,454
1101	2011 Chevy Minivan	169,354
1301	2013 Chevy Minivan	176,447
1302	2013 Chevy Minivan	191,625
1303	2013 Chevy Minivan	200,895
0703	2007 Chevy 26- passenger bus	348,168
0704	2007 Chevy 26- passenger bus	394,425
0901	2009 Chevy 26- passenger bus	297,327
0902	2009 Chevy 26- passenger bus	289,298
0903	2009 Chevy 26- passenger bus	277,394

COST SUMMARY (ESTIMATE)

Adopted Budget

Five (5) Minivans	\$ 335,000
Five (5) Cut-A-Way Buses	\$ 548,000
Equipment Installation	\$ 91,880
Contingency 5%	<u>\$ 44,150</u>
<i>Total Project Cost</i>	<i>\$1,019,030</i>

FUNDING SOURCES

Federal Transit Administration (FTA) 5310 Enhanced Mobility of Seniors and Individuals with Disabilities	\$ 610,000
State Transit Assistance	<u>\$ 409,030</u>
<i>Total Revenue</i>	<i>\$1,019,030</i>

Facility Surveillance System Upgrade

Project No. 20-01

In 2011, El Dorado County Transit Authority (El Dorado Transit) installed a surveillance and personnel/vehicle access control systems. The project included installing interior and exterior, day/night video surveillance cameras with supporting recording hardware and software, and key card access control doors and vehicle gates.

The software has reached its end of life and the software developer will no longer provide support. This project will include updating the software and any hardware components necessary.

COST SUMMARY (ESTIMATE)

	<u>Adopted Budget</u>
Facility Surveillance System Upgrade	\$15,000
10% Contingency	<u>\$ 1,500</u>
<i>Total Project Cost</i>	<i>\$16,500</i>

FUNDING SOURCES

State Transit Assistance	<u>\$16,500</u>
<i>Total Revenue</i>	<i>\$16,500</i>

Automatic Bus Washer Retrofit

Project No. 20-02 (2)

El Dorado County Transit Authority (El Dorado Transit) purchased the current administration building and property in 199x. During the original build-out the bus washer and fleet parking lot were constructed at that time.

This bus washing system has been properly maintained and has reached beyond the estimated useful life. Due to its advanced age replacement parts are difficult to source and have forced the in-house fabrication of parts.

This project will include the removal and retrofit of the bus wash system.

COST SUMMARY (ESTIMATE)

	Adopted <u>Budget</u>
Automatic Bus Washer Retrofit	\$100,000
10% Contingency	<u>\$ 10,000</u>
<i>Total Project Cost</i>	<i>\$110,000</i>

FUNDING SOURCE

Federal Transit Administration (FTA) 5307	\$ 80,503
State Transit Assistance (STA)	<u>\$ 24,497</u>
<i>Total Revenue</i>	<i>\$110,000</i>

Administration / Maintenance Facility Equipment

Project No. 20-03

El Dorado Transit may have the need during the Fiscal Year 2019/20 to procure items considered incidental in nature, but are above the \$1,000 threshold that designates an asset posted to the depreciation schedule. Examples of this would include the replacement of small office equipment/furniture and/or replacement of Maintenance equipment.

Adoption of the project and budget allows transit staff to procure small items in a timely manner with the least amount of inconvenience to the public and staff. Individual purchase orders for this project will be presented to the Board for approval if they exceed the \$25,000 per purchase limit or if a budget increase is requested.

COST SUMMARY (ESTIMATE)

	Adopted <u>Budget</u>
Admin./Maintenance Facility Equipment	<u>\$40,000</u>
<i>Total Project Cost</i>	<i>\$40,000</i>

FUNDING SOURCES

State Transit Assistance (STA)	<u>\$40,000</u>
<i>Total Revenue</i>	<i>\$40,000</i>

Maintenance Facility Swamp Cooler and Steam Cleaner Modifications

Project No. 20-04 (2)

In 2001, two (2) industrial swamp coolers were installed on the exterior of the maintenance facility to provide environmental control for maintenance staff performing maintenance in the three (3) bays. Over time, these large units are inefficient and do not provide the necessary cooling needed for personnel and require extensive maintenance.

This project would remove the existing units, patch the metal siding, installing new racking and two (2) more efficient swap coolers and proper ducting inside the bays.

In 2013, an engine steam cleaning system was constructed behind the maintenance facility for keeping the bus engines free of excessive oil and grease as required by California Highway Patrol Transit Operator Compliance requirement. The facility included a steel carport area with a contained drain system to prevent leakage into the storm water drain system. When not used for steam cleaning engines, this area is used by the custodian to perform bus cleaning. Because the area has no siding it is not a conducive environment during adverse weather. It is not a large enough area to house a 45 foot bus.

This project would install pre-engineered metal siding to close off three (3) sides of the facility, install additional columns to extend the length of the facility by 10 – 15 and a rollup door to fit the larger buses to enable closing off the work area during adverse weather conditions.

COST SUMMARY (ESTIMATE)

	<u>Adopted Budget</u>
Shop Swamp Cooler Modifications	\$53,975
10% Contingency	<u>\$ 5,397</u>
	\$59,372
Steam Cleaner Modifications	\$83,603
10% Contingency	<u>\$ 8,360</u>
	\$91,963
<i>Total Project Cost</i>	<i>\$151,335</i>

FUNDING SOURCES

State Transit Assistance	<u>\$151,335</u>
<i>Total Revenue</i>	<i>\$151,335</i>

Vehicle Replacement – Local Fixed Route

Project No. 20-05

This project will replace two (2) current Blue Bird buses with two (2) low floor fixed route buses.

This project replaces:

EDCTA #	Vehicle Type	Mileage 03/20/2020
0606	2006 BlueBird Xcel 37	271,352
0607	2006 BlueBird Xcel 37	340,318

COST SUMMARY (ESTIMATE)

	Adopted <u>Budget</u>
Two (2) Buses	\$ 980,000
Contingency 10%	<u>\$ 98,000</u>
<i>Total Project Cost</i>	<i>\$1,078,000</i>

FUNDING SOURCES

Pending Funding	\$1,000,000
State Transit Assistance (STA)	<u>\$ 78,000</u>
<i>Total Revenue</i>	<i>\$1,078,000</i>

Vehicle Replacement – Demand Response

Project No. 20-06

This project will replace one (1) Dodge Caravan with one (1) Ford Transit type van. Cost estimates include wiring, paint, graphics, AVL, radios, Connect Card equipment and cameras.

This project replaces:

EDCTA #	Vehicle Type	Mileage 03/20/2020
1304	2013 Dodge Caravan	191,452

COST SUMMARY (ESTIMATE)

Proposed Budget

One (1) Ford Transit Van	\$79,000
10% Contingency	<u>\$ 7,900</u>
<i>Total Project Cost</i>	<i>\$86,900</i>

FUNDING SOURCE

Federal Transit Administration (FTA)	
Section 5310 Grant	\$56,000
State Transit Assistance (STA)	<u>\$30,900</u>
<i>Total Revenue</i>	<i>\$86,900</i>

On-Board Camera System Power Supply Upgrades

Project No. 21-01 (2)

All El Dorado County Transit Authority (El Dorado Transit) revenue service vehicles (RSV) have Luminator Technology Group (LTG) on-board video surveillance systems installed. The primary purpose of these systems is to manage risk and capture video evidence of incidents and accidents.

Power is provided directly to these systems from the vehicle battery. In 2019, two collisions occurred where the impacts were at the vehicle batteries box locations disrupting the power supply to the on-board surveillance systems which ultimately caused the loss of valuable evidence.

This project would involve purchasing an auxiliary device known as the LTG RoadRunner HD Uninterruptible Power Supply with SuperCap Technology (RR-HDUPS-S) for 41 RSV's. Essentially, the RR-HDUPS-S is a data loss protection device designed to provide power to the on-board surveillance system for three (3) minutes in the event of a power loss from the vehicle's battery supply.

This project

COST SUMMARY (ESTIMATE)

	Proposed <u>Budget</u>
RR-HDUPS-S (41 totals @ \$679.00 per unit)	\$28,583.00
Contingency 10%	<u>\$ 2,858.00</u>
<i>Total Project Cost</i>	<i>\$31,441.00</i>

FUNDING SOURCES

State Transit Assistance	<u>\$31,441.00</u>
<i>Total Revenue</i>	<i>\$31,441.00</i>

Vehicle Replacement – Maintenance Truck

Project No. 21-02 (2)

This project will replace one (1) current 2007 Dodge Dakota truck with one (1) Ford F250 truck. This vehicle will be used by maintenance for various duties such as responding to vehicle breakdowns, transporting vehicle parts to and from vendors, transporting equipment for servicing and maintenance of bus stops and hauling waste for disposal. This vehicle will also be used by operations road supervisors for evaluating road conditions during adverse weather conditions. The replacement vehicle will be purchased off the State Contract.

This project replaces:

EDCTA #	Vehicle Type	Mileage 03/20/2020
0702	Dodge Dakota Truck	72,009

COST SUMMARY (ESTIMATE)

	Proposed <u>Budget</u>
One (1) Ford	\$28,269.00
Contingency 10%	<u>\$ 2,826.00</u>
<i>Total Project Cost</i>	<i>\$31,095.00</i>

FUNDING SOURCES

State Transit Assistance	<u>\$31,095.00</u>
<i>Total Revenue</i>	<i>\$31,095.00</i>

Administration / Maintenance Facility Equipment

Project No. 21-03

El Dorado Transit may have the need during the Fiscal Year 2020/21 to procure items considered incidental in nature but are above the \$1,000 threshold that designates an asset posted to the depreciation schedule. Examples of this would include the replacement of small office equipment/furniture and/or replacement of Maintenance equipment.

Adoption of the project and budget allows transit staff to procure small items in a timely manner with the least amount of inconvenience to the public and staff. Individual purchase orders for this project will be presented to the Board for approval if they exceed the \$25,000 per purchase limit or if a budget increase is requested.

COST SUMMARY (ESTIMATE)

	Adopted <u>Budget</u>
Admin./Maintenance Facility Equipment	<u>\$40,000</u>
<i>Total Project Cost</i>	<i>\$40,000</i>

FUNDING SOURCES

State Transit Assistance (STA)	<u>\$40,000</u>
<i>Total Revenue</i>	<i>\$40,000</i>

El Dorado County Transit Authority
Proposed Capital Improvement Plan Budget FY 2020/21

			Budget	Deferred STA*	FTA Section 5307	FTA Section 5310	FTA Section 5339	PTMISEA 10/11	CTSGP-CTAF	CMAQ
Status	CIP Project Number	Project Description		\$3,053,113	\$276,756	\$666,000	\$1,355,747	\$1,430,620	\$99,000	\$1,100,000
ACTIVE	12-06	Western Placerville Interchange (WPI) Park and Ride	\$2,865,620	\$335,000				\$1,430,620		\$1,100,000
PLANNED	14-03	Metal Fabrication Tools	\$11,942	\$11,942						
ACTIVE	15-08	Park-and-Ride Parking Lot Maintenance	\$250,000	\$250,000						
ACTIVE	17-03	Bus Stop Improvements - Upper Broadway	\$392,550	\$392,550						
ACTIVE	17-05	Maintenance Facility - Safety and Equipment	\$52,000	\$52,000						
ACTIVE	18-02	Bus Shelter Amenities	\$165,000	\$165,000						
ACTIVE	18-04	Vehicle Replacement - Local Fixed Route - Gillig	\$2,135,404	\$583,404	\$196,253		\$1,355,747			
ACTIVE	18-06	Radio System	\$110,231	\$11,231					\$99,000	
ACTIVE	19-01	IT Upgrade and Replacement 5 Year Plan	\$140,635	\$140,635						
ACTIVE	19-03	Administration Building Safety Improvements	\$24,150	\$24,150						
ACTIVE	19-04	Vehicle Replacement - Demand Response	\$1,019,030	\$409,030		\$610,000				
ACTIVE	20-01	Facility Surveillance Upgrade	\$16,500	\$16,500						
PLANNED	20-02	Automatic Bus Washer Retrofit	\$110,000	\$29,497	\$80,503					
ACTIVE	20-03	Administration / Maintenance Facility Equipment	\$40,000	\$40,000						
PLANNED	20-04	Maintenance Facility Swamp Cooler and Steam Cleaner Modifications	\$151,335	\$151,335						
PLANNED	20-05	Vehicle Replacement - Local Fixed Route	\$1,078,000							
ACTIVE	20-06	Vehicle Replacement - Demand Response - Transit Van	\$86,900	\$30,900		\$56,000				
PROPOSED	21-01	On-Board Camera System Power Supply Upgrades	\$31,441	\$31,441						
PROPOSED	21-02	Vehicle Replacement - Maintenance Truck	\$31,095	\$31,095						
PROPOSED	21-03	Administration / Maintenance Facility Equipment	\$40,000	\$40,000						
Project Totals			\$8,751,833	\$2,745,710	\$276,756	\$666,000	\$1,355,747	\$1,430,620	\$99,000	\$1,100,000
Remaining Funds Available				\$307,403	\$0	\$0	\$0	\$0	\$0	\$0

*Balance Per FY 2018/19 Audited Financials



Newsletter

April – June 2020
Volume 4 – Number 2

COVID-19 Coronavirus Response

El Dorado Transit has been monitoring COVID-19 (also known as Coronavirus) since the initial outbreak weeks ago and is in communication with the Centers for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH) and El Dorado County Health and Human Services.

According to the California Department of Public Health (CDPH), while the Coronavirus has a high transmission rate, most people who become ill from the Coronavirus recover on their own. Some people, particularly those with underlying health problems, the elderly or those with severe symptoms, may require more intensive medical care.

To help address the potential spread of the Coronavirus and other diseases, El Dorado Transit has taken the proactive measure to increase scheduled vehicle cleaning to include the nightly disinfection of buses that were in service that day as well as cleaning throughout the day. We will continue to monitor the situation and adapt or add to these efforts as recommended by the CDC, State of California or El Dorado County.

If you use our bus or van services, please do your part to help protect our operators and other passengers.

Please observe social distancing measures and follow the guidance to stay six feet apart from our operators and fellow riders while boarding and riding.

The CDC recommends the following personal proactive steps to prevent the spread of all respiratory diseases like the Coronavirus:

- **Avoid close contact** with people who are sick
- **Cover your cough or sneeze** with a tissue, then throw the tissue in the trash
- **Avoid touching eyes, nose or mouth** with unwashed hands
- **Clean and disinfect** frequently touched objects and surfaces
- **Stay home when you are sick**, except to get medical care
- **Wash your hands** often with soap and water for at least 20 seconds

Information regarding the Coronavirus (COVID-19) is available at:

- Centers for Disease Control and Prevention (CDC) www.cdc.gov
- California Department of Public Health (CDPH) www.cdph.ca.gov/covid19
- EDC Health and Human Services <https://www.edcgov.us/Government/hhsa>

How to Get The Latest News and Information from El Dorado Transit

At El Dorado Transit we strive to keep passengers updated on all the latest news and information. We use the following methods to communicate with the public:

- **Website** – eldoradotransit.com has all the latest route information, rider alerts, trip planner, and the sign-up for Rider Alerts.
- **RouteShout 2.0 App** – up-to-date route information with bus maps, schedules, arrival times and real-time bus location map.
- **Rider Alerts** – sent by email whenever there is important updates regarding routes, weather alerts or other necessary news.
- **Facebook/Twitter** – announcements and news alerts.

We encourage passengers to use these tools to keep up to date on all things related to El Dorado Transit.



Holiday Schedule April – June 2020

El Dorado Transit will be closed and will not operate on the following holidays:

Monday, May 25.....Labor Day 97

New Paratransit Buses Now in Service



El Dorado Transit has recently received five new buses that are primarily used for the transportation of seniors and disabled passengers. The buses were paid for by a grant from the Federal Transit Administration (FTA) 5310 program.

The new buses are a cutaway style with a capacity of up to 20 passengers and two wheelchairs. These buses are smaller than the cutaway buses that are currently used by El Dorado Transit which will allow more maneuverability in tight spaces.