



EL DORADO COUNTY TRANSIT AUTHORITY
Regular Meeting
Thursday, May 7, 2020; 1:00 PM

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

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.

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.

If you are joining the meeting via computer and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make a comment. The board secretary will call you by the last three digits of your phone number when it is your turn to comment.

Participate by Computer:

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

Participate by Phone:

1-669-900-6833

Meeting ID: 833-772-503

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR

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

OPEN FORUM

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

1. <u>CONSENT CALENDAR</u>	<u>PAGE</u>
A. Approve Conformed Minutes of Regular Meeting April 2, 2020	5
B. Receive and File March 2020 Check Registers	9
C. Receive and File March 2020 Ridership Reports	12
D. Receive and File Quarterly Investment Reports for the period ending 03/31/2020	17
E. 1. Adopt Resolution No. 20-14 Identifying Fuel as Exempt from Competitive Bidding and Authorize the Executive Director to Procure Fuel from Outside Vendors	19
2. Approve Blanket Purchase Order No. B26009 issued to Dawson Oil Company in the amount of \$700,000 for fiscal year 2020/21	
3. Approve Blanket Purchase Order No. B26014 issued to Hunt & Sons, Inc in the amount of \$70,000 for fiscal year 2020/21	
F. Approval of Purchase Orders above \$25,000 for fiscal year 2020/21	24
G. 1. Approve the update to the Adopted El Dorado County Transit Authority Personnel Policies and Procedures Manual	57
2. Adopt Resolution No. 20-15 Telecommute Policy	
H. Ratification of support letter for Sacramento Area Council of Government's Green Means Go pilot program	68

2.	<u>ACTION ITEMS</u>	<u>PAGE</u>
	A. Approve Transit Service Plans for COVID-19 Response and Recovery	71
	B. 1. Direct the Executive Director to determine levels of staff attrition for potential reductions in labor force among represented and unrepresented employee groups	74
	2. Set a Special Meeting and Public Hearing on July 9, 2020 to adopt the final Operating and Capital Budgets for Fiscal Year 2020/21	

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

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

Closed Personnel Session Pursuant to Government Code Section 54954.5 – PUBLIC EMPLOYMENT Title: Executive Director

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED
EL DORADO COUNTY TRANSIT AUTHORITY BOARD MEETING
Thursday, June 4, 2020 1:00 P.M.
Zoom Meeting Teleconference
<https://zoom.us/j/833772503>
1-669-900-6833
Meeting ID:
833-772-503

The El Dorado County Board of Supervisors Meeting Room is accessible for persons with disabilities. In compliance with the Americans with Disabilities Act, if you require modification or accommodation to participate in this meeting, please contact El Dorado County Transit Authority by telephone at (530) 642-5383 or by fax at (530) 622-2877. Requests must be made as early as possible and at least one full business day before the start of the meeting.

To listen to open session portions of the meeting in real time, dial (530) 621-7603. This specialized dial in number is programmed for listening only and is operable when the audio system inside the meeting room is activated. Please be advised that callers will experience silence anytime the Board is not actively meeting, such as during Closed Session or break periods.

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



EL DORADO COUNTY TRANSIT AUTHORITY REGULAR MEETING AGENDA CONFORMED MINUTES

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.

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Mark Acuna, City of Placerville Councilmember
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Brian Veerkamp, County of El Dorado Supervisor, District III

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- 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 1:01 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.

All votes were done by roll call

M/S: Frentzen/Veerkamp

Ayes: Acuna, Frentzen, Hidahl, Taylor, Veerkamp

OPEN FORUM

None

1. CONSENT CALENDAR

- A. Approve Conformed Minutes of Regular Meeting March 5, 2020**
- B. Receive and File February 2020 Check Registers**
- C. Receive and File February 2020 Ridership Reports**
- D. Approve Vehicle Replacement Plan for Fiscal Years 2019/20 through 2025/26**
- E. Approve Designation of Surplus Property as Per Itemized Property Inventory List**
- 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**
- G. Approve Professional Services Agreement with RTS Computer Services for Computer and Network Support Services for Fiscal Year 2020/21**

- 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

2. **ACTION ITEMS**

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

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

All votes were done by roll call

M/S: Veerkamp/Frentzen

Ayes: Acuna, Frentzen, Hidahl, Taylor, Veerkamp

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

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

All votes were done by roll call

M/S: Veerkamp/Frentzen

Ayes: Acuna, Frentzen, Hidahl, Taylor, Veerkamp

3. **INFORMATION ITEMS**

- A. Newsletter

Information only item no action taken.

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

Recessed to Closed Session at 1:25 PM

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

Reconvened to Open Session at 2:01 PM. No report out.

ADJOURNMENT

Chairperson Hidahl adjourned the meeting at 2:02 PM. The next regularly scheduled meeting is Thursday, May 7, 2020.

* Verbal Report

Respectfully Submitted,

**Megan Wilcher
Secretary to the Board**

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: May 7, 2020
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Receive and File March 2020 Check Register

REQUESTED ACTION:

BY MOTION,

Receive and File March 2020 Check Register

BACKGROUND

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

DISCUSSION

Three (3) item merits further detail:

Check #1014 – City of Placerville.....\$152,493.50

This warrant pays the partial obligation for Progress Payment #13 for costs associated with the Western Placerville Interchange (WPI) project using Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) funds; CIP Project #12-06. All PTMISEA allocated to this project have now been spent.

Check #34113 – City of Placerville.....\$25,736.07

This warrant pays the partial obligation for Progress Payment #13 for costs associated with the Western Placerville Interchange (WPI) project using State Transit Assistance (STA) funds; CIP Project #12-06.

Check #34155 – CalPERS -OPEB.....\$49,568.00

This check pays an obligation for the Unfunded Liability for Other Post-Employment Benefits (OPEB) for unrepresented employees covering fiscal year 2019/20 using Local Transportation Funds (LTF).

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
March 2020

Date	Num	Name	Memo	Amount
03/03/2020	34067	3D DATACOM	Camera Repairs	857.50
03/03/2020	34068	A-Z BUS SALES	Parts & Supplies	2,112.03
03/03/2020	34069	ABSOLUTE GLASS INC	Glass Repairs	799.24
03/03/2020	34070	ADM SCREENING	Random & Pre-Employ Screening Jan 2020	980.00
03/03/2020	34071	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Employee Paid premiums - March 2020	110.46
03/03/2020	34072	ARNOLDS FOR AWARDS	EOM Engraving - March 2020	12.50
03/03/2020	34073	AT&T / CALNET 3	Monthly Utilities	478.87
03/03/2020	34074	AT&T MOBILITY	Monthly Utilities	185.92
03/03/2020	34075	CAL.NET	February 2020 Camera Service	176.92
03/03/2020	34076	CALIFORNIA CUSTOM TEE'S	New Uniforms - RM, MS	144.05
03/03/2020	34077	CALIFORNIA STEAM INC	Repair to Watermaze System	416.57
03/03/2020	34078	CDW GOVERNMENT	Acer Monitors V276HL & V246HL Monitors-5 Qty	774.24
03/03/2020	34079	CELL ENERGY	Battery #1504	148.74
03/03/2020	34080	COMCAST	High Speed Cable Internet-Feb 2020	244.69
03/03/2020	34081	CTAA-COMMUNITY TRANS ASSOC OF AMERICA	Annual Rural Membership Fees	1,500.00
03/03/2020	34082	DAWSON OIL	Fuel Purchases - February 2020	41,187.46
03/03/2020	34083	EDC HHSA-PUBLIC HEALTH DIVISION	Pre-Employment PPD Testing & Eval - 1 EC	72.00
03/03/2020	34084	EDC RISK MANAGEMENT	Health Insurance February & March 2020	3,926.60
03/03/2020	34085	EL DORADO DISPOSAL	Monthly Utilities	337.04
03/03/2020	34086	EL DORADO IRRIGATION DISTRICT	Water Service - MMTF	109.32
03/03/2020	34087	EMP. MISC. REIMBURSEMENT	DMV Permit - AD	78.00
03/03/2020	34088	EMP. MISC. REIMBURSEMENT	Mileage Reimbursement - HVH	112.47
03/03/2020	34089	EMP. MISC. REIMBURSEMENT	DMV Testing - DD	82.00
03/03/2020	34090	FASTENAL	Bus Cleaning Supplies	193.63
03/03/2020	34091	FEDERAL EXPRESS	Shipping Overnight	107.38
03/03/2020	34092	GCR TIRES & SERVICE	Tires #0608 #0609 #1805	3,620.37
03/03/2020	34093	GILLIG LLC	Parts & Supplies	1,595.77
03/03/2020	34094	GLOBAL DATA VAULT LLC	Monthly Cloud Service - 02/20	300.00
03/03/2020	34095	HUNT & SONS INC	Fuel Purchases - February 2020	2,931.15
03/03/2020	34096	IMAGE SOURCE	Billing Period 02/14/20 to 03/13/20	693.85
03/03/2020	34097	KINETICO WATER OF PLACERVILLE	Drinking Water Service March 2020	42.90
03/03/2020	34098	MAG LANDSCAPING INC	February 2020 - Landscaping Service	690.00
03/03/2020	34099	MISSION UNIFORM SERVICE	Uniform Services, Towels, Mats	256.71
03/03/2020	34100	OPERATING ENGINEERS - MEDICAL	Health Premium - March 2020	45,357.00
03/03/2020	34101	PACIFIC GAS & ELECTRIC	Monthly Utilities	720.67
03/03/2020	34102	PATRIDGE TIRES AND SERVICE	3-Axle Alignment #1007	390.00
03/03/2020	34103	PLACER TITLE COMPANY	Title Search	400.00
03/03/2020	34104	QUILL	Misc. Office Supplies	232.08
03/03/2020	34105	RTS IT INC	ITCare Gold Service Plan	4,877.50
03/03/2020	34106	SHRED CITY	Document Destruction Qty 608 lbs	304.00
03/03/2020	34107	STATE OF CA - DEPT OF JUSTICE	Fingerprints, Investigations-Apps & FBI-01/20	98.00
03/03/2020	34108	SUN LIFE FINANCIAL	LTD/Life Premium - March 2020	2,744.39
03/03/2020	34109	TOWN CENTER EAST LP	Lease Pymt for March 2020 P&R	700.00
03/03/2020	34110	TRUE VALUE HARDWARE	Parts & Supplies	219.64
03/03/2020	34111	UNITED TEXTILE	Gloves - Shop Use	288.20
03/03/2020	34112	ZEP MANUFACTURING CO.	Solution for Cleaning Bus Air Lines	1,474.23
03/04/2020	1014	CITY OF PLACERVILLE	Western Placerville Interchange Progress Payment #13	152,493.50
03/04/2020	34113	CITY OF PLACERVILLE	Western Placerville Interchange Progress Payment #13	25,736.07
03/04/2020	34114	STEVE STYMEIST COLLISION CNTRS	Repair Body/Paint #1701	29,448.02
03/05/2020	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Medical Premium - March 2020	40,155.58
03/05/2020	34115	CIVICPLUS-SEE CLICK FIX	See Click Fix Annual Fee - 10 Licenses	10,000.00
03/05/2020	34116	SURVEYMONKEY INC	Online Survey Service for 2020-2021	900.00
03/10/2020	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE MARCH 6, 2020	4,240.67
03/10/2020	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #5 CLASSIC	11,694.54
03/10/2020	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #5 PEPRA	8,609.20
03/10/2020	34117	AFTERMARKET PARTS CO LLC	Parts & Supplies	3,489.09
03/10/2020	34118	AUTOZONE	Parts & Supplies	91.25
03/10/2020	34119	BUS & EQUIPMENT REPAIR OF CA	Parts & Supplies	4,048.13
03/10/2020	34120	C & H MOTOR PARTS	Parts & Supplies	338.76
03/10/2020	34121	CAPITOL CLUTCH & BRAKE	Parts & Supplies	2,678.23
03/10/2020	34122	EMP. MISC. REIMBURSEMENT	Replacement Check for Travel Exp - CP	156.96
03/10/2020	34123	EMP. MISC. REIMBURSEMENT	Cleaning Wipes - Maintenance	48.38
03/10/2020	34124	EMP. MISC. REIMBURSEMENT	DMV License Permit - MFS	82.00
03/10/2020	34125	FACTORY MOTOR PARTS	Parts & Supplies	904.80
03/10/2020	34126	FLEMING DISTRIBUTING CO.	Additives PM Services	267.16
03/10/2020	34127	FOLSOM CHEVROLET	Parts & Supplies	231.13
03/10/2020	34128	FOLSOM LAKE DODGE	Parts & Supplies	103.35

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
March 2020

Date	Num	Name	Memo	Amount
03/10/2020	34129	KIMBALL MIDWEST	Misc. Shop Supplies	722.87
03/10/2020	34130	LANGUAGE LINE SERVICES INC	Interpreter Service - February 2020	50.20
03/10/2020	34131	MUNICIPAL MAINTENANCE EQUIPMENT-MME	Mobile & In-Ground Lift Inspections	2,125.00
03/10/2020	34132	OFFICE RELIEF INC	VOID: 65659	0.00
03/10/2020	34133	PRO-LINE CLEANING SERVICES INC	Janitorial Services - February 2020	900.00
03/10/2020	34134	QUILL	Misc. Office Supplies	574.53
03/10/2020	34135	RIEBES AUTO PARTS	Small Flat Glass Mirror #1801	20.23
03/10/2020	34136	ROBERTS & COMPANY INC	CPA Services - February 2020	245.00
03/10/2020	34137	ROMAINE ELECTRIC	40SI 12v 300 #0608	594.72
03/10/2020	34138	RON DUPRATT FORD	Parts & Supplies	939.19
03/10/2020	34139	VERIZON WIRELESS	Cellular & Wifi Service - February 2020	2,069.83
03/10/2020	34140	VISA	Reconciled Charges - January - 2020	1,371.91
03/12/2020	34141	AT&T / CALNET 3	Monthly Utilities	423.51
03/12/2020	34142	BROWER MECHANICAL INC	Replace (4) Housings & Contactors	1,394.13
03/12/2020	34143	DIAMOND MANUFACTURING INC	Floor Stands, Lock Housing Bolts - Farboxes	763.50
03/12/2020	34144	EDC COMMUNITY DEVELOPMENT SERVICES	AQMD Fees Permit #15-1745 20-21-Generator	704.63
03/12/2020	34145	EL DORADO IRRIGATION DISTRICT	Water Service-WPI	94.42
03/12/2020	34146	IMPERIAL PRINTING-HKR	Vehicle Graphics #1901 & #1905	4,450.88
03/12/2020	34147	J. C. NELSON SUPPLY CO.	Janitorial Supplies	407.04
03/12/2020	34148	O'REILLY AUTO PARTS	Parts & Supplies	1,852.29
03/12/2020	34149	OPERATING ENGINEERS LOCAL UNION #3	Union Dues - March 2020	1,820.00
03/12/2020	34150	PACIFIC GAS & ELECTRIC	Monthly Utilities	2,970.56
03/12/2020	34151	PACIFIC MATERIAL HANDLING SOL INC	PM Service Yale Forklift, Genie Lift, Minuteman Scrubber	523.10
03/12/2020	34152	SUBURBAN PROPANE-1612	Fill Shop Propane Tank	816.16
03/12/2020	34153	TESSCO INC	2 Way Radio Parts #1904	144.30
03/12/2020	34154	WESTERN TRUCK PARTS LLC	Parts & Supplies	888.91
03/18/2020	34155	CalPERS - OPEB	CalPERS OPEB FY 2020	49,568.00
03/20/2020	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE MARCH 20, 2020	4,450.77
03/20/2020	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD #6 CLASSIC	11,826.95
03/20/2020	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #6 PEPR	8,738.48
03/25/2020	34156	ADM SCREENING	Random & Pre-Employ Screening Feb 2020	570.00
03/25/2020	34157	AFLAC	Employee Paid Premiums - March 2020	1,442.46
03/25/2020	34158	CAL.NET	March 2020 Camera Service	176.92
03/25/2020	34159	COMCAST	High Speed Cable Internet-March 2020	244.69
03/25/2020	34160	CREATIVE BUS SALES	Vehicle Lease-March 2020	145.11
03/25/2020	34161	EL DORADO IRRIGATION DISTRICT	Monthly Utilities	556.56
03/25/2020	34162	EMP. MISC. REIMBURSEMENT	Commuter Pass Reimbursement - FM	180.00
03/25/2020	34163	FEDERAL EXPRESS	Misc. Shipping	68.56
03/25/2020	34164	FLEET MAINT SPECIALISTS INC	Travel Costs & Veh Inspect for Replace Veh	1,142.48
03/25/2020	34165	FRANKS BODY SHOP	Deductible for #1604	5,000.00
03/25/2020	34166	GIRARD & EDWARDS	Legal Counsel - February 2020	1,650.00
03/25/2020	34167	GLOBAL DATA VAULT LLC	Monthly Cloud Service-03/20	300.00
03/25/2020	34168	HUNT & SONS INC	Fuel Purchases - February 2020	1,790.69
03/25/2020	34169	IMAGE SOURCE	Billing Period 03/14/20 to 04/13/20	961.91
03/25/2020	34170	IMPERIAL PRINTING-HKR	Vehicle Graphics #1902 & #1903 #1701 #1904	7,132.13
03/25/2020	34171	INIT INC	TOUCHit-Level 1, Plus Touch Panel	294.94
03/25/2020	34172	MOUNTAIN DEMOCRAT INC	Recruitment AD-Equipment Tech I/II-Feb 2020	455.25
03/25/2020	34173	PERFECTO LABEL CO INC	Numbered "Request Stop" Stickers-Qty 90	82.05
03/25/2020	34174	QUADIENT INC	Ink Cartridge, Postage Labels	276.70
03/25/2020	34175	QUILL	Misc. Office Supplies	145.14
03/25/2020	34176	RAMOS ENVIRONMENTAL SERVICES	Used Oil, Oily Solids, Oily Water Disposal	954.93
03/25/2020	34177	UPS	Freight Charges	76.75
03/25/2020	34178	VIPER PEST CONTROL INC	Bi-Monthly Pest Control-#6565	60.00
03/25/2020	34179	WAYNE'S LOCKSMITH SERVICE	Double Sided Key Copied #1901-#1905	24.37
03/25/2020	34180	WESTERN SUPPLY INC	Wheel Weights	268.41
03/25/2020	34181	WOLFPACK INSURANCE SERVICES, INC.	Vision/Dental Premium - April 2020	4,516.90
03/25/2020	34182	XEROX FINANCIAL SERVICES	Lease Payment - March 2020	774.35
03/25/2020	34183	ZONAR SYSTEMS INC	Download Station - Shop Tool	91.91
03/31/2020	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Medical Premium - April 2020	39,633.88
03/31/2020	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #7 CLASSIC	11,551.82
03/31/2020	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #7 PEPR	8,429.96
03/31/2020	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE APRIL 3, 2020	4,450.63
				<u>613,701.52</u>
Total				<u>613,701.52</u>

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

DATE: May 7, 2020

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: March 2020 Ridership Report

REQUESTED ACTION:

BY MOTION,

Receive and File the March 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 March 2020 monthly ridership table comparing the current fiscal year to the previous fiscal year. Due to the COVID-19 virus and social distancing regulations, Senior Day Care services closed on March 13, 2020 Mother Lode Rehabilitation Enterprises (M.O.R.E.) closed on March 16, 2020, Commuter services were decreased to four (4) buses in the morning and afternoon on March 23, 2020. Transit ridership has reduced in all areas of service.

March Ridership

2020	2019	Decrease	% Decrease
20,189	32,152	-11,963	-37.2%

Comparing March 2020 and 2019, Demand Response ridership decreased by 44.0%, Local Fixed Route ridership decreased by 30.5% and Commuter ridership decreased by 43.2%. Productivity decreased by 24.6% in passengers per revenue hour. Year-to-date ridership has decreased by 4,376 passenger trips or 1.6%. However, year-to-date passengers per revenue hour has increased by 5.4%.

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

In March El Dorado Transit recorded 9,645 Connect Card taps or 47.8% 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 which declined due to COVID-19 impacts on transit ridership.

March 2020 Ridership Report

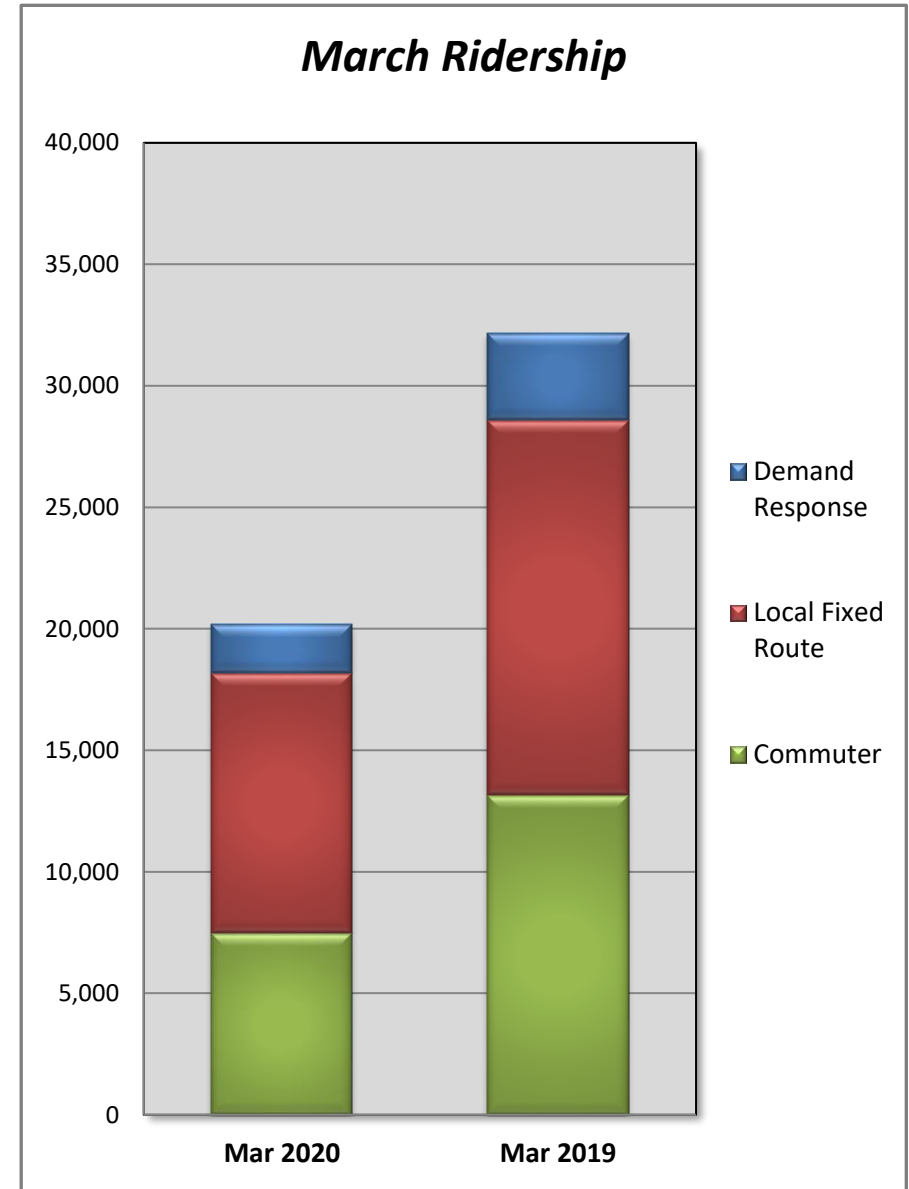


Demand Response	Mar 2020	Mar 2019	% Change
Dial-a-Ride	887	1,415	-37.3%
Sac-Med	20	28	-28.6%
ADA Paratransit	62	64	-3.1%
M.O.R.E.*	873	1,561	-44.1%
Senior Day Care*	168	519	-67.6%
Total Demand Response	2,010	3,587	-44.0%

Local Fixed Route	Mar 2020	Mar 2019	% Change
20 - Placerville	2,884	3,660	-21.2%
25 - Saturday Express	280	485	-42.3%
30 - Diamond Springs	1,597	2,786	-42.7%
35 - Diamond Springs Saturday	69	112	-38.4%
40 - Cameron Park	1,095	1,238	-11.6%
50x - 50 Express	2,448	3,798	-35.5%
60 - Pollock Pines	2,331	3,146	-25.9%
70 - El Dorado Hills	0	178	-100.0%
Total Local Fixed Route	10,704	15,403	-30.5%

Commuter	Mar 2020	Mar 2019	% Change
Sacramento Commuter	7,418	13,096	-43.4%
Reverse Commuter	57	72	-20.8%
Total Commuter	7,475	13,168	-43.2%

	Mar 2020	Mar 2019	% Change
Systemwide	20,189	32,158	-37.2%
Passengers per Revenue Hour	5.2	7.0	-24.6%



*Contracted Services - Ridership Determined by Client Enrollment

Ridership Report Fiscal Year-to-Date

July 2019 to March 2020

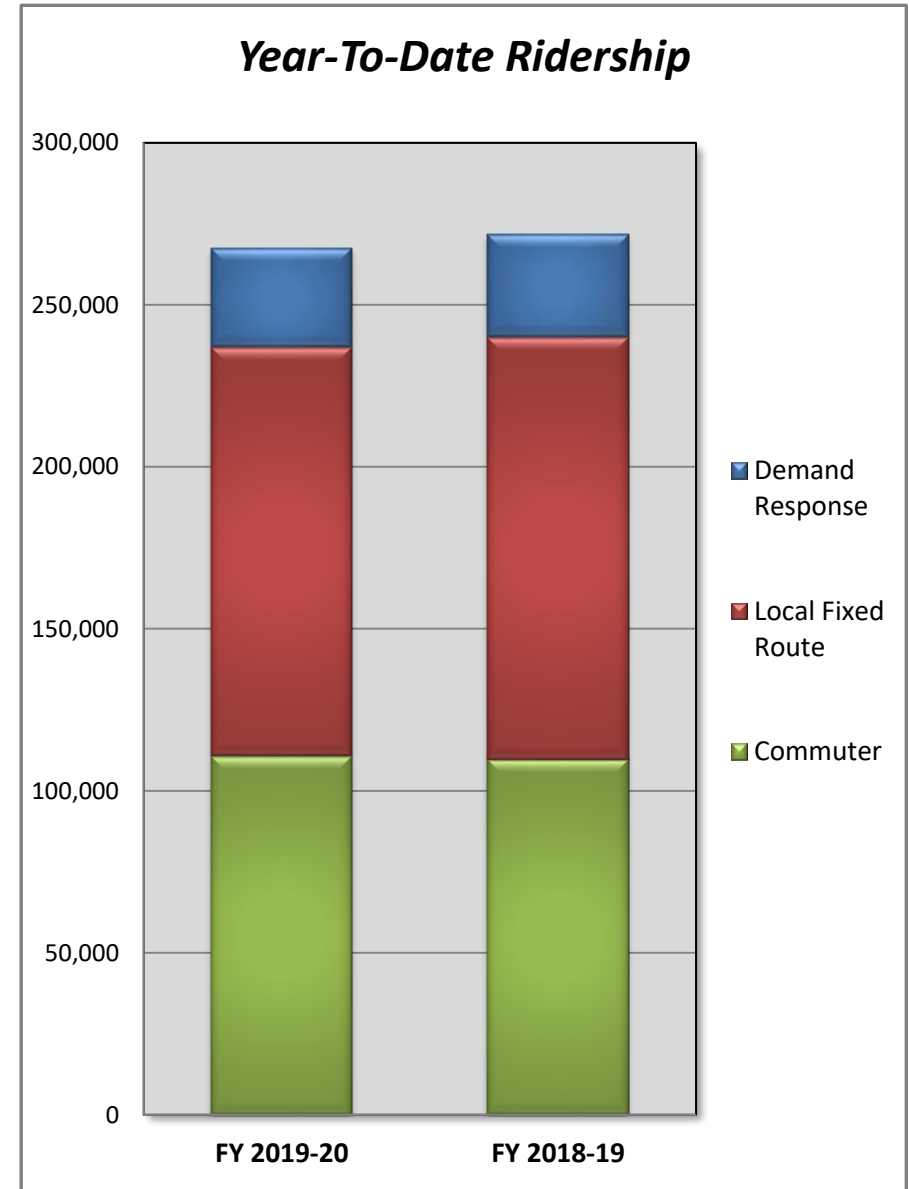


Demand Response	FY 2019-20	FY 2018-19	% Change
Dial-a-Ride	11,237	12,480	-10.0%
Sac-Med	231	252	-8.3%
ADA Paratransit	514	569	-9.7%
M.O.R.E.*	15,244	13,962	9.2%
Senior Day Care*	3,291	4,405	-25.3%
Total Demand Response	30,517	31,668	-3.6%

Local Fixed Route	FY 2019-20	FY 2018-19	% Change
20 - Placerville	30,966	32,833	-5.7%
25 - Saturday Express	3,699	3,379	9.5%
30 - Diamond Springs	19,922	21,788	-8.6%
35 - Diamond Springs Saturday	1,094	1,019	7.4%
40 - Cameron Park	11,607	9,770	18.8%
50x - 50 Express	31,341	31,611	-0.9%
60 - Pollock Pines	27,532	27,380	0.6%
70 - El Dorado Hills	0	2,680	-100.0%
Total Local Fixed Route	126,161	130,460	-3.3%

Commuter	FY 2019-20	FY 2018-19	% Change
Sacramento Commuter	110,063	109,074	0.9%
Reverse Commuter	633	548	15.5%
Total Commuter	110,696	109,622	1.0%

	FY 2019-20	FY 2018-19	% Change
Systemwide	267,374	271,750	-1.6%
Passengers per Revenue Hour	7.1	6.8	5.4%



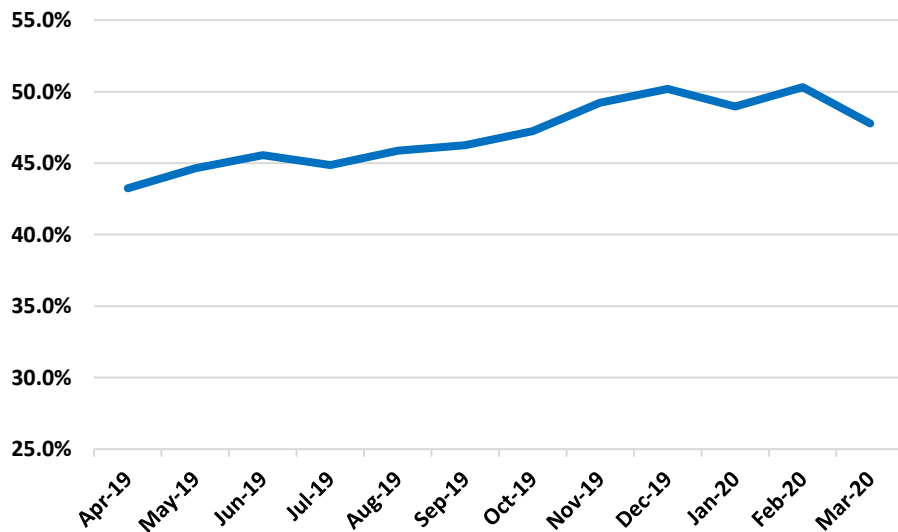
*Contracted Services - Ridership Determined by Client Enrollment

Connect Card Ridership Report

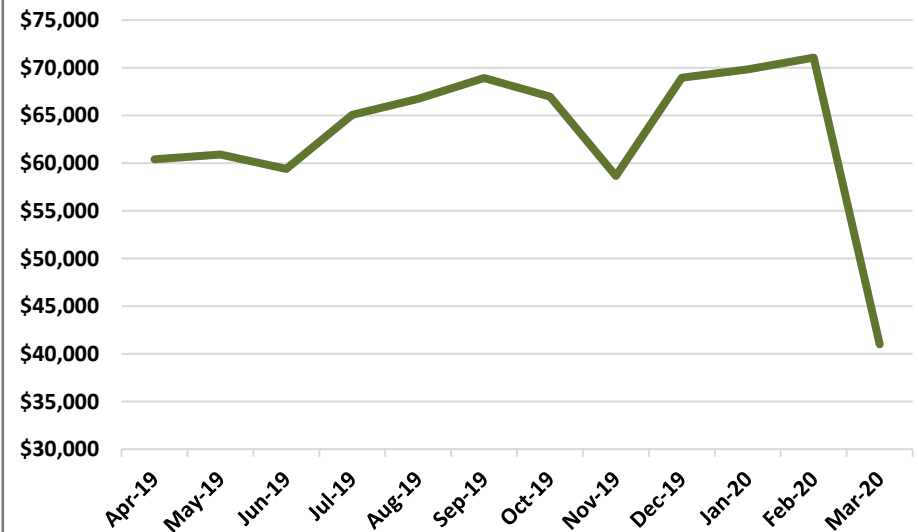


Month	Number of Taps	Total Ridership	% of Total Ridership	Fare Revenue
Apr-19	13,885	32,111	43.2%	\$60,406
May-19	14,704	32,934	44.6%	\$60,909
Jun-19	12,719	27,915	45.6%	\$59,388
Jul-19	14,091	31,403	44.9%	\$65,071
Aug-19	15,167	33,064	45.9%	\$66,729
Sep-19	14,505	31,356	46.3%	\$68,913
Oct-19	16,236	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
Mar-20	9,645	20,189	47.8%	\$40,997

Connect Card Percent of Total Ridership



Connect Card Fare Revenue



AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: May 7, 2020
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Quarterly Investment Report for the period ending 03/31/2020

REQUESTED ACTION:

BY MOTION,

**Receive and file Quarterly Investment Report for the period ending
03/31/2020**

BACKGROUND

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

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

DISCUSSION

Interest earnings for the LAIF and Money Market accounts for the first calendar quarter of 2020 equal \$9,835.48, total interest for all interest-bearing accounts earned for fiscal year (FY) 2019/20 equals \$39,712.73; this reflects an amount of \$6,203.93 under the adopted budget. These funds are budgeted and used as operating income. The investment report for quarter ending 03/31/20 is submitted for review and file.

FISCAL IMPACT

Account 4970.00-Interest Income will be adjusted in the FY 2019/20 Final Amended Budget to reflect actual revenues.

EL DORADO COUNTY TRANSIT AUTHORITY

QUARTERLY INVESTMENT REPORT

PERIOD 01/01/2020 – 03/31/2020

LOCAL AGENCY INVESTMENT FUND (L A I F)

Account Summary

12/31/2019	Balance Forward	\$ 1,261,811.82
	Total Transfers to General Checking Account	\$ -000,000.00
	Total Transfers from General Checking Account	\$ 000,000.00
	Interest Earned @ 2.03%	\$ <u>6,350.50</u>
03/31/2020	Ending Balance 1st Qtr., 2020	\$ 1,268,162.32

UMPQUA BANK (Money Market Account)

Account Summary

12/31/2019	Balance Forward	\$ 2,405,779.19
	Total Transfers to General Checking Account	\$ -000,000.00
	Total Transfer from General Checking Account	\$ 000,000.00
	Interest Earned @ 0.83%	\$ <u>3,484.98</u>
03/31/2020	Ending Balance 1st Qtr., 2020	\$ 2,409,264.17

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: May 7, 2020

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Resolution No. 20-14 to establish fuel as exempt from competitive bidding and approve Blanket Purchase Orders for said fuel, for fiscal year 2020/21

REQUESTED ACTION:
BY MOTION,

1. Adopt Resolution No. 20-14 Identifying Fuel as Exempt from Competitive Bidding and Authorize the Executive Director to Procure Fuel from Outside Vendors.
2. Approve Blanket Purchase Order No. B26009 issued to Dawson Oil Company in the amount of \$700,000 for fiscal year 2020/21.
3. Approve Blanket Purchase Order No. B26014 issued to Hunt & Sons, Inc. in the amount of \$70,000 for fiscal year 2020/21.

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) purchasing procedures allow an exemption to competitive bidding per the following approved El Dorado Transit Procurement Policies and Procedures Manual:

“Chapter 3; Section 14 Sole Sources Procurements:

b) Sole source procurement may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances applies:

5. *The unique nature of the property or service required precludes competitive bidding.”*

El Dorado Transit Purchasing Procedures and the Joint Exercise of Powers Agreement establishing El Dorado Transit require Board approval for Purchase Orders over \$25,000 and Purchase Requisitions over \$5,000.

El Dorado Transit operates a fleet of sixty-six (66) vehicles and the fleet currently consumes an average of 5,938 gallons of unleaded gasoline and 11,207 gallons of green low sulfur diesel per month.

DISCUSSION

El Dorado Transit purchases green low sulfur diesel and unleaded gasoline from two (2) local commercial cardlock fuel vendors on a daily basis due to the proximity of the facilities and the availability of differing types of fuel. Transit Operators and maintenance personnel fuel vehicles during the hours of 5:00 AM to 8:00 PM Monday through Friday and from 8:00 AM and 5:00 PM each weekend. Additional fueling is necessary during special shuttle services such as the Fair Shuttle.

Fuel prices at commercial/retail fuel vendors typically fluctuate daily based on the market. As a result, vendors are precluded from providing El Dorado Transit a set contract price for fuel at the pump the way they might if they were delivering fuel to a facility on less frequent basis. This daily price fluctuation does not lend itself to competitive bidding procedures therefore; the El Dorado Transit Board has allowed an exemption from competitive bidding on fuel since 2000.

Due to the operational need for daily fuel purchasing at outside vendors and the unique nature of daily fuel price fluctuations, it is recommended that fuel procurement be identified as exempt from competitive bidding. With approval, purchase orders will be issued to the two (2) local cardlock vendors that have provided price quotes using a set amount per gallon above their cost. The Executive Director certifies that these purchases are included within the preliminary approved operating budget for Fiscal Year 2020/21.

FISCAL IMPACT

Purchase Order amounts are within budget line item amounts as presented on the Preliminary Operating Budget FY 2020/21 adopted on April 2, 2020.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 20-14**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY IDENTIFYING FUEL AS EXEMPT FROM COMPETITIVE
BIDDING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO PROCURE FUEL**

WHEREAS, the El Dorado County Transit Authority (El Dorado Transit) purchases ultra-low sulfur diesel and unleaded gasoline for fleet vehicles daily; and

WHEREAS, El Dorado Transit currently purchases fuel from two (2) commercial cardlock vendors; and

WHEREAS, the purchase of fuel from two (2) local vendors is practical due to the proximity of fuel facilities and the availability of differing types of fuel; and

WHEREAS, cardlock type, retail fuel vendor pricing fluctuates daily which does not lend itself to competitive bidding procedures; and

WHEREAS, El Dorado Transit has received structured price quotes from all vendors; and

WHEREAS, approved El Dorado Transit Procurement Policies and Procedures Manual: Chapter 3; Section 14(b)(5) allows for exemption from competitive bidding by resolution when the unique nature of the property does not lend itself to bidding; and

NOW THEREFORE, BE IT RESOLVED; that:

1. The purchase of fuel is considered unique in nature due to the daily fluctuation in price and is hereby declared exempt from competitive bidding.
2. The Executive Director is authorized to purchase fuel from outside vendors.

PASSED AND ADOPTED, this 7th day of May 2020.

AYES:

NOES:

ABSTAIN:

ABSENT:

John Hidahl, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

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

PURCHASE ORDER NO. B26009

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

DATE: 07/01/20

ACCOUNT: 5040.01 CLASS: 110
 ACCOUNT: 5040.80 CLASS: 100
 ACCOUNT: VARIOUS CLASS: VARIOUS

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

SHIP & INVOICE TO:

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

Contact: Ashley

Vendor Phone No: (530) 642-2681

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 10th OF THE MONTH		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		FUEL PURCHASES AND DIESEL EXHAUST FLUID AND ADDITIVES FOR TRANSIT FLEET VEHICLES FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21		NOT TO EXCEED: \$700,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$700,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$700,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

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

PURCHASE ORDER NO. B26014

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

DATE: 07/01/20

ACCOUNT: 5040.01

CLASS: 110

ACCOUNT: 5040.80

CLASS: 100

ACCOUNT: VARIOUS

CLASS: VARIOUS

SHIP & INVOICE TO:

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

TO: HUNT & SONS INC

P.O. BOX 277670

SACRAMENTO, CA 95827-7670

Contact:

Vendor Phone No: (530) 642-2681

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 10		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		FUEL PURCHASES AND BULK OIL AND ADDITIVES FOR TRANSIT FLEET VEHICLES FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21		NOT TO EXCEED: \$70,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$70,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$70,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: May 7, 2020

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Purchase Orders above \$25,000 for Fiscal Year 2020/21

REQUESTED ACTION:

BY MOTION,

**Approval of Purchase Orders above \$25,000 for Fiscal Year
2020/21**

BACKGROUND

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

DISCUSSION

The Executive Director certifies that these purchases are processed within approved Purchasing Procedures. All purchase orders are in-line with the adopted preliminary operating budget for Fiscal Year (FY) 2020/21.

- | | |
|---|---|
| • AfterMarket Parts Co. | Blanket Purchase Order No. B26000
NTE \$65,000 |
| • Bus & Equipment Repair
Of California | Blanket Purchase Order No. B26001
NTE \$30,000 |
| • CalPERS 457 Deferred
Compensation Plan | Blanket Purchase Order No. B26002
NTE \$120,000 |
| • Health Benefit Division
CalPERS | Blanket Purchase Order No. B26003
NTE \$520,000 |
| • Capital Clutch & Brake | Blanket Purchase Order No. B26007
NTE \$35,000 |
| • City National Bank | Blanket Purchase Order No. B26008
NTE \$261,662.12 |
| • El Dorado County
Risk Management | Blanket Purchase Order No. B26010
NTE \$50,000 |
| • GCR Tire Center | Blanket Purchase Order No. B26011
NTE \$65,000 |

- Gillig LLC. Blanket Purchase Order No. B26012
NTE \$40,000
- Girard, Edwards, Stevens & Tucker LLP Blanket Purchase Order No. B26013
NTE \$60,000
- Imperial Printing Blanket Purchase Order No. B26015
NTE \$35,000
- INIT Inc. Blanket Purchase Order No. B26016
NTE \$40,000
- Operating Engineers Union Dues Blanket Purchase Order No. B26017
NTE \$30,000
- Operating Engineers Medical Blanket Purchase Order No. B26018
NTE \$830,000
- Pacific Gas & Electric Blanket Purchase Order No. B26019
NTE \$64,000
- Paychex Blanket Purchase Order No. B26020
NTE \$75,000
- Public Employees Retirement System Blanket Purchase Order No. B26021
NTE \$955,000
- Resco Printing Blanket Purchase Order No. B26022
NTE \$35,000
- Ron Dupratt Ford Blanket Purchase Order No. B26023
NTE \$40,000
- RouteMatch Software Inc. Blanket Purchase Order No. B26024
NTE \$65,000
- RTS IT Inc. Blanket Purchase Order No. B26025
NTE \$70,000
- Sierra Nevada Tire & Wheel Blanket Purchase Order No. B26027
NTE \$65,000
- Steve Stymeist Collision Centers Blanket Purchase Order No. B26028
NTE \$75,000
- Sun Life Financial Blanket Purchase Order No. B26029
NTE \$42,000
- Tolar Manufacturing Company, Inc. Blanket Purchase Order No. B26030
NTE \$40,000
- Verizon Wireless Blanket Purchase Order No. B26031
NTE \$40,000
- VISA Blanket Purchase Order No. B26032
NTE \$60,000
- Western Truck Parts & Equipment LLC. Blanket Purchase Order No. B26033
NTE \$65,000
- Wolfpack Insurance Services Inc. Blanket Purchase Order No. B26034
NTE \$67,000
- Zonar Systems Inc. Blanket Purchase Order No. B26035
NTE \$28,000

FISCAL IMPACT

Purchase Order amounts are within budget line items in the Preliminary Operating Budget FY 2020/21 as adopted at the Regular Board Meeting of April 2, 2020.

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

PURCHASE ORDER NO. B26000

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

DATE: 07/01/20

ACCOUNT: 5040

CLASS: 110

TO: AFTERMARKET PARTS COMPANY LLC
DBA NFI PARTS
PO BOX 775881
CHICAGO, IL 60677-5881

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (800) 278-4124

Fax No: (502) 318-3021

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21		NOT TO EXCEED: \$65,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$65,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$65,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

Circle Distributing: Vendor - Accounting - Requestor - Purchasing

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

PURCHASE ORDER NO. B26001

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

DATE: 07/01/20

ACCOUNT: 5040

CLASS: 110

TO: BUS & EQUIPMENT REPAIR OF CA
31 KAREN ROAD
BELMONT, CA 94002

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (415) 593-6924

Fax No: (415) 593-0153

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21		NOT TO EXCEED: \$30,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$30,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$30,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B26002

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

DATE: 07/01/20

ACCOUNT: 2032

CLASS: 125

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

SHIP & INVOICE TO:

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

Contact: Lisa Crowell

Vendor Phone No: (617) 657-7366

Fax No: (617) 376-4285

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p style="text-align: center;">OPTIONAL EMPLOYEE PAID SUPPLEMENTAL INCOME PLAN FOR RETIREMENT FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21</p> <p style="text-align: center;">PAYROLL DEDUCTIONS SENT TO CalPERS 457 ARE PAID THROUGH AN ELECTRONIC FUNDS TRANSFER TRANSACTION</p>		NOT TO EXCEED: \$120,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$120,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$120,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B26003

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

DATE: 07/01/20

ACCOUNT: 5020.02

CLASS: 125

TO: HEALTH BENEFIT SERVICE DIVISION
 CALIFORNIA PUBLIC EMPLOYEES
 RETIREMENT SYSTEM
 PO BOX 4032
 SACRAMENTO, CA 95812-4032

SHIP & INVOICE TO:

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

Contact: Robert Sharp

Vendor Phone No: (888) 225-7377

Fax No: (916) 795-7901

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p>EDCTA SPONSORED HEALTH INSURANCE COVERAGE FOR UNREPRESENTED AND MANAGEMENT EMPLOYEES FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21</p> <p>PAYROLL DEDUCTIONS SENT TO CalPERS HEALTH BENEFIT SERVICE DIVISION ARE PAID THROUGH AN ELECTRONIC FUNDS TRANSFER TRANSACTION</p> <p>NOTE: PURCHASE ORDER REFLECTS TOTAL PREMIUM CHARGED. EDCTA ACTUAL COST IS REDUCED BY PAYROLL DEDUCTION OF EMPLOYEE PORTION.</p>		NOT TO EXCEED: \$520,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$520,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$520,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B26007

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

DATE: 07/01/20

ACCOUNT: 5040

CLASS: 110

TO: CAPITOL CLUTCH & BRAKE
3100 DULUTH STREET
WEST SACRAMENTO, CA 95691

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

Contact:

Vendor Phone No: (916) 371-5970

Fax No: (916) 371-6853

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21		NOT TO EXCEED: \$35,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$35,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$35,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B26008

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

DATE: 07/01/20

ACCOUNT: 8500 CLASS: 125
 ACCOUNT: 2199 CLASS: 125

TO: CITY NATIONAL BANK
 2100 PARK PLACE SUITE 150
 EL SEGUNDO, CA 90245
 ATTN: LOAN SERVICING #354

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

Contact:

Vendor Phone No:

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		INSTALLMENT SALE AGREEMENT #18-005 DATED MAY 24, 2018 FOR FIVE (5) COMMUTER BUSES		NOT TO EXCEED: \$261,662.12
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$261,662.12
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$261,662.12

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

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

PURCHASE ORDER NO. B26010

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

DATE: 07/01/20

ACCOUNT: 5020.02

CLASS: 125

TO: EL DORADO COUNTY
RISK MANAGEMENT
330 FAIR LANE
PLACERVILLE, CA 95667

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (530) 621-5568

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p>EL DORADO COUNTY PROVIDED HEALTH INSURANCE PLAN TO INCLUDE; MEDICAL, DENTAL, CHIROPRACTIC, AND VISION COVERAGE OPTION FOR TRANSIT DRIVERS FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21</p> <p>NOTE: PURCHASE ORDER REFLECTS TOTAL PREMIUM CHARGED. EDCTA ACTUAL COST IS REDUCED BY PAYROLL DEDUCTION OF EMPLOYEE PORTION.</p>		NOT TO EXCEED: \$50,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$50,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$50,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

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

PURCHASE ORDER NO. B26011

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

DATE: 07/01/20

ACCOUNT: 5040.02

CLASS: 110

TO: GCR TIRES & SERVICE
1401 RICHARDS BLVD
SACRAMENTO, CA 95814

SHIP & INVOICE TO:

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

Contact: Austin Shaffer

Vendor Phone No: (916) 447-4220

Fax No: (916) 447-0122

PROMISED DELIVERY DATE		TERMS: NET 10th OF THE FOLLOWING MONTH		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		TIRES FOR FLEET VEHICLES ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21 ALL PRICING THROUGH THE STATE OF CALIFORNIA (SEE ATTACHED)		NOT TO EXCEED: \$65,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$65,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$65,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

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

PURCHASE ORDER NO. B26012

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

DATE: 07/01/20

ACCOUNT: 5040

CLASS: 110

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

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

Contact: Lee Petersen

Vendor Phone No: (510) 785-1500

Fax No: (510) 785-6819

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21		NOT TO EXCEED: \$40,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$40,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$40,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B26013

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

DATE: 07/01/20

ACCOUNT: 5030

CLASS: 125, 600

ACCOUNT: VARIOUS

SHIP & INVOICE TO:

EL DORADO COUNTY TRANSIT AUTHORITY

6565 COMMERCE WAY

DIAMOND SPRINGS, CA 95619-9454

TO: GIRARD, EDWARDS, STEVENS &
TUCKER LLP
8801 FOLSOM BLVD SUITE 285
SACRAMENTO, CA 95826

Contact: Brooke

Vendor Phone No: (916) 706-1255

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PROFESSIONAL LEGAL SERVICES FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21		NOT TO EXCEED: \$60,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$60,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$60,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

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

PURCHASE ORDER NO. B26015

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

DATE: 07/01/20

ACCOUNT: 5040.00

CLASS: 110

ACCOUNT: 5090.75

SHIP & INVOICE TO:

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

TO: IMPERIAL PRINTING
259 PLACERVILLE DRIVE
PLACERVILLE, CA 95667

Contact: Kelly Roberts
Vendor Phone No: (530) 626-0514

Fax No: (530) 621-1491

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		REMOVAL AND INSTALLATION OF VINYL GRAPHICS ON FLEET VEHICLES ALSO OTHER PRINTING COSTS AS NEEDED FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21		NOT TO EXCEED: \$35,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$35,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$35,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B26016

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

DATE: 07/01/20

ACCOUNT: 5040.00
ACCOUNT: VARIOUS

CLASS: 125

TO: INIT INC

1420 KRISTINA WAY SUITE 101
CHESAPEAKE, VA 23320

SHIP & INVOICE TO:

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

Contact: Mike Meringer

Vendor Phone No: (757) 413-9100

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		EQUIPMENT AND INSTALLATION AND MAINTENANCE FOR CONNECT CARD ON FLEET VEHICLES FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21		NOT TO EXCEED: \$40,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$40,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$40,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B26017

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

DATE: 07/01/20

ACCOUNT: 2035

CLASS: 125

TO: OPERATING ENGINEERS LOCAL
UNION NO. 3
ROMMELY MACALOLOY (CHECK-OFF)
1620 SOUTH LOOP ROAD
ALAMEDA, CA 94502

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (510) 748-7400

Fax No: (510) 748-7401

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		REPRESENTED EMPLOYEES MONTHLY UNION DUES FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21 DUES PAID THROUGH PAYROLL DEDUCTION NO ACTUAL FISCAL COST TO EDCTA		NOT TO EXCEED: \$30,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$30,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$30,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B26018

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

DATE: 07/01/20

ACCOUNT: 5020.02

CLASS: 125

TO: OPERATING ENGINEERS PUBLIC
 & MISCELLANEOUS EMPLOYEES
 PO BOX 3157
 HAYWARD, CA 94540-3157

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (510) 337-3050

Fax No:

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p>OPERATING ENGINEERS PUBLIC EMPLOYEES HEALTH & WELFARE GROUP MEDICAL COVERAGE FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21</p> <p>NOTE: PURCHASE ORDER REFLECTS TOTAL PREMIUM CHARGED. EDCTA ACTUAL COST IS REDUCED BY PAYROLL DEDUCTION OF EMPLOYEE PORTION.</p>		NOT TO EXCEED: \$830,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$830,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$830,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B26019

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

DATE: 07/01/20

ACCOUNT: 5050.02

CLASS: 125, 110

ACCOUNT: 5050.03

CLASS: 600, 601, 602

SHIP & INVOICE TO:

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

TO: PACIFIC GAS & ELECTRIC
BOX 997300
SACRAMENTO, CA 95899-7300

Contact:

Vendor Phone No: (800) 743-5000

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 15		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p>PROVIDE ELECTRIC SERVICE FOR THE FOLLOWING LOCATIONS:</p> <ul style="list-style-type: none">• ADMINISTRATION BUILDING• MAINTENANCE BUILDING• CAMBRIDGE PARK & RIDE• CENTRAL PARK & RIDE• EL DORADO HILLS PARK & RIDE• PONDEROSA PARK & RIDE• RAY LAWYER DRIVE PARK & RIDE <p>FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21</p>		NOT TO EXCEED: \$64,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$64,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$64,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B26020

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

DATE: 07/01/20

ACCOUNT: 5030

CLASS: 125

TO: PAYCHEX

2365 IRON POINT ROAD, SUITE 240
FOLSOM, CA 95630

SHIP & INVOICE TO:

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

Contact: Jay Lignell

Vendor Phone No: (916) 983-0303 ext. 47563

Fax No: (877) 880-9229

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		BI-WEEKLY PAYROLL PROCESSING FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21 PAYROLL PROCESSING IS PAID AUTOMATICALLY THROUGH AND ELECTRONIC FUNDS TRANSFER TRANSACTION		NOT TO EXCEED: \$75,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$75,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$75,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B26021

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

DATE: 07/01/20

ACCOUNT: 5020.01

CLASS: 125

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

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No:

Fax No:

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		EMPLOYER PAID RETIREMENT BENEFITS: CLASSIC: EMPLOYEE PORTION 7% EMPLOYER PORTION 11.746% NEW HIRES HIRED AFTER 12/31/12 PEPRA: EMPLOYEE PORTION 7.25% EMPLOYER PORTION 7.874% OF ELIGIBLE GROSS PAYROLL FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21 CalPERS RETIREMENT BENEFITS ARE PAID THROUGH AN ELECTRONIC FUNDS TRANSFER TRANSACTION		NOT TO EXCEED: \$955,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$955,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$955,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B26022

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

DATE: 07/01/20

ACCOUNT: 5090.75

CLASS: 125

TO: RESCO PRINTING
PO BOX 454
EL DORADO, CA 95623-0454

SHIP & INVOICE TO:

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

Contact: Mike

Vendor Phone No: (530) 642-2842

Fax No: (530) 642-9285

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PRINTING OF BROCHURES, PASSES, SCRIP AND RELATED MATERIALS ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21		NOT TO EXCEED: \$35,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$35,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$35,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B26023

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

DATE: 07/01/20

ACCOUNT: 5040

CLASS: 110

TO: RON DUPRATT FORD
1320 N. FIRST ST
DIXON, CA 95620

SHIP & INVOICE TO:

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

Contact: Bruce Fetrow

Vendor Phone No: (877) 466-9742

Fax No: (707) 678-2824

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21		NOT TO EXCEED: \$40,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$40,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$40,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B26024

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

DATE: 07/01/20

ACCOUNT: VARIOUS CLASS: 125

TO: ROUTEMATCH SOFTWARE INC
 1230 PEACHTREE STREET NE STE 2800
 ATLANTA, GA 30309

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

Contact: Teague Kirkpatrick
 Vendor Phone No: (404) 876-5160

Fax No: (404) 898-1145

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		ALL ANNUAL FEES MAINTENANCE AND LICENSE FEES ASSOCIATED WITH SOFTWARE FOR DISPATCH FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21		NOT TO EXCEED: \$65,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$65,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$65,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B26025

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

DATE: 07/01/20

ACCOUNT: 5090.06

CLASS: 125

ACCOUNT: VARIOUS

CLASS: VARIOUS

SHIP & INVOICE TO:

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

TO: RTS IT INC
1037 SUNCAST LANE SUITE 102
EL DORADO HILLS, CA 95762

Contact: Tony Snider

Vendor Phone No: (530) 676-2020

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 15		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		INFORMATION TECHNOLOGY SUPPORT AND MONTHLY BACK-UP SERVICE FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21 PER PROFESSIONAL SERVICES AGREEMENT PROPOSAL AND SCOPE OF WORK ON EXHIBIT "A" AND EXHIBIT "B"		NOT TO EXCEED: \$70,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$70,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$70,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing

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

PURCHASE ORDER NO. B26027

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

DATE: 07/01/20

ACCOUNT: 5040.02

CLASS: 110

TO: SIERRA NEVADA TIRE & WHEEL
659 MAIN STREET
PLACERVILLE, CA 95667

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (530) 622-4714

Fax No: (530) 622-5345

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		TIRES FOR FLEET VEHICLES ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21 ALL PRICING THROUGH THE STATE OF CALIFORNIA (SEE ATTACHED)		NOT TO EXCEED: \$65,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$65,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$65,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

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

PURCHASE ORDER NO. B26028

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

DATE: 07/01/20

ACCOUNT: 5040.06

CLASS: 110

ACCOUNT: 5040

CLASS: 110

SHIP & INVOICE TO:

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

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

Contact: Sue Pardi (Office Manager)

Vendor Phone No: (530) 622-7588

Fax No: (530) 622-0353

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		COLLISION REPAIR FOR COMMUTER BUSES ONLY FACILITY TO ACCOMMODATE OUR COMMUTER BUSES IN EL DORADO COUNTY FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21		NOT TO EXCEED: \$75,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$75,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$75,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B26029

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

DATE: 07/01/20

ACCOUNT: 5020.04

CLASS: 125

TO: SUN LIFE FINANCIAL
 PO BOX 843201
 KANSAS CITY, MO 64184-3201

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (800) 733-7879

Fax No: (816) 881-6005

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		GROUP LIFE, ACCIDENTAL DEATH & DISMEMBERMENT, AND LONG TERM DISABILITY INSURANCE FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21 POLICY # 907727		NOT TO EXCEED: \$42,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$42,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$42,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B26030

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

DATE: 07/01/20

ACCOUNT: 9910.15

CLASS: 125

ACCOUNT: VARIOUS

CLASS: VARIOUS

TO: TOLAR MANUFACTURING COMPANY INC
 258 MARIAH CIRCLE
 CORONA, CA 92879-1751

SHIP & INVOICE TO:

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

Contact: Scott Williams

Vendor Phone No: (951) 808-0081

Fax No: (951) 808-0041

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		BUS SHELTERS WITH SOLAR LIGHTING KITS ON AS NEEDED BASIS FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21		NOT TO EXCEED: \$40,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$40,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$40,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B26031

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

DATE: 07/01/20

ACCOUNT: 5050.01

CLASS: 125

TO: VERIZON WIRELESS
PO BOX 9622
MISSION HILLS, CA 91346-9622

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (800) 922-0204

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 15		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PROVIDE CELLULAR SERVICE FOR PHONES AND TABLETS FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21		NOT TO EXCEED: \$40,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$40,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$40,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B26032

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

DATE: 07/01/20

ACCOUNT: TO BE DESIGNATED

TO: VISA

UMPQUA BANK

4011 PLAZA GOLDORADO CIR

CAMERON PARK, CA 95682-8257

SHIP & INVOICE TO:

EL DORADO COUNTY TRANSIT AUTHORITY

6565 COMMERCE WAY

DIAMOND SPRINGS, CA 95619-9454

Contact:

Vendor Phone No: (530) 622-4242

Fax No:

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		AGENCY CREDIT CARDS FOR: EXECUTIVE DIRECTOR OPERATIONS MANAGER HUMAN RESOURCES MANAGER PLANNING AND MARKETING MANAGER ADMINISTRATIVE COORDINATOR MISC. VISA PURCHASES FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21		NOT TO EXCEED \$60,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$60,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$60,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

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

PURCHASE ORDER NO. B26033

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

DATE: 07/01/20

ACCOUNT: 5040

CLASS: 110

TO: WESTERN TRUCK PARTS LLC /
GWP HOLDINGS
825 STILLWATER ROAD
WEST SACRAMENTO, CA 95605

SHIP & INVOICE TO:

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

Contact: John Blazevic

Vendor Phone No: (916) 441-6151

Fax No: (916) 444-9932

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR 07/01/20 THROUGH 06/30/21		NOT TO EXCEED: \$65,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$65,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$65,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B26034

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

DATE: 07/01/20

ACCOUNT: 5020.02

CLASS: 125

TO: WOLFPACK INSURANCE SERVICES INC
PO BOX 156
425 HARBOR BLVD STE 2C
BELMONT, CA 94002-0156

SHIP & INVOICE TO:

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

Contact: Debbie Barr / VRB

Vendor Phone No: (800) 296-0192

Fax No: (650) 591-4022

PROMISED DELIVERY DATE		TERMS: NET 10		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p>EDCTA SPONSORED HEALTH INSURANCE FOR DENTAL AND VISION CARE FOR UNREPRESENTED AND MANAGEMENT EMPLOYEES FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21</p> <p>NOTE: PURCHASE ORDER REFLECTS TOTAL PREMIUM CHARGED. EDCTA ACTUAL COST IS REDUCED BY PAYROLL DEDUCTION OF EMPLOYEE PORTION.</p>		NOT TO EXCEED: \$67,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$67,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$67,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. B26035

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

DATE: 07/01/20

ACCOUNT: 5040 CLASS: 110
 ACCOUNT: 5090.06 CLASS: 125

SHIP & INVOICE TO:

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

TO: ZONAR SYSTEMS INC
 18200 CASCADE AVE S
 SEATTLE, WA 98188-4728

Contact: Michelle Shockes

Vendor Phone No: (206) 878-2459

Fax No: (206) 878-3082

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		ANNUAL MAINTENANCE CONTRACT, REPLACEMENT AND OR ADDITIONAL PARTS AND SERVICES FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21		NOT TO EXCEED: \$28,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$28,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$28,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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AGENDA ITEM 1 G
Consent Item

MEMORANDUM

DATE: May 7, 2020

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Incorporate the Telecommute Policy into the El Dorado County Transit Authority Personnel Policies and Procedures Manual

REQUESTED ACTION:
BY MOTION,

1. Approve the update to the Adopted El Dorado County Transit Authority Personnel Policies and Procedures Manual
2. Adopt Resolution No. 20-15 Telecommute Policy

BACKGROUND

One of El Dorado County Transit Authority's key governance policies is the El Dorado County Transit Authority Personnel Policy and Procedures Manual (Policy). The last revision to the Policy was on February 6, 2020.

In reviewing the Policy, staff determined an update was needed to include a Telecommute Policy for flexibility in providing a viable work option that, when appropriately applied, benefits the needs of El Dorado Transit and the employee.

The proposed Policy has been developed to be consistent with all federal and state laws in addition to consideration of the mission of El Dorado Transit to provide effective public transit services.

DISCUSSION

Telecommuting is defined as an alternate work mode in which the employee works in a designated area outside their principal work location.

El Dorado Transit considers the Telecommute policy as a new benefit that will provide a balanced and cost-effective work alternative for employees.

Examples of benefits include:

- Ability to function during an emergency when the principal work location is inaccessible

- Ability to sustain essential functions during a public health emergency requiring social distancing and/or quarantine
- Reduced employee commute time and costs
- Decreased energy consumption, air pollution, traffic, and parking congestion
- Increased productivity, improved employee morale and job satisfaction
- Reduced absenteeism and turnover

The draft policy addition to the El Dorado County Transit Authority Personnel Policies and Procedures Manual is presented for consideration.

FISCAL IMPACT

Indirectly, El Dorado Transit could realize savings in reduced employee absenteeism, reduced turnover, and a reduced need for additional office space.

EL DORADO COUNTY TRANSIT AUTHORITY

TELECOMMUTE POLICY

Purpose

The purpose of the Telecommute Policy (“Policy”) is to ensure that essential El Dorado Transit (“Transit”) functions continue to be performed at an alternative location during normal operation or during an emergency situation. Transit will implement this Policy in keeping with Transit’s mission and the respective Transit Department. This Policy is intended to provide clear guidelines to employees telecommuting.

Authority

The Executive Director or designee shall determine when a Telecommute Agreement (“TA” or “Agreement”) may be offered to an employee. Any Agreement is subject to the terms and conditions set forth in this Policy below.

All Transit employees must have an approved Agreement before telecommuting. Transit may include additional telecommuting requirements, guidelines, or procedures, provided they are consistent with the intent of this Policy in any Agreement. Only the Executive Director or designee may determine whether an employee may be offered an Agreement to telecommute.

Eligibility/Criteria

- A. Telecommuting is not suitable for all employees and/or positions. The Executive Director or designee has the discretion to determine the employees and positions who may telecommute on a temporary basis or as needed, utilizing criteria that includes, but is not limited to:
 - 1. Transit’s operational needs and the needs of employee’s department and/or position.
 - 2. The potential for disruption to Transit’s functions.
 - 3. The ability of the employee to perform his/her specific job duties from a location separate from his/her Transit worksite (‘Alternate Worksite’) without diminishing the quantity or quality of the work performed.
 - 4. The degree of face-to-face interaction with other Transit employees and the public that the employee’s position requires.
 - 5. The portability of the employee’s work.
 - 6. The ability to create a functional, reliable, safe, and secure Alternate Worksite for the employee at a reasonable cost.

7. The employee's supervisory responsibilities and the employees need for supervision, if any.
 8. The ability to establish a consisted and enforceable Work Schedule.
 9. Other consideration as determined by the employee's immediate supervisor, department head, and/or the Human Resources Manager.
- B. An employee may not be a good candidate for telecommuting if:
1. Their work is entirely, or primarily, location-dependent, or requires access to resources that are not allowable or practical for a remote location.
 2. Their job requires daily face-to-face interaction with individuals (e.g., managers, customers, co-workers, the public, etc.)
 3. Their presence is required at his/her principal work location for coordination and participation in operational duties or functions.
 4. The employee has not passed probation (unless this requirement is specifically waived by the Executive Director).
 5. Other types of work or work schedules that do not allow them to be away from their principal work location for entire days or portions thereof.

Telecommute Assignment:

- A. Telecommute days and hours must be agreed upon in writing within a TA in advance with the employee's department head or designee. The actual telecommute days per week or month may vary depending on the nature of the work and may be amended at the discretion of the Executive Director or designee.
- B. An employee may only telecommute for the term as specified in the Agreement, unless otherwise extended by the Executive Director or designee in writing. Transit retains the discretion to terminate any TA prior to its expiration.
- C. Non-exempt employees who are eligible for overtime shall be assigned a Work Schedule in the TA, including rest and meal breaks. Any deviation from the Work Schedule must be approved in advance, in writing, by the employee's supervisor. Non-exempt employees must take meal and rest breaks while telecommuting, just as they would if they were reporting to work at their Transit worksite. Non-exempt employees may not telecommute outside their normal work hours without prior written authorization from their supervisor. A non-exempt employee who fails to secure written authorization before telecommuting outside his or her normal work hours may face discipline in accordance with the Transit's policy for working unauthorized overtime.

- D. Telecommuting employees are required to be accessible in the same manner as if they are working at their Transit worksite during the established telecommuting Work Schedule, regardless of the designated location for telecommuting, or “Alternate Worksite.” Employees must be accessible via telephone, email, and/or network access to their supervisor and other Transit employees while telecommuting, as if working at their Transit worksite. Employees shall check their Transit-related business phone messages and emails on a consistent basis, as if working at their El Dorado Transit worksite.
- E. Employees telecommuting can work at a remote location during a regularly scheduled workday or portion thereof. Telecommuting employees are required to maintain an accurate record of all hours worked at the Alternate Worksite and make that record available to his/her supervisor upon request. Telecommuting employees shall record all non-productive work time on his/her weekly report.
- F. While telecommuting, employees shall adhere to the following:
 - a. Be available to the department via telephone and/or email during the employee’s Work Schedule.
 - b. Have reasonably quiet Alternate Worksite free of distractions, with reliable and secure internet access.
 - c. All employee absences must be approved in advance in accordance with Transit policy and documented on the appropriate leave of absence request.
 - d. Employee may not use telecommuting as a replacement for dependent child or elder care.
 - e. Employee must notify their supervisor promptly when unable to perform work assignments because of equipment failure or other unforeseen circumstances.
 - f. If has provided Transit owned equipment or supplies, employees agree to follow the Transit’s Policy for the use of such. Employees will report to their supervisor any loss, damage, or unauthorized access to Transit owned equipment or supplies, immediately upon discovery of such loss, damage, or unauthorized access.
 - g. Employee must ensure proper use of Transit equipment or supplies and limit use of such supplies for professional purposes. Transit owned equipment may only be used by the employee to whom the equipment is issued. Any access by 3rd parties is strictly prohibited.

Duties, Obligations and Responsibilities:

Employees must adhere to the provisions set forth in this Policy and the terms of the TA. Any deviation from the TA requires prior written approval from Transit.

- A. All existing duties, obligations, responsibilities, and conditions of employment remain unchanged. Telecommuting employees are expected to abide by all Transit and

departmental policies and procedures, rules and regulations, applicable Memoranda of Understanding, and all other official Transit documents and directives.

- B. Employees authorized to perform work at an Alternate Worksite must meet the same standards of performance and professionalism expected of Transit employees in terms of job responsibilities, work product, timeliness of assignments, and contact with other Transit employees and the public.
- C. Employees shall ensure that all official Transit documents are retained and maintained according to the normal operating procedures in the same manner as if working at a Transit worksite.
- D. Employees may receive approval to use personal computer equipment only in the event of an emergency or on another limited basis. Transit may also issue equipment at the discretion of the Executive Director or his/her designee.
- E. Transit shall not be responsible for costs associated with the use of computer and/or cellular equipment, including energy, data or maintenance costs, network costs, home maintenance, home workspace furniture, ergonomic equipment, liability for third party claims, or any other incidental costs (*e.g.*, utilities associated with the employee's telecommuting).
- F. Employees may receive a virtual private network ("VPN") account, as approved by the Executive Director or his/her designee.
- G. Employees shall continue to follow all practices, policies, and procedures for requests of sick, vacation, and other leaves of absences. Requests to work overtime, request vacation or flex time off from work must be pre-approved in writing by each employee's supervisor. If an employee becomes ill while telecommuting, he/she shall notify his/her supervisor immediately and record on his/her timesheet any hours not worked.
- H. Employees must take reasonable precautions to ensure their devices (*e.g.*, computers, laptops, tablets, smart phones, etc.) are secure before connecting remotely to Transit's network and must close or secure all connections to Transit's desktop or system resources (*e.g.*, remote desktop, VPN connections, etc.) when not conducting work for Transit. Employees must maintain adequate security protection on all such devices used to conduct Transit work from the Alternate Worksite.
- I. Employees shall exercise the same precautions to safeguard electronic and paper information, protect confidentiality, and adhere to all Transit policies regarding record maintenance and security. Employees must safeguard all sensitive and confidential information (in all formats) relating to Transit work as accessed from the Alternate Worksite. Employees must return all records, documents, and correspondence to Transit at the termination of the TA or upon request by their supervisor, manager, or Human Resources.
- J. A telecommuting Employee's salary and benefits will remain unchanged. Worker's Compensation benefits will apply only to injuries arising out of and in the course of

employment as defined by Workers' Compensation law. Employees must report any such work-related injuries to their supervisor immediately. Transit shall not be responsible for injuries or property damage unrelated to Transit work, including injuries to third persons, when said injuries occur at the Alternate Worksite.

- K. All of the telecommuting Employee's duties and responsibilities remain in effect. Prior to the approval of an Agreement, supervisors and employees shall agree upon a reasonable set of goals and objectives to be accomplished.
- L. Any breach of the Agreement by the employee may result in termination of the Agreement and/or disciplinary action, up to and including termination of employment.

DRAFT

Telecommuting Agreement

Employee Acknowledgement:

I, the undersigned employee ("Employee"), have read the Telecommute Policy and this Telecommute Agreement ("TA" or "Agreement") in their entirety and I agree to abide by the terms and conditions contained therein. I understand and agree that the TA is temporary and contingent upon Executive Director or designee approval. Approval does not imply entitlement to a permanently modified position or a continued telecommute arrangement.

I understand and agree that the TA is voluntary and may be terminated at any time. I further understand that El Dorado Transit may, at any time, change any or all the conditions under which approval to participate in the TA is granted, with or without notice.

I agree to and understand my duties, obligations, and responsibilities as described in my position's job description and agree that those duties continue for the period of telecommuting. I also understand it is my responsibility to provide adequate advance notification to my supervisor if I am unable to satisfy those duties for any reason. I also agree and understand that all El Dorado Transit policies and procedures applicable to me remain in effect for any period of telecommuting. If I fail to follow these policies and/or satisfy my position duties, I understand this Agreement may be immediately terminated.

The Agreement is valid from _____ to _____. I understand this Agreement expires on _____ and may not continue unless El Dorado Transit approves a new TA in writing. El Dorado Transit may rescind this Agreement at any time.

Regularly Assigned Place of Employment: The days and hours El Dorado Transit expects the Employee to be physically present at El Dorado Transit Worksite are as follows:

Day	Morning		Lunch	Afternoon		Total Hours
	Start	End		Start	End	
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Alternate Worksite: The location and address of the Alternate Worksite is:

Street

Zip Code

State

The phone number to reach Employee at the Alternative Worksite while working under this Agreement is:

_____.

The days and hours (“Work Schedule”) El Dorado Transit permits the Employee to be physically present at the Alternate Worksite are the following:

Day	Morning		Lunch	Afternoon		Total Hours
	Start	End		Start	End	
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

The Employee agrees to report work-related injuries to the Employee’s supervisor at the earliest reasonable opportunity. The Employee agrees to hold the El Dorado Transit harmless for injury to third parties at the Alternate Worksite.

I hereby affirm by my signature that I have read this Telecommute Agreement and understand and agree to all of its provisions.

Employee’s Name and Title (Print & Sign)

Date

Employee’s Supervisor’s Name and Title (Print & Sign)

Date

Executive Director Name (Print & Sign)

Date

Submit the completed and executed Agreement to Human Resources

DRAFT

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 20-15**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EL DORADO COUNTY TRANSIT AUTHORITY TO INCORPORATE THE
TELECOMMUTE POLICY INTO THE PERSONNEL POLICIES
AND PROCEDURES MANUAL**

WHEREAS, one of El Dorado County Transit Authority (“El Dorado Transit”) key governance policies is the Personnel Policies and Procedures Manual (“Policies”); and

WHEREAS, the last revision to the Policies was on February 6, 2020; and

WHEREAS, the Telecommute Policy (“Policy”) is essential for flexibility in providing a viable work option that will benefit the needs of El Dorado Transit and employees; and

WHEREAS, the Policy is considered a new benefit that will provide a balanced and cost-effective work alternative for employees; and

WHEREAS, the Policy is consistent with all federal and state laws; and

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY TRANSIT AUTHORITY: The Board adopts the attached Policy to be incorporated into the Personnel Policies and Procedures Manual of the El Dorado County Transit Authority.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of the Board held on the 7th day of May 2020, by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

John Hidahl, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 1 H
Consent Item

MEMORANDUM

DATE: May 7, 2020

TO: El Dorado County Transit Authority

FROM: Matthew Mauk, Executive Director

SUBJECT: Support letter for Sacramento Area Council of Government's Green Means Go program

REQUESTED ACTION:

BY MOTION,

Ratification of support letter for Sacramento Area Council of Government's Green Means Go pilot program

BACKGROUND

Sacramento Area Council of Governments (SACOG) *Green Means Go* pilot program seeks to allocate a proportional share of existing State grant funding for public works infrastructure investments that will create more infill housing opportunities and greater mobility, while also achieving greenhouse gas (GHG) emission reductions. This is one of the few economic stimulus opportunities available that would use existing funds to stimulate the economy, create jobs and have immediate emission reduction benefits.

DISCUSSION

Per the request of the SACOG, a signed support letter for the *Green Means Go* pilot program is attached. The attached letter required a quick turnaround time and was signed by Executive Director Matthew Mauk and submitted to Woodrow Deloria, Executive Director of the El Dorado County Transportation Commission (EDCTC) on April 30, 2020. Mr. Deloria will compile a regional response at the request of SACOG.

FISCAL IMPACT

None



EL DORADO TRANSIT

April 30, 2020

Ann O'Leary, Co-Chair
Tom Steyer, Co-Chair
Governor's Task Force on Business and Jobs Recovery

Dear Ms. O'Leary and Mr. Steyer,

Thank you for your leadership and commitment to California. As we all look towards the future to address the massive economic impacts of the Covid-19 pandemic, we look forward to partnering with you to ensure that local communities throughout California have the tools needed to support a strong economic recovery that meets the state's housing and environmental goals. The Sacramento Area Council of Government's *Green Means Go* program is one of those tools. *Green Means Go* seeks to allocate a proportional share of existing state grant funding for public works infrastructure investments that will create more infill housing opportunities and greater mobility, while also achieving greenhouse gas (GHG) emission reductions. This is one of the few economic stimulus opportunities available that would use existing funds to stimulate the economy, create jobs and have immediate emission reduction benefits.

The Sacramento Area Council of Governments (SACOG) developed the *Green Means Go* pilot program after the California Air Resources Board established new SB375 GHG emission reduction targets for the state, setting a 19 percent per capita reduction target for our six county region by 2035, conditioned on the successful implementation of a pilot program that includes supportive state actions. SACOG is the association of local governments that coordinates transportation planning and housing allocations in the six-county Sacramento region. Its members include the counties of El Dorado, Placer, Sacramento, Sutter, Yolo, Yuba, and the 22 incorporated cities within. All of our member agencies – rural, suburban and urban – support *Green Means Go*.

There are existing state funds related to housing and transportation that if properly targeted could benefit our region, and all regions throughout California, and spur new infrastructure investment to re-start our economy. These project-based competitive funds could be allocated to regional-based incentives that reinforce regional transportation, housing, and greenhouse gas reduction (GHG) priorities. This will also align our financial incentives with our planning priorities.

Green Means Go is a four-year pilot program to accelerate new housing and cleaner transportation options by pairing housing and mobility investments together to spur catalyst infill projects. When fully implemented, *Green Means Go* will lower GHG emissions in the Sacramento region by accelerating infill development, reducing vehicle trips, and accelerating the deployment of cleaner vehicles. It can also serve as a model for other regions throughout the state by showing how we can achieve these multiple goals through targeted regional investments driven from the bottom up by local communities.

This program is focused on urban, suburban and even rural communities where there are existing building sites on commercial corridors that could be used better to promote economic activity. Small towns, mid-sized cities, and suburban commercial corridors all have potential sites to convert to housing and create vibrant places with quality transportation, but the costs of such projects are daunting.

Allocating a regional-based share of existing state funding programs to *Green Means Go* effectively transforms project-based funding into regionally targeted stimulus funding. *Green Means Go* would deliver economic stimulus to well-targeted, ready-to-go infill construction and infrastructure projects that have already been recognized as priorities by their own communities.

We recognize now is the time to do more with fewer state resources. The *Green Means Go* program is an example of how the state can help all regions rise out of the economic downturn, while also accelerating the transportation and housing investments needed to meet our state's urgent challenges. Being smarter in how we use our limited resources will lead the way out of our current crisis to a brighter future.

Thank you for your time and thoughtful consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matthew Mauk', with a long horizontal stroke extending to the right.

Matthew Mauk
Executive Director

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: May 7, 2020

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Approve Transit Service Plans for COVID-19 Response and Recovery

REQUESTED ACTION:

BY MOTION,

Approve a proposed plan for continuation of essential transit services with revisions, as necessary to respond to the COVID-19 pandemic

BACKGROUND

In response to the slowdown in transit ridership as a result of the COVID-19 pandemic, the El Dorado County Transit Authority (El Dorado Transit) has temporarily adjusted Sacramento Commuter, program transportation and local Dial-A-Ride services to better align with the current demands.

Subscription Dial-A-Ride transportation was suspended for attendees of the Adult Day Services program in Placerville and El Dorado Hills due to the program's closure on March 13, 2020, and contracted service was suspended to the Motherlode Rehabilitation Enterprises (M.O.R.E) program which has likewise been closed since March 16, 2020. Adjustments were also made to the other Demand Response services including Dial-a-Ride, ADA and Sac-Med due to a loss of demand when Statewide stay-at-home orders were issued.

In response to a drastic decrease in Sacramento commuter ridership, the commuter routes were reduced on March 23, 2020 from eleven (11) to four (4) buses in the morning and afternoon running on their typical holiday schedule. The modified commuter routes do not currently include the Placerville Station Transfer Center or the overflow park and ride lot at Vine Street and Mercedes Lane in El Dorado Hills. As demand increases for commuter service and economic conditions recover from the current pandemic, service to these locations may be reinstated as feasible.

DISCUSSION

While ridership has decreased on the Local Fixed Routes during the pandemic, it has not decreased as much as other services. Given the sustained demand for these essential services

and the need to maximize cost efficiency, staff proposes continuation of these services and early implementation of a few recommended changes from the 2019 Short- and Long-Range Transit Plan. Analysis indicates that the proposed changes would reduce operating costs while providing the same local route coverage and frequency as currently offered. The reduced operating costs will help El Dorado Transit with the anticipated reduction in revenues from COVID-19. Staff proposes the following changes that would reduce the number of Local Fixed Route weekday buses from eight (8) to seven (7) and reduce overall vehicle service hours:

The 50 Express (50X) route will provide hourly service between the Placerville Station Transfer Center and the Iron Point Light Rail Station in Folsom using three (3) buses. It will offer direct transfers with Route 60 (Pollock Pines) and Route 20 (Placerville) at the Placerville Station Transfer Center, with Route 30 (Diamond Springs/El Dorado) at the Missouri Flat Transfer Center, and with Route 40 (Cameron Park/Shingle Springs) at the Cambridge Road Park and Ride. The route will continue to operate from 6:00 am to 8:00 pm Monday through Friday.

The 2019 Short- and Long-Range Transit Plan states, *“With the growth in ridership on the 50X route, there is an increasing benefit in extending Route 50X east to Placerville Station. This would eliminate some of the need for passengers to transfer at Missouri Flat, providing better connections between Placerville and the communities to the west.”*

Route 20 (Placerville) will provide hourly service in the City of Placerville by operating one (1) bus with direct transfers with the 50X and Route 60 at the Placerville Station Transfer Center. The revised route will add service to Eskaton Placerville and hourly service to the Upper Room. The route will operate from 6:30 am to 7:30 pm Monday through Friday.

Route 60 (Pollock Pines) will offer hourly service between the Placerville Station Transfer Center and the Camino/Pollock Pines area by operating one (1) bus with direct transfers with 50X and Route 20 at the Placerville Station Transfer Center. The route will operate from 7:00 am to 7:00 pm Monday through Friday.

Route 30 (Diamond Springs/El Dorado) start time will be moved from 6:00 am to 7:00 am due to low ridership during the first hour. The route will operate from 7:00 am to 7:00 pm Monday through Friday.

The 2019 Short- and Long-Range Transit Plan states, *“The 6:00 am run of Route 30 serves an average of only 0.6 passenger boardings per weekday. Eliminating this run would reduce ridership by an estimated 150 per year but would save \$27,700 in annual operating costs.”*

Route 40 (Cameron Park/Shingle Springs) will have minor changes to improve efficiency and on-time performance. The route will continue to operate from 6:30 am to 7:30 pm Monday through Friday.

The Saturday Route 25 (Saturday Express) and Route 35 (Diamond Springs-Saturday) will have minor changes to improve efficiency and on-time performance. Both routes will continue to operate from 9:00 am to 5:00 pm.

Staff anticipates implementing the changes to the Local Fixed Routes on Monday, July 13, 2020. Maintaining the level of local route services, with the additional changes outlined above, will further improve efficiencies and on-time performance as well as position El Dorado Transit to accommodate increased fixed route demand during the early stages of the COVID-19 pandemic recovery. This includes potential for ridership demands from the reopening of modified school and childcare programs, local retail and service industries, employment centers, government offices, human services and other public spaces.

Demand for subscription Dial-A-Ride and contracted services will be dictated by the reopening of individual programs and services will be reinstated as feasible to best address these priority services.

In the later stages of the recovery when higher-risk and/or regional workplaces reopen, and Statewide orders are lifted more broadly for vulnerable populations, public Dial-A-Ride and Sacramento commuter demand may gradually increase. Staff anticipates an ongoing public outreach and analysis process to determine how best to return these services to former levels within fiscal constraints. Like the approach taken with the local route changes outlined previously, opportunities to improve efficiency, on-time performance and customer service will be explored throughout the recovery process with the goal of returning to prior ridership levels and beyond.

FISCAL IMPACT

The fiscal impact of the emergency reductions in Demand Response and Commuter services due to COVID-19 are still being analyzed and will be reported in future Board agenda items.

The proposed reduction in the number of Local Fixed Route buses is expected to reduce annual operating costs by an estimated \$317,855 and the reduction in one hour of service on Route 30 (Diamond Springs/El Dorado) is expected to reduce annual operating costs by an estimated \$27,700.

A phased, fiscally constrained approach to reinstatement of all remaining services will be employed throughout the recovery from the present public health crisis.

AGENDA ITEM 2 B
Action Item

MEMORANDUM

DATE: May 7, 2020

TO: El Dorado County Transit Authority

FROM: Matthew Mauk, Executive Director

SUBJECT: Personnel Allocation and Final Budget Adoption Process for Fiscal Year (FY) 2020/21

REQUESTED ACTION:
BY MOTION,

1. Direct the Executive Director to determine levels of staff attrition for potential reductions in labor force among represented and unrepresented employee groups
2. Set a Special Meeting and Public Hearing on July 9, 2020 to adopt the final Operating and Capital Budgets for FY 2020/21

BACKGROUND

In response to immediate and significant ridership losses, program closures and state-wide public health directives to support social distancing/sheltering in place due to the COVID-19 health emergency, the El Dorado County Transit Authority (El Dorado Transit) suspended some services beginning in early March. Additionally, El Dorado Transit expects a significant and possibly long-term shortfall of major revenue sources requiring substantial reductions in expenditures across all major operating budget categories. An interim transit service plan, reflecting the current and additional proposed public transit service reductions, is presented for approval elsewhere in this agenda.

El Dorado Transit typically adopts an annual Personnel Allocation Plan by resolution prior to the adoption of a final Operating Budget in June for the following fiscal year. The Bylaws of the El Dorado County Transit Authority require the Executive Director to propose final Operating and Capital budgets to the Board on or before June 15th of each year with final adoption required by July 15th.

On April 2, 2020, following the recommendation of the Ad Hoc Budget Review Committee, the Board adopted the FY 2020/21 Preliminary Operating Budget including revisions. At that time, it was understood that future economic developments related to the COVID-19 pandemic would affect operating revenue streams but it was early in the crisis and the Committee agreed to take a status quo approach to the preliminary budget until more information became available.

DISCUSSION

The unprecedented COVID-19 public health crisis and corresponding socioeconomic interruptions brought a sudden and comprehensive stop to otherwise positive ridership demand and revenue trends. Since mid-March when stay-at-home orders were issued locally and Statewide, El Dorado Transit has experienced a seventy-five percent (75%) decrease in average daily ridership compared to the preceding nine (9) month period. In addition to the resulting loss of fare revenue, vital State funding sources derived from a percentage of local retail sales tax revenue could decline by upwards of fifty-five percent (55%) or more over the coming months. These Transportation Development Act (TDA) funds make up approximately seventy-two percent (72%) of El Dorado Transit's annual operating budget. At this point, it is unknown exactly what the long-term effects will be to local transit service demand and what the losses of operating revenue from the COVID-19 pandemic will be, but reasonable estimates of the budget shortfall from just TDA funding losses could be more than \$3.2 million, representing approximately one-third (1/3) of the adopted preliminary operating budget.

Given the operational and fiscal consequences of the COVID-19 crisis and the uncertainty of future economic conditions, El Dorado Transit is compelled to initiate significant reductions to the workforce to maintain the financial viability of the agency until such time as demand for transit service returns and essential revenue streams return to their former levels. The FY 2019/20 Allocation Table is attached for reference and includes a maximum allocation of sixty-three (63) full-time equivalent (FTE) staff positions. Achieving an appropriate and fiscally sustainable staffing level during and after the current pandemic will likely require separations and/or elimination of positions, including full and part-time Transit Operators and unrepresented employees across multiple departments. The final number of necessary personnel allocations will likely be adjusted based on workforce reductions achieved through attrition and potentially readjusted based on operational need as it develops over the coming months.

Pursuant to Article 21 of the current Memorandum of Understanding Between the El Dorado County Transit Authority and the Operating Engineers Local Union No. 3 (MOU), formal notice must be served on Transit Operators that may be affected by a reduction in force authorized by the Board. Such notice must be served at least thirty (30) calendar days prior to the effective date of separation and must include the reasons for the actions, rehire or restoration rights and appeal rights. Prior to providing such notices, El Dorado Transit should determine what, if any, staff reductions may be achieved through attrition within the Transit Operator classification prior to initiating permanent layoffs. If authorized, staff will initiate discussions with individual employees that may result in voluntary separations, demotions and/or retirements, thus altering the final reductions necessary within specific classifications. After reasonable attrition is determined, staff will present a recommendation regarding the number of positions proposed for reduction at the Board's June meeting. A final FY 2020/21 Allocation Plan will then be presented for approval in conjunction with final budget adoptions, proposed for July 9, 2020.

As such, staff recommends the following Board actions at this time:

- Provide the Executive Director with guidance and direction to begin discussions with individual, represented and unrepresented employees to determine what reductions may be facilitated through voluntary separations, demotions or retirements. After reasonable attrition is determined, staff will return to the Board for guidance and direction regarding further reductions pursuant to MOU Article 21. If necessary and after Board direction at the June board meeting, and in coordination with the Operating Engineers Local Union No. 3, staff will move to formal notice of affected Transit Operators per the terms of the current MOU.
- Set a special July 9, 2020 Board meeting to hold a public hearing and adopt the final FY 2020/21 Operating and Capital Budgets. If authorized, staff will propose a final FY 2020/21 Personnel Allocation Plan for Board adoption, prior to or in conjunction with the Operating Budget, reflecting the outcomes of all the voluntary personnel actions negotiated to date and subsequent reductions in force deemed necessary to sustain essential services.

FISCAL IMPACT

The fiscal impact of the recommended actions will vary based on potential workforce reductions achieved through attrition. Monthly revenue losses from vital State funding sources will be realized beginning as early as May 2020 and continue throughout the economic recovery, making future financial impacts difficult to predict. In addition, staffing adjustments may be needed if services are reinstated to meet increased demand from a comprehensive reopening of businesses, programs and services in the interim.

All costs associated with the proposed personnel actions/authorizations and related staffing changes will be included in the final FY 2020/21 Operating Budget and Allocation Plan, anticipated for adoption on July 9, 2020.

EL DORADO COUNTY TRANSIT AUTHORITY
PERSONNEL ALLOCATION TABLE
Fiscal Year (FY) 2019/20

Classification	Adopted FY 2019/20 (fte*)
Administrative Coordinator	1
Custodian	1
Equipment Technician I/II	4
Executive Director	1
Finance Manager	1
Fiscal Technician I	2
Human Resources Manager	1
Information Technology Analyst	1
Maintenance and Facilities Supervisor	1
Maintenance Technician	2
Office Assistant II	2
Operations Manager	1
Planning and Marketing Manager	1
Transit Operations Supervisor	3
Safety Coordinator	1
Transit Dispatcher	5
Transit Operator	35
<i>TOTAL ALLOCATED POSITIONS</i>	<i>63</i>

* fte = Full Time Equivalent