



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING AGENDA

Thursday, August 5, 2021; 1:00 PM

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

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

Executive Director: Matthew Mauk

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

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

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

Participate by Computer:

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

Participate by Phone:

1-669-900-6833

Meeting ID: 833-772-503

Passcode: 2021

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR

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

OPEN FORUM

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

1.	<u>CONSENT CALENDAR</u>	<u>PAGE</u>
	A. Approve Conformed Minutes of Regular Meeting June 3, 2021	4
	B. Receive and File May and June 2021 Check Register	9
	C. Receive and File May and June 2021 Ridership Report	14
	D. 1. Adopt Resolution No. 21-18 Authorizing the Executive Director to Execute All Documents for the California State of Good Repair Grant Program	18
	2. Adopt Resolution No. 21-19 Authorizing the California State of Good Repair Project List	
	E. Approve the extension of the Employee Referral and New Hire Incentive Programs	22
	F. Approve Retroactive Purchase Order 26201 issued to Luminator Technology Group, Inc. in the amount of \$31,441.00	28
2.	<u>ACTION ITEMS</u>	
	TIMED ITEM 1:05 PM	
	A. Public Hearing to Adopt Resolution No. 21-17 Approving Fare Changes	30
	B. 1. Award Contract for Information Technology Services per Request for Proposals #21-01	46

2. Authorize the Executive Director to execute the Information Technology Support Services contract pending final review and approval of Legal Counsel
3. Approve Blanket Purchase Order No. B27181 issued to RTS Computer Services in an amount not to exceed \$62,000 for Information Technology Support Services
- C. 1. Receive presentation from FreeWire Technologies regarding a proposed fast electric vehicle charging infrastructure grant project 78
2. Authorize the Executive Director to sign a non-binding Letter of Commitment to be a potential grant project beneficiary for installation of FreeWire electric vehicle chargers

3. INFORMATION ITEMS

- A. Workers Compensation Trending Report 81
- B. Newsletter - July through September 2021 88

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

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

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
Paragraph (1) of subdivision (d) of Section 54956.9
Name of case: Saulter; ADJ13341056, ADJ13328925.

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED BOARD MEETING
OF THE EL DORADO COUNTY TRANSIT AUTHORITY
Thursday, September 2, 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, 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

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.

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

Recessed to Closed Session at 1:02 PM

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

Reconvened to Open Session at 1:15 PM. In Closed Session the Board unanimously voted to approve the tentative agreement between the El Dorado County Transit Authority and the Operating Engineers Local No. 3 containing the following terms which are available for public inspection:

Effective July 3, 2021 salary schedule increase in the amount of 1.5% and Amendments to language impacting the following Articles:

**Article 1 – Terms and Conditions
Article 2 – Authorized Agents
Article 4 – Union Rights
Article 9 – Performance Evaluations
Article 12 – Holidays
Article 21 – Reduction in Force**

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: Neau/Parlin

Ayes: Hidahl, Neau, Parlin, Taylor, Turnboo

OPEN FORUM

None

1. CONSENT CALENDAR

- A.** Approve Conformed Minutes of Regular Meeting May 6, 2021
- B.** Receive and File April 2021 Check Register
- C.** Receive and File April 2021 Ridership Report
- D.**
 - 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
- E.** Approve Charter Rate of \$190.00 per Hour for Fiscal Year 2021/22
- F.**
 - 1.** Award contract for Bus Wash Retrofit at the El Dorado County Transit Authority facility to the lowest responsible bidder
 - 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
 - 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
- 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
- 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

2. **ACTION ITEMS**

TIMED ITEM 1:05 PM

- A. 1. Public Hearing to Adopt Resolution No. 21-13 Finalizing the Operating Budget for Fiscal Year 2021/22
- 2. Adopt Resolution No. 21-16 Approving the Fiscal Year 2021/22 Allocation Table
- 3. Adopt Fiscal Year 2021/22 Organizational Chart

Action: Chair Taylor opened the Public Hearing to accept public comment on the proposed final Operating Budget for Fiscal Year 2021/22. There was no public comment on this item.

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

TIMED ITEM 1:06 PM

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

Action: Chair Taylor opened the Public Hearing to accept public comment on the proposed final Capital Improvement Plan and Capital Budget for Fiscal Year 2021/22. There was no public comment on this item.

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

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

Action: The Board unanimously approved the final ratification of the Executive Director Employment Contract and a salary increase to Step 2

M/S: Parlin/Hidahl

Ayes: Hidahl, Neau, Parlin, Taylor, Turnboo

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

* Verbal Report

ADJOURNMENT

Chairperson Taylor adjourned the meeting at 1:44 PM. The next meeting will be a regular meeting scheduled for Thursday, August 5, 2021.

Respectfully Submitted,

**Megan Wilcher
Secretary to the Board**

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: August 5, 2021
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Receive and File May and June 2021 Check Registers

REQUESTED ACTION:
BY MOTION,
Receive and File May and June 2021 Check Registers

BACKGROUND

The following check registers include routine transactions for the months of May and June 2021. These expenditures fall within budgets adopted by the El Dorado County Transit Authority Board of Directors.

DISCUSSION

Nine (9) items merit further detail:

Check #35267 – Employment Development Department.....\$6,370.38
This warrant pays the obligation for the 1st quarter of 2021 unemployment insurance – reimbursable account using Local Transportation Funds (LTF).

Check #35273 – El Dorado County Transportation Commission.....\$2,390.07
This check pays an obligation for work to date on the Zero Emission Bus Fleet Conversion Plan (ZEB) using Local Transportation Funds (LTF).

EFT TRANS; 05/26/2021 – Public Employers’ Retirement System.....\$51,022.00
This EFT Transfer pays an obligation for the Unfunded Liability for Other Post-Employment Benefits (OPEB) for unrepresented employees covering fiscal year 2020/21 using Local Transportation Funds (LTF).

Check #35309 – City of Placerville.....\$11,838.24
This warrant pays the obligation for Progress Payments #3 and #4 for costs associated with the Upper Broadway Bus Shelter Improvement project using State Transit Assistance (STA) funds; CIP Project #17-03.

EFT TRANS; 06/15/2021 – Public Employers’ Retirement System.....\$5,234.00
This transfer pays an obligation for an Additional Contribution towards Annual Unfunded Liability for PEPRA Employees for fiscal year (FY) 2020/21 using Local Transportation Funds (LTF).

EFT TRANS; 06/15/2021 – Public Employers’ Retirement System.....\$65,683.00
This transfer pays an obligation for an Additional Contribution towards Annual Unfunded Liability for CLASSIC Employees for fiscal year (FY) 2020/21 using Local Transportation Funds (LTF).

Check #35363 – Protelesis.....\$9,173.00
This check pays an obligation for a three (3) Year Maintenance Agreement for the Mitel phone system using Local Transportation Funds (LTF).

EFT TRANS; 06/28/2021 – Public Employers’ Retirement System.....\$100,000.00
This EFT Transfer pays an obligation for participation in the California Employers’ Pension Prefunding Trust (CEPPT) Strategy 1, to prefund employer contributions to defined benefit pension systems approved by Resolution 21-15 using Local Transportation Funds (LTF).

EFT TRANS; 06/28/2021 – Public Employers’ Retirement System.....\$100,000.00
This EFT Transfer pays an obligation for participation in the California Employers’ Pension Prefunding Trust (CEPPT) Strategy 2, to prefund employer contributions to defined benefit pension systems approved by Resolution 21-15 using Local Transportation Funds (LTF).

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
May through June 2021

Date	Num	Name	Memo	Amount
05/03/2021	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE APRIL 30, 2021	4,355.73
05/03/2021	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Unrepresented Health premium - May 2021	39,319.41
05/03/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #9 CLASSIC	9,570.79
05/03/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #9 PEPRA	7,400.64
05/03/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	Monthly Unfunded Liability FY 2020/21 - Classic	23,227.69
05/05/2021	35228	3D DATACOM	Troubleshoot Cameras at Cambridge & Missouri Flat Park & Rides	738.75
05/05/2021	35229	AFTERMARKET PARTS CO LLC	Parts and Supplies	1,503.65
05/05/2021	35230	ARI HETRA MOBILE LIFTING INC	Hydraulic Dolly	704.47
05/05/2021	35231	ARNOLDS FOR AWARDS	EOM Name Plate	15.00
05/05/2021	35232	AT&T / CALNET	Monthly Utility	535.46
05/05/2021	35233	AT&T MOBILITY	Wireless Service for Surveillance Cameras	187.76
05/05/2021	35234	C & H MOTOR PARTS	Parts and Supplies	41.92
05/05/2021	35235	CALIFORNIA STEAM INC	Sump Pump for Filtration System	1,635.56
05/05/2021	35236	CAPITOL CLUTCH & BRAKE	Parts and Supplies	1,240.78
05/05/2021	35237	COMCAST	High Speed Internet April 2021	244.69
05/05/2021	35238	D&K AUTO GLASS	Left Windshield Installation #1805	120.00
05/05/2021	35239	DAWSON OIL	Fuel Purchases April 2021	30,279.76
05/05/2021	35240	EL DORADO BATTERY CO.	Parts and Supplies	2,111.56
05/05/2021	35241	EL DORADO DISPOSAL	Disposal Service EDCTA April 2021	362.34
05/05/2021	35242	FASTENAL	Parts and Supplies	213.34
05/05/2021	35243	FLEMING DISTRIBUTING CO.	PM Service Additives	142.54
05/05/2021	35244	FOLSOM CHEVROLET	Parts and Supplies	33.66
05/05/2021	35245	FOLSOM LAKE DODGE	Parts and Supplies	63.79
05/05/2021	35246	G & O BODY SHOP INC	Towing #1908	65.00
05/05/2021	35247	GCR TIRES & SERVICE	Tires for #'s 1702 & 1804	3,674.82
05/05/2021	35248	GILLIG LLC	Parts and Supplies	4,769.48
05/05/2021	35249	J.C. NELSON SUPPLY CO	Janitorial Supplies	349.03
05/05/2021	35250	KINETICO WATER OF PLACERVILLE	Drinking Water May 2021	42.90
05/05/2021	35251	MAG LANDSCAPING INC	Landscaping Maintenance - April 2021	1,010.00
05/05/2021	35252	MISSION UNIFORM SERVICE	Uniforms, Towels, & Mats Service	341.32
05/05/2021	35253	MOUNTAIN DEMOCRAT INC	Public Notice Bus Washer Retro RFP	123.70
05/05/2021	35254	O'REILLY AUTO PARTS	Parts and Supplies	234.41
05/05/2021	35255	OPERATING ENGINEERS - MEDICAL	Represented Medical Coverage June 2021	42,834.00
05/05/2021	35256	PACIFIC GAS & ELECTRIC	Monthly Utilities	2,404.87
05/05/2021	35257	ROBERTS & COMPANY INC	CPA Services April 2021	70.00
05/05/2021	35258	RON DUPRATT FORD	Parts and Supplies	5,325.23
05/05/2021	35259	RTS IT INC	ITCare Gold Service Plan May 2021	4,912.50
05/05/2021	35260	SQUEAKY CLEAN	Bus Interior Fogging & Disinfecting	585.00
05/05/2021	35261	TOWN CENTER EAST LP	Lease Payment for May 2021 P&R	700.00
05/05/2021	35262	TRUE VALUE HARDWARE	Parts and Supplies	89.35
05/05/2021	35263	VAN DE POL ENTERPRISES INC	DEF, Gear Oil, ATF	1,640.40
05/05/2021	35264	WESTERN TRUCK PARTS LLC	Parts and Supplies	1,006.34
05/05/2021	35265	XEROX FINANCIAL SERVICES	Lease on Copiers	509.44
05/05/2021	35266	EMP. MISC. REIMBURSEMENT	VOID: DMV/VTT Reimbursement	0.00
05/12/2021	35267	EMPLOYMENT DEVELOPMENT DEPARTMENT	UI Benefit Charges 1st Qtr. 2021	6,370.38
05/12/2021	35268	GIRARD & EDWARDS	General Legal Services April 2021	9,950.00
05/17/2021	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE MAY 14, 2021	4,360.21
05/17/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #10 CLASSIC	9,497.98
05/17/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #10 PEPRA	7,329.34
05/18/2021	35269	ADM SCREENING	DMV Physicals & Drug Screening	130.00
05/18/2021	35270	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Employee Paid Premiums - May 2021	29.10
05/18/2021	35271	AT&T / CALNET	Monthly Utilities - Central Billing	457.09
05/18/2021	35272	EDC RISK MANAGEMENT	Represented Health Insurance May 2021	876.66
05/18/2021	35273	EDCTC	Zero Emission Bus Fleet Conversion Plan (ZEB)	2,390.07
05/18/2021	35274	EL DORADO DISPOSAL-HAZARDOUS WASTE & DUMP	Clean Self-Haul Disposal	33.02
05/18/2021	35275	EL DORADO IRRIGATION DISTRICT	Monthly Utilities	1,106.24
05/18/2021	35276	EMP. MISC. REIMBURSEMENT	DMV & VTT Renewal	59.00
05/18/2021	35277	HANGTOWN FIRE CONTROL INC	Bus Systems Service & Hydrostatic Test & Recharge	3,162.93
05/18/2021	35278	HUNT & SONS INC	Fuel Purchases 04/16/21 - 04/30/21	41.74
05/18/2021	35279	MOUNTAIN DEMOCRAT INC	Public Notice Final Budgets	66.50
05/18/2021	35280	OPERATING ENGINEERS LOCAL UNION #3	Union Dues May 2021	1,431.00
05/18/2021	35281	PEST CONTROL CENTER, INC.	Bi-Monthly Pest Control	65.00
05/18/2021	35282	PRO-LINE CLEANING SERVICES INC	Janitorial Services April 2021	1,010.00
05/18/2021	35283	QUILL	Misc. Office Supplies	256.23

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
May through June 2021

Date	Num	Name	Memo	Amount
05/18/2021	35284	RTS IT INC	ITCare CyberSecurity Bundle	1,393.20
05/18/2021	35285	SAFETY-KLEEN SYSTEMS INC	Used Oil Disposal	100.00
05/18/2021	35286	SUN LIFE FINANCIAL	Life & LTD Premium - May 2021	2,158.66
05/18/2021	35287	VAN DE POL ENTERPRISES INC	Gear Oil & Tote DEF	451.16
05/18/2021	35288	VERIZON WIRELESS	Cellular Service April 2021	1,809.65
05/18/2021	35289	VISA	Reconciled Items	1,660.91
05/18/2021	35290	WOLFPACK INSURANCE SERVICES, INC.	Dental & Vision Premiums June 2021	4,086.70
05/18/2021	35291	ZEP MANUFACTURING CO.	Bus Cleaning Supplies	523.01
05/26/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	CERBT CONTRIBUTIONS FOR 2020/2021	51,022.00
05/26/2021	35292	EMP. MISC. REIMBURSEMENT	DMV Permit Fee - RR	83.00
05/28/2021	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE MAY 28, 2021	4,366.91
05/28/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #11 CLASSIC	9,569.14
05/28/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #11 PEPRA	7,361.10
06/01/2021	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Unrepresented Health premium - June 2021	39,319.41
06/09/2021	35293	3D DATACOM	Troubleshoot Missouri Flat Camera	519.00
06/09/2021	35294	4 IMPRINT, INC.	USB Drives - For Sharing Surveillance Video	278.18
06/09/2021	35295	ACCESS SYSTEMS INC	On-site Velocity Troubleshoot & Repair Dispatch Audio	405.00
06/09/2021	35296	AFLAC	Employee Paid Premiums - May 2021	1,206.46
06/09/2021	35297	AFTERMARKET PARTS CO LLC	Parts and Supplies	1,858.17
06/09/2021	35298	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Employee Paid Premiums - June 2021	29.10
06/09/2021	35299	ARNOLDS FOR AWARDS	EDT Lapel Pins, EOM Name Plate	280.95
06/09/2021	35300	AT&T / CALNET	Monthly Utilities - Central Billing	524.44
06/09/2021	35301	AT&T MOBILITY	Wireless Service for Surveillance Cameras	189.92
06/09/2021	35302	AUTOZONE	Parts and Supplies	81.11
06/09/2021	35303	BROWER MECHANICAL INC	Wash & Replace A/C Filters	196.00
06/09/2021	35304	BUS & EQUIPMENT REPAIR OF CA	Rollstop Cylinder #1607	300.93
06/09/2021	35305	C & H MOTOR PARTS	Filters & Solenoid #1401	119.54
06/09/2021	35306	CAL.NET	CCTV Camera Service June 2021	176.92
06/09/2021	35307	CALIFORNIA STEAM INC	Washer Maint. Service	1,097.53
06/09/2021	35308	CAPITOL CLUTCH & BRAKE	Parts and Supplies	661.91
06/09/2021	35309	CITY OF PLACERVILLE	Upper Broadway #3 & #4	11,838.24
06/09/2021	35310	COMCAST	High Speed Internet May 2021	244.69
06/09/2021	35311	D&K AUTO GLASS	Labor to Install Windshield #1701	165.00
06/09/2021	35312	DAWSON OIL	Fuel Purchases - May 2021	32,422.31
06/09/2021	35313	EL DORADO BATTERY CO.	Group 94R Battery #1908	165.04
06/09/2021	35314	EL DORADO DISPOSAL	Disposal Service Commerce Way May 2021	362.34
06/09/2021	35315	EMP. MISC. REIMBURSEMENT	Bike Locker Key Deposit Refund	20.00
06/09/2021	35316	FACTORY MOTOR PARTS	Parts and Supplies	93.13
06/09/2021	35317	FASTENAL	Parts and Supplies	802.61
06/09/2021	35318	FEDERAL EXPRESS	Express Shipping	30.75
06/09/2021	35319	FLEMING DISTRIBUTING CO.	VOID: F104	0.00
06/09/2021	35320	FOLSOM LAKE DODGE	Manifold & Gasket #1501	875.84
06/09/2021	35321	GCR TIRES & SERVICE	Tires #'s 1008 & 1702	3,664.10
06/09/2021	35322	GILLIG LLC	Parts and Supplies	2,607.93
06/09/2021	35323	GIRARD & EDWARDS	General Legal Services May 2021	5,875.00
06/09/2021	35324	GLOBAL DATA VAULT LLC	Monthly Recovery Back-Up Service May 2021	300.00
06/09/2021	35325	HUNT & SONS INC	Fuel Purchases 05/01/21 - 05/31/21	3,729.42
06/09/2021	35326	IMAGE SOURCE	Monthly Copy Charges 05/22/21 - 06/21/21	373.70
06/09/2021	35327	J.C. NELSON SUPPLY CO	Janitorial Supplies	332.64
06/09/2021	35328	KINETICO WATER OF PLACERVILLE	Drinking Water June 2021	42.90
06/09/2021	35329	LANGUAGE LINE SERVICES, INC.	Over the Phone Interpretation May 2021	5.00
06/09/2021	35330	MAG LANDSCAPING INC	Landscaping Maintenance - May 2021	1,010.00
06/09/2021	35331	MISSION UNIFORM SERVICE	Uniforms, Towels, & Mats Service	341.32
06/09/2021	35332	O'REILLY AUTO PARTS	Parts and Supplies	246.82
06/09/2021	35333	OPERATING ENGINEERS - MEDICAL	July 2021 Medical Premiums	42,834.00
06/09/2021	35334	OPERATING ENGINEERS LOCAL UNION #3	Union Dues June 2021	1,431.00
06/09/2021	35335	PACIFIC GAS & ELECTRIC	Monthly Utilities	2,717.88
06/09/2021	35336	PERFECTO LABEL CO., INC.	EDT Logo Stickers	87.04
06/09/2021	35337	PEST CONTROL CENTER, INC.	Pest Control Service - Admin. Bldg.	65.00
06/09/2021	35338	QUILL	Copy Paper, Sticky Notes, Pens, Pads	379.51
06/09/2021	35339	RIEBES AUTO PARTS	Shop Tool	620.98
06/09/2021	35340	ROBERTS & COMPANY INC	CPA Services - May 2021	1,260.00
06/09/2021	35341	RTS IT INC	ITCare Gold Service Plan June 2021	5,647.50
06/09/2021	35342	STATE OF CA - DEPT OF JUSTICE	Livescan Fingerprinting May 2021	98.00

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
May through June 2021

Date	Num	Name	Memo	Amount
06/09/2021	35343	STEVE STYMEIST COLLISION CNTRS	Body & Paint Repairs #1003	5,081.96
06/09/2021	35344	SUN LIFE FINANCIAL	Life & LTD Premiums - June 2021	2,158.66
06/09/2021	35345	TOWN CENTER EAST LP	Lease Payment for June 2021 P&R	700.00
06/09/2021	35346	VAN DE POL ENTERPRISES INC	Tote DEF	1,115.73
06/09/2021	35347	VERIZON WIRELESS	Cellular Service May 2021	1,870.84
06/09/2021	35348	VISA	Reconciled Items	1,790.53
06/09/2021	35349	WESTERN CONTRACT	Specialty Chairs - Dispatch	2,137.76
06/09/2021	35350	WESTERN SUPPLY INC	12 Oz. Drop In Bags	311.68
06/09/2021	35351	WESTERN TRUCK PARTS LLC	Parts and Supplies	921.38
06/09/2021	35352	WOLFPACK INSURANCE SERVICES, INC.	Dental & Vision Coverage July 2021	4,086.70
06/09/2021	35353	XEROX FINANCIAL SERVICES	Lease on Copiers	509.44
06/09/2021	35354	PRO-LINE CLEANING SERVICES INC	Janitorial Service May 2021	1,010.00
06/14/2021	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE JUNE 11, 2021	4,358.57
06/14/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #12 CLASSIC	9,597.11
06/14/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #12 PEPRA	7,592.28
06/15/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	Additional Contribution - Unfunded Liability FY 2020/21 - PEPRA	5,234.00
06/15/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	Monthly Unfunded Liability FY 2020/21 - Classic	23,227.69
06/15/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	Additional Contribution - Unfunded Liability FY 2020/21 - Classic	65,683.00
06/23/2021	35355	ACCESS SYSTEMS INC	Provide & Install Identiv SSA Support Renewal	1,880.00
06/23/2021	35356	AT&T / CALNET	Monthly Utilities - Central Billing	457.09
06/23/2021	35357	ECO SIGNS	Replace Lights in Transit Yard	1,248.11
06/23/2021	35358	EDC HHSA-PUBLIC HEALTH DIVISION	Pre-Employment TB Testing	180.00
06/23/2021	35359	EL DORADO BATTERY CO.	Parts and Supplies	614.17
06/23/2021	35360	EL DORADO IRRIGATION DISTRICT	Water Service 0521EDH	108.89
06/23/2021	35361	IMPERIAL PRINTING-HKR	Graphics Repair/Replace #1703	267.98
06/23/2021	35362	JACKSON LEWIS P.C.	Legal Services E-CALTIP-2020-041	3,481.00
06/23/2021	35363	PROTELESIS	3-Year Agreement Maintenance Support	9,173.00
06/23/2021	35364	QUILL	Misc. Office Supplies	348.43
06/23/2021	35365	RESCO PRINTING	Printing Service - Day Passes	483.75
06/23/2021	35366	UPS	Freight Charges May 2021	80.02
06/23/2021	35367	WAYNE'S LOCKSMITH SERVICE	Double-Sided Key	24.37
06/28/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	Opening Deposit - CEPPT Strategy 1	100,000.00
06/28/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	Opening Deposit - CEPPT Strategy 2	100,000.00
				<u>851,613.41</u>
Total				<u>851,613.41</u>

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

DATE: August 5, 2021

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: May and June 2021 Ridership Reports

REQUESTED ACTION:

BY MOTION,

Receive and File the May and June 2021 Ridership Reports

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) staff typically reports monthly and fiscal year-to-date ridership trends 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. 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 are the May and June 2021 reports and the fiscal year-to-date ridership report, comparing the current fiscal year to the previous fiscal year.

In May, June and July 2020 free rides were available, which had a temporary positive impact on ridership. As a result, ridership in May 2020 was about the same as in May 2021, and June 2020 was higher than in June 2021. Also, in July 2020 route changes were implemented which resulted in increased ridership on the 50 Express Route but reduced ridership on Route 20 in Placerville and on Route 60 in Pollock Pines due to fewer passenger transfers between routes.

May 2021 Ridership Report

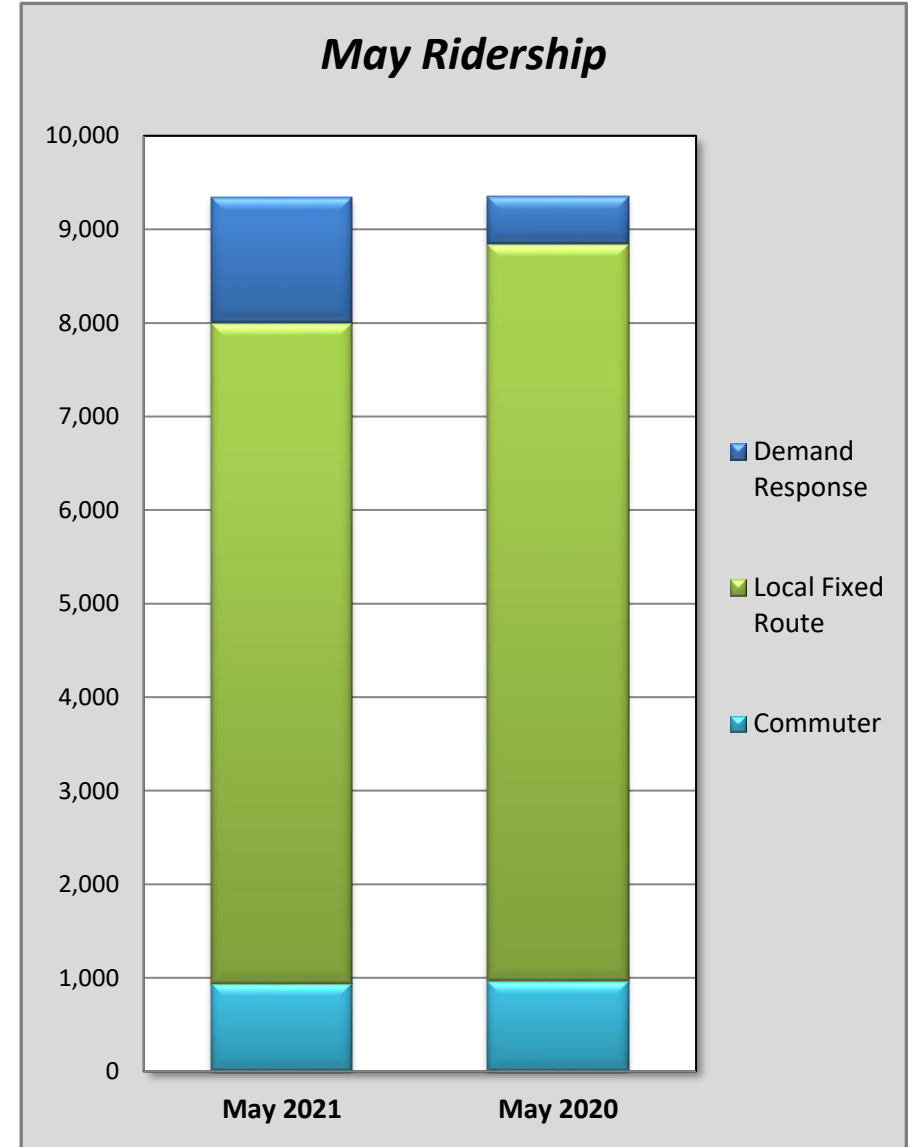


Demand Response	May 2021	May 2020	% Change
Dial-a-Ride	617	439	40.5%
Sac-Med	25	2	1150.0%
ADA Paratransit	121	50	142.0%
M.O.R.E.*	577	18	3105.6%
Senior Day Care*	0	0	0.0%
Total Demand Response	1,340	509	163.3%

Local Fixed Route	May 2021	May 2020	% Change
20 - Placerville	945	2,172	-56.5%
25 - Saturday Express	354	493	-28.2%
30 - Diamond Springs	741	745	-0.5%
35 - Diamond Springs Saturday	86	86	0.0%
40 - Cameron Park	682	853	-20.0%
50x - 50 Express	2,825	1,187	138.0%
60 - Pollock Pines	1,428	2,338	-38.9%
Total Local Fixed Route	7,061	7,874	-10.3%

Commuter	May 2021	May 2020	% Change
Sacramento Commuter	897	960	-6.6%
Reverse Commuter	39	8	387.5%
Total Commuter	936	968	-3.3%

	May 2021	May 2020	% Change
Systemwide	9,337	9,351	-0.1%
Passengers per Revenue Hour	3.4	3.4	2.2%



*Contracted Services - Ridership Determined by Client Enrollment

June 2021 Ridership Report

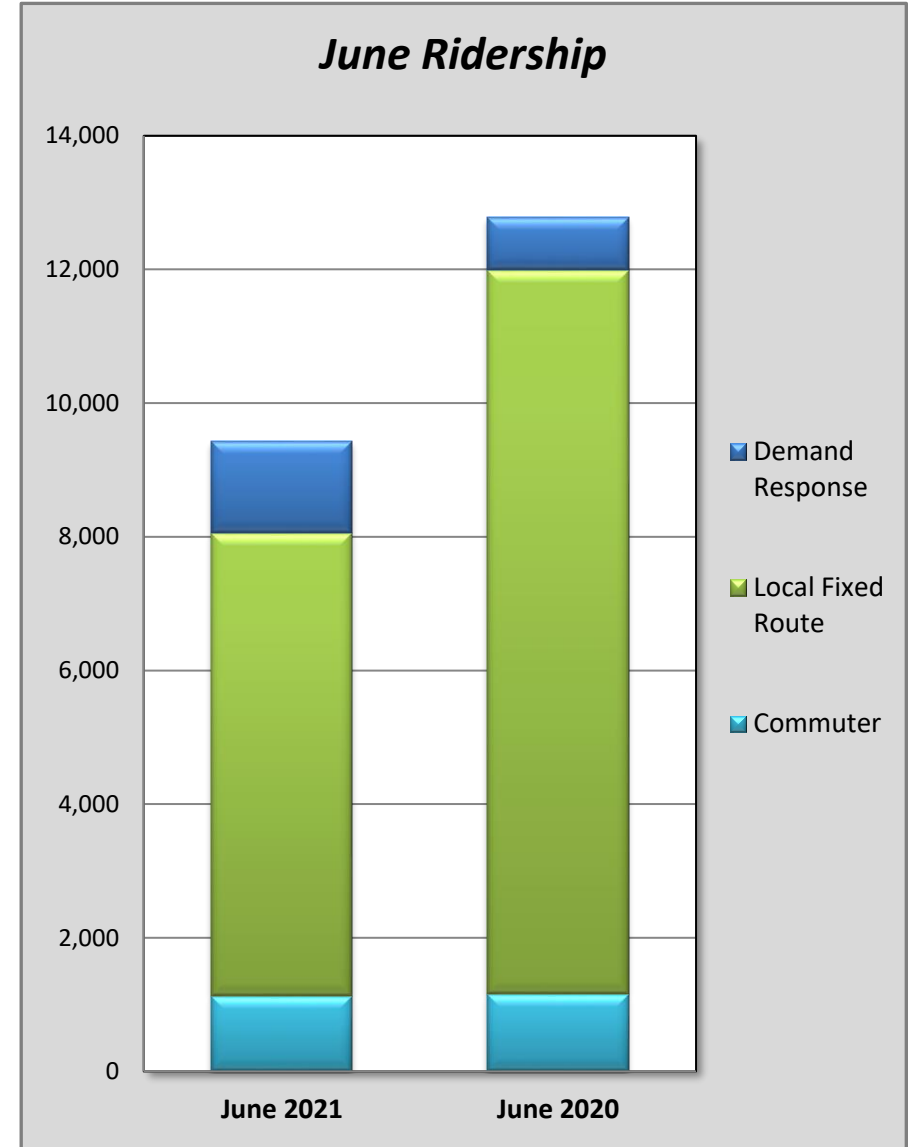


Demand Response	June 2021	June 2020	% Change
Dial-a-Ride	608	648	-6.2%
Sac-Med	21	9	133.3%
ADA Paratransit	189	61	209.8%
M.O.R.E.*	557	74	652.7%
Senior Day Care*	0	0	0.0%
Total Demand Response	1,375	792	73.6%

Local Fixed Route	June 2021	June 2020	% Change
20 - Placerville	1,012	3,030	-66.6%
25 - Saturday Express	245	450	-45.6%
30 - Diamond Springs	655	1,184	-44.7%
35 - Diamond Springs Saturday	73	159	-54.1%
40 - Cameron Park	752	1,146	-34.4%
50x - 50 Express	2,797	1,882	48.6%
60 - Pollock Pines	1,387	2,980	-53.5%
Total Local Fixed Route	6,921	10,831	-36.1%

Commuter	June 2021	June 2020	% Change
Sacramento Commuter	1,101	1,146	-3.9%
Reverse Commuter	27	9	200.0%
Total Commuter	1,128	1,155	-2.3%

	June 2021	June 2020	% Change
Systemwide	9,424	12,778	-26.2%
Passengers per Revenue Hour	3.2	4.2	-22.5%



*Contracted Services - Ridership Determined by Client Enrollment

Fiscal Year-to-Date Ridership Report

July 2020 - June 2021

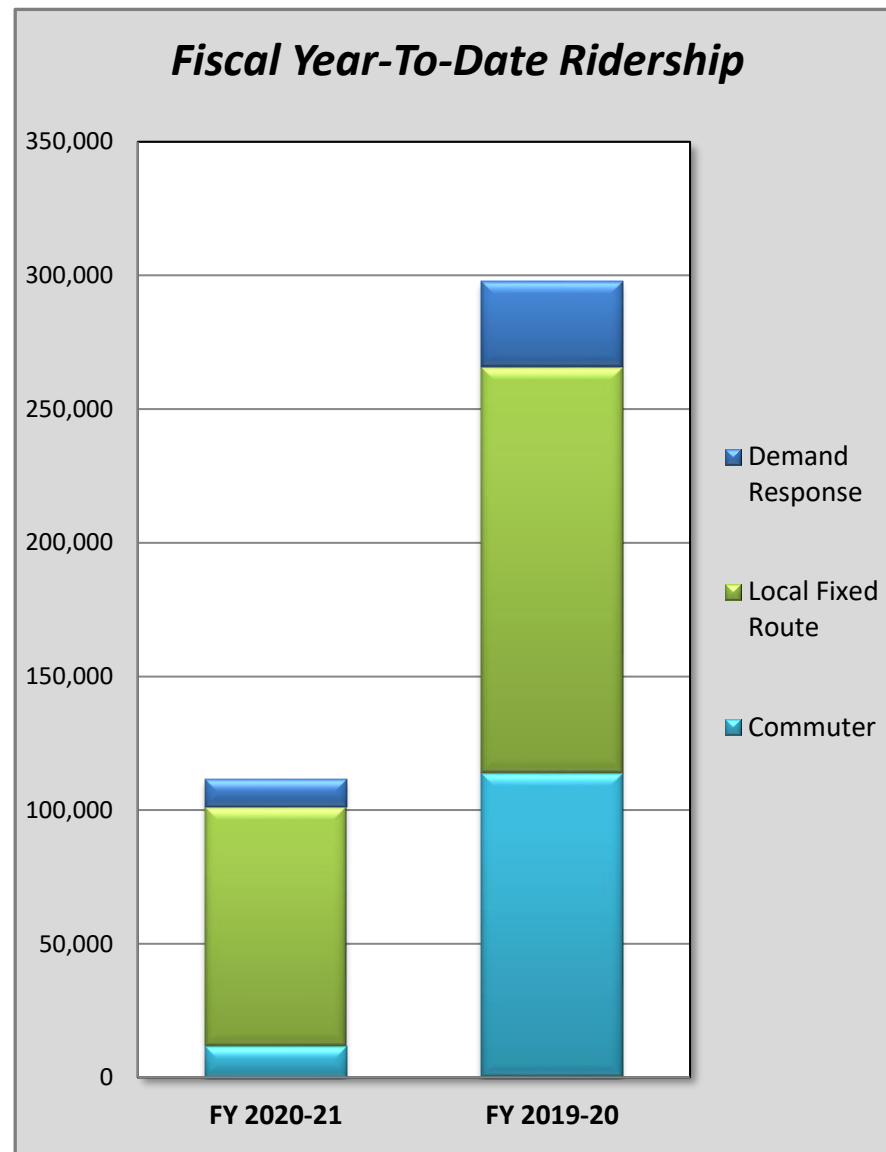


Demand Response	FY 2020-21	FY 2019-20	% Change
Dial-a-Ride	6,258	12,685	-50.7%
Sac-Med	247	248	-0.4%
ADA Paratransit	1,718	647	165.5%
M.O.R.E.*	2,238	15,336	-85.4%
Senior Day Care*	0	3,291	-100.0%
Total Demand Response	10,461	32,207	-67.5%

Local Fixed Route	FY 2020-21	FY 2019-20	% Change
20 - Placerville	12,442	38,192	-67.4%
25 - Saturday Express	3,516	4,941	-28.8%
30 - Diamond Springs	9,463	22,573	-58.1%
35 - Diamond Springs Saturday	1,003	1,423	-29.5%
40 - Cameron Park	10,246	14,336	-28.5%
50x - 50 Express	35,835	35,338	1.4%
60 - Pollock Pines	16,893	35,014	-51.8%
Total Local Fixed Route	89,398	151,817	-41.1%

Commuter	FY 2020-21	FY 2019-20	% Change
Sacramento Commuter	11,503	113,139	-89.8%
Reverse Commuter	143	657	-78.2%
Total Commuter	11,646	113,796	-89.8%

	FY 2020-21	FY 2019-20	% Change
Systemwide	111,505	297,820	-62.6%
Passengers per Revenue Hour	3.4	6.4	-46.8%



*Contracted Services - Ridership Determined by Client Enrollment

AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: August 5, 2021

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Adopt Resolutions to File and Execute Documents for the FY 2021/22 California State of Good Repair Grant Program

REQUESTED ACTION:
BY MOTION,

1. Adopt Resolution No. 21-18 Authorizing the Executive Director to Execute All Documents for the California State of Good Repair Grant Program
2. Adopt Resolution No. 21-19 Authorizing the California State of Good Repair Project List

BACKGROUND

On April 28, 2017 Senate Bill 1 (SB1) known as the Road Repair and Accountability Act of 2017 was signed into law by Governor Brown. SB1 provides new on-going funding under several programs for a variety of transportation purposes. The State of Good Repair (SGR) Program which is managed by Caltrans provides \$105 million annually to transit operators to invest in the upgrade, repair and improvement of their agency's infrastructure. The SGR Program is funded from a Transportation Improvement Fee on vehicle registrations. These funds are allocated to eligible agencies under the existing State Transit Assistance (STA) Program formula – according to population and farebox revenues. The only eligible entity to receive the direct allocation on the Western Slope is the El Dorado County Transportation Commission (EDCTC). The El Dorado County Transit Authority (El Dorado Transit) is the only transit operator eligible for the sub-allocation of SGR funds on the Western Slope of El Dorado County.

Prior to receiving an apportionment of SGR funds in a given fiscal year, a potential recipient agency must submit to Caltrans a resolution for authorization for the execution of the certifications and assurances and a resolution listing the projects proposed for funding. Each proposal must include a description and location of the project, a proposed schedule for the project's completion, the estimated useful life of the improvement and description of the project benefits. Caltrans will then establish a list of all agencies that have submitted the required information and are eligible to receive an apportionment of funds.

El Dorado Transit staff is recommending the following projects that are eligible for SGR funding:

1. Primary Project – Fleet Repair and Rehabilitation
Preventative maintenance for revenue vehicles
2. Secondary Project – Local Fixed Route Bus Replacement
Planned replacement of up to two (2) Local Fixed Route buses

DISCUSSION

Per the Joint Exercise of Powers Agreement of the El Dorado County Transit Authority, April 29, 2008, Section 11.3, “*The EDCTA shall actively seek maximum utilization of Federal, State, and other available revenues which shall be applied towards such operating and capital expenditures in determining what local funding requirements shall be.*”

Adoption of these resolutions allows agency staff to move forward with the submittal process for the SGR program. Funds would be spent on the primary project Fleet Repair and Rehabilitation first and the secondary project Local Fixed Route Bus Replacement second. Staff recommends the Board consider the above projects for submission to the EDCTC and authorize the Executive Director to execute all documents for the FY 2021/22 California SB1 State of Good Repair Grant Program.

FISCAL IMPACT

The FY 2021/22 allocation represents an estimated total of \$273,467 for projects that are submitted to the EDCTC for the California SB1 State of Good Repair Grant program.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 21-18**

**AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

WHEREAS, the El Dorado County Transit Authority is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) now or sometime in the future for transit projects; and

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

WHEREAS, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR; and

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

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

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

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

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a meeting of said Board, held on the 5th Day of August 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
RESOLUTION NO. 21-19**

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE EL DORADO COUNTY TRANSIT AUTHORITY
AUTHORIZATION FOR THE EXECUTION OF THE PROJECT LIST
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

WHEREAS, the El Dorado County Transit Authority is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) now or sometime in the future for transit projects; and

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

WHEREAS, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR; and

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

WHEREAS, the El Dorado County Transit Authority wishes to implement the projects listed on the SGR project list,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the El Dorado County Transit Authority that it hereby authorizes the submittal of the following project nominations to the Department for FY 2021-22 SGR funds:

Project #1: Fleet Repair and Rehabilitation

Project #2: Local Fixed Route Bus Procurement

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a meeting of said Board, held on the 5th Day of August, 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 E
Consent Item

MEMORANDUM

DATE: August 5, 2021

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Employee Referral and New Hire Incentive Programs

REQUESTED ACTION:
BY MOTION,

Approve the extension of the Employee Referral and New Hire Incentive Programs to include all job classifications excluding management job classifications.

BACKGROUND

March 5, 2020 El Dorado Transit Authority (El Dorado Transit) Board approved the implementation of the Employee Referral and New Hire Incentive Programs.

April 13, 2020 El Dorado Transit began suspending some services in response to ridership losses, program closures and state-wide public health directives due to the COVID-19 health emergency. Additionally, Transit implemented a hiring freeze due the reduction in services and anticipated budgetary constraints.

May 7, 2020 El Dorado Transit Board directed the Executive Director to determine levels of staff attrition for potential reductions in labor force among represented and unrepresented employee groups. The Board also approved a service plan which included additional service reductions effective July 13, 2020.

June 4, 2020 El Dorado Transit Board approved a reduction in staffing levels that included the elimination of the equivalent of eighteen (18) full-time positions including operations and administrative personnel.

In accordance with its labor agreement, the reduction in staff initiated in May 2020 included an effort to achieve maximum voluntary attrition. To that end, El Dorado Transit amended its contract with CalPERS to allow eligible employees the opportunity to retire within a designated time period and receive an additional two (2) years' service credit. As a result, a total of eight (8)

employees chose to voluntarily retire during the period, including four (4) Transit Operators. Between the positions opened due to retirements, service restoration to date, and launch of the new Tahoe route, El Dorado Transit has already restored all the laid off Operators that would accept reinstatement and now has open positions to fill. El Dorado Transit has begun intensive recruiting efforts to fill vacant positions and increase the candidate pool.

DISCUSSION

Transit agencies nationwide are continuing to face workforce shortages due to a variety of factors including enhanced unemployment benefits, on-going health risks due to the COVID-19 pandemic and child-care issues. However, as the state begins to reopen, vaccines are readily available and the end of increased unemployment benefits, there is hope that these factors will drive workers back into the labor market.

The purpose of the Employee Referral and the New Hire Incentive Bonus program approved in March 2020 was to attract and retain potentially qualified candidates for open positions in the Transit Operator classification only. However, El Dorado Transit has experienced challenges more recently in attracting applicants for other open positions within the Operations Department, including Equipment Technician I/II, Custodian, and Maintenance Technician. Application of the incentive programs to all open, frontline positions is expected to attract a larger candidate pool and improve the quality of hire through referral from our existing employment pool.

Statistics show that new hires recruited through an employee referral are more likely to stay employed longer, are excellent contributors and are more cost-effective recruits. Potential benefits of an employee referral incentive program include better employee engagement and an expanded recruitment pipeline. Likewise, a new hire incentive program encourages retention through the initial employment period, increases motivation and promotes agency loyalty.

With the requested action, staff is recommending approval to continue and expand the incentive programs to include all job classifications, excluding management job classifications. Staff will analyze recruitment and retention trends at the end of the 2021/22 fiscal year to assess the results and cost effectiveness of the programs. Draft copies of the updated program rules and procedures are attached for Board review and approval.

FISCAL IMPACT

Funding needed for the incentive programs has been projected based on a modest potential increase over recent hiring and retention levels. The following estimated program expenses are within the adopted Fiscal Year 2021/22 Operating Budget.

Projected Fiscal Year 2021/22

Employee Referral Bonus - \$10,000

New Hire Incentive Bonus - \$10,000

Employee Referral Bonus Program Procedures

Program Description

Research has shown, and our own experience supports, that new hires who come into an agency through employee referrals are excellent contributors, stay with the agency longer and are more cost-effective recruits.

If you know someone who would be a good addition to El Dorado Transit, you may be awarded a referral bonus of up to \$1,000 in total (less taxes) if you refer a candidate and he or she is hired and completes probation or twelve (12) to fifteen (15) consecutive months of employment for regular employees (RE) or 940 work hours (whichever is later) for Extra-Help (EH) positions.

To be eligible for the referral bonus program, employees must refer candidates to Human Resources under the following rules/conditions:

Program Rules

- All El Dorado Transit employees, except Managers and Supervisors with hiring authority and Human Resources personnel, are eligible for the referral bonus.
- Referral bonuses are applicable to all job recruitments (Regular and Extra-help) with the exception of management job classifications.
- Referral bonuses do not apply to re-hires or promotional opportunities. The referral must represent the candidate's first contact with El Dorado Transit.
- To be eligible for the referral bonus, an employee must submit a referral to Human Resources with a completed Candidate Referral Form and employment application (resumes optional).
- The referral date should coincide with the date the candidate's application is signed or submitted.
- The referring employee must agree to have his/her name used when the agency contacts the candidate.
- The first employee to refer a candidate will be the only referring employee eligible for payment.
- Only candidates that meet the minimum qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with the agency's recruiting program and procedures.
- Any disputes or interpretations of the employee referral program will be settled by the Executive Director or his/her designee.
- The referring employee must be employed with El Dorado Transit for the full duration of the hired candidate's first year of employment to receive all payments of the referral program.
- All information regarding the hiring decision will remain strictly confidential.
- El Dorado Transit reserves the right to suspend or discontinue the program, at our discretion. If the program is suspended, any current participants at that time will remain eligible to receive bonus distributions for previous referrals until they have completed the required time frames.

Distribution of Bonus

- Referring employee shall receive \$250.00 the first full pay period following the new hire's original date of hire.
- Referring employee shall receive \$250.00 the first full pay period following the new hire's successful completion of their initial six (6) month probationary period for RE or six (6) consecutive calendar months or 470 work hours (whichever is later) for EH.
- Referring employee shall receive \$500.00 the first full pay period following the new hire's successful completion of their full probationary period which may be the twelfth (12th) or fifteenth (15th) month of employment for RE or twelve (12) consecutive calendar months or 940 work hours (whichever is later) for EH.

Candidate Referral Form

Job Title:	Job Requisition #:
------------	--------------------

Candidate's Name:

Referral Date:

Referring Employee's Name:

Phone:

E-mail:

I have read and understand the referral program rules.

Referring Employee's Signature

Date

Attach the candidate's resume or copy of application and submit this form to Human Resources.

INTERNAL USE ONLY: (Original to Payroll)

To: Payroll

From: Human Resources

Referred Candidates DOH:

Target Date for 1st award payment: (first full pay period following DOH)

Target Date for 2nd award payment:

Target Date for final award payment:

Signature & Date of Approval from HR:
--

Signature & Date of Approval from Executive Director:
--

Initial of Receipt & Date from Accounting:

New Hire Incentive Bonus Program Procedures

Description

El Dorado Transit offers a hiring incentive bonus to eligible newly hired Regular and Extra-Help employees. New Hires may be awarded a new hire incentive bonus of up to \$1,000 in total (less taxes) upon successful completion of full probationary period for Regular Employees (RE) or twelve (12) to fifteen (15) consecutive months of employment or 940 work hours (whichever is later) for Extra-Help positions (EH).

Eligible new hires must complete, sign and date the New Hire Incentive Bonus Form.

Program Rules

- New hire incentive bonuses are applicable to all job classifications including Extra-Help with the exception of management job classifications.
- New hire incentive bonus does not apply to re-hires or promotional opportunities.
- To be eligible for the new hire incentive bonus, candidates must meet the minimum qualifications of the job description. Only candidates that meet the minimum qualifications for the position will be considered.
- All new hires will be evaluated for employment consistent with the agency's recruiting program and procedures.
- Any disputes or interpretations of the new hire incentive program will be settled by the Executive Director or his/her designee.
- Employees must remain employed with El Dorado Transit to receive all awards of the bonus program, pursuant to terms and conditions required for distribution of payments.
- All information regarding the hiring decision will remain strictly confidential.
- El Dorado Transit reserves the right to suspend or discontinue the program, at our discretion. If the program is suspended, any current participants at that time will remain eligible to receive bonus distributions until they have completed the required time frames.

Distribution of Payments:

- Eligible Regular and Extra-help new hires shall receive \$250.00 the first full pay period following their original date of hire.
- Eligible Regular new hires shall receive \$250.00 the first full pay period following successful completion of their initial six (6) month probationary period.
- Eligible Regular new hires shall receive \$500.00 the first full pay period following successful completion of their full probationary period which may be the twelfth (12th) or fifteenth (15th) month of employment.
- Eligible Extra-help new hires shall receive \$250 following six (6) consecutive calendar months of employment or 470 work hours (whichever is later).
- Eligible Extra-help new hires shall receive \$500 following twelve (12) consecutive calendar months of employment or 940 work hours (whichever is later).

New Hire Incentive Bonus Form

Job Class:	Job Requisition #:
------------	--------------------

Applicant's Name:

Phone:

I have read and understand the New Hire Incentive Program rules.

Applicant's Signature

Date

How did you hear of this job recruitment (please check one): ____ Newspaper

____ Craigslist ____ Temp Agency ____ Other (please explain)

If you have been referred by a current employee, please complete the following information:

Current Employees Name:

INTERNAL USE ONLY: (Original to Payroll)

To: Payroll

From: Human Resources

Applicant's DOH:

Target Date for 1st award payment: (first full pay period following DOH)

Target Date for 2nd award payment:

Target Date for final award payment:

Signature & Date of Approval from HR:

Signature & Date of Approval from Executive Director:

Initial of Receipt & Date from Accounting:

AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: August 5, 2021

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Approve Retroactive Purchase Order 26201 issued to Luminator Technology Group, Inc.

REQUESTED ACTION:

BY MOTION,

Approve Retroactive Purchase Order 26201 issued to Luminator Technology Group, Inc. in the amount of \$31,441.00.

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, the Capital Improvement Plan and Budget (CIP) is adopted by the Board at the regularly scheduled meeting in June of each year. The adoption of the plan allows for staff to move forward on planning and scheduling of each project, which are then presented for individual approval to the Board.

On June 3, 2021, the Board adopted the CIP and staff began to move forward on project #21-01 to add additional battery backup power supplies for security cameras installed on fleet vehicles. Purchase order No. 26201 was prepared however, was not presented to the Board for individual project approval.

Staff is now requesting the retroactive approval of Purchase Order No. 26201 issued to Luminator Technology Group, Inc. in the amount of \$31,441.00.

FISCAL IMPACT

The requested amount of \$31,441.00 for Purchase Order No. 26201 is included in the adopted Final FY 2021/22 Capital Improvement Budget under Project #21-01. No Capital Budget adjustments are needed.

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

PURCHASE ORDER NO. 26201

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

DATE: 06/08/21

ACCOUNT: 9910.21

CLASS: 110

TO: LUMINATOR TECHNOLOGY GROUP INC.
900 KLEIN RD
PLANO, TX 75074

SHIP & INVOICE TO:

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

Contact: Martin Frazier

Vendor Phone No: (949) 371-7511

Fax No: (425) 482-7200

PROMISED DELIVERY DATE		TERMS: NET 30		
SEPT./OCT. 2020		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
41		On-Board Camera System Power Supply Upgrades RoadRunner HD Uninterruptible Power Supply with SuperCap Technology 10% Contingency Shipping is Estimated	\$575.00	\$23,575.00
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	\$23,575.00
			SHIPPING	\$1,025.00
			SALES TAX	\$1,709.19
			TOTAL	NTE \$31,441.00

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: August 5, 2021

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Public Hearing on Proposed Fare Changes

REQUESTED ACTION:
BY MOTION,

- 1. Open Public Hearing on the El Dorado County Transit Authority Proposed Fare Changes**
- 2. Accept Public Comment**
- 3. Close Public Hearing**
- 4. Approve Fare Changes, As Provided in Resolution No. 21-17**

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) Title VI Program, adopted December 5, 2019, Section D, states the following: “It is the intent of El Dorado Transit to comply with the Federal Public Comment on Fare Change policy cited in Federal Transit Administration (FTA) Section C. 9030.1C. For the purpose of FTA Section C. 9030.1C comment requirement, El Dorado Transit’s definition of a fare change is a change of any amount compared to existing fare.”

In the Western El Dorado County 2019 Short- and Long-Range Transit Plan (SLRTP), developed before the COVID-19 outbreak, discounted monthly passes and fares were considered as a means to make transit more attractive to potential riders and frequent passengers. At the time, fare reductions were recommended to help increase regular ridership, likely decreasing single occupancy vehicle trips and reducing greenhouse gas emissions in the County. Given these potential benefits, the fare discounts proposed below can be supported with grant funding from the Low Carbon Transit Operations Program (LCTOP).

In addition, El Dorado Transit entered into an agreement with Capital Corridor Joint Powers Authority (CCJPA) to begin operating round trip bus service between the Sacramento Valley Station and South Lake Tahoe on July 5, 2021. The proposed resolution adds new fares for this service.

In accordance with the Title VI public notice requirements, staff is bringing forth proposed temporary fare changes for public review and comment, per the following schedule:

July 6, 2021	El Dorado Transit posted advanced notice of the public hearing on the website
July 9, 2021	El Dorado Transit posted advanced notice of the public hearing in the Mountain Democrat, and information regarding the fare changes was posted in the buses
July 6-August 5, 2021	Public Comment Period
August 5, 2021	Public Hearing at El Dorado Transit regularly scheduled Board meeting

DISCUSSION

In keeping with the 2019 SLRTP recommendations and to continue to reduce costs for riders during the recovery from the COVID-19 pandemic, El Dorado Transit staff is proposing to make the following fare structure changes from Resolution No. 21-17:

Service	Current Fares	Proposed Fares
Local Fixed Routes	Monthly Pass \$60.00 Monthly Discount Pass \$30.00 SacRT/EDT Combo Pass \$110.00 SacRT/EDT Discount Combo Pass \$80.00	Monthly Pass \$30.00 Monthly Discount Pass \$15.00 SacRT/EDT Combo Pass \$80.00 SacRT/EDT Discount Combo Pass \$65.00 New Connect Card Daily Max \$4.50 New Connect Card Discount Daily Max \$2.25
Commuter Routes	Sac State/Folsom Lake College Student with I.D. \$4.00 Student K-12 \$180.00 Monthly Pass or \$5.00 per Boarding	Sac State/Folsom Lake College Student with I.D. \$0.00 Student K-12 \$0.00 with Local Fixed Route Monthly Pass

In addition to the monthly pass discounts, the proposed Connect Card Daily Max is a new fare incentive that caps the daily amount charged to each passenger for their one-way trips when they pay using their Connect Card cash purse. The daily max rate is set at the equivalent cost of three (3) one-way cash fares. Once the daily max fare amount is met, a day pass is effectively triggered on the card and all boardings for the rest of the day will be free for that card holder. The Daily Max will help encourage passengers to use Connect Card and will make boarding more efficient.

In addition, El Dorado Transit proposes to collect fares for the Sacramento/South Lake Tahoe service at the contracted rates as listed in Resolution No. 21-17.

Discounted fares will be funded by the Caltrans LCTOP grant, which is good for one (1) year and may be renewed each year for up to five (5) years.

As of July 27, 2021, El Dorado Transit has not received any public responses regarding the fare changes. All responses received before the Board Meeting on August 5, 2021 will be reported at the Board Meeting.

FISCAL IMPACT

The Fiscal Year (FY) 2020/21 LCTOP allocation represents a total of \$50,000 in potential grant revenue to replace discounted fare revenue. This grant amount is included in the FY 2021/22 Operating Budget.

EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 21-17

RESOLUTION OF THE BOARD OF DIRECTORS OF
THE EL DORADO COUNTY TRANSIT AUTHORITY
STATING THE FARE STRUCTURE

WHEREAS, the El Dorado County Transit Authority (El Dorado Transit) Board desires to revise the Basic and Discount Fares to generate revenues to fund operating costs.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY TRANSIT AUTHORITY (EL DORADO TRANSIT) AS FOLLOWS:

THAT, this Resolution shall become effective on ~~January 1, 2019~~ August 6, 2021 and as of such date, the El Dorado Transit Fare Structure shall be as hereinafter set forth.

I. PURPOSE, SCOPE AND AUTHORITY OF ADOPTED FARE RESOLUTION

A. Authority to Fix Rates and Charges

The Governing Board of El Dorado Transit is authorized to fix the rates and charges for all transit services. (PUC § 102285 and PUC § 99268)

B. Passenger Service Covered By Fare Structure

El Dorado Transit may provide transit service for the transportation of passengers and their baggage by any means, both within and outside the El Dorado Transit boundaries. (PUC § 102280) This Fare Structure pertains to all El Dorado Transit services.

C. Fare Evasion

Evasion of the payment of any fares; or, the misuse of passes, or tickets, with the intent to evade the payment of fares is an infraction punishable by a fine not to exceed the maximum punishment allowed by law. (Penal Code § 640)

II. FARE STRUCTURE DEFINITIONS

A. Authorized Employee

“Authorized Employee” means those persons authorized by Executive Director to issue temporary passes.

B. Business Day

“Business Day” means a weekday which is not a national or state holiday observed by either the United States, the State of California, El Dorado County, County of Sacramento, or the City of Sacramento.

C. Child

“Child” means a person who has not yet reached his or her sixth (6th) birthday.

D. Complementary Paratransit

Method allowed by the Americans with Disabilities Act (ADA) for the transit operator to provide Demand Response (Dial-a-Ride) during fixed route service hours upon request.

E. Daily Pass

“Daily Pass” means either an El Dorado Transit issued card or ticket or other approved card to which a specified service date or stamp is affixed on the card by El Dorado Transit.

F. Disabled

The Americans with Disabilities Act (ADA) defines a disability as a physical or mental impairment that substantially limits one or more of the major life activities of an individual. Major life activities include caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. Proof of disability may be established upon boarding by displaying an El Dorado Transit issued I.D. card, an eligibility card issued by another transit agency, or a Medicare card presented along with a valid State issued photo I.D. At the time of card issuance, persons with disabilities and Medicare cardholders must provide either a Medicare card, a DMV disabled placard identification card issued pursuant to Section 22511.5 of the *Vehicle Code*, a Social Security disabled benefits award letter, an El Dorado Transit certification form completed and signed by a physician or authorized representative or any other identification as approved by local, state or federal jurisdictions along with a valid State issued photo I.D.

G. Employee Pass

“Employee Pass” means an El Dorado Transit I.D. card issued to El Dorado Transit employees.

H. Fare

“Fare” means the price charged to transport a passenger, including the passenger’s incidental baggage, for one ride on a transit vehicle operating on Local Fixed Route, Demand Response, Paratransit or Commuter service.

I. Fare Equivalent

“Fare Equivalent” means an El Dorado Transit approved substitute for U.S. currency that may be applied toward the applicable fare by depositing it in the farebox, ~~or~~ tapping a loaded Connect Card or showing a valid bus ticket upon boarding an El Dorado Transit bus. (i.e. El Dorado Transit issued scrip or monthly pass)

J. Fiscal Year

“Fiscal Year” means the period from July 1 of the first year stated through June 30 of the second year stated.

K. Fixed Route Service

“Fixed Route Service” means passenger service provided by El Dorado Transit vehicles in revenue service along a scheduled route, whether or not on a continuous, seasonal, experimental, or emergency basis.

L. Holiday

“Holiday” means the day of observance of a holiday as approved by El Dorado Transit.

M. Intercity Service

“Intercity Service” means an El Dorado Transit service that carries passengers significant distances between cities, towns, or other populated areas with few stops.

N. Lifetime Pass

“Lifetime Pass” means an El Dorado Transit identification card issued to persons eighty (80) years of age or older. The Lifetime Pass entitles the individual to unlimited rides on any local fixed route service.

O. Monthly Pass

“Monthly Pass” means either an El Dorado Transit issued card or other approved I.D. card to which a monthly stamp is affixed, with the month and year printed on the card by El Dorado Transit. Exception: Lifetime passes.

P. Octogenarian

“Octogenarian” means a person 80 years of age or older. Proof of age may be established upon boarding by displaying an El Dorado Transit Lifetime Pass and/or a valid Identification Card that includes a picture and identifies the person’s age.

Q. Payment

“Payment” means one of the following:

- i. The deposit of the applicable fare in U.S. currency or fare equivalents in the farebox upon boarding a transit revenue service vehicle; or
- ii. Displaying appropriate proof of payment, such as fare media provided by El Dorado Transit upon boarding an El Dorado Transit revenue service vehicle, provided that the displayed proof of payment is valid at the time of boarding; [or](#)
- iii. Tapping a Connect Card onto the tap box upon boarding an El Dorado Transit bus or van with the appropriate fare being deducted from the card or the appropriate pass already loaded on the card.

R. Peace Officer

“Peace Officer” means any person currently employed by a public agency as a peace officer as defined in California Penal Code Sections 830.1 and 830.2.

S. Personal Care Attendant (PCA)

“Personal Care Attendant (PCA)” means a person who assists a disabled person during their trip on El Dorado Transit vehicles. Disabled passengers may be required to display an El Dorado Transit issued I.D. card affixed with an assistant symbol.

T. Prepaid Fare

“Prepaid Fare” means a fare that is paid before boarding a transit vehicle and is one for which proof of payment is required by El Dorado Transit.

U. Proof of Payment

“Proof of Payment” means the evidence of a prepaid fare that must be displayed by a passenger whenever required or permitted by this Fare Structure resolution in lieu of depositing the applicable fare in U.S. currency or fare equivalents in the farebox upon boarding an El Dorado Transit revenue service vehicle.

V. Retiree

Employee retired from El Dorado Transit with a minimum of five (5) years of employment with El Dorado Transit.

W. Ride

“Ride” means a continuous one-way passenger trip between any two points served by El Dorado Transit on Local Fixed Route, Demand Response, ~~or~~ Commuter service [or Intercity service](#) without transferring to another transit vehicle.

X. RT

“RT” means the Sacramento Regional Transit District.

Y. Scrip Ticket

“Scrip Ticket” means a single paper scrip issued by El Dorado Transit with a printed denomination appearing thereon.

Z. Senior Citizen

“Senior Citizen” means a person 60 years of age or older. Proof of age may be established upon boarding by displaying an El Dorado Transit I.D. card, an eligibility card issued by another transit agency, a State Department of Motor Vehicles Driver’s License or Identification card issued pursuant to subdivision (b) of Section 13000 of the *California Vehicle Code*, or a passport which includes a picture and identifies the person’s age.

AA. Student

“Student” is a person aged six (6) to nineteen (19), who has not completed a program resulting in a high school diploma or attainment of a General Education Diploma (G.E.D.) or California High School Proficiency Exam (CHSPE) and attends a day program of 240 minutes per day or is enrolled in a certified home school program supervised by an adult if under age sixteen (16) years of age. Also referred to as K-12. Proof of eligibility may be established upon boarding by displaying an El Dorado Transit I.D. card or an eligibility card issued by another transit agency.

- i. To be eligible for an El Dorado Transit issued student pass, El Dorado Transit requires the production of a valid student I.D. card or other similar evidence of enrollment by the person requesting such a pass.

BB. Transit Vehicle

“Transit Vehicle” means an El Dorado Transit revenue service vehicle.

CC. Validated

“Validated” means the process of fixing the date of expiration on an El Dorado Transit ticket by an El Dorado Transit driver or authorized staff member.

DD. Student Access Card

The Los Rios Community College District student access card and the California State University Sacramento student card with Commuter sleeve entitle individuals to unlimited rides on any Local Fixed Route or Commuter Route ~~and \$1.00 off the standard rate for commuter routes.~~

EE. Revenue Service

“Revenue service” includes but is not limited to: Demand Response services, Local Fixed Routes, Commuter Routes, Intercity Routes, demonstration projects and emergency transportation at the direction of the Office of Emergency Services or other authorized emergency response teams. Charter service is excluded as defined by applicable local, state and federal statutes.

III. CONSTRUCTION OF FARE STRUCTURE

A. Applicable Fare

Applicable fare means the price established as set forth in Article VI as a condition of carrying one passenger on any transit vehicle for one ride on Local Fixed Route, Commuter Route, ADA Complementary Paratransit or Dial-a-Ride service.

B. Fare Payment

The applicable fare shall be paid by all persons riding on El Dorado Transit revenue service vehicles.

Fares on El Dorado Transit bus service must be paid upon boarding by either depositing into the farebox U.S. currency or fare equivalents in the amount of the applicable fare, or the passenger shall display appropriate proof of payment valid at the time of boarding in the form of a pass, ticket or a tap of their Connect Card.

C. Appropriate Proof of Payment

Appropriate proof of payment means the evidence of fare prepayment that constitutes the applicable fare. Proof of payment may constitute any one of the following:

1. Monthly pass issued by El Dorado Transit including, when applicable, a monthly stamp affixed to the pass; or
2. El Dorado Transit scrip ticket; or
3. El Dorado Transit employee pass; or
4. Lifetime pass; or
5. Daily pass; or
6. Peace officer identification; or
7. El Dorado Transit retiree pass/id, or
8. Fare media approved by Executive Director within adopted fare structure, or
9. Connect Card, or
10. El Dorado Transit or Amtrak prepaid ticket

D. Fare Equivalent

Fare equivalent is an El Dorado Transit issued scrip ticket or free ride ticket issued by an authorized agent of El Dorado Transit.

E. Valid Proof of Payment

Proof of payment issued by El Dorado Transit is valid as provided below:

1. Monthly Pass/Stamp – An El Dorado Transit monthly pass shall be valid only for the month of the year printed by El Dorado Transit either on the pass or on the stamp to be affixed on an approved photo I.D. card. Notwithstanding the foregoing, a monthly pass shall be valid from the first day to the last day of the month.
2. Lifetime Pass – A lifetime pass issued to persons 80 years of age or older shall be valid during the life of the pass holder.
3. Student Pass – A student pass issued by El Dorado Transit shall be valid only to the student issued the pass for the term specified on the pass.
4. Peace Officer Identification – A peace officer badge or photo identification card issued by a public agency is valid for so long as the bearer of such badge or photo identification is employed by the issuing public entity as a peace officer.
5. Retiree Pass/ID – issued by El Dorado Transit to retired employees.
6. Bus Ticket – A ticket issued by El Dorado Transit, Amtrak or Capitol Corridor as proof of payment in printed or digital format.

IV. FARE STRUCTURE CLASSIFICATIONS

A. Basic Fare

The basic fare shall be in the amount set forth in Article VI. Any passenger paying the basic fare shall be entitled to one ride upon paying the fare.

B. Discount Fare

The discount rate for disabled persons, senior citizens and students K-12 shall be in the amount set forth in Article VI for Local Fixed Route services. Only disabled persons, senior citizens and students K-12 are entitled to one ride on local fixed route service upon displaying the proper disabled, senior citizens or student K-12 I.D. Card or required documentation set forth in Article II and payment of the fare set forth in Article VI. One (1) child age zero (0) to five (5) may ride at no cost with an adult that pays a fare or uses a valid prepaid fare media. If more than one (1) child is accompanying one passenger, the passenger shall pay the discount fare for the second and each additional child.

C. Free Fares

Free fares are available for Octogenarian passengers and retired El Dorado Transit employees.

i. Octogenarian Fare

Persons 80 years of age or older are entitled to ride all Local Fixed Route~~fixed-route~~ service for free upon displaying the proper identification card.

ii. El Dorado Transit Retiree Fare

Persons retired from El Dorado Transit under El Dorado Transit retirement policy are entitled to ride all Local Fixed Route Intercity and Commuter service for free upon displaying the proper pass/identification card.

D. Special Services

Special services are fixed route service provided under contract between El Dorado Transit and a third party. Special services are open to the public upon payment of the applicable fare. Unless otherwise indicated below, the fare for special services shall be in accordance with the fare structure classifications as set forth in this Article VI. Fares shall not be collected for special service if the cost of such service is paid under the terms of a contract.

V. FARE PREPAYMENT

A. Basic Monthly Pass

The basic monthly pass consists of either an El Dorado Transit issued monthly pass card or an approved card to which an El Dorado Transit monthly stamp is affixed. This pass entitles the bearer to ride on all Local Fixed Route and Commuter services, subject to the following limitations and conditions:

1. The pass may be purchased from El Dorado Transit or designated El Dorado Transit pass outlets by any person; and
2. The pass is valid only on specified services during the month of the year printed by El Dorado Transit on the pass or stamp that is affixed to the bearer's approved card. Notwithstanding the foregoing, a monthly pass shall be valid through the first day of month through the last day of the month; and
3. The monthly pass constitutes prepayment of the basic fare or any fare established in an amount lower than the basic fare of the service for which it is valid; and

4. The monthly pass card or monthly stamp shall be non-refundable and non-exchangeable and shall be sold for the amount established in Article VI. El Dorado Transit is not responsible for lost or stolen passes.

B. Discount Monthly Pass

The discount monthly pass consists of an El Dorado Transit monthly pass card. This entitles the bearer to ride all local fixed route services, subject to the following limitations and conditions:

1. This pass may be purchased only by disabled persons, senior citizens and students K-12; and
2. This pass is valid only during the month of the year printed by El Dorado Transit on the card or loaded onto the Connect Card. Notwithstanding the foregoing, a discount monthly pass shall be valid from the first day through the last day of the month; and
3. For disabled persons, senior citizens and students K-12, this pass constitutes prepayment of the discount fare or any fare established in any amount lower than the discount fare of the service for which it is valid; and
4. The discount monthly pass is non-refundable, non-exchangeable and non-transferable and shall be sold for the amount established in Article VI. El Dorado Transit is not responsible for lost or stolen passes.

C. Basic Day Pass

The Basic Day Pass consists of an El Dorado Transit daily pass card. This entitles the bearer to ride all fixed route services subject to the following limitations and conditions.

1. The pass may be purchased from El Dorado Transit drivers or at the El Dorado Transit office on the day of the pass; and
2. The pass is valid only on specified services during the day of the month printed by El Dorado Transit on the pass or stamp that is affixed to the bearer's approved card or loaded onto the bearer's Connect Card. Notwithstanding the foregoing, a daily pass shall be valid from the first pick-up of the day through the last drop-off of the day on the local fixed routes; and
3. The daily pass constitutes prepayment of the basic fare or any fare established in an amount lower than the basic fare of the service for which it is valid; and
4. The daily pass card or daily stamp shall be non-refundable and non-exchangeable and shall be sold for the amount established in Article VI. El Dorado Transit is not responsible for lost or stolen passes.

D. Discount Day Pass

The Discount Day Pass consists of an El Dorado Transit daily pass card. This entitles the bearer to ride all Local Fixed Route services subject to the following limitations and conditions.

1. This pass may be purchased only by disabled persons, senior citizens and students K-12; and
2. This pass is valid only on specified services during the day of the month printed by El Dorado Transit on the pass or stamp that is affixed to the bearer's approved card or loaded onto the bearer's Connect Card. Notwithstanding the foregoing, a daily pass shall be valid from the first pick-up of the specified service day through the last drop-off of the specified service day on the local fixed routes; and
3. For disabled persons, senior citizens and students K-12, this pass constitutes prepayment of the discount fare or any fare established in any amount lower than the discount fare of the service for which it is valid; and
4. The discount daily pass card or daily stamp shall be non-refundable and non-exchangeable and shall be sold for the amount established in Article VI. El Dorado Transit is not responsible for lost or stolen passes.

E. Employee I.D.

A valid El Dorado Transit employee I.D. card entitles the lawful bearer to ride on all El Dorado Transit services at no charge.

F. Retiree Pass

A valid El Dorado Transit Retiree I.D. entitles an El Dorado Transit retiree with a minimum of five (5) years of employment with El Dorado Transit to ride all Local Fixed Route, [Intercity](#) and Commuter services at no charge.

G. Lifetime Pass

A lifetime pass consists of an El Dorado Transit I.D. card and is issued only to persons 80 years of age or older. A lifetime pass entitles the bearer and the bearer's Personal Care Attendant (PCA) to ride for free on all Local Fixed Route service and is valid during the life of the passholder. A lifetime pass is non-transferable and non-exchangeable.

H. Peace Officer Identification

A valid peace officer identification consists of a badge or photo identification card issued by a public agency to persons employed as peace officers. A peace officer identification entitles the bearer to ride on all fixed route service at no charge.

I. Scrip Ticket

All scrip tickets will be sold for the price corresponding to the denomination appearing on the ticket.

J. I.D. Cards

I.D. cards including Connect Cards may be acquired for up to Five Dollars (\$5.00).

VI. FARE AND MONTHLY PASS PRICING

Effective: ~~January 1, 2019~~ **August 6, 2021, the reduced fares and Daily Max are based on grant awards and may be reversed if grants for fare decreases are not available**

A. Local Fixed Routes

Route **20**-Placerville, Route **25**-Saturday Express, Route **30**-Diamond Springs/El Dorado, Route **35**-Diamond Springs Saturday, Route **40**-Cameron Park/Shingle Springs, Route **50x**-50 Express, Route **60**-Pollock Pines/Camino and other fixed routes as developed.

One-Way Fare: General... \$1.50 Senior/Disabled/Student K-12....\$0.75

Daily Pass: General... \$6.00 Senior/Disabled/Student K-12....\$3.00

Monthly Pass: General... \$60.00 Senior/Disabled/Student K-12...\$30.00

Temporary Fares General... \$30.00 Senior/Disabled/Student K-12...\$15.00

Combo RT Pass: General... \$110.00 Senior/Disabled/Student K-12...\$80.00

Temporary Fares General...\$100.00 Senior/Disabled/Student K-12...\$65.00

College Student with Valid Student Access Card: Free

Temporary Daily Connect Card Max: General...\$4.50 Senior/Disabled/Student K-12...\$2.25

B. Sacramento Commuter Routes:

Monthly Sacramento Commuter Pass \$180.00

Monthly Combination El Dorado Transit/RT \$210.00

Sacramento One-way fare \$5.00

College Student with Valid Student Access Card ~~\$4.00 One-way fare~~ Free

Temporary K-12 With Local Fixed Route Monthly Pass Free

C. Dial-A-Ride (DAR) and Senior Day Care (Adult Day Services):

DAR and Senior Day Care (Adult Day Services) fares based on mileage of trip from pickup location to drop off location:

Up to four (4) miles	\$2.00 One-way fare
More than four (4) miles	additional \$0.50 fare per mile

D. Sac-Med:

Sac-Med Service	\$10.00 One-way fare
-----------------	----------------------

E. ADA Complementary Paratransit:

ADA Complementary Paratransit	\$3.00 One-way fare
-------------------------------	---------------------

F. Sacramento/South Lake Tahoe Intercity Service:

<u>Sacramento to Tahoe Wye and Stateline Transit Center</u>	<u>\$34.00</u>
<u>Sacramento to Cameron Park</u>	<u>\$20.00</u>
<u>Sacramento to Placerville</u>	<u>\$20.00</u>
<u>Tahoe Wye and Stateline Transit Center to Sacramento</u>	<u>\$34.00</u>
<u>Tahoe Wye and Stateline Transit Center to Cameron Park</u>	<u>\$20.00</u>
<u>Tahoe Wye and Stateline Transit Center to Placerville</u>	<u>\$20.00</u>
<u>Cameron Park to Sacramento</u>	<u>\$20.00</u>
<u>Cameron Park to Tahoe Wye and Stateline Transit Center</u>	<u>\$20.00</u>
<u>Placerville to Sacramento</u>	<u>\$20.00</u>
<u>Placerville to Tahoe Wye and Stateline Transit Center</u>	<u>\$20.00</u>

Children under the age of two (2) ride for free with a paying adult on the Sacramento/South Lake Tahoe Intercity Service.

- VII.** Fare structures for demonstration projects shall be set by the Executive Director for a period not to exceed twelve (12) months. After a twelve (12) month period, El Dorado Transit will review and consider for adoption, a fare structure for any new service developed through such demonstration project.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board, held on ~~December 6, 2018~~ August 5, 2021 by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Kara Taylor, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 2 B
Action Item

MEMORANDUM

DATE: August 5, 2021

TO: El Dorado County Transit Authority

FROM: Matthew Mauk, Executive Director

SUBJECT: Professional Services Agreement for Information Technology Support Services for Fiscal Year 2021/22

REQUESTED ACTION:
BY MOTION,

1. Award Contract for Information Technology Services per Request for Proposals #21-01
2. Authorize the Executive Director to execute the Information Technology Support Services contract pending final review and approval of Legal Counsel
3. Approve Blanket Purchase Order No. B27181 issued to RTS Computer Services in an amount not to exceed \$62,000 for Information Technology Support Services

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) has implemented multiple strategies to maintain the appropriate level of Information Technology (IT) support in previous years, including hiring an IT staff person, contracting with individual consultants, and sharing staff with other public agencies. As the agency's needs grew, it was determined that a private IT contractor with appropriate staff resources and a depth of expertise would provide the technical support necessary to best meet El Dorado Transit's needs.

Since September 2013, RTS Computer Services based in El Dorado Hills, has provided IT support to El Dorado Transit under a series of yearly professional service agreements. Leading up to the start of the new fiscal year and in keeping with established purchasing policies, El Dorado Transit staff conducted a competitive solicitation to determine market conditions and to select a vendor for a longer-term contract for IT support.

El Dorado Transit published the attached Request for Proposals (RFP) on March 24, 2021, seeking vendors willing and able to provide IT support, including baseline monthly services and out-of-scope support on an hourly basis. Staff anticipates executing a contract with the selected vendor for an initial five (5) year term with the option of up to two (2) additional, one (1) year extensions.

DISCUSSION

Prior to the RFP deadline on April 19, 2021, staff received four (4) proposals from qualified vendors. An internal committee comprised of the Executive Director, Planning and Marketing Manager, and Administrative Coordinator reviewed and scored all the written proposals on a 5-point scale in six (6) categories, for a total of 30 total points possible. After evaluating, deliberating, and receiving answers to a series of clarifying questions to proposers, staff determined that further technical knowledge was necessary to properly assess the bids. Due to his background in IT, staff sought assistance from the agency's current outside CPA to conduct an independent evaluation and score the proposals.

The following table shows the four (4) bids (lowest to highest base price) from the qualified bidders and their total score from all members of the evaluation team:

BIDDER	MONTHLY COST	SCORE
RTS Computer Services	\$4800.00	100
NetXperts	\$4900.00	101
Mid Valley IT	\$8500.00	79
BetterWorld Technology	\$9449.00	49

With 120 total points possible, NetXperts, based in Walnut Creek, and RTS Computer Services (the incumbent contractor) scored the highest respectively. Considering the nearly equal technical scores, the lower monthly base cost from RTS Computer Services, and the additional costs and staff resources needed to support a potential change in IT vendors, staff is recommending RTS Computer Services for award.

In making the recommendation, El Dorado Transit management fully acknowledges that RTS Computer Services recently hired the Operation Manager's son in a support position. Due to the potential conflict of interest, the Operations Manager was excluded and was not privy to any aspect of the development of the RFP, evaluation of the proposals, or the decision of the evaluation team to recommend RTS Computer Services for award. Included for the Board's consideration is a letter from the El Dorado Transit Operations Manager, dated April 19, 2021, disclosing the potential conflict of interest, and recusing himself from all aspects of the solicitation and contract award.

With the requested action, staff recommends award of the attached IT Support Services contract to RTS Computer Services as the lowest responsible bidder, approval of Blanket Purchase Order No. B27181, and authorization for the Executive Director to execute the contract and any related documents necessary to complete the agreement, pending final review and approval of Legal Counsel.

FISCAL IMPACT

The full 1st year costs of \$62,000 is included within the adopted Fiscal Year 2021/22 Operating Budget under the Service Contracts and Equipment budget line Item 5090.06 for computer and network support.

Year (1) Project Costs:

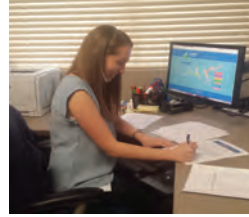
Annual Base Services	\$48,000.00
Out of Scope Services	<u>\$ 8,400.00</u>
10% Contingency	<u>\$ 5,600.00</u>

Purchase Order Total: \$62,000.00

Assuming continued satisfactory performance by the vendor, the full value of the contract over the five (5) year term is estimated to be approximately \$380,000. This amount includes a proposed 3% annual escalator in monthly base service costs. With Board approval, sufficient funds will be included in upcoming annual operating budgets to support the full IT contract costs over the term of the agreement.



EL DORADO TRANSIT



Request for Proposals #21-01

Information Technology Support Services

March 24, 2021

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

This Page Intentionally Left Blank

TABLE OF CONTENTS

I.	INTRODUCTION	3
II.	BACKGROUND	3
III.	PROJECT SUMMARY AND DESCRIPTION	4
IV.	SCOPE OF WORK/SERVICES.....	4
V.	CONTACT PERSON	5
VI.	PROJECT TIMETABLE	6
VII.	GENERAL CONDITIONS	6
VIII.	PROPOSAL CONTENT AND ORGANIZATION	8
IX.	PROPOSAL EVALUATION AND SELECTION.....	10
X.	PAYMENT SCHEDULE	11

I. INTRODUCTION

The El Dorado County Transit Authority (El Dorado Transit) provides public transportation within the Western Slope of El Dorado County under a Joint Powers Agreement between the County of El Dorado and the City of Placerville. Board membership includes three (3) members appointed by the El Dorado County Board of Supervisors and two (2) members appointed by the City of Placerville City Council.

El Dorado Transit was established to provide public transportation options for senior and disabled residents of El Dorado County. Public transportation services gradually expanded to meet some of the transportation needs of the general public. El Dorado Transit is currently the sole public transportation provider and designated Consolidated Transportation Services Agency (CTSA) for western El Dorado County. As such, El Dorado Transit serves an important role in providing mobility options for residents and employees, enhancing environmental conditions, and supporting the economy of the region. El Dorado Transit services currently include Sacramento commuter routes, local community fixed routes and demand response services.

II. BACKGROUND

El Dorado Transit is seeking a maintenance and support program to be designed to support Preventive Maintenance/Strategic forecasting and responsive maintenance as needed, to accommodate departmental computer system activities and user equipment performance. Major program components include the following:

- A. Initial Assessment Review.** Vendor will conduct a thorough inventory of the El Dorado Transit's hardware and software, providing a report of that inventory with an assessment of required updates. Such an assessment will take into account equipment efficiency, life expectancy, capacity, speed and current processes, and make recommendations for improving routine support criteria and eliminating emergency maintenance situations. A report of this initial assessment shall be submitted by August 31, 2021.
- B. Desktop Application Support.** Performance of basic support functions, including the installation of PC's, laptops, printers, peripherals, and office software; diagnosis and correction of desktop application problems, configuring of PC's and laptops for standard applications; identification and correction of user hardware problems, with advanced troubleshooting as needed; maintenance of an updated inventory of all computer related hardware, to make available to El Dorado Transit personnel upon request and/or after new hardware has been installed; and implementation of HELP Desk procedures under policy constraints of the successful vendor.
- C. Server and Workstation Administrative Services.** Management of networks and computer systems, including complex applications, databases, messaging, servers.
- D. Network Administration Services.** Maintenance and support of network equipment, including switches, firewalls, routers and other security devices is included. Installation and maintenance of printers, scanners, network devices et al; analysis, routine

configuration changes, and installation of patches and upgrades; minor cabling if needed; alert notifications in case of failure of equipment. Proactive monitoring of network equipment, including performance indicators to report on threshold limitations; network performance and capacity management services; continuous troubleshooting are required. Maintenance of network documentation for daily, weekly and monthly services is required.

E. General Services

- Provide computer software, hardware and networking support both on-site and remotely
- Provide preventative maintenance for computer systems and software
- Troubleshoot and resolve system and application issues
- Provide routine weekly, monthly, quarterly and annual service to El Dorado Transit equipment, including periodic anti-virus updates, spyware removal, verification of data back-ups and protocols, and related routine preventative maintenance
- Work as an agent of El Dorado Transit with outside computer service or product providers (ISP, vendors, etc.) to resolve any warranty or service issues
- Provide 24/7 monitoring on all network equipment with automatic notification of potential and actual failures or developing problems
- Provide monthly reports on network status

III. PROJECT SUMMARY AND DESCRIPTION

The contract for Information Technology Support Services will be an agreement between El Dorado Transit and the contractor(s). The contractor(s) will work under direction of the El Dorado Transit Executive Director, Administrative Coordinator and management team. Funding for the contractor(s) services will be provided by El Dorado Transit utilizing local funding sources. The contract will be awarded/executed under Board adopted purchasing procedures.

IV. SCOPE OF WORK/SERVICES

The scope of work is described below. The selected contractor(s) will be expected to perform all services described in the Scope of Work.

1. Monthly patch of all servers, desktops and laptops. This includes applying firmware upgrades to any switches, Wi-Fi devices or printers as needed.
2. Assist staff in the upgrading of servers and software as needed (done on a per project or per case basis)
3. On an as-needed basis, the contractor will be called upon to travel to El Dorado Transit's site to assist with system outages. This work could range from replacing failed hard drives to troubleshooting network issues, desktop issues or in rare instance printer issues. Applications the contractor may need to troubleshoot or provide assistance to:
 - a. Vehicle Maintenance software
 - b. Accounting software

- c. Facility Access and Badging software
- d. Vehicle scheduling and routing software
- e. On-board vehicle camera surveillance software
- f. Building Surveillance System software

On an as-needed basis, the contractor shall serve as a liaison between staff and technical support for any of the software/services used by El Dorado Transit. For example, if the contractor is unable to troubleshoot a problem with the third-party scheduling software, the contractor may need to work with the third-party vendor to resolve the issue.

Operating Systems in use and count of devices:

Windows Server 2016	3
Windows Server 2012 R2	2
Windows Server 2008 R2	5
Windows 8.1	1
Windows 10	35
Windows 7	2

The network consists of eleven (11) servers, four (4) network switches, and thirty-seven (37) end user stations (25 desktops and 12 laptops). Servers are housed in a separate climate controlled and secured room.

Reporting:

Contractor will provide quarterly reports due on the 15th of the month following the previous quarter with invoicing to include information mutually agreed to and the following:

1. Details of action
2. Date of service
3. Location of service (e.g. on-site, remote access or telephone)
4. Signed statement that data back-up protocols were processed per policy

Contractor will be expected to complete a five-year technology plan covering the period of July 2022 through June 2027 by February 2022. This five-year plan is required to be updated annually in February to include the next fiscal year in the series. This is to allow for necessary budget planning for the upcoming fiscal years.

V. CONTACT PERSON(S)

Primary Contact	Megan Wilcher, Administrative Coordinator El Dorado County Transit Authority 6565 Commerce Way Diamond Springs, CA 95619 (530) 642-5383 Ext. 229 Email: mwilcher@eldoradotransit.com
-----------------	---

VI. PROJECT TIMETABLE

March 24, 2021	Issue Request for Proposals
March 25 – April 9, 2021	Proposer(s) may schedule on-site visit
April 13, 2021	Written Questions and Requests for Modifications or Clarifications are due
April 15, 2021 by 4:00 PM	Response to Questions and Requests for Modifications or Clarifications are posted to El Dorado Transit Website
April 19, 2021 at 4:00 PM	Deadline for receipt of proposals
April 20 – 23, 2021 (tentative)	Finalists contacted to schedule interviews
May 3 – 7, 2021 (tentative)	Conduct interviews, if required; recommend contractor
June 3, 2021 (tentative)	Contract award/execution
July 1, 2021	Effective Date of Contract

Two (2) hard copies and one (1) flash drive or thumb drive containing an electronic copy in .pdf format must be received by El Dorado Transit no later than 4:00 PM local time (PST) on April 19, 2021. Proposals received after this date and time will not be considered.

Proposals shall be submitted in a sealed envelope marked, **“Request For Proposals IT Support Services”**

If mail delivery is used, the proposer should mail the proposal early enough to provide for arrival by this deadline. Proposer uses mail or courier service at their own risk. El Dorado Transit will not be liable or responsible for any late delivery of proposals. **Postmarks will not be accepted.**

Until award of the contract, the proposals shall be held in confidence and shall not be available for public review. Upon award of a contract to the successful proposer, all proposals shall be public records.

VII. GENERAL CONDITIONS**A. Limitations**

This Request for Proposal (RFP) does not commit El Dorado Transit to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request, or to procure or contract for services or supplies. El Dorado Transit expressly reserves the right to reject any and all proposals or to waive any irregularity or information in any proposal or in the RFP procedure and to be the sole judge of the responsiveness of any proposer and of the suitability of the materials and/or services to be rendered. El Dorado Transit reserves the right to withdraw this

RFP at any time without prior notice. Further, El Dorado Transit reserves the right to modify the RFP schedule described above.

B. Award

RFP finalists may be required to make oral presentations regarding their firms and any special expertise in the necessary areas. All finalists may be required to participate in negotiations and submit price, technical, or other revisions of their proposals as may result from negotiations. El Dorado Transit also reserves the right to award the contract without discussion, based upon the initial proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and a technical viewpoint.

C. RFP Addendum

Any changes to the RFP requirements will be made by written addenda by El Dorado Transit and shall be considered part of the RFP. Upon issuance, such addenda shall be incorporated in the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation.

D. Verbal Agreement or Conversation

No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of El Dorado Transit shall affect or modify any terms or obligations of the RFP, or any contract resulting from this RFP.

E. Pre-contractual Expense

Pre-contractual expenses are defined as expenses incurred by proposers and selected contractor in:

- 1) Preparing proposals in response to this RFP
- 2) Submitting proposals to El Dorado Transit
- 3) Negotiations with El Dorado Transit on any matter related to proposals
- 4) Other expenses incurred by a contractor or proposer prior to the date of award of any agreement.

In any event, El Dorado Transit shall not be liable for any pre-contractual expenses incurred by any proposer or selected contractor. Proposers shall not include any such expenses as part of the price proposed in response to this RFP. El Dorado Transit shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

F. Signature

The proposal will also provide the following information: name, title, address, telephone number and email of individual(s) with authority to bind the company and designated contact(s) during the period of proposal evaluation. The proposal shall be signed by an official authorized to bind

the company and shall contain a statement to the effect that the proposal is a firm offer for at least a ninety (90) day period. Execution of the contract is expected by July 1, 2021.

G. Term

The initial term of this agreement will be for a period of five (5) years. After the completion of the initial five-year term, El Dorado Transit shall have the option to renew the contract for up to two additional terms of one year each

H. Termination for convenience of El Dorado Transit

El Dorado Transit may terminate this agreement without cause at any time, including, but not limited to, during the initial five-year term of the agreement, by giving notice to the contractor of such termination and specifying the effective date thereof, which must be at least sixty (60) days before the effective date of such termination. If the agreement is terminated by El Dorado Transit, Contractor shall be paid the agreed upon monthly cost of services up until the effective date of termination.

I. Insurance

The successful firm shall provide evidence of the following insurance requirements: Full Workers' Compensation and Employer's Liability Insurance covering all employees of Contractor as required by the State of California. Commercial General Liability insurance in an amount not less than \$1,000,000 and Automobile Liability Insurance of not less than \$500,000, naming the El Dorado County Transit Authority as an additional insured.

J. Contract Arrangements

The proposer is expected to execute a contract similar to El Dorado Transit's Professional Services Agreement attached as Exhibit A.

VIII. PROPOSAL CONTENT AND ORGANIZATION

Proposals should be limited to specific discussion of the elements outlined in this RFP. The intent of this RFP is to encourage responses which meet the stated requirements and which propose the best methods to accomplish the work.

The organization of the proposal should follow the general outline below. Each proposal should consist of a technical proposal (items 1-7 below) and a cost proposal (item 8).

1) Transmittal Letter

The transmittal letter should include the name, title, address, phone number, email and original signature of an individual with authority to negotiate on behalf of and to contractually bind the contractor(s) firm, and who may be contacted during the period of proposal evaluation. Only one transmittal letter need be prepared to accompany all copies of the technical and cost proposals.

2) **Table of Contents**

A listing of the major sections in the proposal and the associated page numbers.

3) **Introduction**

In this section, the proposer should demonstrate an adequate understanding of the role and relationships of El Dorado Transit.

4) **Technical Approach**

- a) A brief description of the contractor(s) firm, including the year the firm was established, type of organization of firm (partnership, corporation, etc.), and any variation in size over the last five years, along with a statement of the firm's qualifications for performing the subject consulting services.
- b) A brief description of the firm's experience with similar organizations.

5) **Project Management**

The proposer must prepare an explanation of the project management system and practices to be used to assure that the required proposed services are completed timely and that the quality of the products will meet El Dorado Transit's requirements.

6) **Contractor Staff**

The proposal must describe the qualifications and experience of each professional who will participate in the project, including a resume for each member of the project team. A project manager must be designated, and an organizational chart showing the manager and all project staff proposed that will provide services must be included.

7) **Contractor Qualifications and References**

The proposal must include a list of references for similar clients. References should include client contact names, addresses, phone numbers, descriptions of the type of work performed, approximate dates on which the work was completed, and professional staff who performed the work. If a subcontractor is proposed, two to three similar qualifications and references should be provided for the subcontractor.

8) **Cost Proposal**

The cost proposal shall describe monthly maximum fee, hourly rate for contractor(s) and employees to be assigned to this contract, a summary of any other related costs that are to be billed directly and a total "not-to-exceed" bid for this proposal.

- Describe how your services are priced, and any specific pricing you are able to provide
- Prove the estimated monthly fee for IT services. The monthly fee shall include at a minimum, the following services:
 - Unlimited remote support for covered items
 - Proactive maintenance and patching of covered workstations and servers
 - Quarterly business and technology meetings

- 24 x 7 x 365 alerting for critical events of covered items (examples of critical event alerts include, but are not limited to the following: hard drive failure in a server, server going offline, network device failure, etc.)
- Respondent's security solution for each covered device
- Backup solution for each covered device – not including offsite platforms
- Hosted email spam filtering service with antivirus scanning
- Prioritized Helpdesk event scheduling
- One weekly scheduled onsite visit
- Define any tiers of service and costs associated with those tiers
- Provide standard hourly rates for items that might not be included within the monthly fee, such as special projects. Please explain the services that may be charged this rate.
- Any one-time set-up fees or transition costs should be quoted separately from the monthly cost for IT services
- El Dorado Transit will pay for Adobe and Microsoft licenses / software renewals separately from the monthly cost of services.
- El Dorado Transit will pay for hardware upgrades separately from the monthly cost of services. These amounts do not need to be quoted as part of this proposal.
- Define any additional charges

9) **Number of Copies**

The proposer must provide two (2) hard copies and one (1) electronic copy in .pdf format of all submittals in response to this Request for Proposals.

All proposals shall be received **no later than 4:00 PM April 19, 2021** at the **El Dorado County Transit Authority, 6565 Commerce Way, Diamond Springs, California 95619**.

Late proposals shall not be accepted.

All proposals, whether selected or rejected, shall become the property of the El Dorado County Transit Authority.

All proposals received prior to the date and time specified above for receipt may be withdrawn or modified by written request of the proposer. To be considered, the modification must be received in writing, and in the same number of copies as the original proposal, prior to the date and time specified for receipt of proposals.

IX. PROPOSAL EVALUATION AND SELECTION

A proposal review panel will evaluate the proposals. Proposers may be contacted and asked for further information and, if necessary, are expected to appear for oral interviews. Previous clients will also be called. The panel will make recommendations to the El Dorado Transit Executive Director on the basis of the proposal, oral interview, and reference check. El Dorado Transit reserves the right to select a contractor based solely on written proposals and not convene oral interviews.

Upon receipt of the proposals, a technical evaluation will be performed. Each of the major sections of the proposal will be reviewed and evaluated with criteria designed to help judge the quality of the proposal. Evaluation criteria will include such considerations as:

- Specialized experience and technical competence
- Familiarity with type of required technology support for a public agency with multiple departments and cross-over data sharing
- Specific related experience and qualifications
- Understanding of and approach to scope of work/ services
- Qualifications of personnel to be assigned to this contract
- Hourly fee schedule of staff and total bid amount

El Dorado Transit reserves the right to accept whichever proposal is felt to be in the best interest of and provide the best value to El Dorado Transit as well as to reject any and all bids for any or no reason including price.

X. PAYMENT SCHEDULE

Fees for eligible services rendered shall be billed on a monthly or hourly basis. Payment will not be authorized for services rendered and/or expenses incurred prior to contract award, as defined in Section VII, General Conditions, Part E of this RFP. The contractor(s) should forward a copy of all invoices for payment for work performed and associated expenses, by the fifth (5th) day of each month for prior month's service.



EL DORADO TRANSIT

April 19, 2021

Mr. Matthew Mauk, Executive Director
6565 Commerce Way
Diamond Springs, CA 95619

Re: Disqualifying Conflict of Interest

Dear Mr. Mauk:

Currently El Dorado Transit has a Request for Proposal (RFP) for Information Technology Support services and it is my obligation to inform you my son (Joseph) is currently employed by RTS Computer Services (RTS) as a technician. RTS has submitted a proposal for consideration in the RFP.

Due to the potential for a conflict of interest, I must recuse myself from soliciting the bid, participation in awarding the bid and executing the contract, including, but not limited to:

1. Preliminary discussions on the bid;
2. Negotiations with the firm;
3. Compromises;
4. Reasoning for awarding the bid;
5. Planning to execute the winning bid;
6. Drawing up plans and specifications in the execution of the bid;
7. Background research;
8. Investigations; and/or
9. Preparation of reports and analysis.

Thank you for your consideration in this matter. If you have any questions, please contact me at (530) 642-5383 extension 211 or via email at sousley@eldoradotransit.com

Sincerely,

Scott A. Ousley
Operations Manager



EL DORADO COUNTY TRANSIT AUTHORITY

PROFESSIONAL SERVICES AGREEMENT

with

RTS Computer Services

for

Computer and Network Support Services

THIS AGREEMENT, made and entered into this 1st day of September, 2021, by and between El Dorado County Transit Authority, hereinafter referred to as "EL DORADO TRANSIT," and RTS Computer Services, hereinafter referred to as "CONSULTANT".

WITNESSETH

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

SECTION 1 - ORGANIZATION AND CONTENTS

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

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

EXHIBIT A ITCare Gold Managed Service Plan Summary

SECTION 2 - SCOPE OF CONSULTING SERVICES - BASIC; SCHEDULE

CONSULTANT agrees to perform all work described in Exhibit "A" entitled ITCare Gold Managed Service Plan Summary attached hereto and incorporated herein by this reference as if set forth in full.

SECTION 3 - SCOPE OF CONSULTING SERVICES - ADDITIONAL

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

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

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

SECTION 5 - TIME OF PERFORMANCE

CONSULTANT shall commence work within five (5) days following issuance of a Purchase Order. CONSULTANT shall complete the performance of its obligations under this Agreement in accordance with the dates and times indicated in Exhibit "A", unless an extension of time is granted in writing by EL DORADO TRANSIT, which said extension, if any, shall be

granted only for good cause as determined at the sole discretion of EL DORADO TRANSIT. CONSULTANT shall not be held responsible for delays beyond its reasonable control.

SECTION 6 - COMPENSATION

For services performed pursuant to this Agreement as outlined in Exhibit A, EL DORADO TRANSIT agrees to pay and CONSULTANT agrees to accept as payment in full, the amount of \$4,800.00 per month plus payments for additional approved services not to exceed a total amount of \$62,000.00 for informational technology support.

CONSULTANT shall submit a bill each month upon successful completion of the monthly services outlined in said Exhibit A attached hereto. Payment shall be made by EL DORADO TRANSIT within thirty (30) days of receipt of the billing for the completed task. No statements shall be sent until the task has been accepted as complete by EL DORADO TRANSIT. It is mutually agreed between the parties that no payments made under the Agreement shall be conclusive evidence of the performance of the Agreement, either wholly or in part, against any claim of the CONSULTANT, and no payment shall be construed to be in acceptance of any defective work or improper materials.

SECTION 7 – ADDITIONAL WORK

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

SECTION 8 - COMPLIANCE WITH LAWS, RULES, REGULATIONS

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

SECTION 9 - EXHIBITS INCORPORATED

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

SECTION 10 - RESPONSIBILITY OF CONSULTANT

By executing this Agreement, CONSULTANT warrants to EL DORADO TRANSIT that he/she possesses, or will arrange to secure from others, all of the necessary professional consulting capabilities, licenses, certifications, experience, resources and facilities to provide to EL DORADO

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

SECTION 11 - RESPONSIBILITY OF EL DORADO TRANSIT

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

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

SECTION 12 - TERM

The term of this Agreement shall commence upon EL DORADO TRANSIT'S issuance to CONSULTANT of a Purchase Order for all or a portion of the work as hereinabove provided or on September 1, 2021 of whichever is later. The initial term of this agreement will be for a period of fifty-eight (58) months. After the completion of the initial term on June 30, 2026, El Dorado Transit shall have the option to renew the contract for up to two (2) additional terms of one (1) year each.

SECTION 13 - TERMINATION FOR CONVENIENCE OF EL DORADO TRANSIT

EL DORADO TRANSIT may terminate this Agreement without cause at any time, including, but not limited to, during the initial five-year term of the agreement, by giving notice to CONSULTANT of such termination and specifying the effective date thereof, which must be at least sixty (60) days before the effective date of such termination. If the Agreement is terminated by EL DORADO TRANSIT, CONSULTANT shall be paid the agreed upon monthly cost of services up until the effective date of termination.

SECTION 14 - TERMINATION OF AGREEMENT FOR CAUSE

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

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

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

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

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

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

SECTION 15 - INTEREST OF OFFICIALS AND CONSULTANT

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

SECTION 16 - SUBCONTRACTING

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

SECTION 17 - SUCCESSORS AND ASSIGNS

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

SECTION 18 - INDEPENDENT CONTRACTOR

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

SECTION 19 - EQUAL EMPLOYMENT OPPORTUNITY

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

SECTION 20 - DISADVANTAGED BUSINESS ENTERPRISE (DBE)

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

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

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

SECTION 21 - TITLE VI COMPLIANCE

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

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

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

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

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

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

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

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

SECTION 22 - PUBLICATION

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

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

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

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

SECTION 23 - INDEMNIFICATION

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

SECTION 24 – COMPLIANCE HEALTH AND SAFETY REGULATIONS

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

SECTION 25 – INSURANCE

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

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

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

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

SECTION 26 - OWNERSHIP OF DOCUMENTS

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

SECTION 27 - DOCUMENTATION/ACCESS TO RECORDS

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

CONSULTANT and its subcontractors shall maintain all books, documents, papers, accounting records, and other evidence pertaining to costs incurred, and makes such materials available at their respective offices at all reasonable times during the contract period and for three years from the date of final payment to CONSULTANT. Such materials shall be available for inspection by authorized representatives of EL DORADO TRANSIT, or the copies thereof shall be furnished if requested. The U.S. Department of Transportation, Caltrans, the Comptroller General of the United States, or any authorized representatives of these agencies, shall have access to any books, documents, papers and records of the CONSULTANT which are directly pertinent to that specific contract, for the purpose of making audit, examination, excerpts, and/or transcriptions.

SECTION 28 - NOTICES

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

- A. To EL DORADO TRANSIT: Matthew Mauk, Executive Director
El Dorado County Transit Authority
6565 Commerce Way
Diamond Springs, CA 95619
- B. To CONSULTANT: Tony Snider, President
RTS Computer Services
1037 Suncast Lane, Suite 102
El Dorado Hills, CA 95762
- Phone Number (530) 676-2020

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

SECTION 29 - JURISDICTION

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

SECTION 30 - INTEGRATION

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

SECTION 31 – CONFIDENTIALITY

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

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

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

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

EL DORADO TRANSIT:

By _____
Matthew Mauk, Executive Director

CONSULTANT:

By _____
Tony Snider, President

APPROVED AS TO FORM:

Michael Tucker
Attorney for El Dorado County Transit Authority

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

DRAFT

ITCare Gold Managed Service Plan Summary

Customer Information			
Client Name:	El Dorado County Transit Authority		
Phone:	530.642.5383		
Email:	mwilcher@eldoradotransit.com		
Billing Address:	6565 Commerce Way		
	Diamond Springs	CA	95619
Service Level Information			
Service Level:	ITCare Gold Service Plan		
Number of Seats including Servers:	48 (25 Desktops / 12 Laptops / 11 Servers)		
Cost per Seat:	\$100		
Services Included:	<p>Anti-Spam, Antivirus, Managed Firewall, Managed Network, Managed Servers, Managed Desktops. 24x7x365 monitoring and alerting for critical events of covered devices (SEE NEXT SECTION FOR ADDITIONAL CYBERSECURITY PROTECTION)</p> <p>Remote Proactive and Reactive Support of all covered devices; Proactive Maintenance, updates, patching of all covered devices; Quarterly Business Technology Review meeting; Monthly/Quarterly Network Status Reports</p> <p>Proactive weekly onsite visit to address any open items; Priority helpdesk support, Priority Emergency Support; 2 Hour Response Time</p>		
Monthly Payment:	\$4800.00		
Payment Occurrence:	Monthly Net 15 days		
Consultant Services, Hourly:	\$180.00 (Non-Covered, preferred rate per ITCare, normally \$225.00)		
Systems Engineer Services, Hourly:	\$140.00 (Non-Covered, preferred rate per ITCare, normally \$165.00)		
Emergency / After Hours Rate:	\$220.00 (Non-Covered, preferred rate per ITCare, normally \$275.00)		

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

PURCHASE ORDER NO. B27181

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

DATE: 08/05/2021

ACCOUNT: 5090.06

CLASS: 125

ACCOUNT: VARIOUS

CLASS: VARIOUS

SHIP & INVOICE TO:

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

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

Contact: Tony Snider

Vendor Phone No: (530) 676-2020

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		INFORMATION TECHNOLOGY SUPPORT PER SCOPE OF WORK OF RFP #21-01 PERIOD 09/01/21 THROUGH 06/30/22		NOT TO EXCEED: \$48,000.00
		OUT OF SCOPE ITEMS AS OUTLINED IN RFP #21-01		\$8,400.00
		10% CONTINGENCY		\$5,600.00
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	\$62,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$62,000.00
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."

Circle Distributing: Vendor - Accounting - Requestor - Purchasing

AGENDA ITEM 2 C
Action Item

MEMORANDUM

DATE: August 5, 2021

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Fully Integrated Fast Electric Vehicle Charging

REQUESTED ACTION:
BY MOTION,

1. Receive presentation from FreeWire Technologies regarding a proposed fast electric vehicle charging infrastructure grant project
2. Authorize the Executive Director to sign a non-binding Letter of Commitment to be a potential grant project beneficiary for installation of FreeWire electric vehicle chargers

BACKGROUND

The Volkswagen (VW) Mitigation Trust was established to fully mitigate the diesel NOx emissions caused by VW's illegal actions. The State of California Light-Duty Electric Vehicle Infrastructure Program is a statewide program funding electric vehicle infrastructure as part of the VW Mitigation Trust. The program will provide \$5 million in funding for the purchase and installation of new public charging stations across the state for battery electric vehicles.

The El Dorado County Transit Authority (El Dorado Transit) is registered under the Electric Vehicle Infrastructure Program as a potential project beneficiary of electric vehicle charging stations at park and ride locations under its jurisdiction.

DISCUSSION

FreeWire Technologies recently contacted El Dorado Transit to discuss their grant application and the potential of partnering with El Dorado Transit to facilitate the installation of vehicle charging stations at park and rides within the service area. In consultation with FreeWire, El Dorado Transit staff has identified the following possible locations for charging infrastructure installations:

- Central Park and Ride, Commerce Way, Diamond Springs, CA 95619
- Ray Lawyer Drive Park and Ride, Ray Lawyer Drive, Placerville, CA 95667

- Cambridge Road Park and Ride, Cambridge Road, Cameron Park, CA 95682
- El Dorado Hills Park and Ride, Post Street, El Dorado Hills, CA 95762
- Bass Lake Hills Park and Ride, Old Bass Lake Road, El Dorado Hills, CA 95762

Jordan Baroody from FreeWire Technologies will provide a brief presentation at the Board Meeting to outline the benefits of their product, discuss the grant participation requirements, and to answer any questions.

FISCAL IMPACT

If awarded, all upfront costs for any necessary utility upgrades, construction, and installation of vehicle charging equipment would be paid for by the California Light-Duty Electric Vehicle Infrastructure grant program and will be performed by FreeWire Technologies. Under the terms of their standard partnership agreement, FreeWire would retain ownership and responsibility for the equipment for at least three (3) years and El Dorado Transit would be responsible for electricity costs for the facilities. The charging systems can be set up so that users pay a charging fee to El Dorado Transit to offset the increase in electric utility costs.



[Date]

Attn: Minda Berbeco, Manager
Strategic Incentives Division
Bay Area Air Quality Management District
375 Beale Street, Suite 600,
San Francisco, CA 94105

DRAFT

To Whom it May Concern,

As the Executive Director of the El Dorado County Transit Authority, I support the enclosed submittal of the VW Light Duty EV Infrastructure grant application for the installation of DCFC and agree to having chargers placed at the following locations:

- Central Park and Ride, Commerce Way, Diamond Springs, CA 95619
- Ray Lawyer Drive Park and Ride, Ray Lawyer Drive, Placerville, CA 95667
- Cambridge Road Park and Ride, Cambridge Road, Cameron Park, CA 95682
- El Dorado Hills Park and Ride, Post Street, El Dorado Hills, CA 95762
- Bass Lake Hills Park and Ride, Old Bass Lake Road, El Dorado Hills, CA 95762

The El Dorado County Transit Authority, as a potential Project Beneficiary, agrees to comply with all the requirements of the funding program. We attest to the eligibility of our organization/company as a Project Beneficiary as outlined in the Program application guidance. We also agree to ABM Industries Inc. and FreeWire Technologies, (the "Joint Entities") placing chargers into service on our property within twelve (12) months from the date the Notice to Proceed is issued and support FreeWire Technologies, Inc operating the station(s) for a minimum of three years on our property. We agree to work with the Joint Entities to ensure they have access to the property for installation, operations and maintenance. The Ray Lawyer Drive Park and Ride location is currently owned by Caltrans but will be transferred to the El Dorado County Transit Authority in the future. The El Dorado Hills Park and Ride location is owned by El Dorado County. Included are letters of agreement from both organizations.

Thank you for considering this project for funding. Should you have any questions regarding the application, please contact Brian James, Planning and Marketing Manager by email at bjames@eldoradotransit.com or by phone at 530-642-5383 Ext. 201.

Sincerely,

Matthew Mauk
Executive Director

AGENDA ITEM 3 A
Information Item

MEMORANDUM

DATE: August 5, 2021

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Workers Compensation Trending Report

REQUESTED ACTION:

BY MOTION,
None. Information Item Only

BACKGROUND

Through its membership in the Special Districts Risk Management Authority (SDRMA) Workers Compensation Insurance Pool (Self Insurance Program), El Dorado Transit contracts with Sedgwick (formerly York Risk Services Group, Inc.) to administer all workers compensation claims efficiently and succinctly.

Beginning in 2017, El Dorado Transit began reviewing workers compensation trends for the previous years to develop strategies in maintaining a safe workplace and improving risk management. Sedgwick developed an annual report that provides an analysis of all claims from the previous five (5) fiscal years.

DISCUSSION

Dori Zumwalt, Client Service Director for Sedgwick, will present the Workers Compensation Trending Report for El Dorado Transit. The report has been prepared for presentation to the Board of Directors with an update on El Dorado Transit's worker's compensation claim assessment over the previous five (5) years. This report is utilized to identify the program's strengths and areas that may require further risk analysis.

FISCAL IMPACT

None

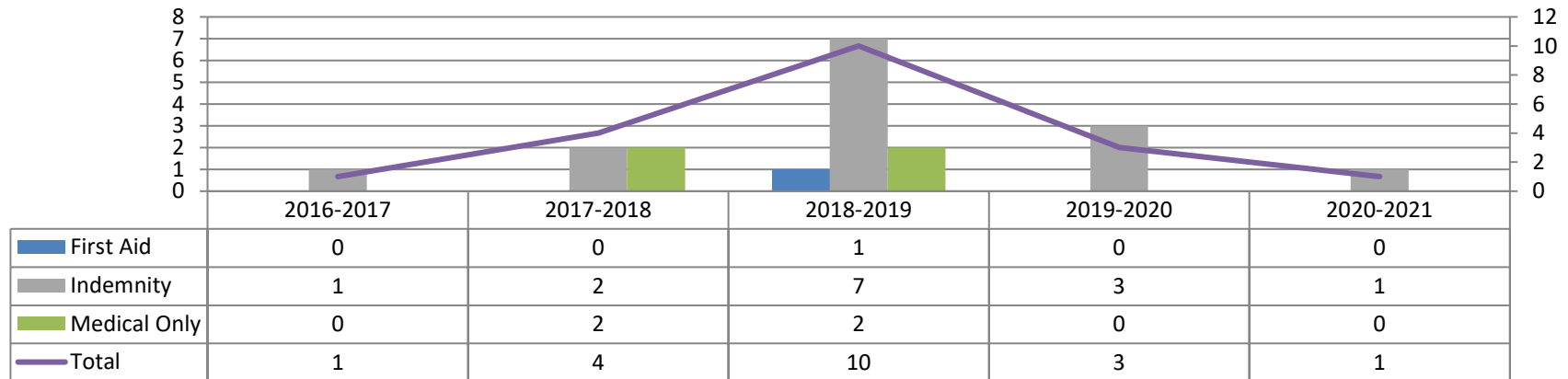
Workers' Compensation Trending Report for El Dorado County Transit Authority



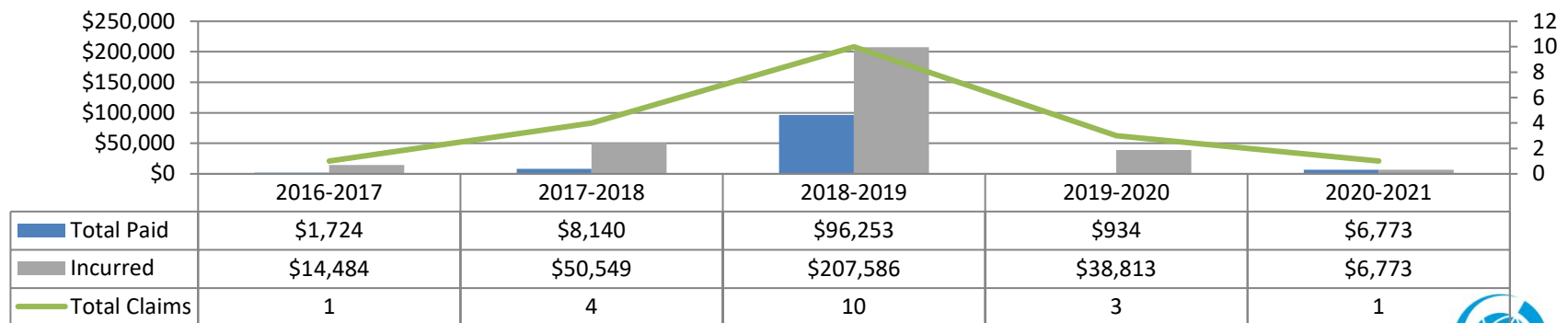
sedgwick®
caring counts

August 2021

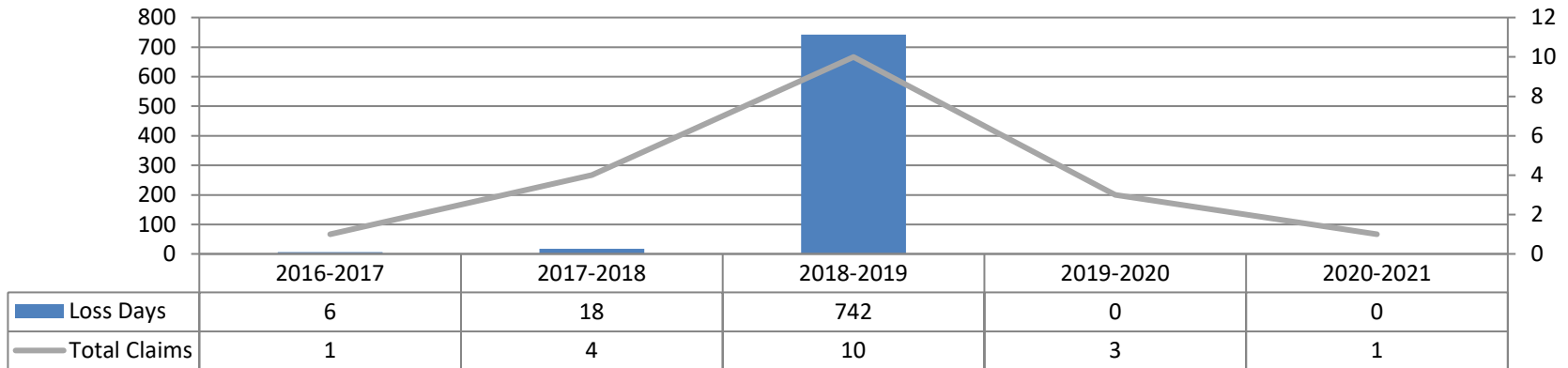
Claim Type by Fiscal Year



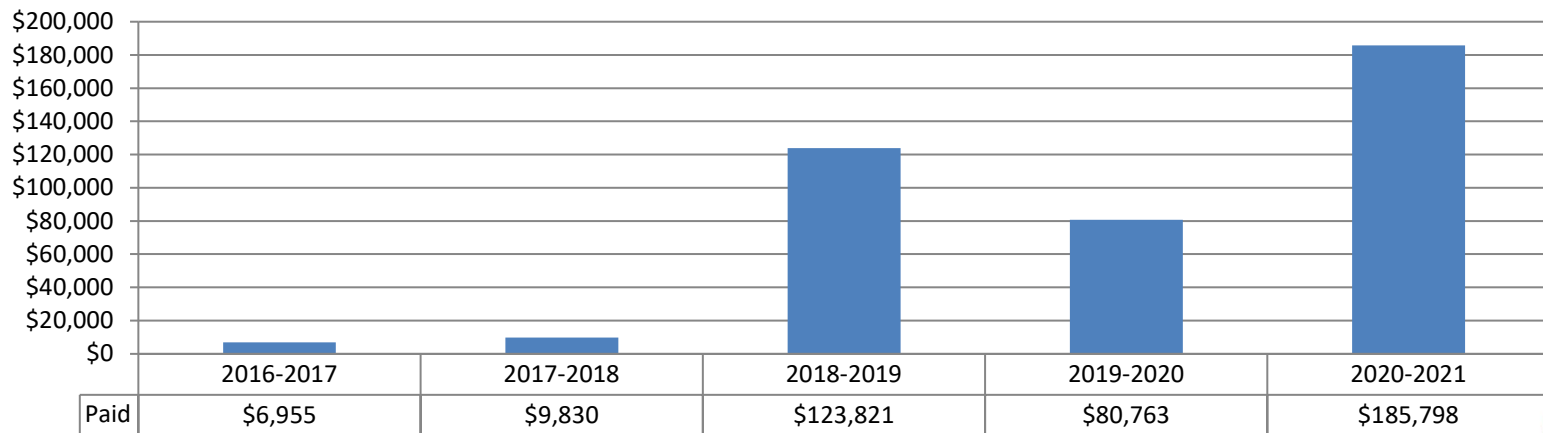
Total Paid and Incurred by Fiscal Year for Injuries within the Fiscal Year



Loss Days for Injuries within Fiscal Year

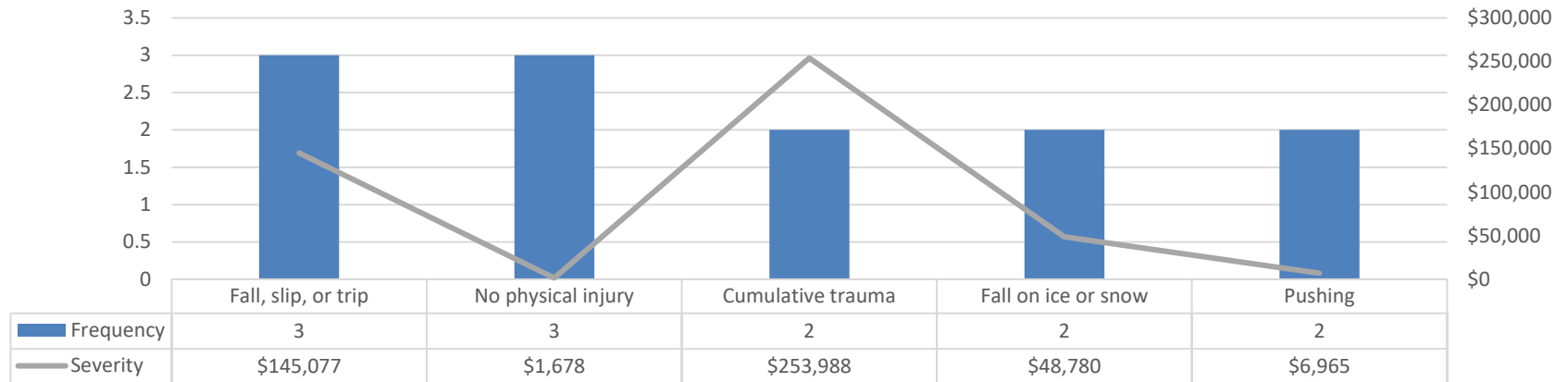


Total Paid During Fiscal Year Regardless of Injury Date

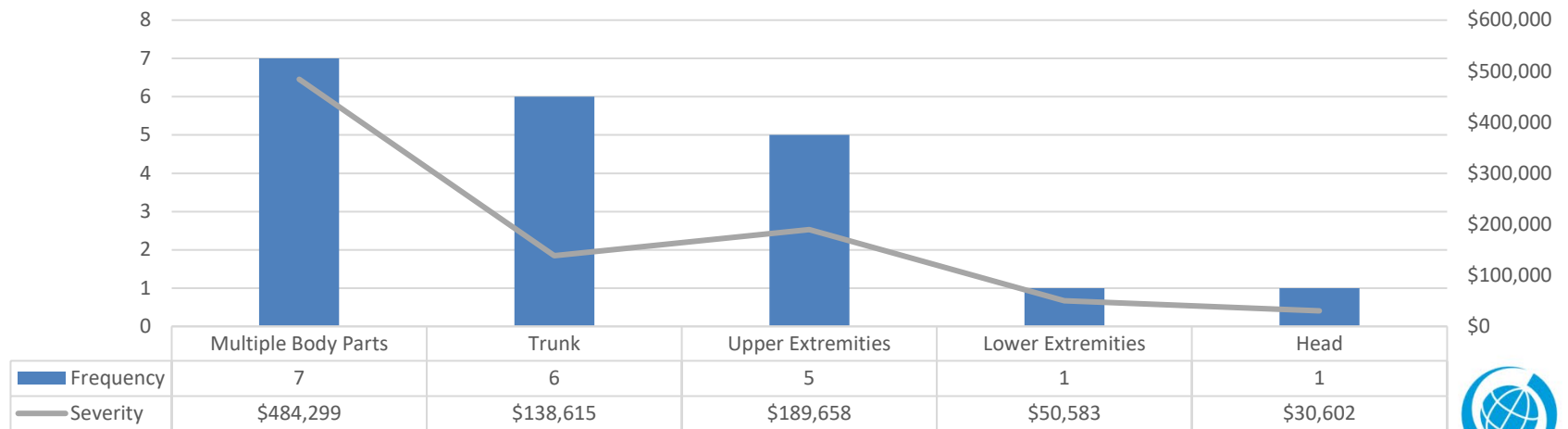


El Dorado County Transit Authority WC Trending Report Fiscal Years 2016-2021

Top 5 Cause of Injury Fiscal Year 2016-2021

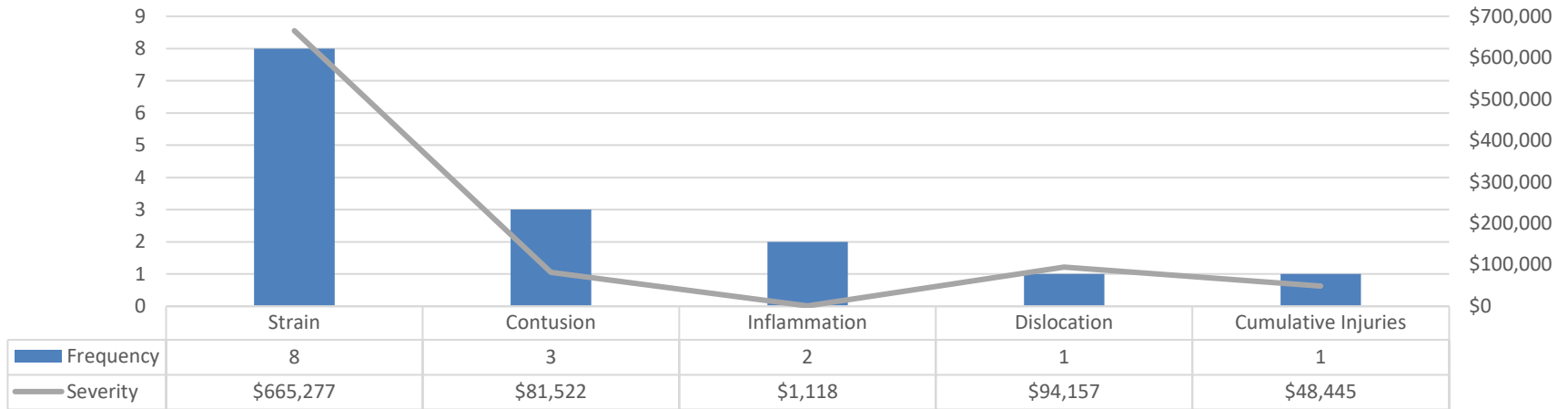


Top 5 Part of Body Injured Fiscal Year 2016-2021

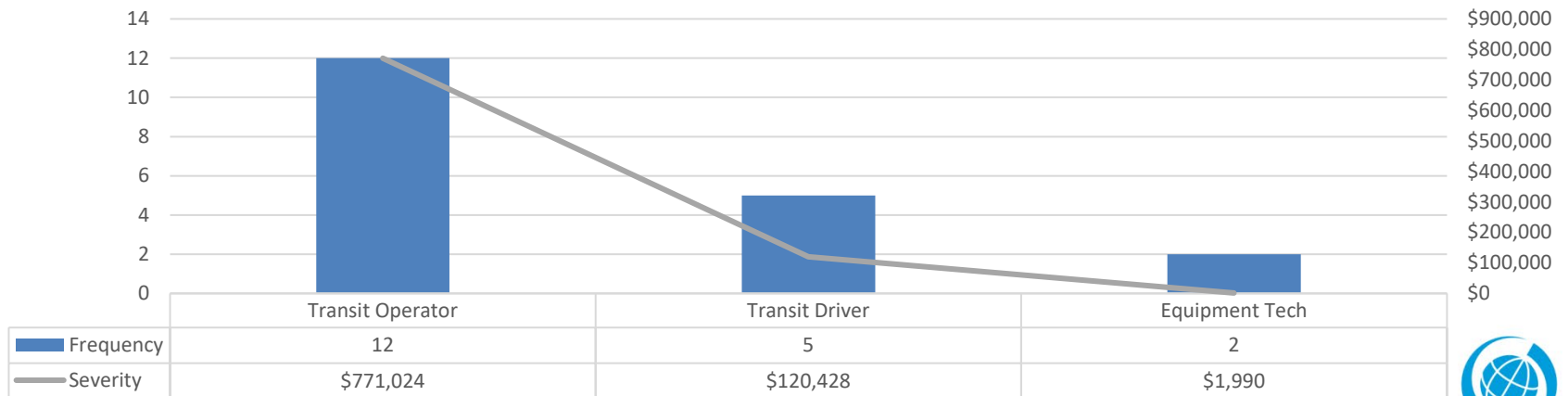


El Dorado County Transit Authority WC Trending Report Fiscal Years 2016-2021

Top 5 Nature of Injury Fiscal Year 2016-2021



Occupation of Injury Fiscal Year 2016-2021



Top 10 Claims Fiscal Year 2016-2021

Claim	Description	Loss Date	Status	Paid	Incurred
SDWA-560093	Injury to left hand, leg, and foot from motor vehicle accident	1/2/2019	O	\$212,687	\$253,062
SDWA-561221	Neck and low back pain from repetitive job duties	4/15/2020	O	\$18	\$174,641
SDWA-559901	Strained back while driving bus	9/21/2018	O	\$34,364	\$134,428
SDWA-560066	Tripped and fell over a concrete parking block and dislocated shoulder	12/11/2018	O	\$38,853	\$94,157
SDWA-558611	Pain in right shoulder from shifting gears	3/31/2017	O	\$27,713	\$87,891
SDWA-559672	Slipped on gravel while performing inspection striking knee on bumper	7/2/2018	C	\$50,583	\$50,583
SDWA-561026	Cumulative trauma to back and bladder from job duties	9/21/2018	O	\$0	\$48,445
SDWA-559272	Hit head while having a seizure	12/11/2017	C	\$30,602	\$30,602
SDWA-560287	Injury to neck, right arm, and waist area from motor vehicle accident	4/16/2019	C	\$7,072	\$7,072
SDWA-561419	Pain in right shoulder from pushing cart	10/7/2020	C	\$6,773	\$6,773





Newsletter

July - September 2021

Volume 5 – Number 3

Commuter Route Updates Beginning July 5th

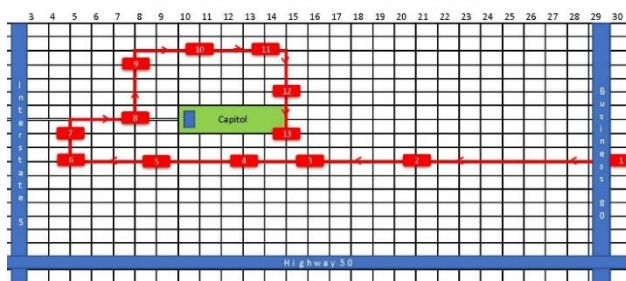
El Dorado Transit announces Commuter route updates that will begin on Monday, July 5, 2021. The revised Commuter schedule is structured to allow for an easier transition when adding more routes as ridership increases. Route numbers have been simplified in numerical order and the route in Downtown Sacramento has been streamlined for more efficient service.

Some bus stops in Sacramento have been discontinued, and the following bus stops have been added to each route:

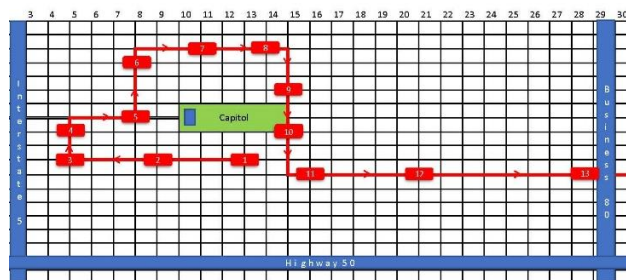
- 15th Street at N Street
- S Street at 65th Street (provides access to Sac State and RT Light Rail Station)

PDF schedules and maps can be found online at www.eldoradotransit.com/news.

AM Commuter Downtown Sacramento Route



PM Commuter Downtown Sacramento Route



New South Lake Tahoe Connecting Bus

Starting Monday, July 5, 2021, El Dorado Transit will begin operating the Capitol Corridor's connecting bus service between the Sacramento Amtrak Station and South Lake Tahoe. The route will operate seven (7) days a week including holidays. The bus will travel from Sacramento to Tahoe in the morning and from Tahoe to Sacramento in the afternoon.

The following bus stops will be served by the route:

- Sacramento Amtrak Station
- Cameron Park/Cambridge Rd. Park and Ride
- Placerville Station
- South Lake Tahoe Wye Transit Center
- South Lake Tahoe Stateline Transit Center

Visit www.eldoradotransit.com under Schedules and Services for more information.





Re-Connecting Our Community

With some COVID-19 restrictions being lifted by California on June 15th and more people getting back to work and other activities, El Dorado Transit is ready to re-connect our community by safely welcoming everyone back to transit when they are ready. As part of that safety, El Dorado Transit will continue to require that passengers and staff wear masks onboard transit vehicles and at the El Dorado Transit office to comply with the federal mask mandate for public transportation.

El Dorado Transit has been safely providing vital transportation during the COVID-19 pandemic for thousands of passengers. In addition, El Dorado Transit has offered services including free rides to get to and from scheduled COVID-19 vaccine appointments and free grocery deliveries.

As vaccines become more readily available and the economy reopens, the staff at El Dorado Transit is excited to reconnect our community.



Holiday Schedule July – September 2021

All services will be closed on Independence Day, and the Tahoe Connector route will be the only operating bus on Labor Day:

Sunday, July 4th.....Independence Day
Monday, September 6th.....Labor Day

89



El Dorado County Free Fair Shuttle and Free Parking is Back

The El Dorado County FREE Fair Shuttle will operate September 23-26, 2021 for the El Dorado County Fair in Placerville. The fair was closed in 2020 due to the COVID-19 pandemic, so it is very exciting to see the fair come back this year.

The shuttle will operate each day from 30 minutes before the fair opens until 30 minutes after the fair closes from the following free parking locations:

- Placerville Library/Government Center at Fair Lane and Ray Lawyer Drive
 - FREE Parking available at the Library all day each day and at the Government Center after 5:00 pm on Thursday and Friday and all-day Saturday and Sunday
- The new Ray Lawyer Drive Park and Ride at Ray Lawyer Drive and Forni Road
 - FREE parking all day

Funding for the fair shuttle is provided by the El Dorado County Air Quality Management District, the El Dorado County Fair Association, and El Dorado Transit.

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

SIGN UP FOR RIDER ALERTS



Routeshout 2.0