



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING AGENDA

Thursday, April 1, 2021; 1:00 PM

Chairperson: Kara Taylor, City of Placerville Councilmember
Vice Chairperson: Lori Parlin, County of El Dorado Supervisor, District IV
John Hidahl, County of El Dorado Supervisor, District I
Jackie Neau, City of Placerville Councilmember
George Turnboo, County of El Dorado Supervisor, District II

- Patty Borelli, Alternate for City Councilmembers
- Wendy Thomas, Alternate for Board of Supervisors, District III

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://us02web.zoom.us/j/833772503?pwd=N0RYRGkxMnkzNUtQemsrRjVQdm5BZz09>

Participate by Phone:

1-669-900-6833

Meeting ID: 833-772-503

Passcode: 2021

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>
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	B. Receive and File February 2021 Check Registers	9
	C. Receive and File February 2021 Ridership Report	11
	D. 1. Approve Prefunding of Other Post-Employee Benefit Program for fiscal year ending June 30, 2021 in the amount of \$51,022	14
	2. Approve Purchase Order No. 26196 issued to CalPERS, Fiscal Services Division	
	3. Authorize Executive Director to execute all documents necessary for continued participation	
	E. Adopt Resolution No. 21-06 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, Fiscal Year 2020/21	17
	F. Approve Vehicle Replacement Plan for Fiscal Year 2020/21 through 2026/27	20
2.	<u>ACTION ITEMS</u>	
	A. 1. Review and Approve the Draft Memorandum of Understanding (MOU) with the Capital Corridor Joint Powers Authority (CCJPA) for Operation of a South Lake Tahoe Express Commuter Service	23

2. Authorize the Executive Director to Execute a Final MOU with the CCJPA, Pending Minor Changes and Final Approval of Legal Counsel	
3. Authorize the Executive Director to Finalize and Execute Other Third-Party Agreements Necessary for Reservations/Ticketing, Maintenance, Vehicle Staging and Passenger Facilities Utilized in the Operation of the Proposed Tahoe Express Service	
B. Adopt Resolution No. 21-07 Approving the Fiscal Year 2021/22 Preliminary Operating Budget including Revisions	35
C. Adopt Resolution No. 21-08 Approving the Preliminary Capital Improvement Plan and Budget for Fiscal Year 2021/22	39
3. <u>INFORMATION ITEMS</u>	
A. Fiscal Year 2020/21 6-Month Administrative Operations Report	61
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EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

RECESS TO CLOSED SESSION

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

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

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED BOARD MEETING
OF THE EL DORADO COUNTY TRANSIT AUTHORITY
Thursday, May 6, 2021 1:00 P.M.

Zoom Meeting Teleconference

<https://us02web.zoom.us/j/833772503?pwd=VXptSUJYaEd6ZkRCUFExbU15Vk4vQT09>

1-669-900-6833

Meeting ID: 833-772-503

Password: 2021



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING CONFORMED MINUTES Thursday, March 4, 2021; 1:00 PM

Chairperson: Kara Taylor, City of Placerville Councilmember
Vice Chairperson: Lori Parlin, County of El Dorado Supervisor, District IV
John Hidahl, County of El Dorado Supervisor, District I
Jackie Neau, City of Placerville Councilmember
George Turnboo, County of El Dorado Supervisor, District II

- Patty Borelli, Alternate for City Councilmembers
- Wendy Thomas, Alternate for Board of Supervisors, District III

Executive Director: Matthew Mauk

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Participate by Phone:

1-669-900-6833

Meeting ID: 833-772-503

Passcode: 2021

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

ROLL CALL

Directors Present: John Hidahl, Jackie Neau, Kara Taylor, George Turnboo
Directors Absent: Lori Parlin

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.

Adoption of the Agenda and Approval of the Consent Calendar with the following changes:

Adoption of the Agenda and Approval of Consent Calendar Items 1A – 1E

M/S: Hidahl/Neau
Ayes: Hidahl, Neau, Taylor, Turnboo
Absent: Parlin

Item 1F of the Consent Calendar was voted on separately with Chair Taylor recusing herself

M/S: Hidahl/Neau
Ayes: Hidahl, Neau, Turnboo
Absent: Parlin
Recuse: Taylor

OPEN FORUM

None

1. CONSENT CALENDAR

- A. Approve Conformed Minutes of Regular Meeting February 4, 2021
- B. Receive and File January 2021 Check Register
- C. Receive and File January 2021 Ridership Report

- D. Adopt Resolution No. 21-04 Authorizing Financial Transactions by Elected Officers and Executive Director
- E. Adopt Resolution No. 21-05 Authorizing the Executive Director to file a Transportation Development Act (TDA) Claim for Fiscal Year 2021/22
- F. Approve the Donation of one (1) Surplus Vehicle to a Local Non-Profit Organization

2. ACTION ITEMS

- A.
 - 1. Receive and File the proposed Fiscal Year 2021/22 Preliminary Operating and Capital Budgets
 - 2. Form an Ad Hoc Committee to review the proposed Fiscal Year 2021/22 Operating and Capital Budgets
 - 3. Appoint the Chair and Vice-Chair to the Ad Hoc Budget Review Committee

Action: Item approved as requested by staff

M/S: Hidahl/Turnboo
Ayes: Hidahl, Neau, Taylor, Turnboo
Absent: Parlin

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

* Verbal Report

RECESS TO CLOSED SESSION

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

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

Recessed to Closed Session at 1:19 PM

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

Reconvened to Open Session at 1:36 PM. No Report Out.

ADJOURNMENT

Chair Taylor adjourned the meeting at 1:36 PM. The next regularly scheduled meeting Thursday, April 1, 2021

* Verbal Report

NEXT REGULARLY SCHEDULED BOARD MEETING
OF THE EL DORADO COUNTY TRANSIT AUTHORITY
Thursday, April 1, 2021 1:00 P.M.

Zoom Meeting Teleconference

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1-669-900-6833

Meeting ID: 833-772-503

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AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: April 1, 2021
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Receive and File February 2021 Check Register

REQUESTED ACTION:
BY MOTION,

Receive and File February 2021 Check Register

BACKGROUND

The following check register includes routine transactions for the month of February 2021. These expenditures fall within budgets adopted by the El Dorado County Transit Authority Board of Directors.

DISCUSSION

Three (3) items merit further detail:

Check #35035 – Fleet Maintenance Specialists Inc.....\$3,658.99
This check pays an obligation for inspection of three (3) Gillig local route buses using Local Transportation Funds (LTF): CIP #18-04.

Check #35060 – El Dorado County Transportation Commission.....\$1,625.00
This check pays an obligation for the quarterly portion of contract costs for federal advocacy using Local Transportation Funds (LTF).

Check #35072 – Steve Stymeist Collision Centers.....\$21,125.35
This check pays an obligation for major repair work to vehicle #1703 using Local Transportation Funds (LTF)

EL DORADO COUNTY TRANSIT AUTHORITY

Check Register

February 2021

Date	Num	Name	Memo	Amount
02/01/2021	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Health Premium - February 2021	\$36,881.79
02/04/2021	35026	ADM SCREENING	Physicals, Screenings, Randoms December 2020	\$615.00
02/04/2021	35027	AFTERMARKET PARTS CO LLC	Parts and Supplies	\$2,099.63
02/04/2021	35028	AUTOZONE	Parts and Supplies	\$106.32
02/04/2021	35029	CAPITOL CLUTCH & BRAKE	Parts and Supplies	\$186.13
02/04/2021	35030	D&K AUTO GLASS	Fleet Vehicle Glass	\$585.00
02/04/2021	35031	DAWSON OIL	Fuel Purchases January 2021	\$15,746.78
02/04/2021	35032	EL DORADO DISPOSAL	Monthly Utilities	\$362.34
02/04/2021	35033	FACTORY MOTOR PARTS	Parts and Supplies	\$655.99
02/04/2021	35034	FASTENAL	Bus Cleaning Supplies	\$258.99
02/04/2021	35035	FLEET MAINT SPECIALISTS INC	Bus Inspection & Travel Expenses (3 buses)	\$3,658.99
02/04/2021	35036	FOLSOM CHEVROLET	Parts and Supplies	\$287.63
02/04/2021	35037	GCR TIRES & SERVICE	245/70R19.5/14 Tires #0901	\$641.14
02/04/2021	35038	GILLIG LLC	Parts and Supplies	\$10,047.62
02/04/2021	35039	KINETICO WATER OF PLACERVILLE	Drinking Water Service February 2021	\$42.90
02/04/2021	35040	MAG LANDSCAPING INC	Landscaping Maintenance - January 2021	\$1,010.00
02/04/2021	35041	O'REILLY AUTO PARTS	Parts and Supplies	\$435.74
02/04/2021	35042	PACIFIC GAS & ELECTRIC	Monthly Utilities	\$2,965.93
02/04/2021	35043	ROBERTS & COMPANY INC	CPA Services January 2021	\$501.50
02/04/2021	35044	ROMAINE ELECTRIC	Alternator #1603	\$563.06
02/04/2021	35045	RON DUPRATT FORD	VOID: 1606453	\$0.00
02/04/2021	35046	RTS IT INC	IT Care Gold Service Plan February 2021	\$4,912.50
02/04/2021	35047	SIERRA NEVADA TIRE & WHEEL	225/50R17/SL Tires	\$284.58
02/04/2021	35048	TOWN CENTER EAST LP	Lease Payment for February 2021 P&R	\$700.00
02/04/2021	35049	TRUE VALUE HARDWARE	Maint. Supplies for P&R Repairs	\$56.68
02/04/2021	35050	VERIZON WIRELESS	Cellular Service January 2021	\$1,885.12
02/04/2021	35051	WESTERN TRUCK PARTS LLC	Parts and Supplies	\$4,268.97
02/04/2021	35052	RON DUPRATT FORD	Parts and Supplies	\$1,099.44
02/05/2021	35053	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Employee Paid Premiums - February 2021	\$29.10
02/05/2021	35054	EL DORADO DISPOSAL-HAZARDOUS WASTE & DUMP	Fluorescent Bulbs - Disposal	\$46.92
02/05/2021	35055	OPERATING ENGINEERS - MEDICAL	Medical Premiums March 2021	\$41,057.00
02/05/2021	35056	SUN LIFE FINANCIAL	Feb. 2021 Group Life & LTD Benefits	\$2,158.60
02/16/2021	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE FEB. 5, 2021	\$4,198.97
02/16/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	Monthly Unfunded Liability FY 2020/21 - Classic	\$23,227.69
02/16/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PR #3 CLASSIC	\$9,103.11
02/16/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #3 PEPRA	\$7,546.80
02/19/2021	35057	AFLAC	Employee Paid Premium February 2021	\$1,206.46
02/19/2021	35058	AT&T / CALNET	Monthly Utilities	\$452.68
02/19/2021	35059	CAL.NET	Internet Service for CCTV February 2021	\$176.92
02/19/2021	35060	EDCTC	Quarterly Reimb. for Federal Advocacy Contract 10%	\$1,625.00
02/19/2021	35061	EL DORADO BATTERY CO.	Group 8D Batteries (2) #1002	\$482.37
02/19/2021	35062	EL DORADO IRRIGATION DISTRICT	Water Service EDH P&R 12/04/20 - 02/03/21	\$142.97
02/19/2021	35063	FEDERAL EXPRESS	Express Shipping	\$76.12
02/19/2021	35064	GIRARD & EDWARDS	General Legal Services January 2021	\$325.00
02/19/2021	35065	HUNT & SONS INC	Fuel Purchases 01/01/21 - 01/31/21	\$7,559.26
02/19/2021	35066	OPERATING ENGINEERS LOCAL UNION #3	Union Dues Jan. & Fed. 2021	\$2,862.00
02/19/2021	35067	PRO-LINE CLEANING SERVICES INC	Janitorial Services January 2021	\$1,010.00
02/19/2021	35068	QUILL	Misc. Office Supplies	\$368.97
02/19/2021	35069	RTS IT INC	Set-Up & Troubleshoot Cradlepoint #2001	\$1,400.00
02/19/2021	35070	SAFETY-KLEEN SYSTEMS INC	Disposal of Used Filters & Solid Waste	\$667.33
02/19/2021	35071	SQUEAKY CLEAN	Bus Interior Fogging & Disinfecting	\$1,170.00
02/19/2021	35072	STEVE STYMEIST COLLISION CNTRS	Body Repairs & Paint #1703	\$21,215.35
02/19/2021	35073	VISA	Reimbursable Charges	\$2,138.83
02/19/2021	35074	WOLFPACK INSURANCE SERVICES, INC.	Dental & Vision Coverage March 2021	\$4,495.50
02/23/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #4 CLASSIC	\$9,126.23
02/23/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #4 PEPRA	\$7,457.45
02/24/2021	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE FEB. 19, 2021	\$4,358.51
				<u>\$246,544.91</u>
Total				<u>\$246,544.91</u>

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

DATE: April 1, 2021

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: February 2021 Ridership Report

REQUESTED ACTION:
BY MOTION,

Receive and File the February 2021 Ridership Report

BACKGROUND

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

Due to the Statewide COVID-19 restrictions, the Senior Day Care services closed on March 13, 2020 and the Mother Lode Rehabilitation Enterprises (M.O.R.E.) facility closed on March 16, 2020. Commuter services were decreased to four (4) buses in the morning and afternoon on March 23, 2020 and Local Fixed Route services were modified in July 2020. Also, in response to the impacts of the pandemic El Dorado Transit suspended collection of fares between April 6, 2020 and August 1, 2020. As a result, El Dorado Transit recorded no fare revenue in May, June, and July 2020.

DISCUSSION

Due to program closures, stay-at-home restrictions and the economic impacts of the pandemic, transit ridership has reduced in all areas of service since early 2020. Following is the February 2021 report and the fiscal year-to-date ridership report, comparing the current fiscal year to the previous fiscal year.

February 2021 Ridership Report

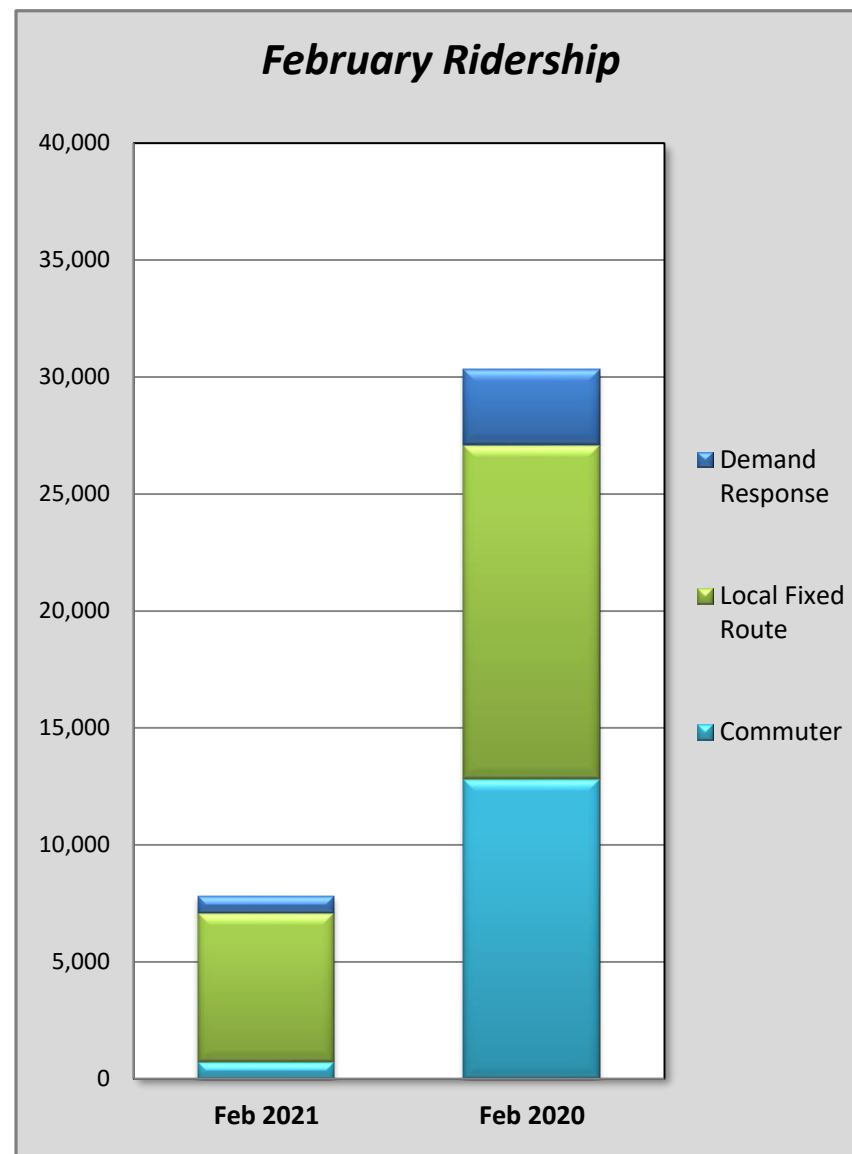


Demand Response	Feb 2021	Feb 2020	% Change
Dial-a-Ride	466	1,245	-62.6%
Sac-Med	22	21	4.8%
ADA Paratransit	129	77	67.5%
M.O.R.E.*	109	1,582	-93.1%
Senior Day Care*	0	333	-100.0%
Total Demand Response	726	3,258	-77.7%

Local Fixed Route	Feb 2021	Feb 2020	% Change
20 - Placerville	880	3,338	-73.6%
25 - Saturday Express	281	541	-48.1%
30 - Diamond Springs	693	2,278	-69.6%
35 - Diamond Springs Saturday	69	131	-47.3%
40 - Cameron Park	773	1,326	-41.7%
50x - 50 Express	2,568	3,778	-32.0%
60 - Pollock Pines	1,107	2,870	-61.4%
Total Local Fixed Route	6,371	14,262	-55.3%

Commuter	Feb 2021	Feb 2020	% Change
Sacramento Commuter	712	12,757	-94.4%
Reverse Commuter	11	64	-82.8%
Total Commuter	723	12,821	-94.4%

	Feb 2021	Feb 2020	% Change
Systemwide	7,820	30,341	-74.2%
Passengers per Revenue Hour	3.2	7.6	-58.4%



*Contracted Services - Ridership Determined by Client Enrollment

Fiscal Year-to-Date Ridership Report

July 2020 - February 2021

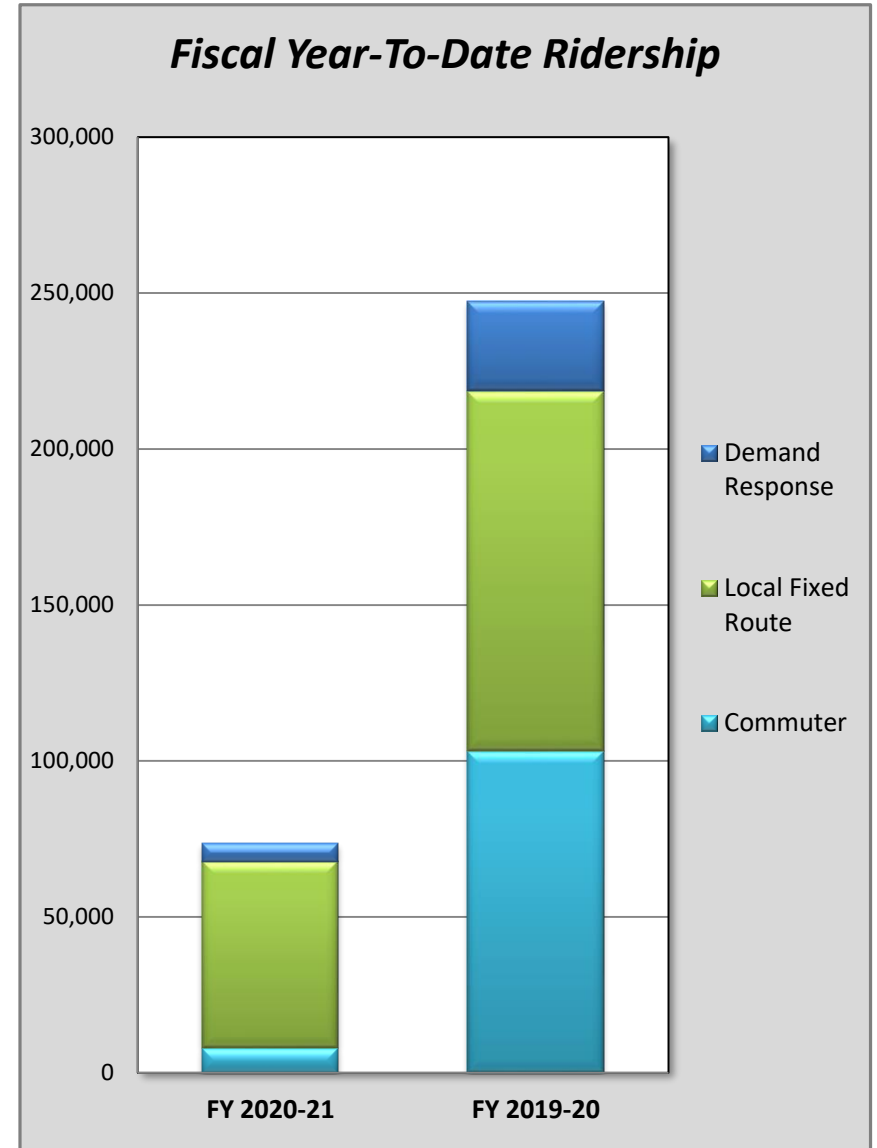


Demand Response	FY 2020-21	FY 2019-20	% Change
Dial-a-Ride	3,842	10,350	-62.9%
Sac-Med	148	211	-29.9%
ADA Paratransit	1,083	452	139.6%
M.O.R.E.*	805	14,371	-94.4%
Senior Day Care*	0	3,123	-100.0%
Total Demand Response	5,878	28,507	-79.4%

Local Fixed Route	FY 2020-21	FY 2019-20	% Change
20 - Placerville	8,453	28,082	-69.9%
25 - Saturday Express	2,333	3,419	-31.8%
30 - Diamond Springs	6,469	18,325	-64.7%
35 - Diamond Springs Saturday	668	1,025	-34.8%
40 - Cameron Park	7,023	10,512	-33.2%
50x - 50 Express	23,802	28,893	-17.6%
60 - Pollock Pines	11,203	25,201	-55.5%
Total Local Fixed Route	59,951	115,457	-48.1%

Commuter	FY 2020-21	FY 2019-20	% Change
Sacramento Commuter	7,709	102,645	-92.5%
Reverse Commuter	62	576	-89.2%
Total Commuter	7,771	103,221	-92.5%

	FY 2020-21	FY 2019-20	% Change
Systemwide	73,600	247,185	-70.2%
Passengers per Revenue Hour	3.5	7.3	-52.5%



*Contracted Services - Ridership Determined by Client Enrollment

AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: April 1, 2021

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: California Employer's Retiree Benefit Trust Program (CERBT) funding for Other Post-Employment Benefits Funding (OPEB)

REQUESTED ACTION:
BY MOTION,

1. **Approve Prefunding of Other Post-Employee Benefit Program for fiscal year ending June 30, 2021 in the amount of \$51,022**
2. **Approve Purchase Order No. 26196 issued to CalPERS, Fiscal Services Division**
3. **Authorize Executive Director to execute all documents necessary for continued participation**

BACKGROUND

In July 2004, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pension*. GASB 45 mandates disclosure of Other Post-Employment Benefits (OPEB) liabilities for public employees. OPEB may include benefits such as medical, dental, prescription drug, vision and life insurance plans. GASB 45 establishes a standard for measuring and reporting the liability of retirement benefits other than pensions however; it does not require funding the liability.

During Fiscal Year (FY) 2007/08 El Dorado Transit contracted with California Public Employers' Retirement System (CalPERS) to provide cost effective medical insurance for the unrepresented employee group (23 employees). CalPERS contractually requires El Dorado Transit to contribute an amount towards the cost of retiree medical coverage as a condition of participating in the CalPERS medical plans. There are five (5) eligible retirees who have elected coverage. Monthly cost to the agency is currently at the lowest level possible of \$110.00 per eligible retiree. This contribution is based on a formula and increases a modest amount each year.

On August 5, 2010 the Board adopted resolution No. 10-10 to pre-fund the OPEB future liability by placing assets in the CERBT program to allow for a manageable dollar amount to be budgeted each year for contributions to build reserves and earn interest to

offset the cost of the program. A thirty (30) year amortization period is consistent with the anticipated retirement trend of current employees.

On March 5, 2020 the Board accepted the current actuarial valuation of OPEB for fiscal years 2019/20, 2020/21 and 2021/22 and adopted resolution No. 20-05 approving the prefund amounts.

DISCUSSION

The El Dorado Transit retiree health plan allows eligible retirees to enroll in the agency group medical plan through CalPERS at the time of their separation or at any subsequent open enrollment period. The plan applies only to medical insurance premiums and excludes other possible retiree benefits (e.g., dental, vision, etc.). Since plan inception in 2007, five (5) eligible participants have elected coverage; however, four (4) eligible retirees may enroll during any open enrollment period. There are twenty-three (23) current employees who are qualified, and three (3) who may retire within the next five (5) years. These employees have the option to continue their medical coverage under this plan.

Actuarial valuations are used as a method of verifying the changing conditions of an agency's employee statistics that impact the annual cost of OPEB and outstanding obligations or future potential liabilities. CalPERS requires an actuarial valuation every two (2) years under the CERBT pooling program.

El Dorado Transit contracted Bickmore to complete an actuarial valuation of other post-employment benefits to capture and report the current and future potential liabilities of this benefit. This report provides statistics as of July 1, 2019 for the years ending June 30, 2020, June 30, 2021, and June 30, 2022.

Staff is requesting the approval to prefund OPEB in the amount of \$51,002, for FY 2020/21.

FISCAL IMPACT

Fiscal Year 2020/21 Mid-Year Budget adopted on February 4, 2021 includes this amount.

		<u>Budgeted</u>
5020.02	OPEB Prefund	\$51,022

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

PURCHASE ORDER NO. 26196

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

DATE: 04/01/21

ACCOUNT: 5020.02

CLASS: 125

TO: CalPERS
CERBT (OPEB)
PO BOX 942703
SACRAMENTO, CA 94229-2703

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (888) 225-7377

Fax No:

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		FUNDING OF OTHER POST EMPLOYMENT BENEFITS (OPEB) FISCAL YEAR 2020/2021		\$51,022.00
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	\$51,022.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$51,022.00
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."

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: April 1, 2021

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

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

REQUESTED ACTION:
BY MOTION,

Adopt Resolution No. 21-06 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 2020/21

BACKGROUND

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

DISCUSSION

With approval, El Dorado Transit staff anticipates applying for the full Fiscal Year (FY) 2020/21 allocation of \$190,523 in LCTOP funds to potentially deliver two (2) projects meeting program requirements. Building on the recommendations in the adopted Western El Dorado County 2019 Short- and Long- Range Transit Plan, staff proposes to apply LCTOP funding to a reduced and/or free fare program, and to fund future purchases of zero emission vehicles.

FISCAL IMPACT

The Fiscal Year (FY) 2020/21 LCTOP allocation represents a total of \$190,523 in grant revenue to supplement discounted monthly pass fares and capital funds to apply toward the future purchase of zero emission vehicles and charging infrastructure.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 21-06**

AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)
FOR THE FOLLOWING PROJECTS:
REDUCED AND/OR FREE FARES AND ZERO EMISSION VEHICLES
\$190,523 IN LOW CARBON TRANSIT OPERATIONS PROGRAM FUNDS

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

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of El Dorado Transit that it hereby authorizes the submittal of the following project nominations and allocation requests to the Department in FY 2020-21 LCTOP funds:

Project Names: Reduced and/or Free Fares and Zero Emission Vehicles

Amount of LCTOP Funds Requested: \$190,523

Description of Project: Reduced and/or free fares, and the purchase of Zero Emission Vehicles with required charging equipment.

Contributing Sponsors: No contributing sponsors

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board, held on this 1st day of April 2021, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Kara Taylor, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: April 1, 2021

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Vehicle Replacement Plan for Fiscal Years 2020/21 Through 2026/27

REQUESTED ACTION:

BY MOTION,

Approve Vehicle Replacement Plan for Fiscal Years 2020/21 through 2026/27

BACKGROUND

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

DISCUSSION

The Replacement Plan for Fiscal Year (FY) 2020/21 through FY 2026/27 represents a plan for replacement of current fleet vehicles contingent upon available capital revenues and grant opportunities. The inclusion of Zero Emission Bus (ZEB) requirements will likely increase the estimated replacement costs of the vehicles. Staff will report the increased costs once the ZEB study is completed to analyze bus routes and determine the best course of action for ZEB implementation.

FISCAL IMPACT

The approximate replacement costs for anticipated vehicle purchases FY 2020/21 through FY 2026/27 is \$7,973,000 including a 3% annual cost escalator. Individual replacement projects are added to the CIP on an annual basis and brought before the Board for review and approval as needed.

PROPOSED VEHICLE REPLACEMENT PLAN

March 2021



Vehicle #	Vehicle Type	Vehicle Description	Vehicle Replacement Cost	Mileage as of 3/5/21	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27
Staff Vehicles											
9509	Ford Escort	Maint Vehicle	\$25,000	75,391							
0501	Honda Civic	5 psgr staff car	\$25,000	70,300				X			
0602	Blue Bird Xcel 45	Training bus	\$600,000	299,922							
0701	Chevy Malibu	5 psgr staff car	\$25,000	58,296				X			
0702	Dodge Dakota	Maint Vehicle	\$35,000	75,942		X					
M-7055	Ford Box Van	Maint Vehicle	\$50,000	29,257							
1608	Ford Cmax	5 psgr staff car	\$25,000	33,900							
1609	Ford Cmax	5 psgr staff car	\$25,000	35,593							
1610	Ford Cmax	5 psgr staff car	\$25,000	37,086							
1611	Ford Cmax	5 psgr staff car	\$25,000	29,756							
1707	Chevy Traverse	7 psgr staff car	\$30,000	17,903							
Demand Response Minivans											
1304	Dodge Caravan	3 psgr mini-van	\$71,000	193,849	X						
1501	Dodge Caravan	3 psgr mini-van	\$71,000	135,264				X			
1502	Dodge Caravan	3 psgr mini-van	\$71,000	117,911				X			
1503	Dodge Caravan	3 psgr mini-van	\$71,000	103,415				X			
1504	Dodge Caravan	3 psgr mini-van	\$71,000	105,574				X			
1907	Dodge Caravan	3 psgr mini-van	\$71,000	18,223						X	
1908	Dodge Caravan	3 psgr mini-van	\$71,000	5,397						X	
1909	Dodge Caravan	3 psgr mini-van	\$71,000	12,351						X	
1910	Dodge Caravan	3 psgr mini-van	\$71,000	401						X	
1911	Dodge Caravan	3 psgr mini-van	\$71,000	210						X	
Demand Response Buses											
1601	Ford Cut-a-way	26 psgr bus	\$100,000	70,818						X	
1602	Ford Cut-a-way	26 psgr bus	\$100,000	118,912						X	
1603	Ford Cut-a-way	26 psgr bus	\$100,000	102,494						X	
1604	Ford Cut-a-way	26 psgr bus	\$100,000	95,544						X	
1605	Ford Cut-a-way	26 psgr bus	\$100,000	111,362						X	
1607	Ford Cut-a-way	26 psgr bus	\$100,000	73,669						X	
1901	Ford Cut-a-way	20 psgr bus	\$100,000	5,137							
1902	Ford Cut-a-way	20 psgr bus	\$100,000	4,499							
1903	Ford Cut-a-way	20 psgr bus	\$100,000	4,325							
1904	Ford Cut-a-way	20 psgr bus	\$100,000	4,015							
1905	Ford Cut-a-way	20 psgr bus	\$100,000	4,686							
1906	Ford Cut-a-way	26 psgr bus	\$100,000	1,824							
Motor Buses - Local Fixed Route											
0606	Blue Bird Xcel 37	37 psgr bus	\$530,000	257,724							
0607	Blue Bird Xcel 37	37 psgr bus	\$530,000	357,245							
0608	Blue Bird Xcel 37	37 psgr bus	\$530,000	316,370							
1701	Gillig 35' Low Floor	31 psgr bus	\$530,000	194,864							
1702	Gillig 35' Low Floor	31 psgr bus	\$530,000	194,000							
1703	Gillig 35' Low Floor	31 psgr bus	\$530,000	87,700							
1704	Gillig 35' Low Floor	31 psgr bus	\$530,000	210,407							
1705	Gillig 35' Low Floor	31 psgr bus	\$530,000	226,021							
1706	Gillig 35' Low Floor	31 psgr bus	\$530,000	226,087							
2001	Gillig 35' Low Floor	31 psgr bus	\$530,000	21,084							
2002	Gillig 35' Low Floor	31 psgr bus	\$530,000	11,335							
2003	Gillig 35' Low Floor	31 psgr bus	\$530,000	8,238							
2004	Gillig 35' Low Floor	31 psgr bus	\$530,000	6,288							
Commuter Buses											
1001	MCI D4500	57 psgr bus	\$600,000	398,127						X	
1002	MCI D4500	57 psgr bus	\$600,000	389,430						X	
1003	MCI D4500	57 psgr bus	\$600,000	362,802						X	
1004	MCI D4500	57 psgr bus	\$600,000	341,992						X	
1005	MCI D4500	57 psgr bus	\$600,000	330,205						X	
1006	MCI D4500	57 psgr bus	\$600,000	436,092						X	
1007	MCI D4500	57 psgr bus	\$600,000	408,322						X	
1008	MCI D4500	57 psgr bus	\$600,000	335,302						X	
1009	MCI D4500	57 psgr bus	\$600,000	411,149						X	
1202	MCI D4500	57 psgr bus	\$600,000	241,760							
1401	MCI D4500	57 psgr bus	\$600,000	189,461							
1801	MCI D4500	57 psgr bus	\$600,000	83,036							
1802	MCI D4500	57 psgr bus	\$600,000	95,890							
1803	MCI D4500	57 psgr bus	\$600,000	67,399							
1804	MCI D4500	57 psgr bus	\$600,000	81,376							
1805	MCI D4500	57 psgr bus	\$600,000	71,097							

Plan developed under Federal Transit Administration Rolling Stock Useful Life Policy, FTA C-5010.1E Rev 2, 07/16/2018

EL DORADO COUNTY TRANSIT AUTHORITY

VEHICLE REPLACEMENT POLICY

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

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

Bus Requirements

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

Source: CalTrans, UMTA C 9030.1A

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

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

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: April 1, 2021

TO: El Dorado County Transit Authority

FROM: Matthew Mauk, Executive Director

SUBJECT: Proposed Memorandum of Understanding for Operation of a South Lake Tahoe Express Commuter Service

REQUESTED ACTION:
BY MOTION,

1. Review and Approve the Draft Memorandum of Understanding (MOU) with the Capital Corridor Joint Powers Authority (CCJPA) for Operation of a South Lake Tahoe Express Commuter Service
2. Authorize the Executive Director to Execute a Final MOU with the CCJPA, Pending Minor Changes and Final Approval of Legal Counsel
3. Authorize the Executive Director to Finalize and Execute Other Third-Party Agreements Necessary for Reservations/Ticketing, Maintenance, Vehicle Staging and Passenger Facilities Utilized in the Operation of the Proposed Tahoe Express Service

BACKGROUND

California Senate Bill 742 was passed in 2019 and amended SEC. 2. Section 14035.55 of the Government Code authorizing the State's three (3) State-supported intercity passenger rail lines to sell stand-alone tickets for connecting motor coach services. As enacted, the law requires the intercity rail authorities that operate feeder bus service to collaborate with public transit operators that can provide these services and to avoid conflicts with existing public transit service. The El Dorado County Transit Authority (El Dorado Transit) currently provides commuter service from Placerville to Sacramento along the same corridor used by the region's intercity thruway bus network connecting to the Capital Corridor passenger trains operating out of the Sacramento Valley Station in downtown Sacramento.

The Capital Corridor Joint Powers Authority (CCJPA) currently contracts with Amtrak which in turn uses a contractor to operate one (1) round trip bus per day between the Sacramento Valley Station and the City of South Lake Tahoe. The CCJPA contacted El Dorado Transit in July 2020 to discuss the potential of partnering on the operation of this daily Sacramento to South Lake Tahoe bus service.

The adopted Western El Dorado County 2019 Short- and Long-Range Transit Plan (SRTP) recommends exploring partnerships with other regional transit agencies for these types of services. In evaluating the potential of partnering with the CCJPA on a Sacramento to South Lake Tahoe daily service, El Dorado Transit staff consulted the El Dorado County Transportation Commission (EDCTC), the Tahoe Regional Transportation Planning Agency, the Tahoe Transportation District (TTD), and LSC Transportation Consultants, Inc. (LSC) who authored the 2019 SRTP. On October 1, 2020, the Board received a Tahoe Service Analysis Report prepared by LSC and directed staff to continue with negotiations and service implementation planning.

DISCUSSION

The attached draft MOU is the result of work by El Dorado Transit staff, CCJPA staff and their agency's respective legal counsels to formalize a partnership agreement that provides for El Dorado Transit to assume operation of the daily Sacramento to South Lake Tahoe bus service starting in July 2021. Included in the MOU are terms and conditions for cost and/or revenue sharing, service delivery, interagency coordination and planning, fare policy and legal obligations. The proposed agreement covers service for an initial three (3) year demonstration period unless terminated by one or both of the parties earlier.

Under the terms of the proposed agreement, the parties will meet regularly to review and coordinate on issues including ongoing costs, service schedules and marketing. El Dorado Transit retains sufficient autonomy under the MOU to control the day-to-day operations and handle service interruptions or emergencies at their discretion and without penalty.

With the requested actions, staff is recommending Board approval of the principal terms and conditions in the draft MOU and authorization for the Executive Director to negotiate any minor remaining issues in consultation with the CCJPA and legal counsel. If so directed and pending approval by the CCJPA Board, the Executive Director will execute the final agreement with CCJPA in time for a scheduled July 5th starting date for the service.

In addition to the MOU with CCJPA, providing the Sacramento to South Lake Tahoe bus service and utilizing the bus stops in Sacramento and South Lake Tahoe will require agreements with outside agencies and/or organizations. These include at a minimum, agreements with Amtrak for ticketing/scheduling of connecting train passengers and fare reconciliation; the TTD for use of the transit centers in South Lake Tahoe; and the City of Sacramento for use of the Sac Valley Station. Additional contracts may be necessary to facilitate vehicle staging during layovers in S. Lake Tahoe, emergency lodging, roadside maintenance and/or vehicle storage. Staff is requesting authorization to execute these third party agreements, as needed, provided any associated costs are within the Executive Director's established purchasing authority and adopted operating budgets.

FISCAL IMPACT

The proposed MOU creates a 50/50 net operating cost sharing agreement between El Dorado Transit and the CCJPA for the Tahoe Express Service, billed quarterly. Under this arrangement, El Dorado Transit will retain the fare revenues collected on the service and the remaining operating costs would be split between the two (2) parties. Based on recent historical data and the established fare structure, staff is estimating the fare revenue to be approximately \$19 one-way per passenger boarding on average. Per the analysis performed by LSC and presented to the Board in October, the annual ridership is expected to be approximately 9,850 trips in FY 2021/22 and 12,310 in FY 2022/23. In this scenario, El Dorado Transit's 50% share of the operating subsidy would be an estimated \$91,405 and \$69,995 in FY 2021/22 and FY 2022/23, respectively. FY 2023/24 was not analyzed in detail but if ridership returns to pre-COVID projections of 15,000 annual trips by the third year of the proposed contract, El Dorado Transit's portion of the subsidy would fall to approximately \$50,000.

The first year's estimated operating subsidy for the South Lake Tahoe Service is included in the FY 2021/22 Operating Budget as presented later in this agenda.

**EL DORADO COUNTY TRANSIT AUTHORITY
AND
CAPITOL CORRIDOR JOINT POWERS AUTHORITY
MEMORANDUM OF UNDERSTANDING
FOR THRUWAY BUS SERVICE BETWEEN SACRAMENTO AND SOUTH LAKE
TAHOE**

This Memorandum of Understanding, is made and entered into this 1st day of July 2021 by and between the El Dorado County Transit Authority ("El Dorado Transit") and Capitol Corridor Joint Powers Authority ("CCJPA") collectively "Parties" or individually as "Party."

I. Recitals

- 1.01 **El Dorado Transit** is a joint powers authority whose primary objective is providing public transportation on the Western Slope of El Dorado County with its principal office located at 6565 Commerce Way, Diamond Springs, CA 95619.
- 1.02 **CCJPA's** primary responsibility is the operation of train and bus service on the Capitol Corridor (San Jose/Oakland/Sacramento/Auburn) Route. CCJPA receives funds from Caltrans and uses these funds to contract with Amtrak, pursuant to the Caltrans/Amtrak Contract, for rail and bus service along the Capitol Corridor Route. CCJPA's principal office is located at 300 Lakeside Drive, 14th Floor East, Oakland, CA 94612.

II. Responsibilities of the Parties

2.01 South Lake Tahoe Commuter Service

Commencing July 5, 2021, El Dorado Transit will expand their existing Sacramento Commuter service to include service to South Lake Tahoe, using its own coach operators and equipment (the "South Lake Tahoe Commuter Service" or the "Service"). The South Lake Tahoe Commuter Service will operate between the Sacramento Valley Station and South Lake Tahoe in accordance with the schedule and route information that is attached hereto and incorporated herein by reference as Exhibit A; Sacramento Commuter Schedule, Routing, and Fare Rate for modified and expanded service.

2.02 Service Levels

The South Lake Tahoe Commuter Service shall be provided by El Dorado Transit as follows:

1. One (1) daily weekday (Monday – Friday) roundtrip service between Sacramento Valley Station and South Lake Tahoe;
2. One (1) Saturday roundtrip and one (1) Sunday roundtrip service between Sacramento Valley Station and South Lake Tahoe; and

3. One (1) daily roundtrip service between Sacramento Valley Station and South Lake Tahoe on the following (11) holidays, as observed by El Dorado Transit:
 - a. New Year's Day
 - b. Martin Luther King Jr.'s Birthday
 - c. President's Day
 - d. Memorial Day
 - e. Independence Day
 - f. Labor Day
 - g. Veteran's Day
 - h. Thanksgiving Day
 - i. Friday After Thanksgiving
 - j. Christmas Eve
 - k. Christmas Day

2.03 Schedule Deviation

El Dorado Transit will operate the South Lake Tahoe Commuter Service to the best of its ability to adhere to agreed upon schedules, but the parties recognize that the Service may be off schedule due to traffic, weather, detours, accidents, strikes, nationally declared disasters and other situations and circumstances beyond El Dorado Transit's control. El Dorado Transit will not be held liable for such off-schedule trips or missed trips.

2.04 Additional Services

The Parties may request from time-to-time additional bus service(s), which includes, but may not be limited to, services in addition to those provided in Exhibit A or described in Section 2.02. El Dorado Transit will review its operational ability to provide such additional services and give CCJPA at least ninety (90) days' notice of a decision. El Dorado Transit has sole discretion in approving any additional bus services.

2.05 Emergency Services

El Dorado Transit shall have the sole discretion to provide emergency services including, but not limited to, passenger overflow, mechanical breakdown, traffic events, act(s) of God, and/or accidents, without approval of CCJPA. El Dorado Transit shall provide electronic notification to CCJPA within 24 hours of initiating emergency service. The cost for any emergency services shall be shared equally between the Parties.

2.06 Schedule and Route Changes

In the event a party desires to change the schedule or route for the South Lake Tahoe Commuter Service to provide connections at Sacramento Valley Station between the Sacramento Commuter Service, the Capitol Corridor Rail Service, and affected services, the requesting party shall notify the other party of the request. The party receiving the request shall respond within five (5) business

days. In the event of a dispute, El Dorado Transit shall have final authority to accept or deny the request. El Dorado Transit shall be responsible for producing schedules for the South Lake Tahoe Commuter Service.

2.07 Bus Features

El Dorado Transit will provide an identified location on the bus for storage of traveler's personal items such as bicycles, luggage, and snow sports equipment. El Dorado Transit will provide limitations on amount and size of luggage and other personal items, as mutually agreed by the parties. CCJAP and El Dorado Transit will mutually agree upon bus features for current and any future buses procured by El Dorado Transit for the Lake Tahoe Commuter Service. In the event of a dispute, El Dorado Transit shall have final authority for approval over any bus features. El Dorado Transit may use a bus without the agreed upon features when providing emergency services as described in Section 2.05.

2.08 Decals

El Dorado Transit shall affix Capitol Corridor decals, no larger than 20 inches in diameter to the sides of buses designated for the South Lake Tahoe Commuter Service. A rail safety message decal that is provided through the partnership between CCJPA and California Operation Lifesaver and is approved by the parties shall be affixed to the rear of each bus designated for the South Lake Tahoe Commuter Service.

2.09 Quarterly Meetings

Representatives of the parties shall meet quarterly or as needed to discuss the Service, marketing, connections, fares, actual service costs, any necessary adjustments based on the actual services costs, and other issues related to the Service. El Dorado Transit will coordinate the scheduling of such meetings and will convene the meetings at a location as convenient as possible for the parties. The representatives of the Parties may agree to modify the Service's routing and schedule.

III. Cost Calculations, Payment and Revenue Credits

3.01 Operating Costs and Payments

The cost to provide the South Lake Tahoe Commuter Service shall be calculated by El Dorado Transit and shared equally between the parties after farebox revenue is calculated and applied. Farebox revenue shall be collected by a Third-Party ticketing vendor. El Dorado Transit shall invoice CCJPA on a quarterly basis for CCJPA's portion of the cost. The Sacramento-South lake Tahoe Service Cost Summary incorporated herein by reference as Exhibit B, shall accompany all invoices to identify services rendered during the invoiced quarter. Revenue credits, which are available funds after all operating costs have been paid, will be split between the Parties evenly. Parties may agree to reinvest revenue credits into

the service, for capital improvements, new equipment, additional service frequencies, etc.

3.02 Service Increments Fare Revenue

The passenger fare revenue that is attributable to the South Lake Tahoe Commuter Service as operated by El Dorado Transit under this agreement, shall be derived from the following two sources: a.) bus fare revenue associated with local passengers (non-transfers) and b.) bus fare revenue associated with those passengers who have transferred directly from, or are transferring to the Capitol Corridor train service. The parties understand that fares associated with transferring passengers may be prorated and/or discounted according to Amtrak's established fare policies. All fares attributable to the South Lake Tahoe Commuter Service shall be collected and retained by El Dorado Transit, either directly or through third-party ticketing agreements, and shall be deducted from the parties' shared costs according to El Dorado Transit's cost calculation described in Section 3.01.

3.05 Wi-Fi Costs

El Dorado Transit and CCJPA will share equally in the cost of Wi-Fi service for the Lake Tahoe Commuter Service. El Dorado Transit shall include this cost in the quarterly invoice to CCJPA described in Section 3.01.

IV. Fares

4.01 One-Way Cash Fare

The parties agree to apply a one-way cash fare for the South Lake Tahoe Commuter Service. Fare rates, which shall be adhered to by the Parties, are set forth in the Sacramento Commuter schedule, routing, and Service Fare Rate attached as Exhibit A. Any subsequent changes to the fares for the Service is within the sole jurisdiction of El Dorado Transit. However, El Dorado Transit shall solicit input from CCJPA prior to the implementation of any fare adjustment.

4.02 Both parties shall recognize and apply any and all fare discounts recognized by either party. CCJPA must notify El Dorado Transit thirty (30) days in advance of any fare discount or promotional fare or the elimination of such fares and promotional discounts not in place at the time of execution of this Memorandum of Understanding.

V. Mutual Aid/Roadside Assistance Reimbursement

5.01 The parties agree that all costs for emergency repairs or mutual aid from another transit agency or roadside assistance from a third party shall be a shared equally between the parties.

VI. Term and Termination

- 6.01 The term of this Memorandum of Understanding is from July 01, 2021 through June 30, 2024.
- 6.02 The Parties may agree in writing to extend this Memorandum of Understanding, for additional periods of time as may be agreed on by the parties.
- 6.03 Any Party may give notice of its intent to terminate participation in this Memorandum of Understanding without cause by giving at least six (6) months advance written notice to the other Party. The termination shall be effective as to all Parties on the first day of the month following the six (6) month notice period. Prior to termination all compensation and revenues due from one party to the other under this Memorandum of Understanding shall be paid and any loaned equipment and materials shall be returned to their respective owners.

VII. General Provisions

7.01 Independent Contractor

No relationship of employer and employee is intended or created by this Memorandum of Understanding. In the performance of its work and duties, El Dorado Transit is at all times acting and performing as a public entity providing public transportation services. CCJPA shall neither have nor exercise control or direction over the methods by which El Dorado Transit performs the Services pursuant to this Memorandum of Understanding; provided, however, that El Dorado Transit agrees that all work performed pursuant to this Memorandum of Understanding shall be in strict accordance with currently approved and generally accepted professional methods and practices. The sole interest of the parties is to ensure that such Services are performed and rendered in a competent and cost-effective manner and in accordance with this Memorandum of Understanding.

7.02 Federal, State and Local Laws

The Parties warrant that in the performance of this Memorandum of Understanding, each party shall comply with all applicable Federal, State, and local laws, regulations, and ordinances.

7.03 No Conflict of Interest

Each party represents that it currently has no interest, and shall not have any interest, direct or indirect, that would conflict in any manner with the performance of services required under this Memorandum of Understanding.

7.04 Time of the Essence

Time is of the essence in this Memorandum of Understanding.

7.05 Cross Promotional/Marketing/Ridership

- a) Parties agree to promote the Lake Tahoe Commuter Service and to cooperate to develop marketing campaigns that promote this Service. Each Party shall be responsible for funding and disseminating marketing/information through their respective marketing channels. Each party shall maintain their best efforts in providing such marketing/information dissemination focused on areas with the highest likelihood of increasing ridership.
- b) Each Party agrees to submit to the other Parties any and all advertising, sales promotion, and other publicity materials relating to the Lake Tahoe Commuter Service in which any party's name is mentioned, inferred, or implied. Each party further agrees not to publish or use any such advertising, sales promotion, or publicity materials relating to Lake Tahoe Commuter Service without the prior written consent of the other Parties.

7.06 Consent to Breach Not Waiver

No term or provision hereof shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether express or implied, shall not constitute a consent to, waiver of, or excuse for any other different or subsequent breach.

7.07 Addition of Transit Agencies to the Memorandum of Understanding

The parties may include additional transit agencies to this Memorandum of Understanding upon mutual approval of the parties and incorporated into the Memorandum of Understanding by amendment. Additional transit agencies will be required to participate in funding the route by the amount approved by the parties.

7.08 Non-Assignment

No Party shall encumber, assign, or otherwise transfer any right or interest in this Memorandum of Understanding without prior express written consent of each of the parties. A consent to one assignment shall not be deemed to be a consent to any subsequent assignment. Any encumbrance, assignment, transfer or assignment of interest in this Memorandum of Understanding without prior written permission or consent of the parties, whether it be voluntary or involuntary by operation of law or otherwise, is void and shall be just cause at the option of the other Party to terminate this Memorandum of Understanding.

7.09 Notices

All notices under this Memorandum of Understanding shall be deemed duly given upon delivery, if delivered by hand; or three days after posting, if sent by

registered mail, return receipt requested; to a party hereto at the address set forth herein or to such other address as a party may designate by notice pursuant hereto:

El Dorado County Transit Authority:

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

Capitol Corridor Joint Powers Authority:

Managing Director
Capitol Corridor Joint Powers Authority
1000 Broadway, Suite 604
Oakland, CA 94607

7.10 Mutual Indemnification

Each Party will indemnify, hold harmless, and defend the other Party, its directors, board members, officers, employees, and agents against any and all liability, claims, suits, actions, injuries, costs or expenses arising from loss of or damage to property, and injuries to or death of any person (including but not limited to employee property or employees of each Party) when arising out of or resulting from any act or omission by the indemnifying Party, its agents, employees, contractors, or subcontractors in connection with any aspect of the Services provided or activities performed pursuant to this Memorandum of Understanding.

This indemnification will survive termination or expiration of this Memorandum of Understanding.

7.11 Insurance

El Dorado Transit will provide insurance and will maintain a minimum insurance coverage as follows:

- a. General Liability Insurance coverage for property damage and bodily injury in the amount of ten million dollars (\$10,000,000), with a deductible not to exceed \$250,000 per occurrence covering the Services to be performed by El Dorado Transit. The policy shall contain the coverages and exclusions contained in the policy.
- b. Excess Liability Insurance coverage for property damage and personal injury in excess of the insurance provided for in subdivision (i) above, in the amount of fifteen million dollars (\$15,000,000), generally covering the services to be performed by El Dorado Transit. The policy shall contain the coverages and exclusions contained in the policy.

7.12 Amendment

This Memorandum of Understanding may be amended at any time by mutual agreement of the Parties, but any such amendment must be in writing, dated, signed by an authorized representatives of each Party and attached hereto.

7.13 Governing Law

This Memorandum of Understanding is governed by and construed in accordance with the laws of California.

7.14 Entire Memorandum of Understanding

This Memorandum of Understanding, together with all subordinate and other documents incorporated by reference herein, constitutes the entire Memorandum of Understanding between the Parties with respect to the subject matter contained herein and may only be modified by an amendment executed in writing by both parties hereto. All prior agreements, representations, statements, negotiations, understandings and undertakings are superseded.

7.15 Authority

Each Party has full power and authority to enter into and perform this Memorandum of Understanding, and the person signing this Memorandum of Understanding on behalf of each has been authorized and empowered to enter into this Memorandum of Understanding. Each party further acknowledges that it has read this Memorandum of Understanding, understands it, and agrees to be bound by it.

7.16 Severability

Should any term or provision of this Memorandum of Understanding be determined to be illegal or in conflict with any law of the State of California, the validity of the remaining portions or provisions shall not be affected thereby, and each term or provision of this Memorandum of Understanding shall be valid and be enforced as written to the full extent permitted by law.

7.17 Arbitration

All disputes arising out of this Memorandum of Understanding shall be submitted to final and binding arbitration. The arbitrator shall be selected in accordance with the rules of the Judicial Arbitration and Mediation Services (JAMS). If such services are not available, the dispute shall be submitted to arbitration in accordance with the laws of the State of California. The arbitrator's award shall be final, and judgment may be entered upon it by any court having jurisdiction thereof. The parties agree that all actions or proceedings arising in connection with this Memorandum of Understanding shall be tried only in Alameda County or another mutually agreeable location.

IN WITNESS THEREOF, this Memorandum of Understanding is executed by the El Dorado County Transit Authority, Capitol Corridor Joint Powers Authority, San Joaquin Joint Powers Authority, and is effective on the day and year first hereinabove written.

EL DORADO COUNTY TRANSIT AUTHORITY (EL DORADO TRANSIT):

BY: _____
Matthew Mauk, Executive Director

DATE: _____

CAPITOL CORRIDOR JOINT POWERS AUTHORITY (CCJPA)

BY: _____ DATE: _____
Robert Padgette
Managing Director

DATE: _____

AGENDA ITEM 2 B
Action Item

MEMORANDUM

DATE: April 1, 2021

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Adopt Fiscal Year 2021/22 Preliminary Operating Budget

REQUESTED ACTION:
BY MOTION,

**Adopt Resolution No. 21-07 Approving the Fiscal Year 2021/22
Preliminary Operating Budget including Revisions**

BACKGROUND

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

On March 4, 2021, the fiscal year (FY) 2021/22 Preliminary Operating Budget was presented for full Board review. At that time, the Board authorized the formation of an Ad Hoc Budget Review Committee (Committee) with the Chair and Vice Chair to engage in a more detailed review of both the proposed operating and capital budgets.

On March 15, 2021, Board Chair Kara Taylor, Vice-Chair Lori Parlin, Executive Director Matthew Mauk and Finance Manager Julie Petersen met virtually for approximately an hour and a half to review the budgets.

DISCUSSION

At the Committee meeting, existing budget conditions and revenue assumptions were discussed with a focus on the Transportation Development Act (TDA) funds which make up approximately 80% of the operating revenues. TDA includes two sources of funding for both operating and capital projects, Local Transportation Funds (LTF) and State Transit Assistance Funds (STA). These funds are derived from retail and diesel fuel sales tax measures and do fluctuate with the State and local economy. Consistent with statutory controls, past practice has been to reallocate STA funds to capital budgets in the mid-year budget process, if possible.

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

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

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

Committee Recommendations

Based on the discussions, the Committee generally supported staff's current assumptions and methodology in preparing and presenting the annual Operating Budget. Minor recommended updates to the budget were discussed and are represented in bold on the attached Preliminary Operating Budget spreadsheet. These include recognizing deferred STA revenue to offset a reduction of FY 2021/22 LCTOP grant funds learned of after the regular March Board meeting. In addition, the Regular Employees salary account was further increased to recognize staffing needs to support an anticipated increase to current transit service levels over the course of the fiscal year. Per Committee consensus, the Contingency line item was held at approximately 3%. El Dorado Transit does not draw from a "general fund" and per the TDA, transit agencies are not allowed to hold surplus operating revenue for future years.

With the requested action, staff is recommending adoption of Resolution No. 21-07 approving the Fiscal Year 2021/22 Preliminary Operating Budget including minor revisions endorsed by the Ad Hoc Budget Review Committee. Staff will be prepared to discuss the budget proposal in detail at the meeting.

FISCAL IMPACT

The Preliminary FY 2021/22 Operating Budget as presented reflects a projected \$8,523,534 in total operating expenditures balanced to anticipated Federal, State and project specific operating revenues.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 21-07**

**RESOLUTION OF THE EL DORADO COUNTY TRANSIT AUTHORITY ADOPTING THE
PRELIMINARY OPERATING
BUDGET FOR FISCAL YEAR 2021/2022**

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

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

WHEREAS, the El Dorado County Transit Authority prepared the preliminary operating budget for Fiscal Year (FY) 2021/22 incorporated as an attachment to this resolution; and

WHEREAS, the preliminary operating budget for FY 2021/22 ending June 30, 2022 is based upon continuation of current public transportation services provided by the El Dorado County Transit Authority; and

WHEREAS, the preliminary FY 2021/22 operating budget projected revenue is based on known levels of anticipated funding;

NOW THEREFORE, BE IT RESOLVED, the El Dorado County Transit Authority hereby adopts the preliminary operating budget for FY 2021/22 ending June 30, 2022.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 1st day of April 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Kara Taylor, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED PRELIMINARY OPERATING BUDGET 2021/2022

OPERATING BUDGET		FY 2020/2021	FY 2021/2022
		Mid-Year	Preliminary
REVENUE ACCOUNTS		Adopted 02/04/2021	Proposed 04/01/2021
4000.00	Transportation Development Act (TDA/LTF)	\$4,257,455	\$5,566,463
4000.00	Transportation Development Act (TDA/LTF) Deferred FY 2019/20	\$1,337,803	\$0
4270.00	State Transit Assistance (TDA/STA)	\$0	\$1,278,616
4270.00	State Transit Assistance (TDA/STA) Deferred	\$0	\$329,809
4270.01	State Transit Assistance (TDA/STA)/State of Good Repair (SGR)	\$273,902	\$273,467
4970.00	Interest Income	\$10,000	\$10,000
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$538,231	\$538,231
4100.00	Federal Transit Administration (FTA) CARES Act Section 5311 Grant	\$1,081,553	\$0
4300.00	Cash Fares	\$75,000	\$77,000
4310.00	Contract Services	\$24,000	\$24,720
4320.00	Charter Services	\$0	\$0
4330.00	Commuter Route Fare Media	\$60,000	\$61,800
4350.00	Local Route Fare Media	\$25,000	\$25,750
4360.00	Paper Scrip	\$7,000	\$7,210
4400.00	Advertising Revenue	\$0	\$5,000
4990.00	Misc. Revenue	\$0	\$400
4107.03	Fair Shuttle AB2766 Grant	\$32,000	\$0
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant	\$334,181	\$50,000
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$250,000	\$250,000
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$25,068	\$25,068
TOTAL REVENUES		\$8,331,193	\$8,523,534
SALARY & BENEFIT ACCOUNTS			
5010.00	Regular Employees	\$2,969,000	\$3,319,384
5010.02	Temporary Employees	\$80,000	\$100,000
5010.07	Overtime	\$50,000	\$50,000
5010.08	On Call Pay	\$7,000	\$7,000
5010.09	CRDI and Shift Pay	\$15,000	\$20,000
5020.01	Employee Retirement	\$540,000	\$600,000
5070.01	(OASDI - Payroll Tax) FICA	\$3,800	\$4,000
5070.02	MEDICARE - Payroll Tax	\$44,000	\$50,000
5020.02	Health Insurance	\$980,000	\$1,078,000
5020.03	Unemployment Insurance	\$175,000	\$100,000
5020.04	LT Disability/Life Ins	\$29,000	\$32,000
5020.05	Worker's Comp	\$388,493	\$420,000
TOTAL SALARY & BENEFITS		\$5,281,293	\$5,780,384
SERVICE & SUPPLY ACCOUNTS			
5090.02	Clothing & Supplies	\$3,240	\$3,500
5090.05	Uniforms - Other	\$10,000	\$12,000
5050.01	Communications - Phone	\$32,000	\$35,000
5090.20	Communications - Radio	\$900	\$1,000
5090.01	Household Expenses	\$16,000	\$16,500
5060.01	Insurance Premiums/Public Liability	\$620,000	\$651,000
5060.02	Insurance Premiums/Physical Damage	\$25,000	\$26,250
5060.03	Insurance Premiums/Commercial	\$14,000	\$14,700
5060.04	Insurance Premium EPLI Package	\$20,000	\$21,000
5090.06	Service Contracts/Equipment	\$170,000	\$190,000
5160.07	Park and Ride Maintenance	\$13,000	\$14,000
5160.01	Maintenance/Buildings	\$6,200	\$7,500
5160.03	Maintenance/Equipment	\$3,000	\$4,000
5160.05	Maintenance/Grounds	\$5,500	\$6,500
5160.09	Maintenance/Bus Stop	\$2,000	\$3,000
5160.00	Maintenance/Other	\$2,500	\$2,500
5040.00	Vehicle Maintenance (In-House)	\$342,000	\$376,000
5040.02	Vehicle Maintenance/Tires & Tubes	\$90,000	\$99,000
5040.03	Vehicle Maintenance/Lubricants	\$27,900	\$29,700
5040.04	Vehicle Maintenance/Small Tools - Shop	\$3,870	\$5,000
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$20,000	\$23,000
5090.50	Safety Equipment/Training	\$125,000	\$125,000
5090.40	Memberships	\$5,400	\$5,800
5090.70	Office Expense	\$13,500	\$15,000
5090.80	Postage	\$3,600	\$4,000
5090.00	Operating Expense - Other	\$1,350	\$2,000
5030.00	Professional Services	\$250,000	\$250,000
5030.10	Employee Medical Exams	\$8,100	\$8,500
5030.30	Background Checks	\$1,800	\$2,000
5090.08	Pubs/Legal Notices	\$2,000	\$2,500
5090.75	Printing	\$13,500	\$14,000
5120.02	Rents/Leases - Equipment	\$21,000	\$23,000
5120.03	Rents/Leases Park and Rides	\$9,000	\$9,000
5140.01	Equipment Purchase - Data Processing	\$1,000	\$1,000
5140.05	Equipment Purchase - Office	\$1,800	\$1,800
5150.00	Special Department Expense	\$1,500	\$1,500
5150.01	Marketing	\$9,000	\$12,000
5090.30	Staff Development/Travel	\$15,000	\$15,000
5040.01	Fuel Purchase	\$300,000	\$345,000
5090.72	Bank Charges	\$400	\$400
5090.73	Credit Card Charge Fees	\$3,500	\$3,500
5090.74	Connect Card Administration Expenses	\$40,000	\$34,000
5050.02	Utilities	\$54,000	\$56,000
5050.03	Utilities/ Park & Rides	\$20,000	\$22,000
4108.03	Fair Shuttle AB2766 Grant	\$38,000	\$0
6270.00	Contingency	\$684,340	\$249,000
TOTAL SERVICES AND SUPPLIES		\$3,049,900	\$2,743,150
TOTAL OPERATING EXPENSES		\$8,331,193	\$8,523,534

AGENDA ITEM 2 C
Action Item

MEMORANDUM

DATE: April 1, 2021

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Fiscal Year 2021/22 Preliminary Capital Improvement Plan
and 2021/22 Preliminary Capital Budget

REQUESTED ACTION:
BY MOTION,

**Adopt Resolution No. 21-08 Approving the Preliminary Capital
Improvement Plan and Budget for Fiscal Year 2021/22**

BACKGROUND

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

On March 4, 2021 the Fiscal Year (FY) 2021/22 Preliminary Capital Budget was presented for full Board review. At that time, the Board authorized the formation of an Ad Hoc Budget Review Committee (Committee) with the Chair and Vice Chair to engage in a more detailed review of both the proposed operating and capital budgets. On March 15, 2021, Board Chair Kara Taylor, Vice-Chair Lori Parlin, Executive Director Matthew Mauk and Finance Manager Julie Petersen met virtually for approximately an hour and a half to review the budgets.

DISCUSSION

The Preliminary El Dorado County Transit Authority Capital Improvement Plan Fiscal Year 2021/22 (CIP) recommends capital projects and identifies anticipated funding sources. Projects include but are not necessarily limited to transit facility improvements, vehicle and/or equipment purchases and replacements, software and hardware upgrades and replacement, safety and security systems and bus stop/park and ride improvements. Individual project budgets are developed to include funding contingencies of up to 15% when appropriate, based on the type of project, scope and/or cost factors.

Most of the projects in the proposed FY 2021/22 CIP were previously adopted and are either carried over or recurring from prior fiscal years. These include major construction projects, ongoing information technology upgrades and general facility maintenance projects. The three

(3) new capital projects proposed in the FY 2021/22 CIP are numbered as 22-01 through 22-03 and include the following:

- 22-01 Administration Maintenance Facility Equipment (recurring)
- 22-02 Park and Ride Parking Lot Resurfacing (recurring)
- 22-03 Zero Emission Vehicles and Infrastructure

The Ad Hoc Committee generally supported staff's recommended approach to initiating new capital projects focused on safety, sustainability of operations and preparation for future zero emission fleet conversion.

The recommended adoption of the preliminary CIP and budget will allow staff to proceed with projects to ensure timely completion. Major purchases and/or contracts for individual projects are submitted for final Board approval on an ongoing basis throughout the fiscal year. Staff will be prepared to discuss the Preliminary FY 2021/22 CIP and Capital Budget and financial conditions at the meeting.

FISCAL IMPACT

The CIP and Budget as presented include anticipated capital project expenditures over a 5-year planning horizon. The total estimated cost of the three (3) new or recurring capital projects proposed in the FY 2021/22 CIP is \$8,570,000. Most of this total budget (including all currently unfunded portions) is dedicated to the first phases of a much longer term (20-year) zero emission bus fleet conversion mandated by the State.

For an overall view of the CIP including previously approved projects, a summary spreadsheet with budget figures is included as the final page of the document. As identified in column F of the summary spreadsheet, the actual project expenditures expected during FY 2021/22 are estimated at \$617,713.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 21-08**

**RESOLUTION OF THE EL DORADO COUNTY TRANSIT AUTHORITY ADOPTING THE
PRELIMINARY CAPITAL PLAN AND BUDGET FOR FISCAL YEAR 2021/22**

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

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

WHEREAS, the El Dorado County Transit Authority prepared the preliminary capital plan and budget for Fiscal Year (FY) 2021/22 incorporated as an attachment to this resolution; and

WHEREAS, the preliminary capital plan and budget for FY 2021/22 ending June 30, 2022 is based upon continuation of current public transportation services provided by the El Dorado County Transit Authority; and

WHEREAS, the preliminary FY 2021/22 capital plan and budget projected revenue is based on known levels of anticipated funding;

NOW THEREFORE, BE IT RESOLVED, the El Dorado County Transit Authority hereby adopts the preliminary capital plan and budget for FY 2021/22 ending June 30, 2022.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 1st day of April 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

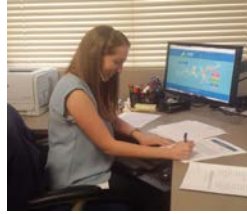
Kara Taylor, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board



EL DORADO TRANSIT



Fiscal Year 2021/22

Capital Improvement Plan

April 1, 2021

Prepared by: El Dorado County Transit Authority
6565 Commerce Way
Diamond Springs, CA 95619
(530) 642-5383
www.eldoradotransit.com

EL DORADO COUNTY TRANSIT AUTHORITY
CAPITAL IMPROVEMENT PLAN
FISCAL YEAR 2021/2022

EL DORADO COUNTY TRANSIT AUTHORITY

CAPITAL IMPROVEMENT PLAN

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

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

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

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

The Capital Improvement Plan and Capital Budget for 2021/22 identify transit capital funded with State Transit Assistance (STA) funds, Federal Transit Administration (FTA) Section 5307 funds, Federal Transit Administration (FTA) Section 5310 funds, and a proposed Low Carbon Transit Operations Program (LCTOP) grant from the State.

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

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Metal Fabrication Tools

Maintenance Facility

Project No. 14-03

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

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

COST SUMMARY (ESTIMATE)

Adopted Budget

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

FUNDING SOURCE

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

Maintenance Facility – Safety and Equipment

Project No. 17-05

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

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

COST SUMMARY (ESTIMATE)

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

FUNDING SOURCES

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

Bus Shelters Amenities

Project No. 18-02

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

COST SUMMARY (ESTIMATE)

	<u>Adopted Budget</u>
Bus Shelter Amenities	\$150,000
10% Contingency	<u>\$ 15,000</u>
<i>Total Project Cost</i>	<i>\$165,000</i>

FUNDING SOURCE

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

IT Upgrade and Replacement 5-year plan

Project No. 19-01

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

COST SUMMARY (ESTIMATE)

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

FUNDING SOURCES

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

Administration Building Safety Improvements

Project No. 19-03

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

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

COST SUMMARY (ESTIMATE)

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

FUNDING SOURCES

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

Facility Surveillance System Upgrade

Project No. 20-01

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

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

COST SUMMARY (ESTIMATE)

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

FUNDING SOURCES

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

Automatic Bus Washer Retrofit

Project No. 20-02 (2)

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

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

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

COST SUMMARY (ESTIMATE)

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

FUNDING SOURCE

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

Maintenance Facility Swamp Cooler and Steam Cleaner Modifications

Project No. 20-04 (2)

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

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

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

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

COST SUMMARY (ESTIMATE)

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

FUNDING SOURCES

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

Vehicle Replacement – Demand Response

Project No. 20-06

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

This project replaces:

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

COST SUMMARY (ESTIMATE)

Proposed Budget

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

FUNDING SOURCE

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

On-Board Camera System Power Supply Upgrades

Project No. 21-01 (2)

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

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

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

This project

COST SUMMARY (ESTIMATE)

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

FUNDING SOURCES

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

Vehicle Replacement – Maintenance Truck

Project No. 21-02 (2)

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

This project replaces:

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

COST SUMMARY (ESTIMATE)

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

FUNDING SOURCES

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

Administration / Maintenance Facility Equipment

Project No. 22-01

El Dorado Transit may have the need during the Fiscal Year 2021/22 to procure items considered incidental in nature, but are above the \$1,000 threshold that designates an asset posted to the depreciation schedule. Examples of this would include the replacement of small office equipment/furniture and/or replacement of Maintenance equipment.

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

COST SUMMARY (ESTIMATE)

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

FUNDING SOURCES

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

Park and Ride Parking Lot Resurfacing

Project No. 22-02

The El Dorado County Transit Authority (El Dorado Transit) maintains several park and ride locations within El Dorado County. These surface parking lots are primarily located adjacent to the Highway 50 corridor. On an annual basis El Dorado Transit maintains these lots for items such as lighting replacement, landscaping, and items of this nature.

This project will support evaluation of existing surface lot facilities and resurface or repairs within the approved budget.

COST SUMMARY (ESTIMATE)

Park and Ride Parking Lot Resurfacing	<u>\$250,000</u>
<i>Total Project Estimate</i>	\$250,000

FUNDING SOURCES

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

Zero Emission Vehicles and Infrastructure

Project No. 22-03

El Dorado Transit (EDT), like all transit agencies in the state of California, are required to transition to zero-emission buses (ZEBs) by 2040. In 2018, the California Air Resources Board (CARB) adopted the Innovative Clean Transit ICT regulation that requires this gradual transition to ameliorate the air quality for all communities across California. While public transportation already replaces car trips, by transitioning away from diesel (which currently powers EDT's fleet) and other fossil fuels, transit agencies will further contribute to the sustainability of our natural environment.

EDT is classified under the ICT regulation as a small agency, meaning that beginning in 2026 through 2028, all new heavy-duty bus purchases must consist of at least 25% ZEBs. By 2029, all new purchases are to be 100% ZEB.

EDT is currently undertaking a ZEB study to determine the appropriate technologies for its fleet, whether battery-electric buses (BEBs), that 'fuel' or charge in the bus garage and/or on-route, or hydrogen fuel cell electric buses (FCEBs) that are fueled with hydrogen. BEBs and FCEBs are costly vehicles, nearly one-and-a-half to triple the cost of diesel-powered vehicles. EDT will need to replace its fleet of 35-ft buses according to the ICT schedule.

Furthermore, the ICT regulation also requires that beginning in 2026, if Altoona-test models are available, agencies must also begin replacing articulated, over-the-road, double-decker, or cutaway buses. EDT currently operates diesel-powered motor coaches on its commuter services, so these buses would need to be transitioned; moreover, gasoline-powered cutaways used for demand-response service will also need to be transitioned to ZE.

Finally, EDT will need to invest heavily in infrastructure for ZEBs, whether BEB or FCEB. For BEBs, electric utility upgrades will need to be coordinated with PG&E, and BEB chargers will need to be procured, installed, and hooked-up prior to BEB acceptance. For FCEBs, EDT may need to construct an on-site fueling yard for hydrogen or look for offsite opportunities, although currently, very few hydrogen fueling stations are available.

COST SUMMARY (ESTIMATE)

Zero Emission Vehicles and Infrastructure	<u>\$8,280,000</u>
<i>Total Project Estimate</i>	\$8,280,000

FUNDING SOURCES

Low Carbon Transit Operations Program (LCTOP)	\$ 140,523
Funding Pending	<u>\$8,139,477</u>
<i>Total Revenue</i>	\$8,280,000

El Dorado County Transit Authority
Preliminary Capital Improvement Plan Budget FY 2021/22

Status	CIP Project Number	Project Description	Project Budget	FY 2021/22 Expenditures	STA* \$1,845,858	FTA Section 5307 \$80,503	FTA Section 5310 \$56,000	LCTOP \$140,523	Unfunded
ACTIVE	14-03	Metal Fabrication Tools	\$11,942	\$11,942	\$11,942				\$0
ACTIVE	17-05	Maintenance Facility - Safety and Equipment	\$52,000	\$10,000	\$52,000				\$0
ACTIVE	18-02	Bus Shelter Amenities	\$165,000	\$50,000	\$165,000				\$0
ACTIVE	19-01	IT Upgrade and Replacement 5 Year Plan	\$140,635	\$28,000	\$140,635				\$0
ACTIVE	19-03	Administration Building Safety Improvements	\$24,150	\$22,000	\$24,150				\$0
ACTIVE	20-01	Facility Surveillance Upgrade	\$16,500	\$15,000	\$16,500				\$0
ACTIVE	20-02	Automatic Bus Washer Retrofit	\$110,000	\$110,000	\$29,497	\$80,503			\$0
ACTIVE	20-04	Maintenance Facility Swamp Cooler and Steam Cleaner Modifications	\$151,335	\$151,335	\$151,335				\$0
ACTIVE	20-06	Vehicle Replacement - Demand Response - Transit Van	\$86,900	\$86,900	\$30,900		\$56,000		\$0
ACTIVE	21-01	On-Board Camera System Power Supply Upgrades	\$31,441	\$31,441	\$31,441				\$0
ACTIVE	21-02	Vehicle Replacement - Maintenance Truck	\$31,095	\$31,095	\$31,095				\$0
PROPOSED	22-01	Administration / Maintenance Facility Equipment	\$40,000	\$40,000	\$40,000				\$0
PROPOSED	22-02	Park and Ride Parking Lot Resurfacing	\$250,000	\$30,000	\$250,000				\$0
PROPOSED	22-03	Zero Emission Vehicles and Infrastructure	\$8,280,000	\$0	\$871,363			\$140,523	\$7,268,114
Project Totals			\$9,390,998	\$617,713	\$1,845,858	\$80,503	\$56,000	\$140,523	\$7,268,114
Remaining Funds Available					\$0	\$0	\$0	\$0	-\$7,268,114

*Balance Per FY 2019/20 Audited Financials minus FY 2020/21 expenditures to date

Project Status: In Progress New/Funded New/Unfunded

AGENDA ITEM 3 A
Information Item

MEMORANDUM

DATE: April 1, 2021

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Fiscal Year 2020/21 6-Month Administrative Operations Report

REQUESTED ACTION:

BY MOTION,

None. Information Only.

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) provides public transportation under authority of a Joint Powers Agreement (JPA) with the County of El Dorado and the City of Placerville.

The Fiscal Year 2020/21 6-Month Administrative Operations Report (Administrative Operations Report) provides an overview of El Dorado Transit operations for the reporting period July 1, 2020 through December 31, 2020.

As a recipient of Transportation Development Act (TDA) funds, El Dorado Transit is required to report performance measures as defined in the Public Utilities Code Chapter 4, Article 1, Section 99247. The Administrative Operations Report includes required statistical analysis and other Board approved performance measures on a route, mode and systemwide basis.

The Administrative Operations Report presents performance measures on a route, service type and total systemwide basis which is above and beyond the mandated reporting format. This reporting provides the public, policy makers and management a detailed comparison down to the individual route level. For comparison purposes, the Administrative Operations Report also includes data from the prior fiscal year.

DISCUSSION

As noted in the Administrative Operations Report, El Dorado Transit provides three (3) distinct types of public transportation: Demand Response, Motor Bus (Local Fixed Routes) and Commuter Bus (Commuter Services). The purpose of each service varies, therefore, goals and objectives for performance are considered separately.

It should be noted that COVID-19 had a severe impact on transit ridership beginning in March 2020. As a result, all ridership and fare revenue numbers were considerably lower during the reporting period. The following sections discuss the general performance of the various service modes during the July 2020 to December 2020 reporting period:

- Demand Response services ridership decreased by 17,240 one-way passenger trips or 79.4% during the period. The goal for on-time performance for Demand Response services is 90%, and El Dorado Transit achieved 93.3%.
- Motor Bus (Local Fixed Route) ridership decreased by 39,144 one-way passenger trips or 44.9% during the period. The goal for on-time performance for Motor Bus services is 85%, and El Dorado Transit achieved 88.8%.
- Commuter Bus (Commuter Services) ridership decreased by 70,283 one-way passenger trips or 91.6% during the period. The goal for on-time performance for Commuter Bus services is 90%, and El Dorado Transit achieved 98.8%.
- System wide ridership decreased by 126,667 one-way passenger trips or 68.2%.

Additional performance measures discussed in the report include fares, operating expenses and monthly ridership trends.

FISCAL IMPACT

None.



Fiscal Year 2020/21

6-Month Administrative Operations Report

April 1, 2021

Prepared by: El Dorado County Transit Authority
6565 Commerce Way
Diamond Springs, CA 95619
(530) 642-5383
www.eldoradotransit.com

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Fiscal Year 2020/21

6-Month Administrative Operations Report

El Dorado County Transit Authority

2021 Board of Directors

Chair: Kara Taylor, Placerville City Council

Vice Chair: Lori Parlin, El Dorado County Board of Supervisors, District 4

John Hidahl, El Dorado County Board of Supervisors, District 1

George Turnboo, El Dorado County Board of Supervisors, District 2

Jackie Neau, Placerville City Council

Executive Director: Matthew Mauk, El Dorado County Transit Authority

Mission Statement *To provide safe, reliable, courteous, attractive, effective and comfortable public transit, coordinate transit services, reduce vehicle miles traveled on the Western Slope of El Dorado County and actively support reducing emissions to improve air quality.*

Introduction

The El Dorado County Transit Authority (El Dorado Transit) provides public transportation on the western slope of El Dorado County under authority of a Joint Powers Agreement (JPA) with the County of El Dorado and the City of Placerville.

The El Dorado Transit Fiscal Year 2020/21 6-Month Administrative Operations Report is prepared to apprise the board and public on transit operations over the first six months of Fiscal Year (FY) 2020/21 (July 1, 2020 to December 31, 2020). In addition, this report presents a comparison of performance measures for the prior fiscal year.

Service Description

Public transportation services provided by El Dorado Transit include Demand Response, Motor Bus (Local Fixed Routes), Commuter Bus (Commuter Routes) and Special Event Services which include annual services funded through local air quality management grants for vehicle emissions reduction.

Due to the COVID-19 virus and physical distancing regulations, Senior Day Care services closed on March 13, 2020 and the Mother Lode Rehabilitation Enterprises (M.O.R.E.) facility 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.

Demand Response

Demand Response services include Dial-A-Ride and subscription Dial-A-Ride, Americans with Disabilities Act (ADA) Complementary Paratransit, SAC-MED, Mother Lode Rehabilitation Enterprises (M.O.R.E.) and the Older Adult Day Services program transportation.

Dial-A-Ride is a reservation service that operates seven (7) days a week providing curb-to-curb transportation for seniors and persons with disabilities. El Dorado Transit provided 2,960 one-way passenger trips during the reporting period.

ADA Complementary Paratransit service is a reservation based, shared ride service providing origin to destination transportation to eligible persons with disabilities. ADA Complementary Paratransit service is provided the same days and hours as the local fixed route bus services, within $\frac{3}{4}$ mile of the route service area. El Dorado Transit provided 837 one-way passenger trips during the reporting period.

SAC-MED is a non-emergency medical transportation service for seniors, persons with disabilities and the general public traveling to medical appointments in Sacramento and Placer Counties. The service operates on Tuesday and Thursday each week using wheelchair lift-equipped buses or vans. El Dorado Transit provided 104 one-way passenger trips during the reporting period.

M.O.R.E. client transportation is a contracted service. ALTA California Regional Center (ALTA) provides funding for the M.O.R.E client transportation through an agreement with El Dorado Transit. Clients are transported from home or an agreed pickup location to the M.O.R.E. program facility in Placerville, as well as to workplace sites. El Dorado Transit provided 577 one-way passenger trips during the reporting period.

Older Adult Day Services clients are transported from home to the facilities in Placerville and El Dorado Hills on an individual subscription basis, Monday through Friday. The program has been closed due to COVID-19 restrictions, and no trips were provided for the service.

The following table provides a year-to-year comparison of demand response services, noting a large decrease in trips, hours and miles due to impacts from COVID-19 which started in March 2020.

DEMAND RESPONSE COMPARISON				
Reporting Period: July 1, 2020 – December 31, 2020				
	FY 2020/21 (current)	FY 2019/20 (prior)	Difference	Percentage +/-
TRIPS	4,478	21,718	-17,240	-79.4%
HOURS	3,079	7,593	-4,514	-59.4%
MILES	62,875	145,460	-82,585	-56.8%

Motor Bus (Local Fixed Routes)

El Dorado Transit provides weekday connecting bus service within the communities of Pollock Pines, Camino, Placerville, Diamond Springs, El Dorado, Shingle Springs and Cameron Park with connections to El Dorado Hills and Folsom. Saturday service is provided by the Route 25 Saturday Express between Placerville and Pollock Pines and the Route 35 Diamond Springs Saturday route.

The following table provides a year-to-year comparison of Motor Bus services, noting a large decrease in trips from COVID-19 which started in March 2020, and a decrease in hours and miles due to the route updates that were implemented in July 2020.

MOTOR BUS COMPARISON				
Reporting Period: July 1, 2020 – December 31, 2020				
	FY 2020/21 (current)	FY 2019/20 (prior)	Difference	Percentage +/-
TRIPS	48,027	87,171	-39,144	-44.9%
HOURS	11,492	13,143	-1,651	-12.6%
MILES	217,067	250,238	-33,171	-13.3%

Commuter Bus (Commuter Routes)

Commuter Bus services provide transportation between El Dorado County and downtown Sacramento during peak commute times, Monday through Friday. Four (4) one-way routes operate both in the morning and afternoon between park-and-ride facilities in El Dorado County and several downtown stops. In addition, two (2) Reverse Commute routes are available for passengers traveling from Sacramento to El Dorado County in the morning and from El Dorado County to Sacramento in the afternoon. The Reverse Commute services are offered on buses that would otherwise be empty while returning from or traveling to Sacramento to perform regular commuter routes.

The following table provides a year-to-year comparison of Commuter Bus services, noting a large decrease in trips, hours, and miles due to impacts from COVID-19 which started in March 2020.

COMMUTER BUS COMPARISON				
Reporting Period: July 1, 2020 – December 31, 2020				
	FY 2020/21 (current)	FY 2019/20 (prior)	Difference	Percentage +/-
TRIPS	6,486	76,769	-70,283	-91.6%
HOURS	1,657	4,740	-3,083	-65.0%
MILES	50,095	140,880	-90,785	-64.4%

Special Event and Charter Services

El Dorado Transit operates special event services which include grant funded annual public services. El Dorado Transit also provides limited charter services as allowed per State and Federal guidelines. There were no special event or charter services provided during the reporting period.

Performance Measures

Mandated Performance Reporting

The TDA guidelines require that public transit agencies report certain annual performance measures to their governing bodies, the regional transportation planning agency and to the office of the California State Controller.

The following table summarizes and compares the system wide performance measures required under the TDA for the reporting period:

SYSTEM WIDE COMPARISON				
Reporting Period: July 1, 2020 – December 31, 2020				
	FY 2020/21 (current)	FY 2019/20 (prior)	Difference	Percentage +/-
TRIPS	58,991	185,658	-126,667	-68.2%
HOURS	16,227	25,476	-9,249	-36.3%
MILES	330,037	536,578	-206,541	-38.5%

The following tables (Figures 1 and 2) summarize system wide performance measures required under the TDA guidelines for FY 2020/21 and FY 2019/20:

Figure 1 Comparative Report for All Services as per TDA guidelines

FISCAL YEAR KEY PERFORMANCE MEASURES FOR ALL SERVICES	2020/21	2019/20	Difference	Percentage Change +/-
Farebox Recovery Ratio (FBR)	2.70%	20.44%	-17.74	-86.8%
Passenger Fares	\$91,567	\$820,368	-728,801	-88.8%
Average Fare/Passenger	\$1.55	\$4.42	-\$2.87	-64.9%
Operating Expenses	\$3,392,206	\$4,013,069	-\$620,863	-15.5%
Operating Cost/Passenger	\$57.50	\$21.62	+\$35.88	+165.9%
Operating Cost/Revenue Hour	\$209.05	\$157.52	+\$51.53	+32.7%
Operating Cost/Revenue Mile	\$10.28	\$7.48	+\$2.80	+37.4%
Road Calls	29	69	-40	-60.0%
Employees/Full-Time Equivalent (FTE)	68	70	-2	-2.9%

The Fare-Box Recovery (FBR) percentage represents the ratio of fare revenue collected to operating expenses. The TDA guidelines require that the overall FBR for the agency be at least 12.2%. El Dorado Transit recovered 2.70% in FBR during the reporting period. This TDA requirement has been suspended for Fiscal Year 2021/22 due to COVID-19 reductions in ridership nationwide.

Operating Expenses decreased due to service reductions and personnel changes. However, due to the low ridership Operating Cost per Passenger, Operating Cost per Revenue Hour, and Operating Cost per Revenue Mile increased.

Road Calls decreased by 60.0% due to adding new vehicles to the fleet to replace vehicles that had exceeded their useful life, less vehicles on the road, and the robust maintenance schedule. We had 11,381 miles between road calls, which is 42% better than the national average of 8,000 miles between road calls.

Figure 2 Passenger Trips per Revenue Hour Report for All Services as per TDA guidelines

PASSENGER TRIPS PER REVENUE HOUR	2020/21	2019/20	Difference	Percentage Change +/-
Demand Response	1.5	2.9	-1.4	-48.3%
Motor Bus (Local Fixed Routes)	4.2	6.6	-2.4	-36.4%
Commuter Bus (Commuter Routes)	3.9	16.2	-12.3	-75.9%
Systemwide Passenger Trips per Revenue Hour	3.6	7.3	-3.7	-50.7%

Passenger Trips per Revenue Hour represents the average number of passenger boardings per hour in all vehicle types. Systemwide passenger trips per revenue hour decreased from 7.3 to 3.6 or 50.7%.

Additional Performance Measures

Although not required by the TDA, El Dorado Transit prepares mid-year and annual reports of performance measures by mode and route. Mid-year statistical data summarized by service and mode are included for review as Attachment A (FY 2020/21) and Attachment B (FY 2019/20).

El Dorado Transit compares actual performance with performance standards for FBR and operating subsidy per passenger. The Short- and Long-Range Transit Plan includes goals for Service Efficiency, Farebox Return Ratio and Operating Subsidy per Passenger.

The following table (Figure 3) shows the performance standards and the actual performance numbers for comparison:

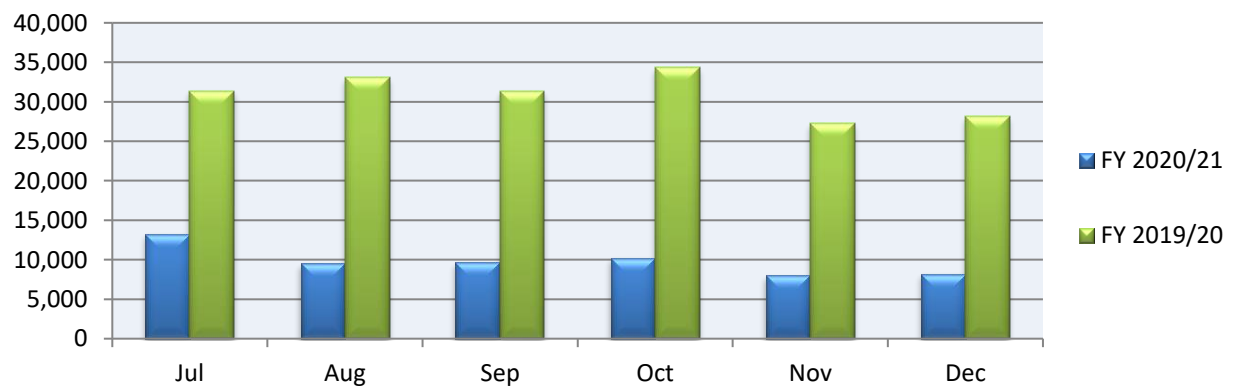
Figure 3 Comparative Report between Actual 2019/20 and Performance Standards

COMPARISON OF ACTUAL PERFORMANCE AND PERFORMANCE STANDARDS	Farebox Recovery Ratio	Operating Subsidy per Passenger	Passenger Trips per Revenue Hour
Motor Bus Routes Standard/Goal	>10.0%	<\$15.00	>5.0
Route 20 - Placerville	1.46%	\$42.38	4.2
Route 25 – Saturday Express	2.26%	\$46.10	4.3
Route 30 – Diamond Springs/El Dorado	1.60%	\$50.00	3.7
Route 35 – Diamond Springs Saturday	1.38%	\$71.00	2.6
Route 40 – Cameron Park/Shingle Springs	1.55%	\$56.69	3.4
Route 50X – 50 Express	1.75%	\$51.83	4.1
Route 60 – Pollock Pines	2.49%	\$37.88	5.8
Total Motor Bus Routes – Average	1.79%	\$48.17	4.2
Demand Response Standard/Goal	N/A	<\$35.00	>2.0
Total Demand Response - Average	3.15%	\$139.10	1.5
Commuter Bus Standard/Goal	>50.0%	<\$5.00	>10.0
Total Commuter Bus – Average	7.41%	\$56.13	3.9

Monthly Ridership Trends

The following graph (Figure 4) compares monthly passenger boardings for FY 2020/21 and FY 2019/20 for all services:

Figure 4 Fiscal Year Monthly Boardings



On-Time Performance Standards

El Dorado Transit on-time performance is regularly measured to evaluate actual performance compared to adopted targets. Figure 6 shows the percentage of on-time arrivals by mode compared to adopted targets.

Figure 5 On-Time Performance FY 2020/21

Service Type	Adopted Target	Actual Performance
Demand Response	90%	93.3%
Motor Bus Routes	85%	88.8%
Commuter Bus Routes	90%	98.8%

Marketing and Outreach

The following were developed and/or conducted by El Dorado Transit staff, as appropriate, to heighten public awareness and promote transit services:

Passenger Materials

El Dorado Transit provides complete route and schedule information in printed brochures, and on the agency website which is available in more than 100 languages. Schedules and route maps are updated regularly and made available on transit vehicles, bus stops and distributed through a network of outlets within the service area.

The agency website is maintained in-house and provides easy access to the most popular types of information including:

- Trip Planner
- Connect Card information
- Transit fares, passes and scrip ticket information and ordering
- Schedule and route information
- Americans with Disabilities Act (ADA) services
- Press Releases
- Legal Notices
- Service Alerts
- Employment information

Print Advertising and Local Media

El Dorado Transit staff develops and distributes timely Press Releases to local news outlets to identify noteworthy activities and events. These commonly include:

- New, expanded or modified services
- Opening of new facilities
- Delivery of new vehicles
- Special services
- Ridership growth
- Introduction of targeted promotional activities

In addition to news releases, the staff works with local news reporters to develop feature articles about the benefits of using transit.

Digital Outreach

El Dorado Transit staff distribute information to the public through social media tools such as Facebook and Twitter. Passengers can sign up for rider alert emails that are sent whenever there is a disruption or change in services. Route information and real-time bus arrival information is available to passengers through the free RouteShout app.

Direct Outreach

An ongoing public speaking program and mobility training is conducted to build a positive image within the community, build awareness of the services El Dorado Transit offers and instructs both potential riders and gatekeepers on how to use the transit system. El Dorado Transit staff makes personal on-site presentations to business and community leaders, gatekeepers, potential rider groups, partner organizations, and human services providers. When necessary, presentations are targeted and timed to coincide with implementation of new, expanded, or modified services.

One-on-one transit training (mobility training) is an important tool that is available to potential riders to assist them in maintaining their independence and to access life-line services or employment opportunities. Passengers may schedule special training sessions, in-home appointments or escorted transit rides with staff, depending on individual needs. Mobility training is particularly effective in helping potential or first-time passengers become familiar with the available services and overcome any anxiety about using transit.

Glossary of Terms/Definitions

Americans with Disabilities Act (ADA)	a wide-ranging civil rights law enacted by the U.S. Congress in 1990 that prohibits, under certain circumstances, discrimination based on disability
Average Fare per Passenger	calculation of actual fare revenue divided by the passenger trips
Charter	Transportation provided at the request of a third party for the exclusive use of a bus or van for a negotiated price (excludes public, demand response services)
Demand Response	Shared ride service or services, generally origin-to-destination (curb-to-curb), performed upon request or by advance reservation; as in Dial-A-Ride or SAC-MED
Employee Full-Time Equivalent (FTE)	number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law
Farebox Recovery Ratio (FBR)	the ratio of fares collected to operating expenses on a given service or services, represented as a percentage
Hours (revenue)	represents the time during which a vehicle was either transporting passengers or available for public boarding (excludes vehicle travel time to and from base before or after passenger service)
Miles (revenue)	represents the miles recorded on a vehicle while either transporting passengers or available for public boarding (excludes distance travelled to and from base before or after passenger service)
Operating Cost	All costs in the operating expense object classes exclusive of depreciation and costs associated with providing charter service
Operating Cost per Passenger	calculation of operating cost divided by the trips recorded
Operating Cost per Hour	calculation of operating cost divided by the revenue hours
Operating Cost per Mile	calculation of operating cost divided by the revenue miles
Passenger Trips per Revenue Hour	calculation of total passenger trips divided by the revenue hours

Road Calls	cumulative total of mobile responses to a disabled transit vehicle, while in passenger service
Ridership	cumulative total of trips recorded on a service or services during a given timeframe
Transportation Development Act (TDA)	provides two major sources of funding for public transportation: the Local Transportation Fund (LTF) and the State Transit Assistance fund (STA). These funds are for the development and support of public transportation needs that exist in California and are allocated to areas of each county based on population, taxable sales and transit performance
Trip	represents the boarding of a single transit passenger for the purposes of travel in one direction (one-way)

El Dorado County Transit Authority

6-MonthAdministrative Operations Report

Fiscal Year 2020 / 2021

Reporting Period July 1, 2020 through December 31, 2020

Demand Response						Motor Bus										Commuter Bus			Special Services		SYSTEMWIDE
DIAL A RIDE	SAC-MED	M.O.R.E.	OLDER ADULT DAY SERVICES	COMP PARA-TRANSIT	Subtotal	#40 CP/SHINGLE SPRINGS	#30 DIAMOND SPRINGS	#25 SATURDAY EXPRESS	#60 POLLOCK PINES	#20 PLACERVILLE	# 35 DIAMOND SPRINGS SATURDAY	50 EXPRESS	Subtotal	COMMUTER	REVERSE COMMUTE	Subtotal	ED COUNTY FAIR	Subtotal	TOTALS		
2,960	104	577	0	837	4,478	5,507	5,251	1,734	9,151	6,875	516	18,993	48,027	6,444	42	6,486	0	0	58,991		
2,176	121	195	0	586	3,079	1,602	1,407	399	1,579	1,642	201	4,662	11,492	1,495	162	1,657	0	0	16,227		
39,997	3,192	7,620	0	12,066	62,875	25,870	19,607	7,884	40,234	16,190	2,511	104,771	217,067	46,111	3,984	50,095	0	0	330,037		
\$ 297,224.98	\$ 17,998.33	\$ 29,203.47	\$ -	\$ 82,617.07	\$ 427,043.85	\$ 68,287.32	\$ 173,319.85	\$ 54,377.09	\$ 246,913.47	\$ 187,820.37	\$ 23,787.53	\$ 687,667.98	\$1,442,173.61	\$ 203,661.75	\$ 22,301.85	\$ 225,963.60	\$ -	\$ -	\$ 2,095,181.06		
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
\$ 40,137.29	\$ 2,283.23	\$ 3,609.10	\$ -	\$ 10,936.19	\$ 56,965.81	\$ 29,592.13	\$ 25,959.28	\$ 7,433.36	\$ 29,001.31	\$ 30,118.85	\$ 3,738.07	\$ 86,306.71	\$ 212,149.71	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 269,115.52		
\$ 80,654.20	\$ 4,588.05	\$ 7,252.34	\$ -	\$ 21,975.81	\$ 114,470.40	\$ 59,464.18	\$ 52,164.11	\$ 14,937.02	\$ 58,276.94	\$ 60,522.57	\$ 7,511.51	\$ 173,429.79	\$ 426,306.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 540,776.54		
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 112,855.43	\$ 12,144.59	\$ 125,000.02	\$ -	\$ -	\$ 125,000.02		
\$ 17,188.40	\$ 977.68	\$ 1,545.27	\$ -	\$ 4,695.43	\$ 24,406.78	\$ 12,678.61	\$ 11,120.59	\$ 3,182.95	\$ 12,416.98	\$ 12,895.12	\$ 1,600.60	\$ 36,985.28	\$ 90,880.13	\$ 11,840.87	\$ 1,272.83	\$ 13,113.70	\$ -	\$ -	\$ 128,400.61		
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 142,164.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 142,164.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 142,164.62		
\$ 8,845.21	\$ 745.90	\$ 9,589.32	\$ -	\$ 1,064.25	\$ 20,244.68	\$ 4,921.11	\$ 4,279.40	\$ 1,848.41	\$ 8,833.80	\$ 4,303.59	\$ 514.43	\$ 17,491.85	\$ 42,192.59	\$ 29,054.91	\$ 75.00	\$ 29,129.91	\$ -	\$ -	\$ 91,567.18		
\$ 444,050.08	\$ 26,593.19	\$ 51,199.50	\$ -	\$ 121,288.75	\$ 643,131.52	\$ 317,107.97	\$ 266,843.23	\$ 81,778.83	\$ 355,442.50	\$ 295,660.50	\$ 37,152.14	\$ 1,001,881.61	\$2,355,866.78	\$ 357,412.96	\$ 35,794.27	\$ 393,207.23	\$ -	\$ -	\$ 3,392,205.53		
277	26	0	0	116	419	80	34	7	135	93	4	53	406	11	0	11	0	0	836		
\$ 205,563.89	\$ 11,372.43	\$ 18,364.81	\$ -	\$ 54,884.19	\$ 290,185.32	\$ 151,320.86	\$ 132,981.56	\$ 37,107.99	\$ 150,406.34	\$ 156,790.61	\$ 18,653.02	\$ 438,332.23	\$1,085,592.61	\$ 141,035.88	\$ 15,384.31	\$ 156,420.19	\$ -	\$ -	\$ 1,532,198.13		
\$ 122,034.72	\$ 7,057.94	\$ 11,023.24	\$ -	\$ 33,785.14	\$ 173,901.04	\$ 90,036.54	\$ 78,849.74	\$ 23,131.61	\$ 87,058.43	\$ 90,100.56	\$ 11,637.75	\$ 264,253.62	\$ 645,068.25	\$ 84,199.12	\$ 8,929.33	\$ 93,128.45	\$ -	\$ -	\$ 912,097.70		
\$ 26,279.41	\$ 1,155.80	\$ 4,803.21	\$ -	\$ 6,514.70	\$ 38,753.12	\$ 17,327.96	\$ 11,738.04	\$ 4,557.24	\$ 26,878.90	\$ 11,285.43	\$ 1,461.75	\$ 66,659.46	\$ 139,908.78	\$ 29,452.18	\$ 2,614.05	\$ 32,066.23	\$ -	\$ -	\$ 210,728.14		
\$ 90,172.06	\$ 7,007.02	\$ 17,008.24	\$ -	\$ 26,104.72	\$ 140,292.04	\$ 58,422.61	\$ 43,273.89	\$ 16,981.99	\$ 91,098.83	\$ 37,483.90	\$ 5,399.62	\$ 232,636.30	\$ 485,297.14	\$ 102,725.78	\$ 8,866.58	\$ 111,592.36	\$ -	\$ -	\$ 737,181.53		
\$ 444,050.08	\$ 26,593.19	\$ 51,199.50	\$ -	\$ 121,288.75	\$ 643,131.52	\$ 317,107.97	\$ 266,843.23	\$ 81,778.83	\$ 355,442.50	\$ 295,660.50	\$ 37,152.14	\$ 1,001,881.61	\$2,355,866.78	\$ 357,412.96	\$ 35,794.27	\$ 393,207.23	\$ -	\$ -	\$ 3,392,205.50		
1.99%	2.80%	18.73%	#DIV/0!	0.88%	3.15%	1.55%	1.60%	2.26%	2.49%	1.46%	1.38%	1.75%	1.79%	8.13%	0.21%	7.41%	#DIV/0!	#DIV/0!	2.70%		
\$150.02	\$255.70	\$88.73	#DIV/0!	\$144.91	\$143.62	\$57.58	\$50.82	\$47.16	\$38.84	\$43.01	\$72.00	\$52.75	\$49.05	\$55.46	\$852.24	\$60.62	#DIV/0!	#DIV/0!	\$57.50		
\$204.02	\$220.14	\$262.76	#DIV/0!	\$206.81	\$208.91	\$197.91	\$189.69	\$204.83	\$225.18	\$180.06	\$185.07	\$214.89	\$205.01	\$239.03	\$221.64	\$237.34	#DIV/0!	#DIV/0!	\$209.05		
\$11.10	\$8.33	\$6.72	#DIV/0!	\$10.05	\$10.23	\$12.26	\$13.61	\$10.37	\$8.83	\$18.26	\$14.80	\$9.56	\$10.85	\$7.75	\$8.98	\$7.85	#DIV/0!	#DIV/0!	\$10.28		
1.4	0.9	3.0	#DIV/0!	1.4	1.5	3.4	3.7	4.3	5.8	4.2	2.6	4.1	4.2	4.3	0.3	3.9	#DIV/0!	#DIV/0!	3.6		
\$2.99	\$7.17	\$16.62	#DIV/0!	\$1.27	\$4.52	\$0.89	\$0.81	\$1.07	\$0.97	\$0.63	\$1.00	\$0.92	\$0.88	\$4.51	\$1.79	\$4.49	#DIV/0!	#DIV/0!	\$1.55		
\$147.03	\$248.53	\$72.11	#DIV/0!	\$143.64	\$139.10	\$56.69	\$50.00	\$46.10	\$37.88	\$42.38	\$71.00	\$51.83	\$48.17	\$50.96	\$850.46	\$56.13	#DIV/0!	#DIV/0!	\$55.95		
1	0	0	0	0	1	3	7	1	3	3	1	9	27	1	0	1	0	0	29		
																				68	

El Dorado County Transit Authority

6-Month Administrative Operations Report

Fiscal Year 2019 / 2020

Reporting Period July 1, 2019 through December 31, 2019

Demand Response						Motor Bus										Commuter Bus			Special Services		SYSTEMWIDE
DIAL A RIDE	SAC-MED	M.O.R.E.	OLDER ADULT DAY SERVICES	COMP PARA-TRANSIT	Subtotal	#40 CP/SHINGLE SPRINGS	#30 DIAMOND SPRINGS	#25 SATURDAY EXPRESS	#60 POLLOCK PINES	#20 PLACERVILLE	# 35 DIAMOND SPRINGS SATURDAY	50 EXPRESS	Subtotal	COMMUTER	REVERSE COMMUTE	Subtotal	ED COUNTY FAIR	Subtotal	TOTALS		
7,851	163	10,947	2,444	313	21,718	7,911	13,813	2,529	19,473	21,137	747	21,561	87,171	76,313	456	76,769	0	0	185,658		
4,930	197	1,922	380	164	7,593	1,627	1,610	417	2,868	3,222	208	3,191	13,143	4,370	371	4,740	0	0	25,476		
82,896	4,866	46,942	7,905	2,851	145,460	32,262	25,463	8,244	58,465	36,786	2,779	86,239	250,238	128,841	12,039	140,880	0	0	536,578		
\$ 466,895.36	\$ 22,548.58	\$ 7,040.41	\$ 35,101.76	\$ 16,374.72	\$ 547,960.83	\$ (207.84)	\$ 146,024.73	\$ 41,915.27	\$ 288,413.72	\$ 263,724.52	\$ 18,703.57	\$ 375,954.39	\$ 1,134,528.36	\$ 88,536.10	\$ 44,361.83	\$ 132,897.93	\$ -	\$ -	\$ 1,815,387.12		
\$ 136,303.64	\$ 5,406.35	\$ 54,013.52	\$ 10,664.09	\$ 4,612.06	\$ 210,999.66	\$ 45,328.38	\$ 44,938.32	\$ 11,649.75	\$ 79,958.20	\$ 89,872.41	\$ 5,811.71	\$ 88,752.74	\$ 366,311.51	\$ 121,770.77	\$ 10,404.39	\$ 132,175.16	\$ -	\$ -	\$ 709,486.32		
\$ 60,618.10	\$ 2,438.88	\$ 23,617.07	\$ 4,633.02	\$ 2,021.64	\$ 93,328.71	\$ 19,972.59	\$ 19,758.01	\$ 5,156.61	\$ 35,178.84	\$ 39,540.75	\$ 2,567.65	\$ 39,157.86	\$ 161,332.31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 254,661.00		
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,202.98	\$ 9,797.04	\$ 125,000.02	\$ -	\$ -	\$ 125,000.02		
\$ 23,523.97	\$ 946.62	\$ 9,164.39	\$ 1,797.60	\$ 784.46	\$ 36,217.04	\$ 7,750.05	\$ 7,666.74	\$ 2,001.06	\$ 13,650.47	\$ 15,343.11	\$ 996.41	\$ 15,194.61	\$ 62,602.45	\$ 20,810.30	\$ 1,769.69	\$ 22,579.99	\$ -	\$ -	\$ 121,399.49		
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 166,767.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 166,767.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 166,767.19		
\$ 40,898.00	\$ 1,730.00	\$ 224,426.97	\$ 7,405.50	\$ 696.00	\$ 275,156.47	\$ 11,837.89	\$ 15,166.96	\$ 3,864.37	\$ 29,438.21	\$ 25,624.93	\$ 984.09	\$ 27,946.78	\$ 114,863.23	\$ 428,067.96	\$ 2,280.00	\$ 430,347.96	\$ -	\$ -	\$ 820,367.66		
\$ 728,239.07	\$ 33,070.43	\$ 318,262.36	\$ 59,601.97	\$ 24,488.88	\$ 1,163,662.71	\$ 251,448.26	\$ 233,554.76	\$ 64,587.06	\$ 446,639.44	\$ 434,105.72	\$ 29,063.43	\$ 547,006.38	\$ 2,006,405.05	\$ 774,388.11	\$ 68,612.95	\$ 843,001.06	\$ -	\$ -	\$ 4,013,068.82		
747	20	464	85	75	1391	146	129	49	458	268	9	139	1198	141	1	142	0	0	2,731		
\$ 345,429.89	\$ 13,979.21	\$ 134,532.28	\$ 26,593.67	\$ 11,416.22	\$ 531,951.27	\$ 113,808.42	\$ 112,629.81	\$ 29,310.05	\$ 200,490.07	\$ 225,383.04	\$ 14,598.43	\$ 223,154.02	\$ 919,373.84	\$ 305,615.70	\$ 26,100.81	\$ 331,716.51	\$ -	\$ -	\$ 1,783,041.63		
\$ 187,609.88	\$ 7,614.22	\$ 73,005.95	\$ 14,283.79	\$ 6,255.10	\$ 288,768.94	\$ 61,691.26	\$ 61,018.71	\$ 16,010.63	\$ 108,598.65	\$ 122,121.43	\$ 7,973.13	\$ 120,941.97	\$ 498,355.78	\$ 165,636.05	\$ 14,146.86	\$ 179,782.91	\$ -	\$ -	\$ 966,907.61		
\$ 93,507.81	\$ 5,497.47	\$ 52,955.20	\$ 8,871.05	\$ 3,238.30	\$ 164,069.83	\$ 36,466.86	\$ 28,762.95	\$ 9,300.84	\$ 66,028.86	\$ 41,561.23	\$ 3,135.13	\$ 97,365.41	\$ 282,621.28	\$ 145,525.14	\$ 13,559.43	\$ 159,084.57	\$ -	\$ -	\$ 605,775.65		
\$ 101,691.49	\$ 5,979.53	\$ 57,768.93	\$ 9,853.46	\$ 3,579.26	\$ 178,872.67	\$ 39,481.72	\$ 31,143.29	\$ 9,965.54	\$ 71,521.86	\$ 45,040.02	\$ 3,356.74	\$ 105,544.98	\$ 306,054.15	\$ 157,611.22	\$ 14,805.85	\$ 172,417.07	\$ -	\$ -	\$ 657,343.87		
\$ 728,239.07	\$ 33,070.43	\$ 318,262.36	\$ 59,601.97	\$ 24,488.88	\$ 1,163,662.71	\$ 251,448.26	\$ 233,554.76	\$ 64,587.06	\$ 446,639.44	\$ 434,105.72	\$ 29,063.43	\$ 547,006.38	\$ 2,006,405.05	\$ 774,388.11	\$ 68,612.95	\$ 843,001.06	\$ -	\$ -	\$ 4,013,068.76		
5.62%	5.23%	70.52%	12.42%	2.84%	23.65%	4.71%	6.49%	5.98%	6.59%	5.90%	3.39%	5.11%	5.72%	55.28%	3.32%	51.05%	#DIV/0!	#DIV/0!	20.44%		
\$92.76	\$202.89	\$29.07	\$24.39	\$78.24	\$53.58	\$31.78	\$16.91	\$25.54	\$22.94	\$20.54	\$38.91	\$25.37	\$23.02	\$10.15	\$150.47	\$10.98	#DIV/0!	#DIV/0!	\$21.62		
\$147.72	\$167.57	\$165.56	\$157.00	\$149.62	\$153.26	\$154.52	\$145.04	\$154.98	\$155.73	\$134.72	\$140.06	\$171.44	\$152.66	\$177.22	\$185.19	\$177.84	#DIV/0!	#DIV/0!	\$157.52		
\$8.78	\$6.80	\$6.78	\$7.54	\$8.59	\$8.00	\$7.79	\$9.17	\$7.83	\$7.64	\$11.80	\$10.46	\$6.34	\$8.02	\$6.01	\$5.70	\$5.98	#DIV/0!	#DIV/0!	\$7.48		
1.6	0.8	5.7	6.4	1.9	2.9	4.9	8.6	6.1	6.8	6.6	3.6	6.8	6.6	17.5	1.2	16.2	#DIV/0!	#DIV/0!	7.3		
\$5.21	\$10.61	\$20.50	\$3.03	\$2.22	\$12.67	\$1.50	\$1.10	\$1.53	\$1.51	\$1.21	\$1.32	\$1.30	\$1.32	\$5.61	\$5.00	\$5.61	#DIV/0!	#DIV/0!	\$4.42		
\$87.55	\$192.27	\$8.57	\$21.36	\$76.02	\$40.91	\$30.29	\$15.81	\$24.01	\$21.42	\$19.33	\$37.59	\$24.07	\$21.70	\$4.54	\$145.47	\$5.38	#DIV/0!	#DIV/0!	\$17.20		
5	0	8	0	0	13	8	5	1	7	11	0	14	46	10	0	10	0	0	69		
77																					

AGENDA ITEM 3 B
Information Item

MEMORANDUM

DATE: April 1, 2021
TO: El Dorado County Transit Authority
FROM: Christine Parker, Safety Coordinator
SUBJECT: 2020 Safe Driving Award Recipients

REQUESTED ACTION:
BY MOTION,

No Action Required Information Item Only

BACKGROUND

On an annual basis, safe driving awards are presented to El Dorado County Transit Authority (El Dorado Transit) Transit Operators who meet a minimum of hours and were not involved in on-the-job moving violations or chargeable accidents. The Safe Driving Award program provides an opportunity to acknowledge those who consistently provide safe passenger transport. El Dorado Transit services include public and contracted routes within and between the County of El Dorado; City of Placerville; Sacramento County; City of Folsom and City of Sacramento. El Dorado Transit Operators drive daily on paved, unpaved and gravel roads, state highways and the urban downtown Sacramento corridor.

El Dorado Transit Operators are certified and licensed to operate all fleet vehicles including minivans, 16-37 passenger buses, and 57 passenger diesel-powered commuter coaches with air brakes. These professional operators are trained on all routes and can successfully transition from commuter routes to local routes as needed. In the calendar year of 2020, El Dorado Transit Operators provided 145,505 passenger trips, traveled 741,949 miles in revenue service and clocked 50,553 in-service driving hours.

DISCUSSION

Typically, the minimum to qualify for a safe driving award is 1,800 hours. However, due to the pandemic related service reductions in 2020, many Transit Operators did not have the opportunity to satisfy the 1,800 hours needed. Even so, El Dorado Transit Operators continued to demonstrate exceptional driving skill and consistently provided safe transport for members of the general public, seniors, persons with disabilities and students, while implementing numerous additional health and safety procedures and practices. Given the value of the safe driving award achievement and the extraordinary circumstances of the pandemic, staff has employed an individual hour criterion for the 2020 Safe Driving Award program.

El Dorado Transit is pleased to present sixteen (16) safe driving awards to the following Transit Operators who met the standards for the 2020 Safe Driving Award program:

2020 Safe Driving Award Recipients:

<u>1 Year of Safe Driving</u>	Thomas Bluhm John Hill Dave Scheuffele Erik Stilling
<u>2 Year of Safe Driving</u>	Julie Lirette Christopher Shelton Ryan Robinson
<u>3 Years of Safe Driving</u>	Ernesto Garcia
<u>5 Years of Safe Driving</u>	Michael Koenig Stephen Powell Jayson Ravens Gabriel Schranz Jean Staples
<u>6 Years of Safe Driving</u>	Arthur Laarveld Ken Umphred
<u>11 Years of Safe Driving</u>	Bob Nobriga

El Dorado Transit Management is proud of the caliber of all Transit Operators and thanks them for their exceptional service to the public.



Newsletter

April - June 2021
Volume 5 – Number 2

Transporting Bicycles and Small Two-Wheeled Scooters

All El Dorado Transit local and commuter fixed route buses have bicycle racks on the front for passengers to use at no additional cost. The racks are designed to handle bikes with skinny or standard tires.

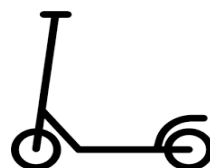
Bicycles

Bicycles are allowed if they weigh 55 lbs. or less. It is up to the bus operator to determine if a standard bike is the appropriate size and if the bike is too heavy. Because electric bicycles often weigh more than 55 lbs. each e-bike must be certified by El Dorado Transit staff prior to loading onto the bike rack. To have El Dorado Transit staff pre-certify your bike for proper size and weight please call El Dorado Transit at (530) 642-5383 to make an appointment. Once your bike is certified, a small decal will be placed on the top tube so bus operators can verify your bike can be loaded onto the rack.

Scooters

Non-motorized and small electric scooters may be brought onto the buses but must not be ridden on the bus and must not obstruct aisle ways and doorways. Motorized scooters with internal combustion engines (gas powered) are not allowed on the bus.

For more information, please visit El Dorado Transit's website at eldoradotransit.com/bicycle-and-scooter-policies.



Remember the Guidelines When Using Public Transit

While riding on El Dorado Transit or waiting for the bus, please observe the following guidelines:

- Only one seat per passenger - please do not put your belongings on another seat
- Keep the aisle clear of any items that might restrict access for passengers
- Out of courtesy for others, please keep cell phone use to a minimum and do not play music out loud
- No smoking at bus stops, and no smoking, eating, or drinking in El Dorado Transit vehicles
- No behavior creating a nuisance for driver or others
- No animals, except service animals
- Standing is permitted only when seats are not available
- Show pass or pay fare when boarding

Following these guidelines will help make the ride more enjoyable for everyone.

Discounted Local Fixed Route Monthly Pass Rates

El Dorado Transit currently offers discounted rates on monthly bus passes for the Local Fixed Routes:

- General Monthly Pass - \$30
- Discounted Senior/Disabled/K-12 Pass - \$15
- General EDT Local/SacRT Combo Pass - \$100
- Discounted EDT Local/SacRT Combo Pass - \$65

Pass Sales Locations

General/ Senior / Disabled / Student K-12 Monthly Passes and Scrip Tickets can be purchased in person at the following locations:

- El Dorado Transit Office: 6565 Commerce Way, Diamond Springs
- Placerville Senior Center: Spring Street (Discounted passes only)
- CA Welcome Center/El Dorado Hills Chamber (2085 Vine St #105, El Dorado Hills)

Passengers can also purchase passes:

- Online at www.eldoradotransit.com or www.connecttransitcard.com
- By mail (with a pass and scrip order form – available at www.eldoradotransit.com)

For pass and fare information please visit eldoradotransit.com/faresandpasses/.

Holiday Schedule April – June 2021

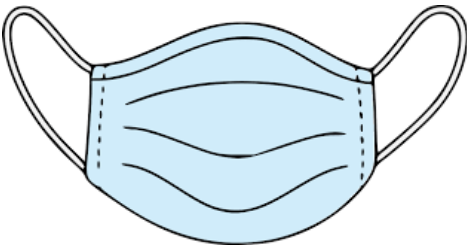
El Dorado Transit will be closed, and transit vehicles will not operate on the following holiday:

Monday, May 31.....Memorial Day



Don't Forget Your Mask

In order to comply with the Federal guidelines, face coverings or masks are required while waiting at bus stops and while traveling in any El Dorado Transit vehicle.



Current Bus Stop Updates

- The bus stop at Red Hawk Casino is not accessible until 8:00 AM and will be closed at 4:00 PM every day until further notice. The request stop at Tribal Health can be used as an alternate. To request a pickup please call (530) 642-5383 option #4 at least one hour before the scheduled pick-up time.
- The Placerville Senior Center bus stop will be closed between 6:00 AM – 1:00 PM each day due to inaccessibility.
- Due to construction on Carson Road in Camino, the Carson Road at Highway 50 (westbound) bus stop is **CLOSED** until construction is complete. The Carson Road at Highway 50 (eastbound) request bus stop is accessible.

Keep up with all the latest news and information from El Dorado Transit...

SIGN UP FOR RIDER ALERTS



Routeshout 2.0