



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING AGENDA

Thursday, June 3, 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

RECESS TO CLOSED SESSION

Closed Personnel Session Pursuant to Government Code Section 54957 –
PUBLIC EMPLOYEE PERFORMANCE EVALUATION Title: Executive Director

Closed Personnel Session Pursuant to Government Code Section 54957–
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

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR

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

OPEN FORUM

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

1.	<u>CONSENT CALENDAR</u>	<u>PAGE</u>
	A. Approve Conformed Minutes of Regular Meeting May 6, 2021	5
	B. Receive and File April 2021 Check Register	9
	C. Receive and File April 2021 Ridership Report	12
	D. 1. Approve Purchase Order 27003 issued to the California Transit Indemnity Pool in the amount of \$394,000 for Liability Insurance	15
	2. Approve Purchase Order 27004 issued to the California Transit Indemnity Pool in the amount of \$27,000 for Physical Damage Insurance	

1.	<u>CONSENT CALENDAR CONTINUED</u>	<u>PAGE</u>
	3. Approve Purchase Order 27005 issued to the California Transit Indemnity Pool in the amount of \$22,000 for Employment Practices Liability Insurance	
	4. Approve Purchase Order 27023 issued to the Special District Risk Management Authority in the amount of \$350,000 for Workers' Compensation Insurance	
	E. Approve Charter Rate of \$190.00 per Hour for Fiscal Year 2021/22	21
	F. 1. Award contract for Bus Wash Retrofit at the El Dorado County Transit Authority facility to the lowest responsible bidder	23
	2. Approve Purchase Order No. 26198 issued to N/S Corporation in the amount of \$157,333	
	3. Authorize the Executive Director to execute the contract, including change order authority not exceeding ten percent of the contract price and to execute all related documents necessary to complete the project within the approved budget	
	G. 1. Adopt Resolution No. 21-11 Adopting the Salary Schedule for Fiscal Year 2021/22	33
	2. Adopt Resolution No. 21-12 Approving the El Dorado County Transit Authority Salary Structure	
	H. 1. Approve Amendment Extending the Term of the Agreement between El Dorado County Transit Authority and ALTA Regional Center for client transportation	39
	2. Authorize the Executive Director to execute the Amendment to the ACRC Agreement as proposed	
	I. 1. Approve participation in California Employers' Pension Prefund Trust fund	46
	2. Adopt Resolution No. 21-15 authorizing the Executive Director, Board Chair and Board Vice-Chair to execute all documents necessary for the participation	
	3. Authorize the initial contribution amount of \$200,000	
	J. Approve Revised Blanket Purchase Order B26012 to Gillig LLC in the amount not to exceed \$55,000 for Fiscal Year 2020/21	49
2.	<u>ACTION ITEMS</u>	
	TIMED ITEM 1:05 PM	
	A. 1. Public Hearing to Adopt Resolution No. 21-13 Finalizing the Operating Budget for Fiscal Year 2021/22	51

2. ACTION ITEMS CONTINUED PAGE

2. Adopt Resolution No. 21-16 Approving the Fiscal Year 2021/22 Allocation Table

3. Adopt Fiscal Year 2021/22 Organizational Chart

TIMED ITEM 1:06 PM

B. Public Hearing to Adopt Resolution No. 21-14 Finalizing the Fiscal Year 2021/22 59
Capital Improvement Plan and Capital Budget

C. Final ratification of the Executive Director Employment Contract as Amended and 78
Potential Salary Adjustment

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED BOARD MEETING
OF THE EL DORADO COUNTY TRANSIT AUTHORITY
Thursday, August 5, 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, May 6, 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, Lori Parlin, Kara Taylor, George Turnboo

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 Consent Calendar

M/S: Parlin/Hidahl

Ayes: Hidahl, Neau, Parlin, Taylor, Turnboo

OPEN FORUM

None

1. CONSENT CALENDAR

- A. Approve Conformed Minutes of Regular Meeting April 1, 2021
- B. Receive and File March 2021 Check Registers
- C. Receive and File March 2021 Ridership Report
- D. Receive and File Quarterly Investment Report for the period ending 03/31/2021
- E. Receive and File the Operating Budget vs. Actual Comparison for the Third Quarter of Fiscal Year 2020/21
- F. Approval of Purchase Orders above \$25,000 for Fiscal Year 2021/22
- G. 1. Adopt Resolution No. 21-09 Identifying Fuel as Exempt from Competitive Bidding and Authorize the Executive Director to Procure Fuel from Outside Vendors

2. Approve Blanket Purchase Order No. B27008 issued to Dawson Oil Company in the amount of \$300,000 for fiscal year 2021/22

3. Approve Blanket Purchase Order No. B27013 issued to Hunt & Sons, Inc. in the amount of \$70,000 for fiscal year 2021/22

2. ACTION ITEMS

- A. Adopt Resolution No. 21-10 for the Revised El Dorado County Transit Authority Drug and Alcohol Program Policy

Action: Adopt Resolution No. 21-10 for the Revised El Dorado County Transit Authority Drug and Alcohol Program Policy

M/S: Hidahl/Parlin

Ayes: Hidahl, Neau, Parlin, Taylor, Turnboo

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

* Verbal Report

RECESS TO CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: 1 Potential Case

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

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

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

Recessed to Closed Session at 1:14 PM

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

Reconvened to Open Session at 1:44 PM. No report out.

ADJOURNMENT

Meeting was adjourned at 1:47 PM. The next regularly scheduled meeting is Thursday, June 3, 2021.

Respectfully Submitted,

**Megan Wilcher
Secretary to the Board**

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: June 3, 2021
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Receive and File April 2021 Check Register

REQUESTED ACTION:
BY MOTION,
Receive and File April 2021 Check Register

BACKGROUND

The following check register includes routine transactions for the month of April 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 #35159 – CalTIP – California Transit Indemnity Pool.....\$155,193.05
This check pays an obligation for the Quarterly Public Liability Insurance coverage for fiscal year (FY) 2020/21 using Local Transportation Funds (LTF). This item is typically paid on an annual basis. Due to COVID-19 this obligation will be paid quarterly for cash flow purposes.

Check #35161 – City National Bank.....\$65,415.53
This check pays an obligation for Payment #11 of the Capital Purchase of five (5) MCI Commuter Coaches using Local Transportation Funds (LTF).

Check #35186 – Rosco Collision Avoidance.....\$9,183.35
This warrant pays the obligation for repairs and service to the Mobileye system installed on fleet vehicles using Local Transportation Funds (LTF).

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
April 2021

Date	Num	Name	Memo	Amount
04/01/2021	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Medical Premium - April 2021	39,319.41
04/05/2021	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE APRIL 2, 2021	4,368.44
04/05/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #7 CLASSIC	9,451.37
04/05/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #7 PEPPA	7,446.22
04/05/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	Monthly Unfunded Liability FY 2020/21 - Classic	23,227.69
04/07/2021	35155	AFTERMARKET PARTS CO LLC	Parts and Supplies	2,042.51
04/07/2021	35156	ARNOLDS FOR AWARDS	Plaque & Pin Engravings	399.86
04/07/2021	35157	BUS & EQUIPMENT REPAIR OF CA	Parts and Supplies	302.56
04/07/2021	35158	C & H MOTOR PARTS	Parts and Supplies	27.41
04/07/2021	35159	CalTIP - CAL TRANSIT INDEMNITY POOL	Quarterly Liability Program Premium	155,193.05
04/07/2021	35160	CAPITOL CLUTCH & BRAKE	Parts and Supplies	2,721.63
04/07/2021	35161	CITY NATIONAL BANK	MCI Commuter Bus Payment #11	65,415.53
04/07/2021	35162	CITY OF PLACERVILLE	Bus Shelter Maintenance 04/21 - 06/21	330.00
04/07/2021	35163	D&K AUTO GLASS	Repairs as needed for fleet	570.00
04/07/2021	35164	DAWSON OIL	Fuel Purchases March 2021	31,573.47
04/07/2021	35165	EDC CHAMBER OF COMMERCE	Annual Membership Dues FY 2021/2022	157.50
04/07/2021	35166	EL DORADO BATTERY CO.	Parts and Supplies	396.44
04/07/2021	35167	EL DORADO DISPOSAL	Monthly Utilities	362.34
04/07/2021	35168	EL DORADO DISPOSAL-HAZARDOUS WASTE & DUMP	Clean Wood Disposal	15.70
04/07/2021	35169	FACTORY MOTOR PARTS	Nitrile & Latex Gloves - Covid Supplies	385.89
04/07/2021	35170	FASTENAL	Parts and Supplies	305.23
04/07/2021	35171	FLEMING DISTRIBUTING CO.	Parts and Supplies	204.31
04/07/2021	35172	FOLSOM LAKE DODGE	Parts and Supplies	174.65
04/07/2021	35173	G & O BODY SHOP INC	Towing to Cummins #1802	800.00
04/07/2021	35174	GILLIG LLC	Parts and Supplies	10,224.85
04/07/2021	35175	HUNT & SONS INC	Fuel Purchases 03/01/21 - 03/31/21	2,571.64
04/07/2021	35176	KIMBALL MIDWEST	Hardware - Shop Supplies	413.28
04/07/2021	35177	KINETICO WATER OF PLACERVILLE	Drinking Water Service April 2021	42.90
04/07/2021	35178	MAG LANDSCAPING INC	Landscaping Maintenance - March 2021	1,010.00
04/07/2021	35179	MISSION UNIFORM SERVICE	Uniforms, Towels, & Mats Service	426.65
04/07/2021	35180	MOUNTAIN DEMOCRAT INC	Public Notice RFP IT Support Services	31.50
04/07/2021	35181	O'REILLY AUTO PARTS	Parts and Supplies	566.30
04/07/2021	35182	OPERATING ENGINEERS - MEDICAL	Health Premium - May 2021	42,834.00
04/07/2021	35183	PACIFIC GAS & ELECTRIC	Monthly Utilities	2,692.06
04/07/2021	35184	QUILL	Misc. Office Supplies	157.25
04/07/2021	35185	RON DUPRATT FORD	Parts and Supplies	827.15
04/07/2021	35186	ROSCO COLLISION AVOIDANCE	Repairs & Service on Mobileye System	9,183.35
04/07/2021	35187	RTS IT INC	ITCare Gold Service Plan April 2021	4,912.50
04/07/2021	35188	SERVICE CENTER	Smog Inspection #1302	68.20
04/07/2021	35189	SIERRA NEVADA TIRE & WHEEL	Fleet Tires	1,283.68
04/07/2021	35190	SUBURBAN PROPANE-1612	Propane for Shop Heaters	1,896.67
04/07/2021	35191	SUN LIFE FINANCIAL	Life/LTD Benefits April 2021	2,158.66
04/07/2021	35192	TOWN CENTER EAST LP	Lease Payment for April 2021 P&R	700.00
04/07/2021	35193	TRUE VALUE HARDWARE	Parts and Supplies	28.75
04/07/2021	35194	UNIVERSAL SECURITY & FIRE INC	Burglar Alarm Monitoring 04/21 - 06/21	135.00
04/07/2021	35195	UPS	Freight Charges March 2021	12.56
04/07/2021	35196	VERIZON WIRELESS	Cellular Service March 2021	1,761.22
04/07/2021	35197	WESTERN TRUCK PARTS LLC	Parts and Supplies	3,153.10
04/07/2021	35198	ZEP MANUFACTURING CO.	Bus Cleaning Supplies	438.78
04/14/2021	35199	AT&T / CALNET	Monthly Utilities	452.68
04/14/2021	35200	FEILD AND ASSOCIATES	General Planning Services	4,477.50
04/14/2021	35201	GIRARD & EDWARDS	General Legal Service February - March 2021	14,025.00
04/14/2021	35202	PRO-LINE CLEANING SERVICES INC	Janitorial Services March 2021	1,010.00

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
April 2021

Date	Num	Name	Memo	Amount
04/14/2021	35203	QUILL	Misc. Office Supplies	146.73
04/14/2021	35204	STATE WATER RESOURCES CONTROL BOARD	Annual Fee For Storm Water Permit 4/1/21-3/31/22	1,474.00
04/14/2021	35205	VISA	Reconciled Expenses	617.74
04/14/2021	35206	WOLFPACK INSURANCE SERVICES, INC.	Dental & Vision Premiums May 2021	4,086.70
04/19/2021	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE APRIL 16, 2021	4,359.91
04/19/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #8 CLASSIC	9,484.21
04/19/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #8 PEPRA	7,459.15
04/27/2021	35207	ADM SCREENING	Random Screening & Physicals March 2021	430.00
04/27/2021	35208	AFLAC	Employee Paid Premiums April 2021	1,809.69
04/27/2021	35209	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Employee Paid Premiums - April 2021	29.10
04/27/2021	35210	CA DEPT OF TAX & FEE ADMIN	QTR. 01, 2021 Diesel Fuel Exempt Bus Operator Tax	267.00
04/27/2021	35211	CAL.NET	CCTV Camera Service May 2021	176.92
04/27/2021	35212	DIAMOND SPRINGS PRINTING & GRAPHICS	Logo Envelopes	450.00
04/27/2021	35213	EDC RISK MANAGEMENT	Health Insurance February & March April 2021	2,629.98
04/27/2021	35214	EDCTC	Zero Emission Bus Fleet Conversion Plan (ZEB)	962.28
04/27/2021	35215	EDCTC	Quarterly Reimb. for Federal Advocacy Contract 10%	1,625.00
04/27/2021	35216	EL DORADO IRRIGATION DISTRICT	Water Service	108.89
04/27/2021	35217	EMP. MISC. REIMBURSEMENT	Bike Locker Key Refund	20.00
04/27/2021	35218	EMP. MISC. REIMBURSEMENT	DMV/VTT Reimbursement	59.00
04/27/2021	35219	FEDERAL EXPRESS	Express Shipping	39.50
04/27/2021	35220	FP MAILING SOLUTIONS	Postbase Meter Rental	93.15
04/27/2021	35221	GLOBAL DATA VAULT LLC	Monthly Recovery Back-Up Service April 2021	300.00
04/27/2021	35222	HANGTOWN FIRE CONTROL INC	Annual Fire Extinguisher Service	2,311.61
04/27/2021	35223	HUNT & SONS INC	Flow Meter Assembly - DEF Tote	231.09
04/27/2021	35224	IMAGE SOURCE	Monthly Copy Charges 04/22/21 - 05/21/21	262.32
04/27/2021	35225	OPERATING ENGINEERS LOCAL UNION #3	Union Dues April 2021	1,431.00
04/27/2021	35226	PACIFIC GAS & ELECTRIC	Monthly Utilities	546.41
04/27/2021	35227	QUILL	Misc. Office Supplies	127.28

494,225.10

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

DATE: June 3, 2021

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: April 2021 Ridership Report

REQUESTED ACTION:

BY MOTION,

Receive and File the April 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. Some of the M.O.R.E. clients have begun using El Dorado Transit services again to get to and from workplace locations.

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. Following is the March 2021 report and the fiscal year-to-date ridership report, comparing the current fiscal year to the previous fiscal year.

April 2021 Ridership Report

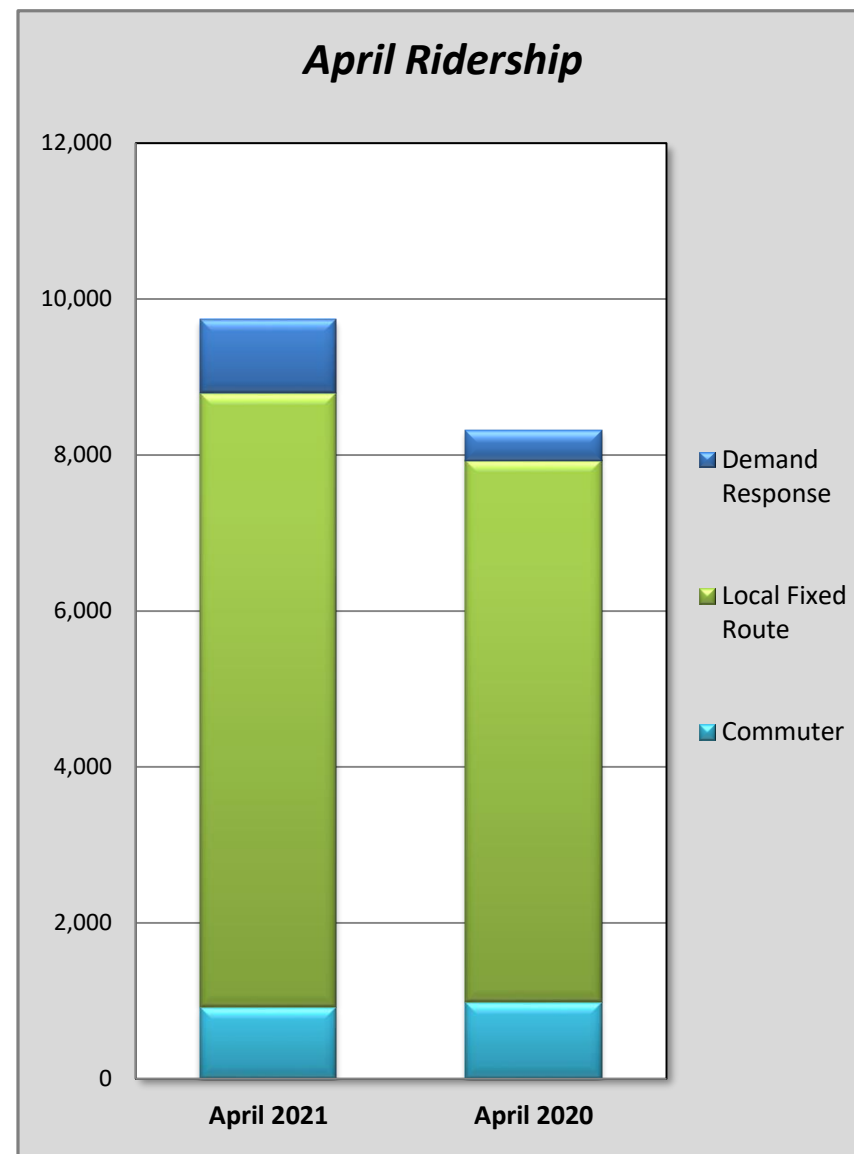


Demand Response	April 2021	April 2020	% Change
Dial-a-Ride	615	361	70.4%
Sac-Med	29	6	383.3%
ADA Paratransit	160	22	627.3%
M.O.R.E.*	140	0	139900.0%
Senior Day Care*	0	0	0.0%
Total Demand Response	944	389	142.5%

Local Fixed Route	April 2021	April 2020	% Change
20 - Placerville	1,000	2,024	-50.6%
25 - Saturday Express	285	299	-4.7%
30 - Diamond Springs	874	722	21.1%
35 - Diamond Springs Saturday	78	84	-7.1%
40 - Cameron Park	852	730	16.7%
50x - 50 Express	3,254	928	250.6%
60 - Pollock Pines	1,534	2,164	-29.1%
Total Local Fixed Route	7,877	6,951	13.3%

Commuter	April 2021	April 2020	% Change
Sacramento Commuter	910	970	-6.2%
Reverse Commuter	7	7	0.0%
Total Commuter	917	977	-6.1%

	April 2021	April 2020	% Change
Systemwide	9,738	8,317	17.1%
Passengers per Revenue Hour	3.4	2.8	18.8%



*Contracted Services - Ridership Determined by Client Enrollment

Fiscal Year-to-Date Ridership Report

July 2020 - April 2021

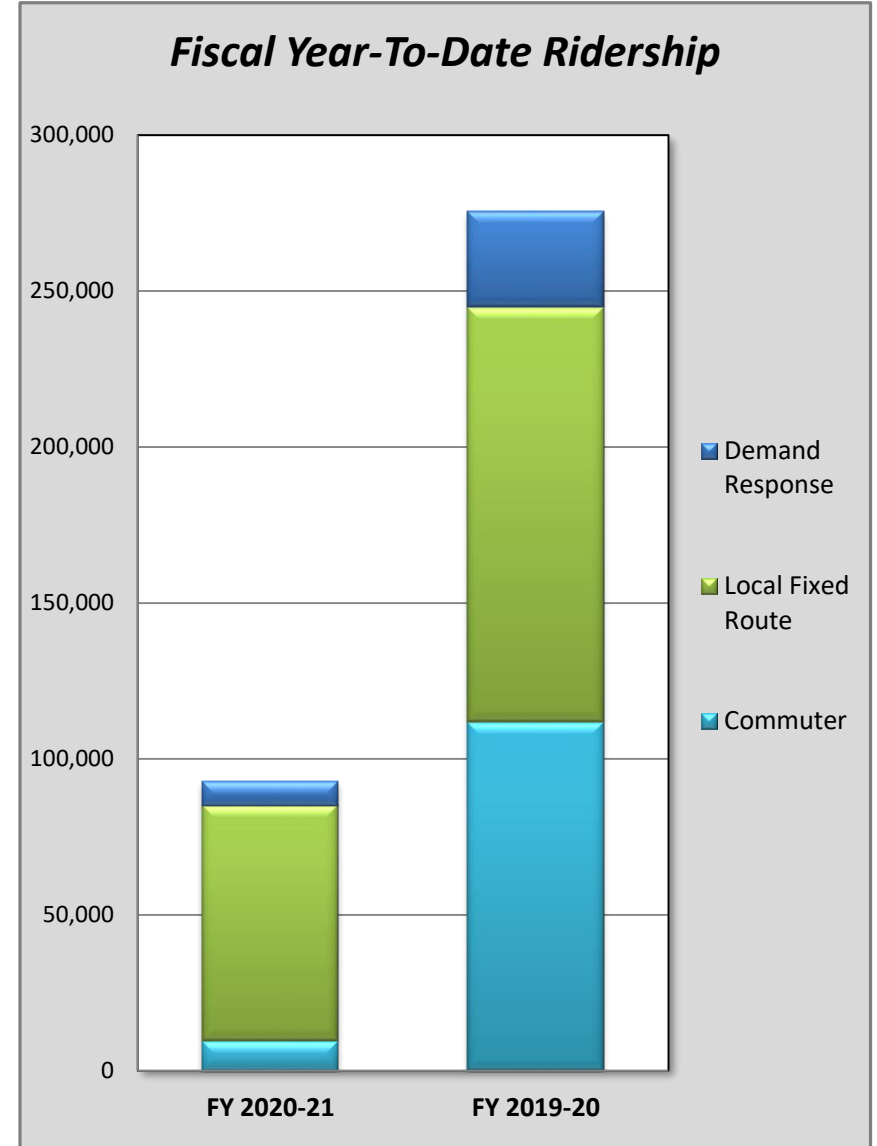


Demand Response	FY 2020-21	FY 2019-20	% Change
Dial-a-Ride	5,033	11,598	-56.6%
Sac-Med	201	237	-15.2%
ADA Paratransit	1,408	536	162.7%
M.O.R.E.*	1,104	15,244	-92.8%
Senior Day Care*	0	3,291	-100.0%
Total Demand Response	7,746	30,906	-74.9%

Local Fixed Route	FY 2020-21	FY 2019-20	% Change
20 - Placerville	10,485	32,990	-68.2%
25 - Saturday Express	2,917	3,998	-27.0%
30 - Diamond Springs	8,067	20,644	-60.9%
35 - Diamond Springs Saturday	844	1,178	-28.4%
40 - Cameron Park	8,812	12,337	-28.6%
50x - 50 Express	30,213	32,269	-6.4%
60 - Pollock Pines	14,078	29,696	-52.6%
Total Local Fixed Route	75,416	133,112	-43.3%

Commuter	FY 2020-21	FY 2019-20	% Change
Sacramento Commuter	9,505	111,033	-91.4%
Reverse Commuter	77	640	-88.0%
Total Commuter	9,582	111,673	-91.4%

	FY 2020-21	FY 2019-20	% Change
Systemwide	92,744	275,691	-66.4%
Passengers per Revenue Hour	3.4	6.8	-49.5%



*Contracted Services - Ridership Determined by Client Enrollment

AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: June 3, 2021

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Purchase Orders for Insurance Coverage for Fiscal Year 2021/22

REQUESTED ACTION:
BY MOTION,

1. Approve Purchase Order 27003 issued to the California Transit Indemnity Pool in the amount of \$394,000 for Liability Insurance
2. Approve Purchase Order 27004 issued to the California Transit Indemnity Pool in the amount of \$27,000 for Physical Damage Insurance
3. Approve Purchase Order 27005 issued to the California Transit Indemnity Pool in the amount of \$22,000 for Employment Practices Liability Insurance
4. Approve Purchase Order 27023 issued to the Special District Risk Management Authority in the amount of \$350,000 for Workers' Compensation Insurance

BACKGROUND

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

March 4, 2021 Board reviewed the Preliminary Operating Budget for FY 2021/22 and formed an ad hoc committee for budget review

April 1, 2021 Board adopted the Preliminary Operating Budget for FY 2021/22

DISCUSSION

The presented purchase orders address El Dorado Transit's liability, physical damage, employment practices and worker's compensation insurance premiums.

- | | |
|---|---|
| • California Transit Indemnity Pool – Liability | Purchase Order No. 27003 in the amount of \$394,000 |
| • California Transit Indemnity Pool – Physical Damage | Purchase Order No. 27004 in the amount of \$27,000 |

- California Transit Indemnity Pool – Employment Practices Purchase Order No. 27005 in the amount of \$22,000
- Special District Risk Management Authority Purchase Order No. 27023 in the amount of \$350,000

The Executive Director certifies that these purchases are processed within approved procedures for sole source procurements per the following applicable section of El Dorado Transit Procurement Policies and Procedures Manual:

“Chapter 3; Section 14 Sole Sources Procurements:

- b) *Sole source procurement may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances applies:*
 - 5. *The unique nature of the property or service required precludes competitive bidding.*
- c) *The exemption provided by subsection (b) herein shall apply only to the purchase of such items as listed or that have been identified by resolution of the El Dorado Transit Board of Directors:*
 - c. *Insurance”*

Premiums for Employment Practices Liability Insurance are below the threshold requiring Board approval; however, this is typically presented at this time.

FISCAL IMPACT

Final rate quotes for the upcoming fiscal year’s insurance premiums are not typically available until after the Preliminary Budget is adopted. Staff received the final premium rate quotes in May; therefore, the budget line items and attached purchase orders have been revised for final approval.

Purchase Order amounts are within the overall proposed Final Fiscal Year 2021/22 Operating Budget presented as a part of this agenda packet.

	FY 2021/22 Adopted Preliminary <u>Budget</u>	FY 2021/22 Proposed Final <u>Budget</u>
5060.01 – Public Liability	\$651,000	\$394,000
5060.02 – Physical Damage	\$26,250	\$27,000
5060.04 – EPLI Coverage	\$21,000	\$22,000
5020.05 – Workers’ Compensation	\$420,000	\$350,000

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

PURCHASE ORDER NO. 27003

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

DATE: 07/01/21

ACCOUNT: 1300

CLASS: 125

TO: CalTIP
 c/o SEDGWICK
 1750 CREEKSIDE OAKS DRIVE STE 200
 SACRAMENTO, CA 95833

SHIP & INVOICE TO:

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

Contact: Vicky Quintrall

Vendor Phone No: (916) 244-1104

Fax No: (916) 244-1199

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		LIABILITY PROGRAM ANNUAL RENEWAL FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22 COVERAGE PERIOD 05/01/21 THROUGH 04/30/22 COVERAGE LIMITS ARE AS FOLLOWS: CalTIP \$1M SELF-INSURED RETENTION GEM AT \$1M XS OF \$2M MUNICH RE AT \$2M XS OF \$3M EVEREST AT \$5MXS OF \$5M HALLMARK AT \$5M XS OF \$10M AWAC AT \$10M XS OF \$15M TOTAL LIABILITY LIMIT OF \$25M		\$394,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$394,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$394,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

EL DORADO COUNTY TRANSIT AUTHORITY

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

PURCHASE ORDER NO. 27004

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

DATE: 07/01/21

ACCOUNT: 1300

CLASS: 125

TO: CalTIP
c/o SEDGWICK
1750 CREEKSIDE OAKS DRIVE STE 200
SACRAMENTO, CA 95833

SHIP & INVOICE TO:

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

Contact: Vicky Quintrall

Vendor Phone No: (916) 244-1104

Fax No: (916) 244-1199

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		VEHICLE PHYSICAL DAMAGE PROGRAM ANNUAL RENEWAL FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22 COVERAGE PERIOD 05/01/21 THROUGH 04/30/22 COVERAGE LIMITS ARE AS FOLLOWS: CalTIP \$100K SELF-INSURED RETENTION EVANSTON/MARKEL \$14.9M XS \$100K ONE BEACON \$5M XS \$15M		\$27,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$27,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$27,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. 27005

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

DATE: 07/01/21

ACCOUNT: 1300

CLASS: 125

TO: CalTIP
c/o SEDGWICK
1750 CREEKSIDE OAKS DRIVE STE 200
SACRAMENTO, CA 95833

SHIP & INVOICE TO:

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

Contact: Vicky Quintrall

Vendor Phone No: (916) 244-1104

Fax No: (916) 244-1199

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		EMPLOYMENT PRACTICES LIABILITY INSURANCE ANNUAL RENEWAL FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22 COVERAGE PERIOD 05/01/21 THROUGH 04/30/22		\$22,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$22,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$22,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

PURCHASE ORDER NO. 27023

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

DATE: 07/01/21

ACCOUNT: 1300

CLASS: 125

TO: SPECIAL DISTRICT RISK MANAGEMENT
AUTHORITY
1112 "I" STREET, SUITE 300
SACRAMENTO, CA 95814-2865

SHIP & INVOICE TO:

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

Contact: Jennifer Chilton

Email: jchilton@sdrma.org

Vendor Phone No: (800) 537-7790

Fax No: (916) 231-4111

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		WORKERS' COMPENSATION INSURANCE PREMIUMS FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22		\$350,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$350,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$350,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: June 3, 2021

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Charter Rate for Fiscal Year (FY) 2021/22

REQUESTED ACTION:

BY MOTION,

**Approve Charter Rate of \$190.00 per Hour for Fiscal Year (FY)
2021/22**

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) currently provides limited charter services as allowed per State and Federal guidelines. El Dorado Transit establishes an hourly charter rate as per the guidelines set forth in the *Transportation Development Act (TDA), Statutes and California Codes of Regulations, January 2005*. The current, adopted charter rate for FY 2020/21 is \$180.00 per service hour.

DISCUSSION

The State of California TDA regulations Section 99250 include the following guidance regarding charter services performed by a public transit agency:

1. "...charter bus service rates and minimums shall be established which are...at least equal to the average of the three lowest current rates charged by private charter bus carriers actually operating charters originating in the same service area of the public transportation system during the prior year."
2. "All charter bus service rates shall be reviewed and adjusted not less than semiannually to reflect variations in actual and assumed costs, as well as private charter bus carrier rates."

Staff solicited quotes from private charter providers operating in the service area. The participating operators were asked to base their quotes on at least a seven (7) hour charter to include dead-head and fuel surcharges where applicable. Average hourly rates were calculated and ranked. The average of the three (3) lowest quotes was \$145.24 per hour. This rate is lower than the current commuter operations cost per hour of \$188.81 as reported in the El Dorado Transit Fiscal Year 2020/21 6-Month Administrative Operations Report.

Staff recommends El Dorado Transit's rate for charter service be set at no less than \$190.00 per service hour for FY 2021/22. Consistent with the TDA regulations, this rate will be non-competitive with private operator's average rates for similar service and will adequately cover El Dorado Transit's operating costs.

FISCAL IMPACT

<u>Item</u>	<u>Period</u>	<u>Rate</u>
Charter Service Rate	Effective July 1, 2021	\$190.00/hour

AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: June 3, 2021

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Contract Award and Purchase Order in Response to Request for Proposals (RFP) for Bus Wash Retrofit

REQUESTED ACTION:
BY MOTION,

1. Award contract for Bus Wash Retrofit at the El Dorado County Transit Authority facility to the lowest responsible bidder, consistent with the bid documents
2. Approve Purchase Order No. 26198 issued to N/S Corporation in the amount of \$157,333
3. Authorize the Executive Director to execute the contract, including change order authority not exceeding ten percent (10%) of the contract price and to execute all related documents necessary to complete the project within the approved budget

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) bus wash was installed when the maintenance facility was built in 1998. General maintenance has been performed regularly, but much of the system is beyond its useful life and needs to be replaced. The removal of the old equipment and the installation of new retrofit equipment provides an opportunity to upgrade some of the standard components or add additional equipment that will improve the performance of the bus wash system.

Subject to the terms and conditions set forth in Request for Proposals (RFP) No. 21-01 and the attached draft agreement, the selected contractor will furnish the equipment and perform installation at El Dorado Transit. This project is in the Capital Improvement Plan as Project No. 20-02 (2).

DISCUSSION

On April 16, 2021, El Dorado Transit released an RFP seeking proposals from qualified firms to provide all equipment for and installation of specified Bus Washer Retrofit items for the bus

wash facility. The selected firm is expected to rehabilitate the current bus wash system by the replacement of certain equipment or components.

Due to the unique nature of this project, one (1) proposal was received from a qualified bidder prior to the published submittal deadline. The bids were publicly opened at 2:00PM on May 17, 2021. The proposal was from N/S Corporation which was the company that installed the original bus wash at El Dorado Transit.

N/S Corporation was determined to be responsive and complied with the requirements of the RFP. Staff recommends award of the attached contract to N/S Corporation, approval of Purchase Order No. 26198 and authorization for the Executive Director to execute the contract and related documents.

AUTHORIZATIONS

The Executive Director is authorized to approve purchases up to \$25,000. All purchases above \$25,000 require Board approval. The requested action will allow the Executive Director to execute the professional services contract, approve change orders or scope revisions and use of funding assigned to the project within approved budgets. This would authorize the Executive Director to approve change orders not exceeding ten percent (10%) of the contract price. This does not increase the current approved purchasing authority afforded the Executive Director.

FISCAL IMPACT

COST SUMMARY

Bus Wash Retrofit	\$157,333
10 % Contingency	<u>\$ 15,733</u>
<i>Total Cost</i>	<i>\$173,066</i>

FUNDING SOURCES

Federal Transit Administration (FTA) 5307	\$ 80,503
State Transit Assistance (STA)	<u>\$ 92,563</u>
<i>Total Revenue</i>	<i>\$173,066</i>

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

PURCHASE ORDER NO. 26198

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

DATE: 06/03/2021

ACCOUNT: 9910.17 CLASS: 125

TO: N/S Corporation
 235 West Florence Avenue
 Inglewood, CA 90301

SHIP & INVOICE TO:
EL DORADO COUNTY TRANSIT AUTHORITY
6565 COMMERCE WAY

Contact: Michael Howlett
 Vendor Phone No: (310) 330-1240

Fax No: (310) 412-1196

PROMISED DELIVERY DATE		TERMS: 40% @ 30 Days from NTP; 55% @ 30 Days from Ship; 5% @ 30 Days after Final		
180 Days from NTP		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
1	1	Rehab Sys-3100-12 Bus Washer - Brush package injection system. DEMA bypass loop RIS-100 with Positive Displacement Chemical Pump (blue and white) - Emitter and receiver activation, Wash & Rinse - One pair Wrap-Around Front, Side and Rear Brushes - Variable Density Brush Pelts - Counter-oscillating Side to Side w/Asrto Turf Lammscloth Material - Air retraction system with Automatic Activation - Air Control to include Filter, Regulator and Lubricator - Final Rinse Arch plumbing - Chemical arch plumbing - Wrap Brush Header Complete - Mitter Curtain Header Complete	\$61,917.00	\$61,917.00
1	1	Sand Filter for Reclamation System	\$63.70	\$63.70
1	1	Erection Kit	\$700.00	\$700.00
1	1	Crating	\$400.00	\$400.00
1	1	Demolition	\$5,750.00	\$5,750.00
1	1	Erection (Prevailing Wages)	\$14,250.00	\$14,250.00
1	1	Plumbing (Prevailing Wages)	\$12,150.00	\$12,150.00
1	1	Electrical (Prevailing Wages)	\$18,225.00	\$18,225.00
1	1	Fork Lift	\$1,475.00	\$1,475.00
		OPTIONAL		
1	1	Above Ground Clarifier - WRS-10	\$34,152.27	\$34,152.27
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	\$149,082.97
			SHIPPING	\$1,200.00
			SALES TAX	\$7,049.39
			TOTAL	\$157,332.36
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

Circle Distributing: Vendor - Accounting - Requestor - Purchasing

CONTRACT AGREEMENT

THIS AGREEMENT, dated the ____ day of _____ 2021, in the County of El Dorado, State of California, is made by and between the El Dorado County Transit Authority (“EDCTA” or “Owner”), and N/S Corporation (“CONTRACTOR”).

1. **Contract Documents:** The complete contract (“CONTRACT”) includes all of the CONTRACT DOCUMENTS, including this Agreement, the Request For Proposals, Non-collusion Declaration, Non-discrimination Clause, Non-segregation Certification, Designation of Subcontractors, Experience Qualifications, Schedule of Rates, Performance Bond, Payment Bond, Insurance Certificates, and any Drawings, Specifications, Scope of Work, Addenda and Change Orders and all modifications and amendments to the above. The Contract Documents are complementary, and what is called for by any one shall be as binding as if called for by all.

2. **The Work:** Contractor shall perform everything required to be performed within the time set forth in Paragraph 5 of this Agreement, and shall provide and furnish all the labor, materials, necessary tools, expendable equipment, and all utility and transportation services as described in the Request For Proposals and required for construction of:

PROJECT LOCATION: El Dorado County, California.

PROJECT NAME: Bus Washer Retrofit, Project No. 20-02 (2), (“PROJECT” or “WORK”), as set forth more fully in the Request for Proposals and any Addenda thereto.

All of the Work to be performed and materials to be furnished shall be completed in a good workmanlike manner in strict accordance with the Specifications for the project components or equipment, and all other provisions of the Request For Proposals. Contractor shall not be excused with respect to any failure to so comply with the Contract by any act or omission of EDCTA, EDCTA’s consultant, agent, inspector, or representative of any of them.

The Project shall be furnished, performed and completed as required in the Specifications, Scope of Work, and all other Contract Documents under the direction and supervision of and subject to the approval of EDCTA. EDCTA shall have the right to accept or reject materials or workmanship and to determine when Contractor has complied with the conditions of the Contract. The Building Inspector employed by EDCTA shall represent EDCTA.

3. **Contract Amount:** EDCTA shall pay to Contractor, as full consideration for the faithful performance of the contract, subject to any additions or deductions as provided in the Contract Documents, the sum of \$ _____ (_____ dollars).

4. **Payments:** The price to be paid to Contractor under this Agreement shall be paid in legally executed and regularly issued warrants of EDCTA drawn on the appropriate fund or funds as required by law. Payments shall be made pursuant to the Schedule attached hereto as Exhibit “A.” Payments shall be made for the portions of the Project as construction of the Project is completed, but the payment of progress payments by EDCTA shall not be construed as acceptance of the work done up to the

time of such payments. All payments shall be subject to the final bid price set forth in the Bid or Quote Form provided in the Request For Proposals.

5. Time for Completion: The Project shall be commenced within five (5) days of issuance by EDCTA of the Notice to Proceed and shall be completed within **One-hundred eighty (180) working days** from the date of the Notice to Proceed.

6. Liquidated Damages: If the Work is not completed in accordance with Paragraph 5 above, the parties agree that EDCTA will suffer damage. It being impractical and infeasible to determine the amount of actual damage, Contractor (or Surety) shall pay to EDCTA as fixed and liquidated damages, and not as a penalty, the sum of **\$1,000.00** for each calendar day of delay until the Project is completed and accepted. This amount may be deducted from any payments due to or to become due to Contractor.

7. Interpretation of Contract Documents: Should any question arise concerning the intent or meaning of drawings or specifications, such question shall be submitted to EDCTA and its interpretation shall be final.

8. Extra or Additional Work and Changes: Should EDCTA at any time during the progress of the work request any alterations, deviations, additions, or omissions from the Contract specification or plans, it shall be at liberty to do so and the same shall in no way affect or make void the Contract, but the fair and reasonable value of such alterations, deviations, additions, or omissions will be added to or deducted from the amount of said Contract price as the case may be.

All change orders shall be signed by EDCTA. The value of any such extra work or changes shall be determined in one or more of the following ways:

- a) By estimate and acceptance in a lump sum.
- b) By unit prices named in the contract or subsequently agreed upon.
- c) By cost and percentage or by cost and fixed fee.

9. Prosecution of Work: If in the opinion of EDCTA, Contractor neglects to prosecute the work properly or fails to perform any provisions of the Contract, after ten (10) days written notice to Contractor EDCTA may, without prejudice to any other remedy it may have, remedy any such deficiencies and may deduct the cost therefor from any payment then or thereafter due Contractor, provided that the parties have used proper documentation and negotiations for a fair and equitable resolution.

10. Assignment of the Contract: Assignment of the Contract or any part thereof shall be prohibited without the prior written consent of EDCTA.

11. Indemnification: With the exception that this section shall in no event be construed to require indemnification by Contractor to a greater extent than permitted by law, Contractor shall defend, indemnify and save harmless EDCTA, including its officers, directors, agents, and employees, and each of them ("Indemnitees"), from any and all claims, demands, causes of action, damages, costs, expenses, actual attorneys' fees, losses or liabilities, in law or in equity, of every kind and nature whatsoever for claims arising out of or in connection with Contractor's performance of this contract.

A. Bodily injury including, but not limited to, bodily injury, sickness or disease, emotional injury or death to persons, including, but not limited to, the public, any employees or agents of Contractor, EDCTA, or any other Contractor and;

B. Damage to property of anyone including loss of use thereof; caused or alleged to be caused in whole or in part by any negligent or otherwise legally actionable act or omission of Contractor or anyone directly or indirectly employed by Contractor or anyone for whose acts Contractor may be liable.

Except as otherwise provided by law, the indemnification provisions above shall apply regardless of the existence of fault or degree of fault of Indemnitees. Contractor, however, shall not be obligated to indemnify Indemnitees for Claims arising from conduct delineated in Civil Code § 2782.

Contractor's obligation to defend and indemnify shall not be excused because of Contractor's inability to evaluate liability or because Contractor evaluates liability and determines that Contractor is not liable to the claimant. Contractor shall respond within 30 days to the tender of any claim for defense and indemnity by the State, unless this time has been extended by the State. If Contractor fails to accept or reject a tender of defense and indemnity within 30 days, in addition to any other remedy authorized by law, so much of the money due Contractor under and by virtue of the contract as shall reasonably be considered necessary by EDCTA, may be retained by EDCTA until disposition has been made of the claim or suit for damages, or until Contractor accepts or rejects the tender of defense, whichever occurs first.

With respect to third party claims against Contractor, Contractor waives any and all rights of any type to express or implied indemnity against EDCTA, its officers, employees, or agents (excluding agents who are design professionals).

12. Insurance: Prior to commencing the Work, Contractor shall obtain and maintain during the life of this contract, and shall require all Subcontractors, if any, whether primary or secondary, to take out and maintain insurance coverage as required by EDCTA.

13. Bonds: Three (3) executed copies of this Agreement, Insurance Certificates, the Performance Bond, and the Payment Bond shall be provided by Contractor. Only bonds executed by admitted Surety insurers as defined in Code of Civil Procedure § 995.120 shall be accepted. Surety must be a California-admitted surety and listed by the U.S. Treasury with a bonding capacity in excess of the Project cost.

14. Clauses Included: Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included.

15. Eligible Contractors: Contractor acknowledges that, pursuant to Public Contract Code § 6101, no public works or purchase contract shall be awarded to a Contractor, nor shall a Contractor be eligible to receive a public works or purchase contract, who has, in the preceding five years, been convicted of violating a state or federal law respecting the employment of undocumented aliens. Contractor acknowledges that pursuant to Public Contract Code § 6101 no public works or purchase contract shall be awarded to a Contractor, nor shall a Contractor be eligible to receive a public works or purchase contract who has been found to have violated with intent to defraud a public agency while performing a public works project.

Contractor further acknowledges that, pursuant to Labor Code § 6109, Contractor is prohibited from performing work on a public works project with a subcontractor who is ineligible to perform work on the public works project pursuant to Labor Code § 1777.1 or § 1777.7. The Labor Commissioner publishes a list of ineligible contractors and subcontractors and distributes the list to awarding bodies under Labor Code § 1777.1.

16. Family Support Enforcement: Contractor acknowledges that pursuant to Public Contract Code § 7110 it shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to disclosure of information and compliance with earnings assignment orders, as provided in Family Code Division 9, Part 5, Chapter 8 (commencing with § 5200). Contracts in excess of one hundred thousand dollars (\$100,000.00) require an acknowledgement by Contractor of the policy set forth in Public Contract Code § 7110 and Contractor further acknowledges that it is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the Employment Development Department.

17. Performance During Working Hours: Work shall be performed during regular working hours except that in the event of an emergency or when required to complete the Work in accordance with job progress, work may be performed outside of regular working hours with the advance written consent of EDCTA.

18. Labor Code Application: As provided in Labor Code Division 2, Part 7, Chapter 1, Article 3 (commencing at § 1810), eight (8) hours of labor shall constitute a legal day's work. The time of service of any worker employed at any time by Contractor or by any Subcontractor on any subcontract under this Contract, upon the work or upon any part of the work contemplated by this Contract, is limited and restricted to eight (8) hours during any one calendar day and forty (40) hours during any one calendar week, except as hereinafter provided. Notwithstanding the provision hereinabove set forth, work performed by employees of Contractors in excess of eight (8) hours per day and forty (40) hours during any one week shall be permitted upon this public work provided that compensation for all hours worked in excess of eight (8) hours per day shall be compensated at not less than one and one-half (1½) times the basic rate of pay.

Contractor shall pay to EDCTA a penalty of Twenty-five Dollars (\$25.00) for each worker employed in the execution of this Contract by Contractor, or by any Subcontractor, for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any calendar day and forty (40) hours in any one (1) calendar week, in violation of the provisions of Labor Code Division 2, Part 7, Chapter 1, Article 3 (commencing at § 1810), unless compensation for the workers so employed by Contractor is not less than one and one-half (1½) times the basic rate of pay for all hours worked in excess of eight (8) hours per day.

19. Prevailing Wage Rates: Pursuant to the provisions of Labor Code Division 2, Part 7, Chapter 1, Article 3 (commencing at § 1810), Contractor shall pay the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in the locality in which this public work is to be performed for each craft, classification, or type of worker needed for this Project. The prevailing wage rates are available from the Director of the Department of Industrial Relations ("Director"). Contractor shall post a copy of such wage rates at the Site. Holiday and overtime work, when permitted by law, shall be paid for at the rate of at least one and one-half (1½) times the above specified rate of *per diem* wages, unless otherwise specified.

20. Forfeiture and Payments for Breach of Prevailing Wage Rates: Pursuant to Labor Code § 1775, Contractor shall as a penalty to EDCTA, forfeit Fifty Dollars (\$50.00) for each calendar day, or portion thereof, for each worker paid less than the prevailing rate of *per diem* wages, determined by the Director, for such craft or classification in which such worker is employed for any public work done under the Agreement by Contractor or by any Subcontractor under it. The amount of the penalty shall be determined by the Labor Commission and shall be based on consideration of Contractor's mistake, inadvertence, or neglect in failing to pay the correct prevailing rate of *per diem* wage, the previous record of Contractor in meeting its prevailing rate of *per diem* wage obligations, or Contractor's willful failure to

pay the correct prevailing rate of *per diem* wages. A mistake, inadvertence, or neglect in failing to pay the correct prevailing rate of *per diem* wage is not excusable if Contractor had knowledge of it or the obligations under this part. The difference between such prevailing rate of *per diem* wage and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the prevailing rate of *per diem* wage shall be paid to each worker by Contractor. *Per diem* wages are deemed to include those benefits set forth in Labor Code § 1773.1.

21. Contractor to Comply with Labor Code § 1777.5 et seq.: It shall be Contractor's responsibility to know and abide by the requirements of Labor Code §§ 1777.5 et seq. which include, but are not limited to, the requirement to hire apprentices on a public works project.

22. Contractor to Comply with Labor Code § 1776: It shall be Contractor's responsibility to know and abide by the requirements of Labor Code § 1776, which include, but are not limited to, the requirement to keep accurate payroll records that shall be available for inspection. In order to comply with Labor Code § 1776, the records must include: names, addresses, Social Security numbers, work classifications, straight time, overtime, and any per diem. In addition, the records must be verified by a declaration under penalty of perjury that the records are true and correct, and that the employer has complied with Labor Code §§ 1771, 1811 and 1815.

23. Non-discrimination. During the performance of this contract, Contractor and its subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40) or gender.

Contractor and subcontractors hereby agree to ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination. Contractors and subcontractors agree to comply with the provisions of the Fair Employment and Housing Act (Government Code § 12900 et seq.) and the applicable regulations promulgated under California Administrative Code, Title 2, § 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code § 12900, set forth in California Administrative Code, Title 2, Division 4, Chapter 5 are incorporated into this contract by reference and made a part hereof as if set forth in full. Contractor and its subcontractors agree to give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

Contractor shall include the nondiscrimination and compliance provisions of this section in all subcontracts to perform work under the contract.

24. Compliance with Federal Laws, Rules & Regulations: Contractor hereby acknowledges that a portion of the funding for the Project is from Federal sources. Contractor shall comply with all Federal laws, rules and regulations that may be related to the work to be performed including OSHA, NFPA 130 and NPDES requirements.

25. **THE COMPLETE CONTRACT AS SET FORTH IN PARAGRAPH 1 OF THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT OF THE PARTIES. NO OTHER AGREEMENTS, ORAL OR WRITTEN, PERTAINING TO THE WORK TO BE PERFORMED UNDER THIS CONTRACT, EXISTS BETWEEN THE PARTIES. THIS CONTRACT CAN BE MODIFIED ONLY BY AN EXECUTED WRITTEN AGREEMENT APPROVED BY THE GOVERNING BOARD.**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

**EL DORADO COUNTY
TRANSIT AUTHORITY**

CONTRACTOR

By: Matthew Mauk, Executive Director

By: _____

CONTRACTOR's License No.:

(CORPORATE SEAL of CONTRACTOR)

APPROVED AS TO FORM:

Michael Tucker

Attorney for El Dorado County Transit Authority

CONTRACT AGREEMENT

EXHIBIT “A”

SCHEDULE OF PAYMENTS

EDCTA shall make Payments for the Project Work in conformance with and subject to the terms and conditions for payments as set forth below and in the Construction Contract Agreement, if applicable.

40%	due	30 days from delivery of Notice to Proceed
55%	due	30 days from the equipment ship date
5 %	due	30 days after EDCTA’s acceptance and approval of final Project.

Note: EDCTA shall withhold at least 5% of total labor and materials until final completion and acceptance of the Project. On the expiration of thirty (30) days after the recordation of the Notice of Completion all monies due and payable to Contractor shall be paid, subject to the provisions of Section 5 herein.

Contractor may elect to submit a single Invoice for all project costs, upon Contractor’s completion of work. The EDCTA would still withhold 5% of the total labor and materials costs, as noted above.

AGENDA ITEM 1 G
Consent Item

MEMORANDUM

DATE: June 3, 2021

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Salary Schedule for Fiscal Year 2021/22 and Updated Salary Structure

REQUESTED ACTION:
BY MOTION,

1. Adopt Resolution No. 21-11 Adopting the Salary Schedule for Fiscal Year 2021/22
2. Adopt Resolution No. 21-12 Approving the El Dorado County Transit Authority Salary Structure

BACKGROUND

As required under Article 3.10 of the El Dorado County Transit Authority Personnel Policies and Procedures Manual, Amended and Adopted 11/04/2020, Standard Salary Ranges. “Unless otherwise required by law or policy, a standard salary schedule, consisting of either flat rates or steps of hourly and equivalent monthly salary rates in dollars for employees in full-time positions, shall be established by Resolution of El Dorado Transit.”

The El Dorado County Transit Authority (El Dorado Transit) annually adopts a personnel allocation plan/table and approves the organizational chart. The proposed salary schedule for Fiscal Year (FY) 2021/22 is included for adoption. The allocation table and organizational chart for FY 2021/22 are included on the June 3, 2021 agenda as part of a separate action.

El Dorado Transit last adopted its salary structure on February 1, 2018. The salary structure provides aligned internal equity between job classifications and establishes pay ranges. The salary structure is updated to align with any changes to the approved salary schedule based on market studies and/or cost of living adjustments.

DISCUSSION

The proposed Salary Schedule for FY 2021/22 incorporates a cost-of-living increase of one and a half (1.5%) to base salary rates for all represented employees and unrepresented employees except for the Executive Director job classification. The draft Memorandum of Understanding with the Operating Engineers Local No. 3 Transit Operators Bargaining Unit, including an increase to represented employees wage rates to be effective July 3, 2021, is included for ratification by the El Dorado Transit Board during closed session earlier in this agenda.

To comply with Board adopted policies and associated time frame for annual final budget adoption, staff recommends adoption of the attached Resolution No. 21-11 approving the FY 2021/22 Salary Schedule and Resolution No. 21-12 approving the Salary Structure.

FISCAL IMPACT

Costs associated with Resolution No. 21-11 are within the final operating budget presented in the June 3, 2021 Board Agenda as part of a separate action.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 21-11**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING THE FISCAL YEAR 2021/22 SALARY SCHEDULE
FOR UNREPRESENTED AND EXTRA HELP EMPLOYEES**

WHEREAS, Article 3.10 of the El Dorado County Transit Authority Personnel Policies and Procedures Manual provides that a salary schedule shall be established by Resolution of the Board of Directors of the El Dorado County Transit Authority; and

WHEREAS, the Manual further states “The monthly salary rates are also listed for the purpose of convenience in quotation of monthly salaries and computations for purposes of paying employees shall be on the basis of hourly rates;” and

WHEREAS, the salary schedule incorporates a one and a half percent (1.5%) Cost of Living Adjustment for all represented and unrepresented employees with the exception of the Executive Director job classification; and

NOW, THEREFORE, BE IT RESOLVED, that the following attached salary schedule is authorized by the Board of Directors of the El Dorado County Transit Authority effective the first full pay period following July 1, 2021

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 3rd day of June 2021, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Kara Taylor, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

EI Dorado County Transit Authority
PROPOSED SALARY SCHEDULE FOR FISCAL YEAR 2021/22

JOB CLASSIFICATION	STEP	1	2	3	4	5	6	7
ADMINISTRATIVE COORDINATOR - UR	Hourly	22.47	23.60	24.78	26.02	27.32	28.68	30.12
	Monthly	3,894.80	4,091.36	4,294.33	4,510.83	4,734.77	4,971.55	5,220.28
CUSTODIAN - UR	Hourly	14.41	15.13	15.89	16.68	17.52	18.39	19.31
	Monthly	2,497.73	2,622.71	2,753.92	2,891.72	3,036.45	3,188.29	3,347.76
EQUIPMENT TECHNICIAN I - UR	Hourly	19.38	20.35	21.37	22.44	23.56	24.74	25.97
	Monthly	3,359.20	3,527.16	3,703.61	3,888.91	4,083.39	4,287.57	4,501.99
EQUIPMENT TECHNICIAN II - UR	Hourly	21.39	22.46	23.58	24.76	26.00	27.30	28.67
	Monthly	3,707.60	3,893.07	4,087.72	4,292.25	4,507.01	4,732.52	4,969.29
EXECUTIVE DIRECTOR - CONTRACT	Hourly	55.48	58.25	61.17	64.23	67.44	70.81	74.35
	Monthly	9,616.53	10,097.36	10,602.28	11,132.51	11,689.25	12,273.73	12,887.51
FINANCE MANAGER - UR / C / M	Hourly	38.69	40.63	42.66	44.79	47.03	49.38	51.85
	Monthly	6,706.27	7,041.67	7,393.88	7,763.60	8,151.87	8,559.55	8,987.68
FISCAL TECHNICIAN I - UR	Hourly	17.99	18.90	19.84	20.83	21.87	22.97	24.12
	Monthly	3,118.27	3,276.00	3,438.07	3,610.01	3,790.63	3,981.99	4,181.15
FISCAL TECHNICIAN II - UR	Hourly	19.86	20.86	21.90	23.00	24.15	25.35	26.62
	Monthly	3,442.40	3,616.25	3,795.48	3,987.01	4,186.52	4,394.17	4,613.96
HUMAN RESOURCES MANAGER - UR / C / M	Hourly	36.83	38.67	40.60	42.63	44.76	47.00	49.35
	Monthly	6,383.87	6,703.15	7,036.64	7,388.51	7,758.05	8,145.97	8,553.31
MAINTENANCE AND FACILITIES SUPERVISOR - UR	Hourly	27.38	28.75	30.19	31.70	33.28	34.95	36.70
	Monthly	4,745.87	4,983.16	5,232.41	5,494.15	5,768.88	6,057.48	6,360.47
MAINTENANCE TECHNICIAN - UR	Hourly	18.91	19.85	20.85	21.89	22.98	24.13	25.34
	Monthly	3,277.73	3,439.97	3,613.83	3,794.61	3,982.68	4,181.84	4,392.79
OFFICE ASSISTANT I - UR	Hourly	14.41	15.13	15.89	16.68	17.52	18.39	19.31
	Monthly	2,497.73	2,622.71	2,753.92	2,891.72	3,036.45	3,188.29	3,347.76
OFFICE ASSISTANT II - UR	Hourly	15.90	16.70	17.54	18.41	19.34	20.30	21.32
	Monthly	2,756.00	2,893.80	3,040.27	3,190.55	3,351.92	3,517.80	3,695.47
OPERATIONS MANAGER - UR / C / M	Hourly	40.65	42.68	44.82	47.06	49.41	51.88	54.48
	Monthly	7,046.00	7,398.39	7,768.45	8,156.89	8,564.75	8,993.05	9,442.85
PLANNING & MARKETING MANAGER - UR / C / M	Hourly	30.98	32.53	34.16	35.86	37.66	39.54	41.52
	Monthly	5,369.87	5,638.36	5,920.37	6,216.43	6,527.39	6,853.77	7,196.63
SAFETY COORDINATOR - UR	Hourly	28.07	29.47	30.94	32.49	34.12	35.82	37.62
	Monthly	4,865.47	5,108.83	5,362.59	5,630.73	5,914.13	6,208.11	6,520.28
TRANSIT DISPATCHER - UR	Hourly	16.30	17.12	17.97	18.87	19.82	20.81	21.85
	Monthly	2,825.33	2,966.60	3,114.97	3,270.80	3,436.16	3,606.37	3,786.81
EXTRA HELP TRANSIT DISPATCHER - UR	Hourly	16.30	17.12	17.97				
	Monthly	2,825.33	2,966.60	3,114.97				
TRANSIT OPERATOR - FULL TIME - R	Hourly	18.62	19.55	20.53	21.56	22.63	23.77	24.96
	Monthly	3,227.47	3,388.84	3,558.36	3,736.37	3,923.23	4,119.44	4,325.53
TRANSIT OPERATOR - PART TIME - R	Hourly	18.62	19.55	20.53	21.56	22.63	23.77	24.96
	Monthly	3,227.47	3,388.84	3,558.36	3,736.37	3,923.23	4,119.44	4,325.53

El Dorado County Transit Authority

PROPOSED SALARY SCHEDULE FOR FISCAL YEAR 2021/22

JOB CLASSIFICATION	STEP	1	2	3	4	5	6	7
EXTRA HELP TRANSIT OPERATOR - UR	Hourly	18.62	19.55	20.53				
	Monthly	3,227.47	3,388.84	3,558.36				
TRANSIT OPERATIONS SUPERVISOR - UR	Hourly	25.43	26.70	28.03	29.44	30.91	32.45	34.08
	Monthly	4,407.87	4,628.35	4,858.19	5,102.93	5,358.08	5,624.32	5,907.37

UR = Unrepresented
R = Represented
C = Confidential
M = Management

Unrepresented and Management; Resolution 21-12 Proposed June 3, 2021- Effective July 3, 2021
Represented; Board Ratified June 3, 2021; Resolution 21-12 Adopted June 3, 2021; Effective July 3, 2021

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 21-12**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING THE SALARY STRUCTURE FOR THE EL DORADO
COUNTY TRANSIT AUTHORITY**

WHEREAS, the El Dorado County Transit Authority adopted a salary structure on February 1, 2018 per the Final Report of the Total Compensation Study, El Dorado County Transit Authority, October 2017 prepared by Koff & Associates; and

WHEREAS, the Salary Structure is a comprehensive arrangement of data that is vital in establishing internal equity within the job classifications of the El Dorado County Transit Authority; and

WHEREAS, the Salary Structure also enables the El Dorado County Transit Authority to establish pay ranges based on market studies including the Consumer Price Index which analyzes cost of living adjustments; and

NOW, THEREFORE, BE IT RESOLVED, that the following attached Salary Structure is authorized by the Board of Directors of the El Dorado County Transit Authority effective the first full pay date following July 1, 2021.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 3rd day of June 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 H
Consent Item

MEMORANDUM

DATE: June 3, 2021

TO: El Dorado County Transit Authority

FROM: Matthew Mauk, Executive Director

SUBJECT: Proposed Amendment Extending the Term of the Agreement with ALTA Regional Center for Client Transportation to Motherlode Rehabilitation Enterprises, Inc.

REQUESTED ACTION:
BY MOTION,

1. Approve Amendment Extending the Term of the Agreement between El Dorado County Transit Authority (El Dorado Transit) and ALTA California Regional Center (ACRC) for client transportation to Motherlode Rehabilitation Enterprises, Inc.
2. Authorize the Executive Director to execute the Amendment to the ACRC Agreement as proposed

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) provides transportation services to clients of Motherlode Rehabilitation Enterprises (M.O.R.E.) under an agreement between ALTA California Regional Center (ACRC) and El Dorado Transit. These services began in 1979 and were a cornerstone of the current public transit system. Providing this transportation has far reaching benefits to the residents of El Dorado County and the City of Placerville. Clients of M.O.R.E. learn valuable life skills, attend adult special education classes, maintain jobs, and participate in community service. M.O.R.E. staff provides “transit training” that supports independence. This transportation also provides caregivers, parents, and siblings the opportunity to go to work or other functions without driving to Placerville each morning and afternoon. Some clients with jobs use El Dorado Transit local fixed routes or Dial-A-Ride in conjunction with contracted service.

In all but one (1) year since 1984, El Dorado Transit has budgeted funds to offset the cost of these critical transportation services. This offset is included in the annual operating budget to minimize any disruptions in service. Historically, ACRC reimbursements have ranged from 100% to 3.4% of the total operational cost of service. The attached contract with ACRC was approved by the El Dorado Transit Board on May 2, 2019 for a two (2) year term from July 1, 2019 through June 30, 2021. The agreement includes a reimbursement rate of \$20.49 per one-way trip, shown as applicable through June 30, 2022.

Due to the Statewide COVID-19 restrictions, M.O.R.E. closed on March 16, 2020 and El Dorado Transit suspended scheduled service to the facility at that time. M.O.R.E. has since resumed limited client services and plans to increase onsite services as pandemic restrictions are lifted. El Dorado Transit is currently providing roughly 150 one-way trips per month to worksites and to the M.O.R.E. facility in Placerville under the existing contract.

DISCUSSION

El Dorado Transit and ACRC staff discussed possible renewal of the agreement based on the expiration date of June 30, 2021. After review, ACRC staff proposed an addendum to the existing agreement extending the term for one (1) additional year through June 30, 2022. This proposal would be consistent with ACRC's normal contract term and maintains the current one-way fee structure with no increase from the current rate of \$20.49 per one-way trip.

ACRC is responsible for purchasing client transportation for the M.O.R.E. program. Without an agreement on July 1, 2021, ACRC will have two (2) possible options for M.O.R.E. client transportation. ACRC may contract with another vendor from Sacramento County or request adding clients on the El Dorado Transit Dial-A-Ride service on a daily basis.

Staff recommends approval of the attached amendment extending the term of the existing agreement with ACRC through June 30, 2022 at the capped reimbursement per trip rate of \$20.49. If approved, El Dorado Transit staff will continue to develop M.O.R.E. client's routes for both cost and operational efficiency during the contract period.

FISCAL IMPACT

With the Board action in May 2019, the approved FY 2020/21 annual subsidy amount for ACRC contracted services was \$228,000. Due to reduced demand during the pandemic, actual expenses and reimbursements have been much lower. Through the 3rd quarter of FY 2020/21, the operating expenses were \$94,366 offset by contract reimbursements totaling \$17,457, resulting in an Agency subsidy amount of \$76,909 for the service. By fiscal year's end, the total Agency subsidy is projected to be less than \$120,000 or approximately 53% of the amount originally approved.

If approved, El Dorado Transit's costs and contract reimbursements are anticipated to increase throughout the upcoming FY 2021/22 as M.O.R.E. services are restored, and in-person client attendance increases. Consideration of the projected program use, reimbursements, and net costs have been included as a component of the operating budget preparation. Assuming the current reimbursement rate and by applying a reasonable escalator to recent expense and ridership trends, staff projects the Agency's total FY 2021/22 subsidy to be approximately \$175,000 (80% of the total cost of the service).

If approved, internal budget controls will be led by the Finance Department to maintain subsidies within the approved operating budget. Formal Board reports on the status of this program's use, expenses, and subsidy requirements will be included in the mid-year and annual Administrative Operations Reports.

AGREEMENT BETWEEN THE EL DORADO COUNTY TRANSIT AUTHORITY
AND ALTA CALIFORNIA REGIONAL CENTER
FOR TRANSPORTATION SERVICES

VENDOR H06598/895/MORE

THIS AGREEMENT, "Agreement" made this first day of July, 2019, by and between the El Dorado County Transit Authority, hereinafter referred to as "TRANSIT," and the ALTA CALIFORNIA REGIONAL CENTER, hereinafter referred to as "ACRC."

RECITALS

WHEREAS, TRANSIT operates a daily public transit system within the confines of the Western Slope of El Dorado County; and

WHEREAS, ACRC provides programs and services for the developmentally disabled, including clients served at the Motherlode Rehabilitation Enterprises, Inc. (M.O.R.E.) workshop; and

WHEREAS, the parties entered into a contract dated July, 2016 whereby TRANSIT agreed to provide transportation services to clients of ACRC at the M.O.R.E. workshop; and

WHEREAS, the Agreement to provide transportation services between the parties is mutually beneficial to the parties and the public; and

WHEREAS, ACRC is desirous of continuing to receive services from TRANSIT for transporting clients to the Motherlode Rehabilitation Enterprises, Inc. (M.O.R.E.) workshop in the City of Placerville; and

WHEREAS, TRANSIT is desirous of continuing to provide the transportation services as herein provided; and

WHEREAS, this Agreement shall supersede all prior agreements between the parties for transportation services.

NOW, THEREFORE, and in consideration of the mutual promises and agreements herein contained, it is agreed by and between the parties hereto as follows:

I. DUTIES OF PARTIES.

- A. TRANSIT agrees to transport ACRC's clientele (hereinafter referred to as clients) 5 days a week, Monday through Friday, excluding Saturdays, Sundays, and TRANSIT holidays, unless otherwise agreed by the parties.

TRANSIT reserves the right to contract out either part or all of the service described herein to a qualified transit operator/contractor. TRANSIT services as described herein will be confined to the WESTERN Slope of El Dorado County.

- B. ACRC clients shall not receive service on the following holidays unless revised by TRANSIT Resolution:

- New Year's Day (observed days vary)
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving and the day after Thanksgiving
- Christmas Eve
- Christmas Day

- C. In providing the service described in Section IA, TRANSIT may operate up to seven passenger buses with capacities of 16- 35 passengers. The current level of service is seven (7) routes. Additional service may be developed if appropriate funding is provided and the service is approved by the TRANSIT Executive Director.
- D. The buses shall only operate on routes agreed to by both parties. TRANSIT reserves the right to decline to operate over any road or route TRANSIT determines to be unsafe or inappropriate for the buses. In no event shall TRANSIT be obligated to provide service to any client where the route would exceed ninety (90) minutes from the point of pick-up to drop-off.

2. TERM.

TRANSIT shall commence services to ACRC on the first day of July, 2019 and unless amended by both parties, this Agreement shall terminate June 30, 2021. The contract is subject to termination without cause by either party with 60-days written notice.

3. AUTHORITY OF DRIVER.

- A. ACRC clients transported in TRANSIT buses shall be subject to the driver's authority and direction as the driver shall be responsible for the orderly conduct of clients while they are on the bus. Continued disorderly conduct or persistent refusal to submit to a driver's request shall subject a client to removal from the bus.
- B. TRANSIT personnel may refuse to transport, or may remove a client, if in TRANSIT'S opinion, the client, or transportation of the client, poses a threat to the health and/or safety of the client, the driver, other passengers, or TRANSIT property. TRANSIT shall, within one (1) working day following the refusal to transport the client or removal of the client, notify the ACRC Transportation Coordinator.

TRANSIT will make reasonable efforts to place a removed client into the custody of ACRC, a parent or legal guardian or any person designated by the parent or legal guardian of a client. ACRC shall make reasonable efforts to respond immediately to TRANSIT in the event of a client removal. Absent the presence of ACRC or a parent or legal guardian, the client may be released to the custody of law enforcement or another legally responsible individual.

4. RATES.

- A. The rate charged for transporting clients for the ACRC during the three years of the

Agreement shall be as follows:

	Daily Rate Per Client <u>One Way Trip</u>
July 1, 2019 – June 30, 2020	\$20.49
July 1, 2020 – June 30, 2022	\$20.49

- B. TRANSIT shall keep attendance records and submit a copy of the records with the monthly billing to ACRC. Attendance records shall include the number of trips that TRANSIT provided to each client for that billing period. Bills shall be submitted on a monthly basis. ACRC shall make all payments for the service covered by this Agreement by the 20th day following receipt of the invoice.

5. NOTICES.

Notices shall be served by U.S. mail, or in person, to the following:

EL DORADO COUNTY TRANSIT AUTHORITY:

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

ALTA CALIFORNIA REGIONAL CENTER:

Phil Bonnet, Executive Director
2241 Harvard Street, #100
Sacramento, CA 95815

6. ASSIGNMENT RESTRICTED. Neither party's rights nor obligations under this Agreement shall be assigned without the prior written consent of the other party and any assignment without consent shall be void and have no effect. Subject to this restriction, this Agreement shall inure to the benefit of and be binding on the parties and their respective successors, heirs and assigns.
7. WARRANTY OF AUTHORITY. Each signatory below hereby represents and warrants that the individual executing this Agreement on behalf of their respective party has the legal power, right, and actual authority to bind their party to the terms and conditions of this Agreement.
8. PRIOR AGREEMENTS. This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof, and no addition to or modification of any term or provisions shall be effective unless set forth in writing by all parties hereto. This Agreement shall supersede all prior agreements between the parties for transportation services.
9. SEVERABILITY. If any phrase, sentence, clause or provision of this Agreement is held invalid,

the balance of the Agreement shall not be affected, and the Agreement shall be construed to the fullest extent of the law to effectuate the terms of this Agreement.

10. CALIFORNIA LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of California.
11. WAIVERS. No waiver by any party of any provision contained in this Agreement shall be deemed a waiver of any other provision herein or of any subsequent breach by either party.
12. COUNTERPARTS. This Agreement and any and all other agreements, documents or certificates to be entered into by the parties with respect to the subject matter hereof, may be executed in multiple counterparts. Each such executed counterpart shall be considered on original, and taken together, shall constitute one and the same document. Any signature, notice or other communication with respect to the subject matter hereof may be given by telex, telecopy or other facsimile transmission, the transmission of which shall be concurrently or immediately followed by delivery (personal or by express mail) of any original thereof, and the party receiving a facsimile transmission shall be entitled to reply upon such facsimile to the same extent as if it were an original.


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

ALTA California Regional Center

By: 
Phil Bonnet, Executive Director
ALTA California Regional Center

Date: 5.13.19

El Dorado County Transit Authority

By: 
Mindy Jackson, Executive Director
El Dorado County Transit Authority


Date: 5/20/19

Attest:

By: 
Clerk of the Board

Date: 5/22/19

Approved as to Form:

By: 
Michael Tucker, Legal Counsel
El Dorado County Transit Authority

AMENDMENT FOR FURNISHING TRANSPORTATION BETWEEN
ALTA CALIFORNIA REGIONAL CENTER

AND

EL DORADO COUNTY TRANSIT AUTHORITY
VENDOR# **H06598** SERVICE CODE **895**

After reviewing the original contract which runs from **07-01-2019** through **06-30-2021**, we have found that this contract indicates a premature expiration in 2021, which should have reflected an expiration date of **6-30-2022**. The purpose of this amendment is to extend your current contract through **6-30-2022** and at that time, the contract will be up for a 2-year renewal.

All terms of the original contract remain in full force.

Executed at Sacramento, California as of the date first written above:

REGIONAL CENTER
ALTA CALIFORNIA REGIONAL
CENTER, INC

By: _____
Phil Bonnet, Executive Director

VENDOR: EL DORADO COUNTY
TRANSIT AUTHORITY (H06598)

By: _____
Name & Title

AGENDA ITEM 1 I
Consent Item

MEMORANDUM

DATE: June 3, 2021

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Consider participation in California Employers' Pension Prefund Trust (CEPPT) fund

REQUESTED ACTION:
BY MOTION,

1. Approve participation in California Employers' Pension Prefund Trust (CEPPT) fund
2. Adopt Resolution No. 21-15 authorizing the Executive Director, Board Chair and Board Vice-Chair to execute all documents necessary for the participation in the CEPPT
3. Authorize the initial contribution amount of \$200,000

BACKGROUND

In September of 2018, the California State Legislature passed Senate Bill 1413 (SB 1413) which created the California Employers' Pension Prefunding Trust (CEPPT). The CEPPT is a special irrevocable trust fund, in the California State Treasury, that allows State and local public agencies that provide a defined benefit pension plan to their employees to prefund their pension contributions. A defined benefit plan is prefunded when it is a trust fund for the purpose of investing employer payments toward future required pension contributions. Required pension contributions include any pension liabilities, ongoing payroll contributions and administrative costs.

DISCUSSION

Under SB 1413, CalPERS has implemented a new CEPPT trust fund that allows public employers to prefund their future pension costs. The new program provides the state and public agencies an additional investment vehicle to accumulate assets over time to help manage long-term costs. Establishing a CEPPT trust fund provides an opportunity for El Dorado County Transit Authority (El Dorado Transit) to address its pension costs and liabilities.

Some of the benefits of the CalPERS CEPPT Trust:

- Assets in the trust can be used to manage growing pension liabilities, including future normal costs and UAL payments.

- Contributions to the Trust, from both a funding and timing perspective, are controlled by El Dorado Transit and are voluntary.
- Promotes fiscal responsibility and accountability for El Dorado Transit to deal with long term pension liabilities and costs.
- El Dorado Transit can select an asset allocation strategy that matches its tolerance for risk, given the investment time horizon.
- Assets held in trust allow for greater investment flexibility and risk diversification compared to El Dorado Transit's general investments.
- Assets can be used to stabilize rates – to offset unexpected contribution rate increases or be used as a rainy-day fund when revenues are impaired based on economic or other conditions.
- The Trust is used to reimburse El Dorado Transit for CalPERS contributions or for making direct payments to CalPERS.
- Provides effective cost management, low administrative fees, investment management, GASB compliant financial reporting, streamlined transfers, and an established working relationship with CalPERS.

FISCAL IMPACT

With the requested action, staff recommends El Dorado Transit participate in the California Employers' Pension Prefund Trust (CEPPT) fund with an initial contribution amount of \$200,000 in FY 2021/22.

The financial position of El Dorado Transit will be reviewed each year in the fourth quarter to advise the Board if funding is available and warranted for additional contributions on an annual basis.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 21-15**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY AUTHORIZING PARTICIPATION IN THE CALIFORNIA PUBLIC
EMPLOYEES' RETIREMENT SYSTEM, CALIFORNIA EMPLOYERS' PENSION
REFUNDING TRUST**

WHEREAS, the El Dorado County Transit Authority (El Dorado Transit) was established as a Joint Powers Agreement (JPA) to provide transit services on the Western Slope of El Dorado County; and

WHEREAS, in 1994 El Dorado Transit adopted resolution 94-10 establishing participation in the California Public Employees' Retirement System (CalPERS); and

WHEREAS, in 2019, CalPERS opened for participation the California Employers' Pension Prefund Trust (CEPPT) fund. It is a Section 115 Employer Pension Contribution prefunding trust that allows state and local public agencies that participate in defined benefit public pension system to voluntarily prefund employer contributions; and

WHEREAS, El Dorado Transit has deemed it to be in the financial interest to open a CEPPT to pre-fund the pension unfunded liability and Future Normal Cost associated with required pension contributions; and

NOW THEREFORE, BE IT RESOLVED, that the El Dorado Transit hereby approves and directs staff to join the California Employers' Pension Prefund Trust; and

NOW THEREFORE, BE IT RESOLVED, that the El Dorado County Transit Authority hereby authorizes the Executive Director and the Board Chair to execute required documentation for participation in the in the California Employers' Pension Prefund Trust;

NOW THEREFORE, BE IT RESOLVED, that the El Dorado County Transit Authority delegates authority to request disbursements to the Executive Director, Chair and Vice-Chair; and

NOW THEREFORE, BE IT RESOLVED, that the El Dorado Transit hereby approves and directs staff to pre-fund the trust with \$200,000; and

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 3rd day of June 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Kara Taylor, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 1 J
Consent Item

MEMORANDUM

DATE: June 3, 2021
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Blanket Purchase Order Revision for Fiscal Year 2020/21

REQUESTED ACTION:

BY MOTION,

Approve Revised Blanket Purchase Order B26012 to Gillig LLC in the amount not to exceed \$55,000 for Fiscal Year 2020/21

BACKGROUND

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

DISCUSSION

Typically, Blanket Purchase Orders (BPO's) for the current fiscal year are analyzed for revisions during the Mid-Year Budget adjustment process and brought before the Board for needed increases at the February meeting.

Today we are bringing forward the BPO for Gillig LLC for increase as additional repair parts are need that are above the approved amount.

Purchase Order B26012 – Gillig LLC

5040.00	Maintenance – Vehicles/Equip.	\$40,000	\$55,000
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FISCAL IMPACT

The increase of this blanket purchase order is within the current adopted operating budget.

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

REVISED 05/26/21

PURCHASE ORDER NO. B26012

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

DATE: 07/01/20

ACCOUNT: 5040

CLASS: 110

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

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

Contact: Lee Petersen

Vendor Phone No: (510) 785-1500

Fax No: (510) 785-6819

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21		NOT TO EXCEED: \$55,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$55,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$55,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

AGENDA ITEM 2 A
Action Item

TIMED ITEM

1:05 PM

PUBLIC HEARING

MEMORANDUM

DATE: June 3, 2021

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Fiscal Year 2021/22 Final Operating Budget

REQUESTED ACTION:
BY MOTION,

1. Open Public Hearing
2. Accept Public Comment
3. Close Public Comment
4. Adopt Resolution No. 21-13 Finalizing the Operating Budget for Fiscal Year 2021/22
5. Adopt Resolution No. 21-16 Approving the Fiscal Year 2021/22 Allocation Table
6. Adopt Fiscal Year 2021/22 Organizational Chart

BACKGROUND

The Bylaws of the El Dorado County Transit Authority (El Dorado Transit) state: *“The Executive Director shall propose a final operating budget...to the Board on or before June 15 of each year. Final operating...budget shall be adopted by the Board on or before July 15 of each year.”*

Board actions to date related to the Fiscal Year (FY) 2021/22 Operating Budget:

March 4, 2021	Presentation of the preliminary Operating Budget for FY 2021/22 and appointment of an Ad Hoc Budget Review Committee
	Adoption of Resolution No. 21-05 authorizing the Executive Director to claim Transportation Development Act (TDA) funds for the FY 2021/22 Operating Budget
April 1, 2021	Adoption of Resolution No. 21-07 for the preliminary Operating Budget for FY 2021/22, including minor revisions recommended by the Ad Hoc Committee

The El Dorado Transit, Transit Advisory Committee (TAC) met on May 19, 2021 and approved the presentation of the FY 2021/22 Operating Budget to the Board.

DISCUSSION

The proposed final Operating Budget for FY 2021/22 presented for consideration is balanced to projected revenues and includes total operating expenses of \$8,198,284. As noted in the attached budget report there are eleven (11) changes, highlighted in bold, between the proposed FY 2021/22 Operating Budget approved on April 1, 2021 and the final version proposed for adoption. These changes include the following:

Revenue

- 4270.00 – Two (2) adjustment made to balance budget after recognizing final revenue and expense line item estimates
- 4100.00 – Actual allocation amounts have been provided by the State.
- 4100.00 – Line item added to recognize the allocation of Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds for rural services
- 4112.00 – Adjustment made to recognize the portion of Federal funds allocated to Preventative Maintenance (PM) with the remainder allocated to Capital
- 4100.00 – Line item added to recognize the allocation of Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds for urban services
- 5060.00 – Offset Reserve Funds (ORF) restricted funds held by California Transit Indemnity Pool (CalTIP) for use towards future premiums has been adjusted to actual

Total change of \$325,250

Salary and Benefit Accounts

- 5020.05 – Workers' Compensation Insurance Premium has been adjusted to reflect actual premium

Total change of \$70,000

Service and Supply Accounts

- 5060.01 - Insurance Premium Liability Package has been adjusted to reflect actual premium
- 5060.02 - Insurance Premium Physical Damage Package has been adjusted to reflect actual premium
- 5060.04 - Insurance Premium Employment Practices Liability Insurance (ELPI) Package has been adjusted to reflect actual premium

All other revenue and expenditure projections remain unchanged from the last Operating Budget presented for approval in April 2021. The Executive Director and Finance Manager will continue to closely monitor actual revenues and expenses. Per the El Dorado Transit Bylaws, the Board delegates authority to the Executive Director to adjust expenditures between line items within the same major budget categories, provided that total expenditures remain within the adopted budget.

The annual Operating Budget is typically brought before the Board at least one more time at the mid-year point for approval of significant adjustments. Any recommended revisions to the Board adopted FY 2020/21 Operating Budget will be presented for full consideration in open session.

Staff recommends adoption of the attached Resolution No. 21-13 finalizing the El Dorado Transit Operating Budget for FY 2021/22.

FISCAL IMPACT

The proposed final Operating Budget for FY 2021/22 reflects \$8,198,284 in total operating expenditures balanced to projected available Federal, State and project specific revenues.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 21-13**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING THE FINAL OPERATING
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 7.2 of the Bylaws further require, *“Final operating budget shall be adopted by the Board on or before July 15 of each year.”*; and

WHEREAS, the preliminary Fiscal Year 2021/22 operating budget was presented at public meeting on March 4, 2021: and

WHEREAS, the preliminary Fiscal Year 2021/22 operating budget was adopted at public meeting on April 1, 2021: and

WHEREAS, the proposed operating budget for Fiscal Year 2021/22 ending June 30, 2022 is based upon the current level of service; and

WHEREAS, the proposed Fiscal Year 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 final operating budget for Fiscal Year 2021/22 ending June 30, 2022 considered at the June 3, 2021 Board meeting.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 3rd day of June 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 FINAL OPERATING BUDGET 2021/2022

OPERATING BUDGET		FY 2021/2022 Preliminary Adopted 04/01/2021	FY 2021/2022 Final Proposed 06/03/2021	Difference
REVENUE ACCOUNTS				
4000.00	Transportation Development Act (TDA/LTF)	\$5,566,463	\$5,566,463	\$0
4270.00	State Transit Assistance (TDA/STA)	\$1,278,616	\$523,523	-\$755,093
4270.00	State Transit Assistance (TDA/STA) Deferred	\$329,809	\$0	-\$329,809
4270.01	State Transit Assistance (TDA/STA)/State of Good Repair (SGR)	\$273,467	\$273,467	\$0
4970.00	Interest Income	\$10,000	\$10,000	\$0
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$538,231	\$558,840	\$20,609
4100.00	Federal Transit Administration (FTA) CRRSAA Act Section 5311 Grant	\$0	\$738,717	\$738,717
4300.00	Cash Fares	\$77,000	\$77,000	\$0
4310.00	Contract Services	\$24,720	\$24,720	\$0
4320.00	Charter Services	\$0	\$0	\$0
4330.00	Commuter Route Fare Media	\$61,800	\$61,800	\$0
4350.00	Local Route Fare Media	\$25,750	\$25,750	\$0
4360.00	Paper Scrip	\$7,210	\$7,210	\$0
4400.00	sation	\$5,000	\$5,000	\$0
4990.00	Misc. Revenue	\$400	\$400	\$0
4107.03	Fair Shuttle AB2766 Grant	\$0	\$0	\$0
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant	\$50,000	\$50,000	\$0
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$250,000	\$43,520	-\$206,480
4112.00	Federal Transit Administration (FTA) CRRSAA Act Section 5307 Grant	\$0	\$183,509	\$183,509
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$25,068	\$48,365	\$23,297
TOTAL REVENUES		\$8,523,534	\$8,198,284	-\$325,250
SALARY & BENEFIT ACCOUNTS				
5010.00	Regular Employees	\$3,319,384	\$3,319,384	\$0
5010.02	Temporary Employees	\$100,000	\$100,000	\$0
5010.07	Overtime	\$50,000	\$50,000	\$0
5010.08	On Call Pay	\$7,000	\$7,000	\$0
5010.09	CRDI and Shift Pay	\$20,000	\$20,000	\$0
5020.01	Employee Retirement	\$600,000	\$600,000	\$0
5070.01	(OASDI - Payroll Tax) FICA	\$4,000	\$4,000	\$0
5070.02	MEDICARE - Payroll Tax	\$50,000	\$50,000	\$0
5020.02	Health Insurance	\$1,078,000	\$1,078,000	\$0
5020.03	Unemployment Insurance	\$100,000	\$100,000	\$0
5020.04	LT Disability/Life Ins	\$32,000	\$32,000	\$0
5020.05	Worker's Comp	\$420,000	\$350,000	-\$70,000
TOTAL SALARY & BENEFITS		\$5,780,384	\$5,710,384	-\$70,000
SERVICE & SUPPLY ACCOUNTS				
5090.02	Clothing & Supplies	\$3,500	\$3,500	\$0
5090.05	Uniforms - Other	\$12,000	\$12,000	\$0
5050.01	Communications - Phone	\$35,000	\$35,000	\$0
5090.20	Communications - Radio	\$1,000	\$1,000	\$0
5090.01	Household Expenses	\$16,500	\$16,500	\$0
5060.01	Insurance Premiums/Public Liability	\$651,000	\$394,000	-\$257,000
5060.02	Insurance Premiums/Physical Damage	\$26,250	\$27,000	\$750
5060.03	Insurance Premiums/Commercial	\$14,700	\$14,700	\$0
5060.04	Insurance Premium EPLI Package	\$21,000	\$22,000	\$1,000
5090.06	Service Contracts/Equipment	\$190,000	\$190,000	\$0
5160.07	Park and Ride Maintenance	\$14,000	\$14,000	\$0
5160.01	Maintenance/Buildings	\$7,500	\$7,500	\$0
5160.03	Maintenance/Equipment	\$4,000	\$4,000	\$0
5160.05	Maintenance/Grounds	\$6,500	\$6,500	\$0
5160.09	Maintenance/Bus Stop	\$3,000	\$3,000	\$0
5160.00	Maintenance/Other	\$2,500	\$2,500	\$0
5040.00	Vehicle Maintenance (In-House)	\$376,000	\$376,000	\$0
5040.02	Vehicle Maintenance/Tires & Tubes	\$99,000	\$99,000	\$0
5040.03	Vehicle Maintenance/Lubricants	\$29,700	\$29,700	\$0
5040.04	Vehicle Maintenance/Small Tools - Shop	\$5,000	\$5,000	\$0
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$23,000	\$23,000	\$0
5090.50	Safety Equipment/Training	\$125,000	\$125,000	\$0
5090.40	Memberships	\$5,800	\$5,800	\$0
5090.70	Office Expense	\$15,000	\$15,000	\$0
5090.80	Postage	\$4,000	\$4,000	\$0
5090.00	Operating Expense - Other	\$2,000	\$2,000	\$0
5030.00	Professional Services	\$250,000	\$250,000	\$0
5030.10	Employee Medical Exams	\$8,500	\$8,500	\$0
5030.30	Background Checks	\$2,000	\$2,000	\$0
5090.08	Pubs/Legal Notices	\$2,500	\$2,500	\$0
5090.75	Printing	\$14,000	\$14,000	\$0
5120.02	Rents/Leases - Equipment	\$23,000	\$23,000	\$0
5120.03	Rents/Leases Park and Rides	\$9,000	\$9,000	\$0
5140.01	Equipment Purchase - Data Processing	\$1,000	\$1,000	\$0
5140.05	Equipment Purchase - Office	\$1,800	\$1,800	\$0
5150.00	Special Department Expense	\$1,500	\$1,500	\$0
5150.01	Marketing	\$12,000	\$12,000	\$0
5090.30	Staff Development/Travel	\$15,000	\$15,000	\$0
5040.01	Fuel Purchase	\$345,000	\$345,000	\$0
5090.72	Bank Charges	\$400	\$400	\$0
5090.73	Credit Card Charge Fees	\$3,500	\$3,500	\$0
5090.74	Connect Card Administration Expenses	\$34,000	\$34,000	\$0
5050.02	Utilities	\$56,000	\$56,000	\$0
5050.03	Utilities/ Park & Rides	\$22,000	\$22,000	\$0
4108.03	Fair Shuttle AB2766 Grant	\$0	\$0	\$0
6270.00	Contingency	\$249,000	\$249,000	\$0
TOTAL SERVICES AND SUPPLIES		\$2,743,150	\$2,487,900	-\$255,250
TOTAL OPERATING EXPENSES		\$8,523,534	\$8,198,284	-\$325,250

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 21-16**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING A PERSONNEL ALLOCATION TABLE FOR FISCAL
YEAR 2021/22

WHEREAS, the Governing Board of El Dorado County Transit Authority is authorized to adopt an annual fiscal year personnel allocation plan; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of El Dorado Transit:

1. The Board adopts the attached Personnel Allocation Table as a maximum allocation of personnel for the fiscal year 2021/22.
2. The Board authorizes the Executive Director to utilize extra-help employees as necessary to meet the service needs of the public.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 3rd day of June 2021, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Kara Taylor, Chairperson

ATTEST:

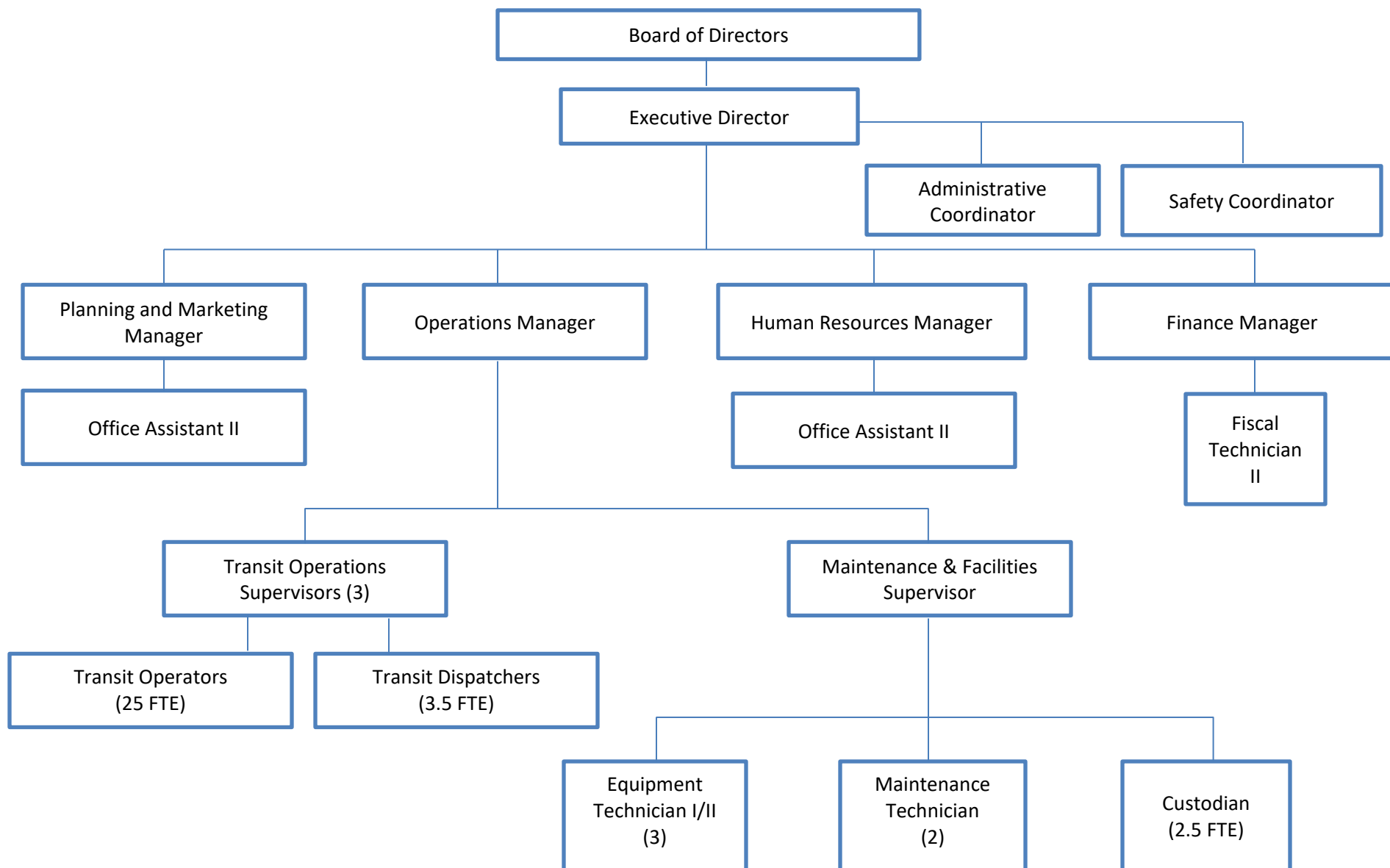
Megan Wilcher, Secretary to the Board

EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED
PERSONNEL ALLOCATION TABLE
Fiscal Year (FY) 2021/22

Classification	Adopted FY 2020/21 (fte*)	Proposed FY 2021/22 (fte*)
Administrative Coordinator	1	1
Custodian	2.5	2.5
Equipment Technician I/II	3	3
Executive Director	1	1
Finance Manager	1	1
Fiscal Technician II	1	1
Human Resources Manager	1	1
Information Technology Analyst	0	0
Maintenance and Facilities Supervisor	1	1
Maintenance Technician	2	2
Office Assistant II	2	2
Operations Manager	1	1
Planning and Marketing Manager	1	1
Transit Operations Supervisor	3	3
Safety Coordinator	1	1
Transit Dispatcher	3.5	3.5
Transit Operator	25	25
<i>TOTAL ALLOCATED POSITIONS</i>	<i>50</i>	<i>50</i>

* fte = Full Time Equivalent

**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED ORGANIZATIONAL CHART
FISCAL YEAR 2021/2022**



AGENDA ITEM 2 B
Action Item

TIMED ITEM

1:06 PM

PUBLIC HEARING

MEMORANDUM

DATE: June 3, 2021

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

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

REQUESTED ACTION:

BY MOTION,

- 1. Open Public Hearing**
- 2. Accept Public Comment**
- 3. Close Public Comment**
- 4. Adopt Resolution No. 21-14 Finalizing the Fiscal Year 2021/22 Capital Improvement Plan and Capital Budget**

BACKGROUND

The Bylaws of the El Dorado County Transit Authority (El Dorado Transit) state: *“The Executive Director shall propose... a final capital budget to the Board on or before June 15 of each year. Final...capital budget shall be adopted by the Board on or before July 15 of each year.”*

Board actions to date related to the Fiscal Year (FY) 2021/22 Capital Improvement Plan (CIP) and Capital Budget:

March 4, 2021	Presentation of the preliminary Capital Budget for FY 2021/22 and appointment of an Ad Hoc Budget Review Committee
April 1, 2021	Adoption of the preliminary CIP and Budget for FY 2021/22

DISCUSSION

The El Dorado County Transit Authority Capital Improvement Plan, Fiscal Year 2021/22 recommends capital projects and identifies funding for maintenance facility projects, vehicle purchase, software and hardware upgrades, safety and security, and park and ride improvements. Staff recommends adoption of Resolution 21-14 finalizing the FY 2021/22 CIP and corresponding Capital Budget as presented.

Projects that have been closed or completed, between the proposed FY 2021/22 Capital Budget approved on April 1, 2021 and the final version proposed for adoption. These include the following:

- 14-03 Metal Fabrication Tools
- 19-03 Administration Building Safety Improvements
- 20-01 Facility Surveillance Upgrade

As noted in the attached CIP there are three (3) changes, highlighted in bold.

- Project 20-02, Automatic Bus Washer Retrofit, budget has been updated to reflect revised costs based on the issuance of an RFP. This information has been provided in the agenda under a separate item.
- Project 20-04, Maintenance Facility Swamp Cooler and Steam Cleaner Modifications, budget has been adjusted to reflect the anticipated completion of the Swamp Cooler portion of this project in FY 2021/22
- Project 20-06, Vehicle Replacement-Demand Response-Transit Van, the budget has been adjusted to include \$12,200 in vehicle surplus income restricted for use under the Federal Transit Administration (FTA) Grant Section 5310.

One (1) additional project has been added.

- 21-04, Bass Lake Park & Ride – Phase I, has been included to allocated FTA section 5307 funds towards the buildout of lot spaces.

FISCAL IMPACT

The proposed Final FY 2021/22 Capital Budget as presented today reflects an overall budget of \$9,819,472.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 21-14**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING THE FINAL CAPITAL
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 7.2 of the Bylaws further require, *“Final capital budget shall be adopted by the Board on or before July 15 of each year.”*; and

WHEREAS, the preliminary Fiscal Year 2021/22 capital budget was presented at public meeting on March 4, 2021: and

WHEREAS, the preliminary Fiscal Year 2021/22 capital budget was adopted at public meeting on April 1, 2021: and

WHEREAS, the proposed capital budget for Fiscal Year 2021/22 ending June 30, 2022 is based upon the current level of service; and

WHEREAS, the proposed Fiscal Year 2021/22 capital 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 final capital budget for Fiscal Year 2021/22 ending June 30, 2022 considered at the June 3, 2021 Board meeting.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 3rd day of June 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Kara Taylor, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

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 2020/21 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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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)

Adopted Budget

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>

Adopted into CIP	Status	Estimated Completion Date
FY 2016 / 2017	Active	FY 2021 / 2022

Bus Shelters Amenities – 5 Year Plan

Project No. 18-02

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

COST SUMMARY (ESTIMATE)

Adopted Budget

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>

Adopted into CIP	Status	Estimated Completion Date
FY 2017 / 2018	Active	FY 2022 / 2023

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

FUNDING SOURCE

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

Adopted into CIP	Status	Estimated Completion Date
FY 2018 / 2019	Active	FY 2021 / 2022

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.

<i>COST SUMMARY (ESTIMATE)</i>	Adopted <u>Budget</u>	Proposed <u>Budget</u>
Automatic Bus Washer Retrofit	\$100,000	\$157,333
10% Contingency	\$ 10,000	\$ 15,733
<i>Total Project Cost</i>	\$110,000	\$173,066

FUNDING SOURCE

Federal Transit Administration (FTA) 5307	\$ 80,503	\$ 80,503
State Transit Assistance (STA)	\$ 24,497	\$ 92,563
<i>Total Revenue</i>	\$110,000	\$173,066

Adopted into CIP	Status	Estimated Completion Date
FY 2019 / 2020	Active	FY 2021 / 2022

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>

Adopted into CIP	Status	Estimated Completion Date
FY 2019 / 2020	Active	FY 2024 / 2025

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 05/14/2021
1304	2013 Dodge Caravan	193,849

COST SUMMARY (ESTIMATE)

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

FUNDING SOURCE

Federal Transit Administration (FTA)		
Section 5310 Grant	\$56,000	\$56,000
Reserved Revenue (5310)	- 0 -	\$12,200
State Transit Assistance (STA)	<u>\$30,900</u>	<u>\$18,700</u>
<i>Total Revenue</i>	<i>\$86,900</i>	<i>\$86,900</i>

Adopted into CIP	Status	Estimated Completion Date
FY 2019 / 2020	Active	FY 2021 / 2022

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>Adopted 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>

Adopted into CIP	Status	Estimated Completion Date
FY 2020 / 2021	Active	FY 2021 / 2022

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 <u>05/14/2021</u>
0702	Dodge Dakota Truck	76,531

COST SUMMARY (ESTIMATE)

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

FUNDING SOURCES

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

Adopted into CIP	Status	Estimated Completion Date
FY 2020 / 2021	Active	FY 2021 / 2022

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>

Adopted into CIP	Status	Estimated Completion Date
FY 2021 / 2022	Proposed	FY 2021 / 2022

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

Adopted into CIP	Status	Estimated Completion Date
FY 2021 / 2022	Proposed	FY 2025 / 2026

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

Adopted into CIP	Status	Estimated Completion Date
FY 2021 / 2022	Proposed	FY 2025 / 2026

Bass Lake Park & Ride – Phase I

Project No. 22-04

All work related to the completion of the Bass Lake Hills Park and Ride, during or after preliminary construction of the facility.

The El Dorado County Transit Authority Park-and-Ride Facilities Master Plan (2017) identified the Bass Lake Hills Park and Ride location as the #3 Priority Site for development. The assumption was that the land for the facility would come from development activity within the Bass Lake Hill Specific Plan. In 2018, through Irrevocable Offers of Dedication provided by a developer, El Dorado Transit took title to portions of two parent parcels on the west side of Bass Lake Road at the future Country Club Drive, totaling 2.4 acres. Rough grading of the site, as part of the reconstruction of Bass Lake Road at the Country Club Drive intersection, was completed in 2020. More recently, a Condition of Approval for the Bass Lake North subdivision will require the developer to construct 100 spaces of the park and ride facility. That construction will create the basic park and ride facility, which includes drainage, finish grading and paving, and construction may begin in the 21/22 FY.

Additional improvements that will be needed to be able to place the facility in service, include signage, landscaping and lighting, bus shelters and EV charging stations.

COST SUMMARY (ESTIMATE)

	<u>Proposed Budget</u>
Bass Lake Park & Ride	\$ 380,000
10% Contingency	<u>\$ 38,000</u>
<i>Total Project Cost</i>	<i>\$ 418,000</i>

FUNDING SOURCE

Federal Transit Administration (FTA)	\$ 300,000
Section 5307 - Capital	
State Transit Assistance	<u>\$ 118,000</u>
<i>Total Revenue</i>	<i>\$ 418,000</i>

Adopted into CIP	Status	Estimated Completion Date
FY 2021 / 2022	Proposed	FY 2025 / 2026

El Dorado County Transit Authority

Preliminary Capital Improvement Plan Budget FY 2021/22

Status	CIP Project Number	Project Description	Completion Estimate (FY)	Project Budget	FY 2021/22 Expenditures	STA* \$1,845,858	FTA Section 5307 \$380,503	FTA Section 5310 \$68,200	LCTOP \$140,523	Unfunded
ACTIVE	17-05	Maintenance Facility - Safety and Equipment	2021/22	\$52,000	\$10,000	\$52,000				\$0
ACTIVE	18-02	Bus Shelter Amenities (5 yr. plan)	2022/23	\$165,000	\$50,000	\$165,000				\$0
ACTIVE	19-01	IT Upgrade and Replacement 5 Year Plan	2021/22	\$140,635	\$28,000	\$140,635				\$0
ACTIVE	20-02	Automatic Bus Washer Retrofit	2021/22	\$173,066	\$173,066	\$92,563	\$80,503			\$0
ACTIVE	20-04	Maintenance Facility Swamp Cooler and Steam Cleaner Modifications	2024/25	\$151,335	\$59,372	\$151,335				\$0
ACTIVE	20-06	Vehicle Replacement - Demand Response - Transit Van	2021/22	\$86,900	\$86,900	\$18,700		\$68,200		\$0
ACTIVE	21-01	On-Board Camera System Power Supply Upgrades	2021/22	\$31,441	\$31,441	\$31,441				\$0
ACTIVE	21-02	Vehicle Replacement - Maintenance Truck	2021/22	\$31,095	\$31,095	\$31,095				\$0
PROPOSED	22-01	Administration / Maintenance Facility Equipment (recurring)	2021/22	\$40,000	\$40,000	\$40,000				\$0
PROPOSED	22-02	Park and Ride Parking Lot Resurfacing	2025/26	\$250,000	\$30,000	\$250,000				\$0
PROPOSED	22-03	Zero Emission Vehicles and Infrastructure	2025/26	\$8,280,000	\$0	\$871,363			\$140,523	\$7,268,114
PROPOSED	22-04	Bass Lake Park & Ride - Phase I	2025/26	\$418,000	\$0	\$118,000	\$300,000			
Project Totals				\$9,819,472	\$539,874	\$1,962,132	\$380,503	\$68,200	\$140,523	\$7,268,114
Remaining Funds Available						-\$116,274	\$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 2 C
Action Item

MEMORANDUM

DATE: June 3, 2021

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Ratification of the Executive Director Employment Contract

REQUESTED ACTION:

BY MOTION,

Final ratification of the Executive Director Employment Contract as Amended and Potential Salary Adjustment

BACKGROUND

July 9, 2020 The El Dorado County Transit Authority Board (Board) negotiated and approved the terms of an employment contract with current Executive Director, Matthew Mauk in an open, public meeting. The term of the employment contract shall end on June 30, 2023.

DISCUSSION

The matter before the Board today is final approval of a request to place the Executive Director on Step Two (2) of the Adopted Salary Schedule effective the beginning of the first full, biweekly pay period following approval. Also requested is revising the current employment agreement to include an agency sponsored contribution to a deferred compensation retirement account, equal to 2.5% of base salary, in lieu of the current \$400 annual matching contribution afforded all management staff, as amended.