



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING AGENDA

Thursday, September 2, 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. 1. Approve Conformed Minutes of Regular Meeting June 3, 2021	4
	2. Approve Conformed Minutes of Regular Meeting August 5, 2021	
	B. Receive and File July 2021 Check Register	13
	C. Receive and File July 2021 Ridership Report	17
	D. Adopt Resolution No. 21-20 defining the El Dorado County Transit Authority's health insurance premium contribution rates provided to unrepresented regular and management employees beginning January 1, 2022	20
	E. Approve Funding of Operating Reserve utilizing Bike Locker, Advertising and Miscellaneous revenue accounts for Fiscal Year 2020/21	28
	F. Adopt Resolution No. 21-21 Authorizing the Executive Director to Administer a Temporary Sick Leave Usage Policy for Represented and Unrepresented Regular Employees Subject to Mandatory Evacuation Orders Associated with the Caldor Fire	30
2.	<u>ACTION ITEMS</u>	
	A. 1. Receive and file the Final Amended Operating Budget for Fiscal Year 2020/21 as Proposed	34
	2. Acknowledge the budget amount of \$1,308,646 in Deferred Local Transportation Funds (LTF) from Contingency	
	3. Authorize the use of Deferred LTF for Fiscal Year 2020/21 Capital Expenses	

- B. 1.** Form an ad hoc Audit Review Committee to receive and review fiscal year 2020/21 independent fiscal and compliance audit reports

39

- 2.** Appoint Chair and Vice-Chair as members to the Audit Review Committee

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED BOARD MEETING
OF THE EL DORADO COUNTY TRANSIT AUTHORITY
Thursday, October 7, 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**



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING CONFORMED MINUTES 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

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

ROLL CALL

Directors Present: Patty Borelli, John Hidahl, Kara Taylor,
Directors Absent: Lori Parlin, George Turnboo

A quorum was present.

ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR

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

Adoption of the Agenda and Approval of Consent Calendar

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

Director Borelli abstained from item 1A. Item 1A will be brought back at the September 2, 2021 meeting.

OPEN FORUM

None

1. CONSENT CALENDAR

A. Approve Conformed Minutes of Regular Meeting June 3, 2021

Director Borelli abstained from item 1A. Item 1A will be brought back at the September 2, 2021 meeting.

B. Receive and File May and June 2021 Check Register

C. Receive and File May and June 2021 Ridership Report

D. 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

- E. Approve the extension of the Employee Referral and New Hire Incentive Programs
- F. Approve Retroactive Purchase Order 26201 issued to Luminator Technology Group, Inc. in the amount of \$31,441.00

2. **ACTION ITEMS**

TIMED ITEM 1:05 PM

- A. Public Hearing to Adopt Resolution No. 21-17 Approving Fare Changes

Action: Chair Taylor opened the Public Hearing at 1:05 PM to accept public comment on Resolution No. 21-17 for Approving Fare Changes. There was no public comment on this item.

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

- B. 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

Action: The Board unanimously approved this item as requested by staff.

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

- C. 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

Action: After a presentation from FreeWire Technologies, The Board approved the signing of a non-binding Letter of Commitment with the following vote.

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

3. INFORMATION ITEMS

A. Workers Compensation Trending Report

B. Newsletter - July through September 2021

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

* Verbal Report

RECESS TO CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

Paragraph (1) of subdivision (d) of Section 54956.9

Name of case: Saulter; ADJ13341056, ADJ13328925.

Recessed to Closed Session at 1:58 PM.

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

Reconvened to Open Session at 2:19 PM. No report out.

ADJOURNMENT

Chairperson Taylor adjourned the meeting at 2:19 PM. The next meeting will be a regular meeting scheduled for Thursday, September 2, 2021.

**NEXT REGULARLY SCHEDULED BOARD MEETING
OF THE EL DORADO COUNTY TRANSIT AUTHORITY
Thursday, October 7, 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

AGENDA ITEM 1B
Consent Item

MEMORANDUM

DATE: September 2, 2021
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Receive and File July 2021 Check Register

REQUESTED ACTION:
BY MOTION,

Receive and File July 2021 Check Register

BACKGROUND

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

DISCUSSION

Thirteen (13) items merit further detail:

EFT TRANS; 07/01/2021 – Public Employers’ Retirement System.....\$284,017.00
This transfer pays an obligation for the Annual Unfunded Liability for Classic Employees for fiscal year (FY) 2020/21 using Local Transportation Funds (LTF).

EFT TRANS; 07/01/2021 – Public Employers’ Retirement System.....\$9,509.00
This transfer pays an obligation for the Annual Unfunded Liability for PEPRAs Employees for fiscal year (FY) 2021/22 using Local Transportation Funds (LTF).

Check #35380 – CalTIP – California Transit Indemnity Pool.....\$437,012.00
This check pays an obligation for the Annual Public Liability, Physical Damage and Employer Practices Liability Insurance (EPLI) coverage for fiscal year (FY) 2021/22 using Local Transportation Funds (LTF).

Check #35383 – City National Bank.....\$65,415.53
This check pays an obligation for Payment #12 of the Capital Purchase of five (5) MCI Commuter Coaches using Local Transportation Funds (LTF).

Check #35388 – El Dorado County Department of Transportation.....\$1.00
This check pays the obligation for the Annual lease Payment for the El Dorado Hills Park & Ride lot using Local Transportation Funds (LTF).

Check #35416 – Red Mountain Inc.....\$4,905.14
This check pays the obligation for a Smoke Opacity Meter for the Maintenance Department using Local Transportation Funds (LTF); CIP project #17-05.

Check #35419 – RouteMatch Software Inc.....\$54,416.45
This check pays the obligation for annual support, housing, IVR, data fees associated with the scheduling and statistical software for FY 2021/22 using Local Transportation Funds (LTF).

Check #35421 – SDRMA – Special Districts Risk Management Authority.....\$287,921.77
This check pays an obligation for Annual Workers’ Compensation Insurance coverage for FY 2021/22 using Local Transportation Funds (LTF).

Check #35425 – Trillium Solutions Inc.....\$3,700.00
This check pays an obligation for engineering and design for the proposed multi-model park & ride facility in El Dorado Hills using Local Transportation Funds (LTF).

Check #35432 – Zonar Systems Inc.....\$10,435.60
This check pays the obligation for annual support, housing and data fees associated with the maintenance and pre/post trip inspection software for FY 2021/22 using Local Transportation Funds (LTF).

Check #35444 – LSC Transportation Consultants.....\$885.00
This check pays the obligation for consulting services for commuter route using Local Transportation Funds (LTF).

Check #35462 – City of Sacramento.....\$1,500.00
This check pays the obligation the administration fee’s for use of the Sacramento Valley Station for the new South Lake Tahoe inter-city bus route using Local Transportation Funds (LTF).

Check #35465 – El Dorado County Transportation Commission.....\$4,892.47
This check pays the obligation for a portion of Federal Advocacy and Zero Emissions Bus (ZEB) study using Local Transportation Funds (LTF).

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
July 2021

Date	Num	Name	Memo	Amount
07/01/2021	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Unrepresented Health premium - July 2021	39,316.59
07/01/2021	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE JUNE 25, 2021	4,474.72
07/01/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #13 CLASSIC	9,520.18
07/01/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #13 PEPRA	7,848.45
07/01/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	Unfunded Liability Classic - Annual Premium FY 2021/22	284,017.00
07/01/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	Unfunded Liability PEPRA - Annual Premium FY 2021/22	9,509.00
07/05/2021	35368	4 IMPRINT, INC.	Marketing Promotional Items	1,078.14
07/05/2021	35369	ADM SCREENING	DOT Screening May 2021	540.00
07/05/2021	35370	ADVANCED GASES AND EQUIPMENT INC	Power Cable & Liner	129.12
07/05/2021	35371	AFLAC	Employee Paid Premiums - June 2021	1,206.46
07/05/2021	35372	AFTERMARKET PARTS CO LLC	Parts and Supplies	2,350.14
07/05/2021	35373	ARNOLDS FOR AWARDS	Employee of the Month Plate	15.00
07/05/2021	35374	AT&T / CALNET	Monthly Utility	524.42
07/05/2021	35375	AT&T MOBILITY	Wireless Service for Surveillance Cameras	187.12
07/05/2021	35376	AUTOZONE	5W-20 Motor Oil #'s 1907 & 1908	179.41
07/05/2021	35377	BUS & EQUIPMENT REPAIR OF CA	Emergency Exit Decals #1602	260.87
07/05/2021	35378	C & H MOTOR PARTS	Parts and Supplies	447.99
07/05/2021	35379	CAL.NET	CCTV Camera Service July 2021	176.92
07/05/2021	35380	CalTIP - CAL TRANSIT INDEMNITY POOL	Liability, Physical Damage and EPLI Annual Premiums	437,012.00
07/05/2021	35381	CAPITOL CLUTCH & BRAKE	Parts and Supplies	102.66
07/05/2021	35382	CDW GOVERNMENT	APC Back-Up UPS - Dispatch	73.35
07/05/2021	35383	CITY NATIONAL BANK	MCI Capital Lease Payment #12	65,415.53
07/05/2021	35384	CITY OF PLACERVILLE	Bus Shelter Maintenance 07 - 09/2021	370.00
07/05/2021	35385	COMCAST	High Speed Internet June 2021	244.69
07/05/2021	35386	D&K AUTO GLASS	Remove & Replace Windshield #2004, #1202	240.00
07/05/2021	35387	DAWSON OIL	Fuel Purchases June 2021	35,064.81
07/05/2021	35388	EDC DEPARTMENT OF TRANSPORTATION	ANNUAL LEASE - MMTF	1.00
07/05/2021	35389	EDC RISK MANAGEMENT	Health Insurance June 2021	876.66
07/05/2021	35390	EDC SHERIFF'S OFFICE - 2-Way Radio	Sac Hill Radio Site Rental	650.40
07/05/2021	35391	EL DORADO BATTERY CO.	Group 67R Batteries #'s 1609-1611	475.81
07/05/2021	35392	EL DORADO DISPOSAL	Monthly Utility	362.34
07/05/2021	35393	EL DORADO IRRIGATION DISTRICT	Water Service 0521Forni	157.15
07/05/2021	35394	EMP. MISC. REIMBURSEMENT	Mileage Reimbursement - BJ	15.57
07/05/2021	35395	EMP. MISC. REIMBURSEMENT	Mileage Reimbursement - HA	49.06
07/05/2021	35396	EMP. MISC. REIMBURSEMENT	Key Deposit Refund - CY	20.00
07/05/2021	35397	FACTORY MOTOR PARTS	Parts and Supplies	160.09
07/05/2021	35398	FASTENAL	Parts and Supplies	1,168.33
07/05/2021	35399	FEDERAL EXPRESS	Express Shipping	28.57
07/05/2021	35400	FEILD AND ASSOCIATES	General Planning Matters	3,442.50
07/05/2021	35401	FLEMING DISTRIBUTING CO.	Additives PM Services	104.03
07/05/2021	35402	FOLSOM LAKE DODGE	Parts and Supplies	768.21
07/05/2021	35403	G & O BODY SHOP INC	Towing #1701	262.00
07/05/2021	35404	GCR TIRES & SERVICE	Fleet Vehicle Tires	4,959.50
07/05/2021	35405	GILLIG LLC	Parts and Supplies	3,963.39
07/05/2021	35406	GLOBAL DATA VAULT LLC	Monthly Recovery Back-Up Service June 2021	300.00
07/05/2021	35407	GRAINGER	SLT Route Supplies	1,201.57
07/05/2021	35408	HOLT OF CALIFORNIA INC	Adapter & Clamp #0602	160.36
07/05/2021	35409	IMAGE SOURCE	Monthly Copy Charges 06/22/21 - 07/21/21	280.08
07/05/2021	35410	IMPERIAL PRINTING-HKR	Bus Decals Tahoe Route	805.02
07/05/2021	35411	J.C. NELSON SUPPLY CO	Janitorial Supplies	386.79
07/05/2021	35412	MISSION UNIFORM SERVICE	Uniforms, Towels, & Mats Service	426.65
07/05/2021	35413	O'REILLY AUTO PARTS	Parts and Supplies	482.63
07/05/2021	35414	OPERATING ENGINEERS - MEDICAL	Medical Premiums August 2021	42,834.00
07/05/2021	35415	PACIFIC GAS & ELECTRIC	Monthly Utility	3,731.87
07/05/2021	35416	RED MOUNTAIN INC	Smoke Opacity Meter; CIP #17-05	4,905.14
07/05/2021	35417	RIEBES AUTO PARTS	Parts and Supplies	15.36
07/05/2021	35418	ROBERTS & COMPANY INC	CPA Services June 2021	1,600.00
07/05/2021	35419	ROUTEMATCH SOFTWARE, LLC	Annual Technical Support, Hosting, and Data Fees FY 2021/2022	54,416.45
07/05/2021	35420	RTS IT INC	ITCare Back-Up, Encryption, & Cyber Security July 2021	5,632.50
07/05/2021	35421	SDRMA	FY 21/22 Workers' Comp Annual Premium	287,921.77
07/05/2021	35422	SIERRA NEVADA TIRE & WHEEL	Fleet Vehicle Tires	1,257.61
07/05/2021	35423	SUN LIFE FINANCIAL	July 2021 Group Life & LTD Benefits	2,244.16

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
July 2021

Date	Num	Name	Memo	Amount
07/05/2021	35424	TOWN CENTER EAST LP	Lease Payment for July 2021 P&R	700.00
07/05/2021	35425	TRILLIUM SOLUTIONS INC	Annual GTFS Manager, Interactive Map, and Web Hosting for FY 21/22	3,700.00
07/05/2021	35426	TRUE VALUE HARDWARE	Parts and Supplies	187.49
07/05/2021	35427	UNIVERSAL SECURITY & FIRE INC	Burglar Alarm Monitoring 07/01/21 - 09/30/21	135.00
07/05/2021	35428	VAN DE POL ENTERPRISES INC	Tote DEF	527.35
07/05/2021	35429	WESTERN TRUCK PARTS LLC	Parts and Supplies	5,507.60
07/05/2021	35430	XEROX FINANCIAL SERVICES	Lease Payment on Copiers	509.44
07/05/2021	35431	ZEP MANUFACTURING CO.	Shop Supplies	1,274.44
07/05/2021	35432	ZONAR SYSTEMS INC	Ignition & Turbo Service Annual Renewal	10,435.60
07/12/2021	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE JULY 9, 2021	4,581.17
07/12/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #14 CLASSIC	9,438.02
07/12/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #14 PEPRA	8,262.42
07/15/2021	35433	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Employee Paid Premiums - July 2021	29.10
07/15/2021	35434	AT&T / CALNET	Central Billing	457.09
07/15/2021	35435	CA DEPT OF TAX & FEE ADMIN	Diesel Fuel Exempt Bus QTR. 02, 2021	293.00
07/15/2021	35436	EDC RISK MANAGEMENT	Health Insurance July 2021	2,603.60
07/15/2021	35437	EMP. MISC. REIMBURSEMENT	DMV/VTT Reimbursement	59.00
07/15/2021	35438	EMP. MISC. REIMBURSEMENT	DMV Reimbursement	83.00
07/15/2021	35439	GIRARD & EDWARDS	General Legal Services June 2021	4,150.00
07/15/2021	35440	GRAINGER	Emergency Items on Tahoe Route	862.59
07/15/2021	35441	HUNT & SONS INC	Fuel Purchases 06/16/21 - 06/30/21	44.83
07/15/2021	35442	JANI-KING OF CALIFORNIA INC	Janitorial Services July 2021	1,011.54
07/15/2021	35443	KINETICO WATER OF PLACERVILLE	Drinking Water Service July 2021	42.90
07/15/2021	35444	LSC TRANSPORTATION CONSULTANTS, INC.	Commuter Service Plan	885.00
07/15/2021	35445	MAG LANDSCAPING INC	Landscaping Maintenance - June 2021	1,610.00
07/15/2021	35446	MOUNTAIN DEMOCRAT INC	Public Notice for Fare Structure	56.00
07/15/2021	35447	OPERATING ENGINEERS LOCAL UNION #3	Union Dues July 2021	1,431.00
07/15/2021	35448	PLACERVILLE BODY SHOP	Repairs to 2013 Ford Fusion	1,919.87
07/15/2021	35449	PRO-LINE CLEANING SERVICES INC	Janitorial Services June 2021	1,010.00
07/15/2021	35450	QUILL	Pens, Paper, Label Tape, Paper Clips	316.29
07/15/2021	35451	RTS IT INC	ExacqVision Tracking	245.00
07/15/2021	35452	SAFETY-KLEEN SYSTEMS INC	Used Oil Disposal	75.00
07/15/2021	35453	U.S. POSTAL SERVICE	Replenish Postage Meter	3,000.00
07/15/2021	35454	UNIVERSAL SECURITY & FIRE INC	Service to Burglar Alarm Panel in Server Room	226.81
07/15/2021	35455	UPS	Freight Charges	67.37
07/15/2021	35456	VERIZON WIRELESS	Cellular Service June 2021	1,882.85
07/15/2021	35457	VISA	Reconciled Charges	4,860.09
07/15/2021	35458	WESTERN SUPPLY INC	Tire Balance Supplies	357.88
07/15/2021	35459	WOLFPACK INSURANCE SERVICES, INC.	Dental & Vision Premiums August 2021	3,849.50
07/23/2021	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE JULY 23, 2021	4,513.71
07/23/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #15 CLASSIC	9,585.19
07/23/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #15 PEPRA	7,840.99
07/27/2021	35460	ADM SCREENING	Consortium Services June 2021	525.00
07/27/2021	35461	CAL.NET	CCTV Camera Service August 2021	176.92
07/27/2021	35462	CITY OF SACRAMENTO	Admin. Fee for License Sacramento Valley Station	1,500.00
07/27/2021	35463	DELUXE	Checks, Deposit Tickets, Deposit Bags	1,124.43
07/27/2021	35464	DEPARTMENT OF TOXIC SUBSTANCES CONTROL	EPA ID Number Verification Fee	150.00
07/27/2021	35465	EDCTC	Federal Advocacy and Zero Emissions Study	4,892.47
07/27/2021	35466	EL DORADO IRRIGATION DISTRICT	Monthly Utility	1,390.90
07/27/2021	35467	FEDERAL EXPRESS	Express Shipping	40.53
07/27/2021	35468	FP MAILING SOLUTIONS	Postbase Meter Rental 07/13/21 - 10/12/21	93.15
07/27/2021	35469	G & O BODY SHOP INC	Towing #2002	360.00
07/27/2021	35470	GLOBAL DATA VAULT LLC	Monthly Recovery Back-Up Service July 2021	300.00
07/27/2021	35471	HUNT & SONS INC	Fuel 07/01/21 - 07/15/21	276.67
07/27/2021	35472	PETTY CASH	Petty Cash Reimbursement 0721	125.61
07/27/2021	35473	QUILL	Office Supplies	162.63
07/27/2021	35474	SPOT-ON SIGNS & GRAPHICS	"Now Hiring" Banners	637.28

	<u>1,436,754.46</u>
Total	<u>1,436,754.46</u>

AGENDA ITEM 1C
Consent Item

MEMORANDUM

DATE: September 2, 2021

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: July 2021 Ridership Report

REQUESTED ACTION:

BY MOTION,

Receive and File the July 2021 Ridership Report

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) staff typically reports monthly and fiscal year-to-date ridership at each Board meeting. As July is the first month of the fiscal year, the July 2021 monthly report also represents the 2021/22 fiscal year-to-date.

DISCUSSION

As is typical of public transit across the country and the world, El Dorado Transit continues to experience significant ridership deficits compared to pre-pandemic levels. Systemwide passenger trips in July were down approximately seventy percent (70%) compared to 2019.

Sacramento commuter service ridership was all but eliminated when statewide stay-at-home restrictions were put into effect in March 2020 and service was cut from eleven (11) daily roundtrips down to four (4) round trips at present. Work from home continues to be the norm in the region and traditional commuter route ridership remains down approximately 95% compared to July 2019. On a positive note, ridership has increased 28% over the last three (3) months and the new South Lake Tahoe route added another 606 trips in its first month of operations.

Local fixed route ridership remained the most resilient of all the services through the peak of the pandemic but still lost around 20% due in part to school and business closures, high unemployment, and availability of home delivery and telehealth services. Monthly local route ridership was 37% lower in July 2021 than in July 2020. This is primarily because El Dorado Transit was still operating fare free in July 2020, which temporarily bolstered the number of one-way boardings. This is evidenced by the fact that local route ridership immediately dropped about 30% when fares were reinstated the following month and it has hovered at similar levels since.

In addition, significant local route changes were implemented in mid-July of 2020. These changes had the benefit of improving operational efficiency without reducing overall service levels but had the adverse effect of reducing one-way boarding statistics, particularly on Route 20 in Placerville and on Route 60 in Pollock Pines.

Regarding demand-response services, the County's Senior Day program remains closed and the Mother Lode Rehabilitation Enterprises (M.O.R.E.) program is continuing to significantly limit in-person attendance. Although still down from pre-pandemic, day-to-day ridership on the Dial-A-Ride service was up 1% year over year and ADA Paratransit demand jumped 130% compared to July 2020.

Following is the July 2021 ridership report, comparing the current fiscal year to the previous fiscal year.

July 2021 Ridership Report

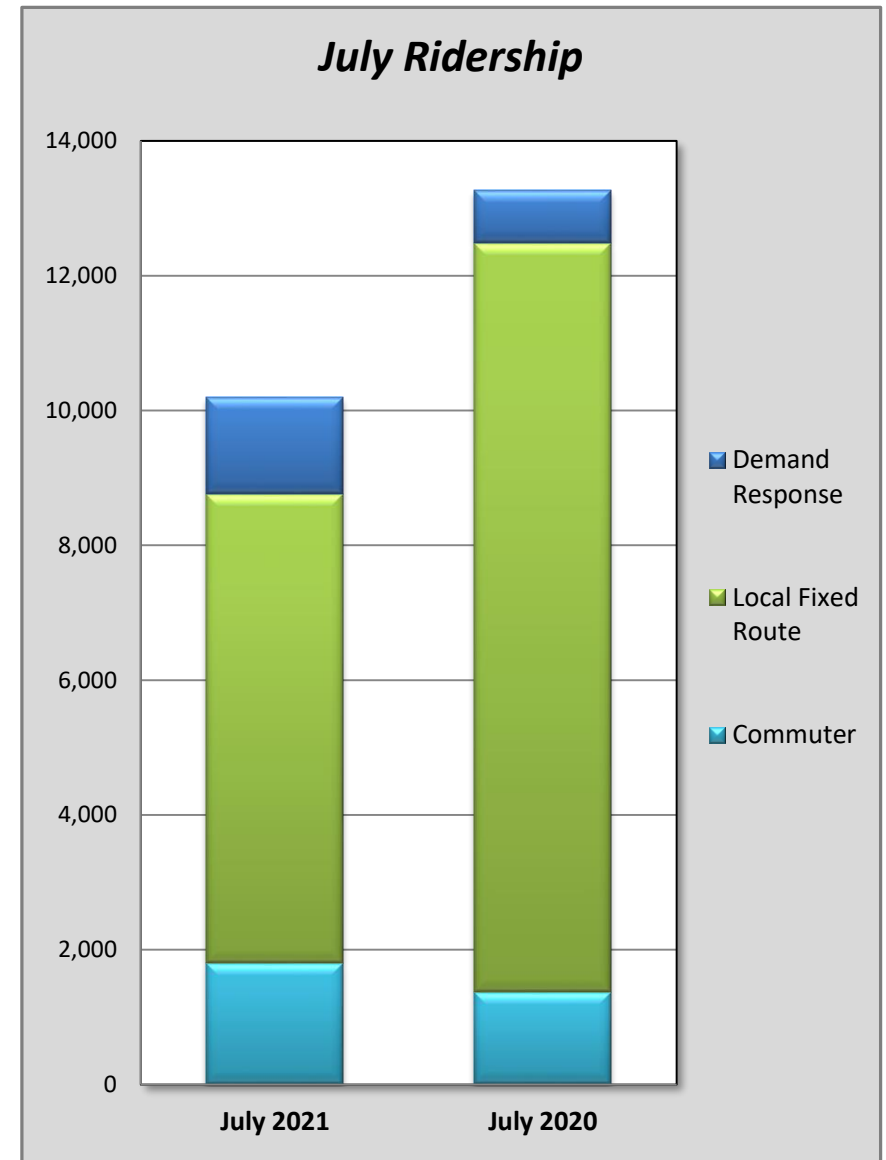


Demand Response	July 2021	July 2020	% Change
Dial-a-Ride	561	556	0.9%
Sac-Med	26	18	44.4%
ADA Paratransit	241	105	129.5%
M.O.R.E.*	602	102	490.2%
Senior Day Care*	0	0	-100.0%
Total Demand Response	1,430	781	83.1%

Local Fixed Route	July 2021	July 2020	% Change
20 - Placerville	1,003	2,160	-53.6%
25 - Saturday Express	335	277	20.9%
30 - Diamond Springs	618	1,105	-44.1%
35 - Diamond Springs Saturday	84	47	78.7%
40 - Cameron Park	765	1,237	-38.2%
50x - 50 Express	2,830	3,797	-25.5%
60 - Pollock Pines	1,327	2,496	-46.8%
Total Local Fixed Route	6,962	11,119	-37.4%

Commuter	July 2021	July 2020	% Change
Sacramento Commuter	1,192	1,352	-11.8%
Reverse Commuter	5	11	-54.5%
Sacramento/Tahoe Connector	606	0	6059999900.0%
Total Commuter	1,803	1,363	32.3%

	July 2021	July 2020	% Change
Systemwide	10,195	13,263	-23.1%
Passengers per Revenue Hour	3.3	4.4	-24.6%



*Contracted Services - Ridership Determined by Client Enrollment

AGENDA ITEM 1D
Consent Item

MEMORANDUM

DATE: September 2, 2021

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Health Plan Year 2022 Agency Contributions for Health Premiums for Unrepresented Regular and Management Employees

REQUESTED ACTION:
BY MOTION,

Adopt Resolution No. 21-20 defining the El Dorado County Transit Authority's health insurance premium contribution rates provided to unrepresented regular and management employees beginning January 1, 2022

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) agency's portion of health care insurance premium contributions is established annually by resolution. El Dorado Transit contracts with the California Public Employees' Retirement System (CalPERS) to provide health care benefits for unrepresented regular and management employees.

DISCUSSION

Unrepresented Employees

Resolution No. 21-20 defines agency contributions towards health premium benefits for unrepresented regular and management employees beginning January 1, 2022.

Rates reflect medical, dental and vision coverages. Dental and vision rates will not increase for the 2022 plan year. Health rates on average increased 4.69 percent across the CalPERS Basic Health Maintenance Organization (HMO) plans and rates for the Basic Preferred Provider Organization (PPO) plans will see an overall average increase of 8.67 percent. Increases to 2022 premiums are related to medical and pharmaceutical inflation as well as buydown adjustments to premiums made in 2021.

CalPERS has restructured its health program to align plan premiums with the value of their benefits and provider networks. The modified program was established to secure the best premiums available for its members. Additionally, the mitigation measures within the program motivates health carriers to review cost drivers for premium increases and work harder to reduce

costs. The new portfolio will be phased-in over two years starting in January 2022. When fully implemented the effects will result in premium costs that are foreseeable over time which will allow CalPERS to stabilize costs of all basic health plans.

The most notable change is within the CalPERS PPO plans. Currently there are three (3) PPO plans, PERS Select, PERS Choice and PERS Care. The plans will consolidate into two (2) new plans, PERS Platinum (formerly PERS Care & PERS Choice) and PERS Gold (formerly PERS Select).

Open enrollment period begins September 20, 2021 and ends on October 15, 2021.

FISCAL IMPACT

The adopted budget for Fiscal Year 2021/22 line item - Health Insurance is \$1,078,000 for unrepresented and represented employees. The budgeted amount for unrepresented health insurance is \$627,370 of that amount.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 21-20**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EL DORADO COUNTY TRANSIT AUTHORITY DEFINING AGENCY
CONTRIBUTIONS FOR THE 2022 CALENDAR YEAR
HEALTH PREMIUM BENEFITS
FOR UNREPRESENTED REGULAR AND MANAGEMENT EMPLOYEES**

WHEREAS, the El Dorado County Transit Authority (El Dorado Transit) has unrepresented regular employees and management employees; and

WHEREAS, the El Dorado County Transit Authority Personnel Policies and Procedures Manual Article 6.2 – Employee Benefits/Insurance Plans allows El Dorado Transit to adjust contributions based upon budgetary constraints and fluctuating health care costs; and

WHEREAS, El Dorado Transit contracts with the California Public Employees' Retirement system (CalPERS) to provide health care benefits for its employees; and

WHEREAS, El Dorado Transit currently has twenty-three (23) eligible allocated full – time positions and five (5) eligible retirees enrolled in the health plan; and

WHEREAS, El Dorado Transit provides dental and vision insurance through separate carriers; and

NOW, THEREFORE BE IT RESOLVED, that El Dorado Transit shall provide the following contribution levels over twenty-six (26) pay periods toward health plan premiums of unrepresented regular and management employees, provided sufficient funds are available effective January 1, 2022:

<u>Full-Time Employees:</u>		<u>Part-Time Employees:</u>	
Employee Only	\$463.44	Employee Only	\$347.58
Employee + One	\$848.06	Employee + One	\$703.15
Employee + Two or More	\$1,237.49	Employee + Two or More	\$928.12

BE IT FURTHER RESOLVED, that El Dorado Transit shall provide current contribution and 80% of any adjustment of the 2022 calendar year premium for health care benefits benchmarked at the 2021 PERS Choice Plan (or equivalent) for the unrepresented regular and management employees.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 2nd day of September 2021 by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

Kara Taylor, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

EDCTA SPONSORED PLAN UNREPRESENTED EMPLOYEES

PROPOSED RATES EFFECTIVE 01/01/2022

UPDATED 08/03/2021

		EDCTA MONTHLY * CONTRIBUTION	EMPLOYEE MONTHLY CONTRIBUTION	TOTAL MONTHLY PREMIUM	EMPLOYEE DEDUCTION PER PAY PERIOD
Anthem Traditional HMO					
FULL-TIME EMPLOYEES					
	Single	\$1,004.11	\$386.09	\$1,390.20	\$178.20
	2-Party	\$2,031.33	\$738.57	\$2,769.90	\$340.88
	Family	\$2,681.23	\$956.67	\$3,637.90	\$441.54
PART-TIME EMPLOYEES					
	Single	\$753.08	\$637.12	\$1,390.20	\$294.05
	2-Party	\$1,523.50	\$1,246.40	\$2,769.90	\$575.26
	Family	\$2,010.92	\$1,626.98	\$3,637.90	\$750.91
Anthem Select HMO					
FULL-TIME EMPLOYEES					
	Single	\$1,004.11	\$97.90	\$1,102.01	\$45.18
	2-Party	\$2,031.33	\$162.19	\$2,193.52	\$74.86
	Family	\$2,681.23	\$207.38	\$2,888.61	\$95.71
PART-TIME EMPLOYEES					
	Single	\$753.08	\$348.93	\$1,102.01	\$161.04
	2-Party	\$1,523.50	\$670.02	\$2,193.52	\$309.24
	Family	\$2,010.92	\$877.69	\$2,888.61	\$405.09
Blue Shield Access+					
FULL-TIME EMPLOYEES					
	Single	\$1,004.11	\$198.10	\$1,202.21	\$91.43
	2-Party	\$2,031.33	\$362.59	\$2,393.92	\$167.35
	Family	\$2,681.23	\$467.90	\$3,149.13	\$215.95
PART-TIME EMPLOYEES					
	Single	\$753.08	\$449.13	\$1,202.21	\$207.29
	2-Party	\$1,523.50	\$870.42	\$2,393.92	\$401.73
	Family	\$2,010.92	\$1,138.21	\$3,149.13	\$525.33

EDCTA SPONSORED PLAN UNREPRESENTED EMPLOYEES

PROPOSED RATES EFFECTIVE 01/01/2022

UPDATED 08/03/2021

		EDCTA MONTHLY * CONTRIBUTION	EMPLOYEE MONTHLY CONTRIBUTION	TOTAL MONTHLY PREMIUM	EMPLOYEE DEDUCTION PER PAY PERIOD
Kaiser CA					
FULL-TIME EMPLOYEES					
	Single	\$1,004.11	\$0.00	\$943.26	\$0.00
	2-Party	\$2,031.33	\$0.00	\$1,876.02	\$0.00
	Family	\$2,681.23	\$0.00	\$2,475.86	\$0.00
PART-TIME EMPLOYEES					
	Single	\$753.08	\$190.18	\$943.26	\$87.77
	2-Party	\$1,523.50	\$352.52	\$1,876.02	\$162.70
	Family	\$2,010.92	\$464.94	\$2,475.86	\$214.59
PERS Platinum					
FULL-TIME EMPLOYEES					
	Single	\$1,004.11	\$139.10	\$1,143.21	\$64.20
	2-Party	\$2,031.33	\$244.59	\$2,275.92	\$112.89
	Family	\$2,681.23	\$314.50	\$2,995.73	\$145.15
PART-TIME EMPLOYEES					
	Single	\$753.08	\$390.13	\$1,143.21	\$180.06
	2-Party	\$1,523.50	\$752.42	\$2,275.92	\$347.27
	Family	\$2,010.92	\$984.81	\$2,995.73	\$454.53
PERS Gold					
FULL-TIME EMPLOYEES					
	Single	\$1,004.11	\$0.00	\$787.43	\$0.00
	2-Party	\$2,031.33	\$0.00	\$1,564.36	\$0.00
	Family	\$2,681.23	\$0.00	\$2,070.70	\$0.00
PART-TIME EMPLOYEES					
	Single	\$753.08	\$0.00	\$787.43	\$0.00
	2-Party	\$1,523.50	\$0.00	\$1,564.36	\$0.00
	Family	\$2,010.92	\$0.00	\$2,070.70	\$0.00

EDCTA SPONSORED PLAN UNREPRESENTED EMPLOYEES

PROPOSED RATES EFFECTIVE 01/01/2022

UPDATED 08/03/2021

		EDCTA MONTHLY * CONTRIBUTION	EMPLOYEE MONTHLY CONTRIBUTION	TOTAL MONTHLY PREMIUM	EMPLOYEE DEDUCTION PER PAY PERIOD
Health Net SmartCare					
FULL-TIME EMPLOYEES					
	Single	\$1,004.11	\$235.09	\$1,239.20	\$108.50
	2-Party	\$2,031.33	\$436.57	\$2,467.90	\$201.49
	Family	\$2,681.23	\$564.07	\$3,245.30	\$260.34
PART-TIME EMPLOYEES					
	Single	\$753.08	\$486.12	\$1,239.20	\$224.36
	2-Party	\$1,523.50	\$944.40	\$2,467.90	\$435.88
	Family	\$2,010.92	\$1,234.38	\$3,245.30	\$569.71
Western Health Advantage					
FULL-TIME EMPLOYEES					
	Single	\$1,004.11	\$0.00	\$827.46	\$0.00
	2-Party	\$2,031.33	\$0.00	\$1,644.42	\$0.00
	Family	\$2,681.23	\$0.00	\$2,174.78	\$0.00
PART-TIME EMPLOYEES					
	Single	\$753.08	\$74.38	\$827.46	\$34.33
	2-Party	\$1,523.50	\$120.92	\$1,644.42	\$55.81
	Family	\$2,010.92	\$163.86	\$2,174.78	\$75.63
Blue Shield Trio					
FULL-TIME EMPLOYEES					
	Single	\$1,004.11	\$0.00	\$984.74	\$0.00
	2-Party	\$2,031.33	\$0.00	\$1,958.98	\$0.00
	Family	\$2,681.23	\$0.00	\$2,583.70	\$0.00
PART-TIME EMPLOYEES					
	Single	\$753.08	\$231.66	\$984.74	\$106.92
	2-Party	\$1,523.50	\$435.48	\$1,958.98	\$200.99
	Family	\$2,010.92	\$572.78	\$2,583.70	\$264.36

EDCTA SPONSORED PLAN UNREPRESENTED EMPLOYEES

PROPOSED RATES EFFECTIVE 01/01/2022

UPDATED 08/03/2021

		EDCTA MONTHLY *	EMPLOYEE MONTHLY	TOTAL MONTHLY	EMPLOYEE DEDUCTION
		CONTRIBUTION	CONTRIBUTION	PREMIUM	PER PAY PERIOD
UnitedHealthCare Alliance					
FULL-TIME EMPLOYEES					
	Single	\$1,004.11	\$108.77	\$1,112.88	\$50.20
	2-Party	\$2,031.33	\$181.53	\$2,212.86	\$83.78
	Family	\$2,681.23	\$235.70	\$2,916.93	\$108.78
PART-TIME EMPLOYEES					
	Single	\$753.08	\$359.80	\$1,112.88	\$166.06
	2-Party	\$1,523.50	\$689.36	\$2,212.86	\$318.17
	Family	\$2,010.92	\$906.01	\$2,916.93	\$418.16

Coverage premiums include Medical, VSP Vision and Delta Dental

* EDCTA contribution includes 2021 contribution plus, 80% of premium change using PERS Premium 2022

AGENDA ITEM 1E
Consent Item

MEMORANDUM

DATE: September 2, 2021

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Approve Funding of Operating Reserve Fund for Fiscal Year 2020/21

REQUESTED ACTION:
BY MOTION,

**Approve Funding of Operating Reserve utilizing Bike Locker,
Advertising and Miscellaneous revenue accounts for Fiscal Year
2020/21**

BACKGROUND

On August 4, 2011, the El Dorado County Transit Authority (El Dorado Transit) adopted Resolution 11-26 establishing an Operating Reserve Policy and Resolution No. 11-27 establishing a designated target funding level of \$1,500,000 for the operating reserve account.

On April 5, 2018, the Board adopted Resolution No. 18-16 reducing the target level of funding to \$1,000,000.00 using a blended method of \$500,000 held by the El Dorado County Transportation Commission (EDCTC) and the balance held by El Dorado Transit.

The intent of this fund is to create a stable funding source available to offset unexpected revenue shortfalls or increased expenses. El Dorado Transit, as a Joint Powers Agency (JPA) between the County of El Dorado and the City of Placerville does not have access to funds from jurisdictional General Funds or other municipal departments.

DISCUSSION

During the Mid-Year Budget process presented each February, revenue and expenses are analyzed to determine the financial condition of the agency based on the first six (6) month's experience and projections are adjusted for the remainder of the year if necessary. If approved, non-operating or miscellaneous income budget line items are zeroed to make certain these funds are not needed to balance the operating budget.

Staff is recommending Board approval to designate revenue accounts; 4370.00-Bike Locker Rental, 4400.00-Advertising Income, and 4990.00-Misc. Revenue as sources of non-tax revenue to be used to fund the operating reserve.

FISCAL IMPACT

Receipts for the miscellaneous revenues total \$11,121.95 (unaudited) for FY 2020/21. If approved this amount will be transferred into the operating reserve interest bearing account. Final transfer will occur following the Financial and Compliance Audit presented at the December Board meeting.

AGENDA ITEM 1F
Consent Item

MEMORANDUM

DATE: September 2, 2021

TO: El Dorado County Transit Authority

FROM: Matthew Mauk, Executive Director

SUBJECT: Temporary Sick Leave Usage Policy for Evacuated Employees

REQUESTED ACTION:
BY MOTION,

Adopt Resolution No. 21-21 Authorizing the Executive Director to Administer a Temporary Sick Leave Usage Policy for Represented and Unrepresented Regular Employees Subject to Mandatory Evacuation Orders Associated with the Caldor Fire

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) establishes and maintains fair and systematic procedures for the administration of all matters affecting the status and activities of employees in accordance with an adopted Personnel Policies and Procedures Manual (Manual). The Manual is updated and augmented periodically to ensure compliance with all applicable laws and regulations. The current version of the Manual was adopted by Resolution #20-03 on February 6, 2020. The Executive Director is responsible for administration of the personnel system including the accrual, eligibility, and usage of Sick Leave.

Regular employees in the Transit Operator classification are also covered by a collective bargaining Memorandum of Understanding (MOU) agreement between El Dorado Transit and the Operating Engineers Local No. 3 Union. The current MOU covers salaries, hours of work, and other terms and conditions of employment for represented employees as negotiated by the parties and legal counsel.

The applicable components of Section 5.2 of the Personnel Policies and Procedures Manual and Section 14 of the Transit Operators MOU are consistent regarding eligibility and usage of Sick Leave. Under normal circumstances, employees are entitled to use sick leave only for diagnosis, care, or treatment of an existing health condition for themselves or a family member/dependent.

DISCUSSION

Due to the threat of the Caldor Fire that began burning in El Dorado County on August 14, 2021, at least six (6) El Dorado Transit employees are subject to mandatory evacuation orders to date. All these employees missed at least some work time when the evacuation orders were issued and

while most have since returned to normal work hours, some are still displaced and unable to work.

Existing policies for use of sick leave or other discretionary leaves do not explicitly address wildfire evacuation scenarios and if strictly applied, such absences could be considered unexcused. Recognizing the adverse impacts to these employees and their families as they face involuntary and unexpected displacement, and the need for employees to protect personal and real property, staff recommends temporary modification of the established sick leave policies and procedures as defined in the attached Resolution No. 21-21.

If approved, all employees who are subject to mandatory evacuation orders will be temporarily permitted to use up to forty (40) hours of accrued sick leave (excluding any sick leave separately provided for a specified purpose, including but not limited to COVID-19 Supplemental Paid Sick Leave) for any authorized leave of absence arising from the Caldor Fire evacuations. As proposed, the temporary policy would apply retroactively for a period of thirty (30) days, beginning August 14, 2021, and may be extended by the Executive Director beyond the specified thirty (30) days in accordance with defined criteria.

FISCAL IMPACT

The requested action would allow for the use of sick leave that's already been accrued. If approved, El Dorado Transit would not incur additional or unexpected payroll expenses. In accordance with established policies, regular employees accrue sick leave at an established rate for hours worked. Employees are entitled to use accrued sick leave to cover authorized absences and it is paid to the individual employee at their current, hourly pay rate.

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

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EL DORADO COUNTY TRANSIT AUTHORITY AUTHORIZING
TEMPORARY SICK LEAVE USAGE POLICY FOR REPRESENTED AND
UNREPRESENTED REGULAR EMPLOYEES SUBJECT TO MANDATORY
EVACUATION ORDERS**

WHEREAS, on August 14, 2021, the Caldor Fire began burning in El Dorado County and has since burned thousands of acres; and

WHEREAS, on August 17, 2021, the Governor of the State of California declared a State of Emergency in El Dorado County associated with the Caldor Fire, and

WHEREAS, on February 6, 2020 the El Dorado County Transit Authority Board of Directors adopted Resolution No. 20-28, approving the Personnel Policies and Procedures Manual, Article 5.2, which defines the allowable usage of sick leave, and has adopted similar provisions in the Memorandum of Understanding (MOU) with the represented Transit Operator's bargaining unit; and

WHEREAS, the El Dorado County Transit Authority Board of Directors values the agency's employees and recognizes the adverse impacts to employees and their families as they face these evacuations causing displacement of their families and pets, and further recognizes the need for employees to protect personal and real property; and

NOW, THEREFORE BE IT RESOLVED, that all employees who are subject to mandatory evacuation orders shall be temporarily permitted to use up to forty (40) hours of accrued sick leave (excluding any sick leave separately provided for a specified purpose, including but not limited to COVID-19 Supplemental Paid Sick Leave) for any authorized leave of absence arising from such evacuation, notwithstanding any provision contained in the adopted Personnel Policies and Procedures Manual, or in the applicable Memorandum of Understanding with the Transit Operator's bargaining unit prohibiting or restricting the usage of accrued sick leave, for a period of thirty (30) days, beginning August 14, 2021.

BE IT FURTHER RESOLVED, that El Dorado County Transit Authority Board of Directors does hereby authorize the Executive Director to extend the temporary modification beyond the specified thirty (30) days in accordance with the following:

1. Such extension shall only be made as necessary to support the mitigation of, and response to, the local emergency.
2. Such extension shall only be made if either the State of Emergency declaration of the Governor of California with respect to the Caldor Fire remains in effect, or if such extension is made pursuant to the recommendation of the Human Resources Manager.

3. The Executive Director shall report any such extensions to the Board of Directors at their next regular meeting.
4. This authority shall continue in effect until terminated by the Board of Directors.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 2nd day of September 2021 by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

Kara Taylor, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 2A
Action Item

MEMORANDUM

DATE: September 2, 2021

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Final Amended Operating Budget for Fiscal Year 2020/21

REQUESTED ACTION:
BY MOTION,

1. Receive and File the Final Amended Operating Budget for Fiscal Year 2020/21 as Proposed
2. Acknowledge the budget amount of \$1,308,646 in Deferred Local Transportation Funds (LTF) from Contingency
3. Authorize the use of Deferred LTF for Fiscal Year 2020/21 Capital Expenses

BACKGROUND

As of August 25, 2021, most work related to posting was accomplished to close the internal fiscal year (FY) 2020/21 financials.

A Final Amended Operating Budget is typically presented to the Board of Directors following the close of the fiscal year and prior to completion of an independent financial audit. The proposed Final Amended FY 2020/21 Operating Budget (attached) reflects fiscal year-end adjustments from the adopted mid-year version, based on actual revenue and expenses realized during the period.

DISCUSSION

The proposed Final Amended FY 2020/21 Operating Budget reflects an overall decrease to revenue accounts and decreases to salary and benefit and general expenses. Outlined below are the recommended adjustments by line item with comments. The attached Final Amended FY 2020/21 Operating Budget sheet presents the adopted mid-year budget amounts for comparison and shows the net changes proposed.

The proposed Final Amended FY 2020/21 Operating Budget includes one-time revenue from emergency CARES Act funding in the amount of \$1,081,553 allocated under the Federal Transit Administration (FTA) Section 5311 program. The Joint Exercise of Powers Agreement (JPA) of the El Dorado County Transit Authority (El Dorado Transit) Section 11.3 states the following:

“The EDCTA shall actively seek to maximize utilization of Federal, State, and other available revenues which shall be applied towards such operating and capital expenditures...”

Maximum use of Federal CARES Act funds in FY 2020/21 has allowed for a one-time deferral of LTF for use in the FY 2021/22 Operating and Capital Budgets. The final amount will be determined after today’s requested action.

El Dorado Transit management and staff worked well within the overall mid-year budget expense projections. The continued effects of COVID-19 related service reductions and temporary fare policies are on-going.

Due primarily to the infusion of the emergency CARES Act funding, an increase of \$624,306 in Contingency Funds now totaling \$1,308,646 has been realized. Staff is recommending the use of these Local Transportation Funds (LTF) for matching funds in the Capital Budget to preserve State Transit Assistance (STA) funds in FY 2020/21. Any remaining funds will represent the projected amount of conventional State funding offset for use in the FY 2020/21 operating budget.

REVENUE ACCOUNTS

El Dorado Transit saw an overall decrease of approximately \$112,497 in revenue accounts.

- 1 Interest Income decreased to accurately reflect receipts.
- 2 Annual FTA Section 5311 increased to reflect the actual allocation.
- 3 Cash Fares decreased to accurately reflect receipts.
- 4 Contract Services increased to accurately reflect receipts.
- 5 Commuter Route Fare Media increased to accurately reflect receipts.
- 6 Local Route Fare Media increased to accurately reflect receipts.
- 7 Paper Scrip decreased to accurately reflect receipts.
- 8 Fair Shuttle AB2766 Grant funding is reallocated to FY 2021/22
- 9 FTA Section 5307 Grant – PM decreased to grant amount.

SALARY & BENEFITS EXPENSE ACCOUNTS

Overall, the total Salary and Benefits expenditures were managed below mid-year budget adjustment projections by \$226,243.

- 10 Regular Employee salary expenses decreased to reflect actuals. Some positions were understaffed prior to the pandemic and some operational staff hours were reduced because of the pandemic related service reductions.
- 11 Temporary Employee costs decreased to reflect actual usage of the extra help employees.
- 12 Overtime decreased to accurately reflect costs.
- 13 CRDI and Shift Pay decreased to reflect actual costs.
- 14 Employee Retirement increased to reflect actual costs. Enrollment in the California Employers’ Pension Prefunding Trust (CEPPT) Fund increased this line item by

\$200,000. Additional Unfunded Liability payments of \$65,683 and \$5,234 were also made to the Classic and PEPRAs funds respectively.

- 15 Social Security (FICA) Payroll Tax reduced to accurately reflect actual costs. These costs are driven by the actual hours worked by extra help employees.
- 16 Medicare Payroll Tax reduced to accurately reflect actual costs.
- 17 Health Insurance increased to reflect actual premium expenses.
- 18 Unemployment Insurance decreased to reflect actual reimbursement costs.
- 19 Long Term Disability/Life insurance decreased to reflect actual premium costs.
- 20 Workers' Compensation reduced to reflect actual premiums paid.

SERVICE & SUPPLY EXPENSE ACCOUNTS

Total Services and Supplies accounts (including the Contingency line item) increased by \$113,746.

- 21 Clothing & Supplies increased closer to actual expenses.
- 22 Uniforms – Other decreased closer to actual expenses.
- 23 Communications – Phone increased closer to actual expenses.
- 24 Communications – Radio decreased closer to actual expenses.
- 25 Household Expenses increased closer to actual expenses.
- 26 Insurance Premiums/Public Liability decreased to reflect the two (2) month pre-paid allocation of FY 2021/22 premiums in FY 2020/21.
- 27 Insurance Premiums/Physical Damage increased to reflect the two (2) month pre-paid allocation of FY 2021/22 premiums in FY 2020/21.
- 28 Insurance Premiums/Commercial decreased to reflect actual.
- 29 Insurance Premiums/Employer Practices Liability Insurance (EPLI) increased to reflect the two (2) month pre-paid allocation of FY 2021/22 premiums in FY 2020/21.
- 30 Service Contracts/Equipment increased closer to actual expenses.
- 31 Park & Ride Maintenance decreased closer to actual expenses.
- 32 Maintenance/Buildings increased closer to actual expenses.
- 33 Maintenance/Equipment increased closer to actual expenses.
- 34 Maintenance/Grounds increased closer to actual expenses.
- 35 Maintenance/Bus Stops decreased closer to actual expenses.
- 36 Maintenance/Other increased closer to actual expenses.
- 37 Vehicle Maintenance (In-House) decreased closer to actual expenses.
- 38 Vehicle Maintenance/Tires & Tubes decreased closer to actual expenses.
- 39 Vehicle Maintenance/ Lubricants decreased closer to actual expenses.
- 40 Vehicle Maintenance/ Small Tools - Shop increased closer to actual expenses.
- 41 Vehicle Maintenance/Sales Tax/Fuel & Lubricants - increased closer to actual expenses.
- 42 Safety Equipment/Training decreased closer to actual expenses. Additional COVID-19 related expenses associated with enhanced cleaning protocols, protective equipment and supply purchases are captured under this account.
- 43 Memberships increased closer to actual expenses.
- 44 Office Expenses decreased closer to actual expenses.
- 45 Postage decreased closer to actual expenses.
- 46 Operating Expenses – Other increased closer to actual expenses.

- 47 Professional Services decreased closer to actual expenses.
- 48 Employee Medical Exams decreased closer to actual expenses.
- 49 Background Checks decreased closer to actual expenses.
- 50 Publications/Legal Notices decreased closer to actual expenses.
- 51 Printing decreased closer to actual expenses.
- 52 Rents/Leases – Equipment decreased closer to actual expenses.
- 53 Rents/Leases – Park & Rides decreased closer to actual expenses.
- 54 Equipment Purchase – Data Processing decreased closer to actual expenses.
- 55 Equipment Purchase – Office increased closer to actual expenses.
- 56 Special Department Expenses - increased closer to actual expenses.
- 57 Marketing decreased closer to actual expenses.
- 58 Staff Development/Travel decreased closer to actual expenses.
- 59 Fuel Purchase increased closer to actual expenses.
- 60 Bank Charges decreased closer to actual expenses.
- 61 Credit Card Charge Fees decreased closer to actual expenses.
- 62 Connect Card administration Fees decreased closer to actual expenses.
- 63 Utilities decreased closer to actual expenses.
- 64 Utilities/Park & Ride increased closer to actual expenses.
- 65 AB2766 Fair Shuttle zeroed as service was not provided due to COVID-19.
- 66 Contingency increased to reflect the estimated offset of State funding for the FY 2020/21 Operating Budget. If approved with this staff report, Capital expenses for the current year will be subtracted from this amount, as applicable to preserve Capital funding.

FISCAL IMPACT

Staff is presenting a balanced Final Amended Operating Budget for FY 2020/21 totaling \$8,218,696 which is approximately 1.4% under the mid-year projections. El Dorado Transit's final FY 2020/21 financials will be adjusted in the independent audit process and presented during the December 2021 regularly scheduled Board meeting.

EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED FINAL AMENDED OPERATING BUDGET 2020/2021

OPERATING BUDGET		FY 2020/2021 Mid-Year	FY 2020/2021 Final Amended	Difference	
REVENUE ACCOUNTS		Adopted 02/04/2021	Proposed 09/02/2021		
4000.00	Transportation Development Act (TDA/LTF)	\$4,257,455	\$4,257,455	\$0	
4000.00	Transportation Development Act (TDA/LTF) Deferred FY 2019/20	\$1,337,803	\$1,337,803	\$0	
4270.00	State Transit Assistance (TDA/STA)	\$0	\$0	\$0	
4270.00	State Transit Assistance (TDA/STA) From Capital	\$0	\$0	\$0	
4270.01	State Transit Assistance (TDA/STA)/State of Good Repair (SGR)	\$273,902	\$273,902	\$0	
4970.00	Interest Income	\$10,000	\$8,400	-\$1,600	1
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$538,231	\$558,840	\$20,609	2
4100.00	Federal Transit Administration (FTA) CARES Act Section 5311 Grant	\$1,081,553	\$1,081,553	\$0	
4300.00	Cash Fares	\$75,000	\$62,500	-\$12,500	3
4310.00	Contract Services	\$24,000	\$45,500	\$21,500	4
4320.00	Charter Services	\$0	\$0	\$0	
4330.00	Commuter Route Fare Media	\$60,000	\$61,000	\$1,000	5
4350.00	Local Route Fare Media	\$25,000	\$45,700	\$20,700	6
4360.00	Paper Scrip	\$7,000	\$6,000	-\$1,000	7
4400.00	Advertising Revenue	\$0	\$0	\$0	
4990.00	Misc. Revenue	\$0	\$0	\$0	
4107.03	Fair Shuttle AB2766 Grant	\$32,000	\$0	-\$32,000	8
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant	\$334,181	\$334,181	\$0	
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$250,000	\$120,794	-\$129,206	9
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$25,068	\$25,068	\$0	
TOTAL REVENUES		\$8,331,193	\$8,218,696	-\$112,497	
SALARY & BENEFIT ACCOUNTS					
5010.00	Regular Employees	\$2,969,000	\$2,730,000	-\$239,000	10
5010.02	Temporary Employees	\$80,000	\$60,000	-\$20,000	11
5010.07	Overtime	\$50,000	\$35,500	-\$14,500	12
5010.08	On Call Pay	\$7,000	\$7,000	\$0	
5010.09	CRDI and Shift Pay	\$15,000	\$10,000	-\$5,000	13
5020.01	Employee Retirement	\$540,000	\$806,000	\$266,000	14
5070.01	(OASDI - Payroll Tax) FICA	\$3,800	\$1,550	-\$2,250	15
5070.02	MEDICARE - Payroll Tax	\$44,000	\$41,000	-\$3,000	16
5020.02	Health Insurance	\$980,000	\$1,051,000	\$71,000	17
5020.03	Unemployment Insurance	\$175,000	\$75,000	-\$100,000	18
5020.04	LT Disability/Life Ins	\$29,000	\$26,500	-\$2,500	19
5020.05	Worker's Comp	\$388,493	\$211,500	-\$176,993	20
TOTAL SALARY & BENEFITS		\$5,281,293	\$5,055,050	-\$226,243	
SERVICE & SUPPLY ACCOUNTS					
5090.02	Clothing & Supplies	\$3,240	\$3,400	\$160	21
5090.05	Uniforms - Other	\$10,000	\$6,800	-\$3,200	22
5050.01	Communications - Phone	\$32,000	\$33,000	\$1,000	23
5090.20	Communications - Radio	\$900	\$700	-\$200	24
5090.01	Household Expenses	\$16,000	\$16,100	\$100	25
5060.01	Insurance Premiums/Public Liability	\$620,000	\$584,500	-\$35,500	26
5060.02	Insurance Premiums/Physical Damage	\$25,000	\$29,500	\$4,500	27
5060.03	Insurance Premiums/Commercial	\$14,000	\$13,000	-\$1,000	28
5060.04	Insurance Premium EPLI Package	\$20,000	\$22,500	\$2,500	29
5090.06	Service Contracts/Equipment	\$170,000	\$184,000	\$14,000	30
5160.07	Park and Ride Maintenance	\$13,000	\$11,500	-\$1,500	31
5160.01	Maintenance/Buildings	\$6,200	\$6,450	\$250	32
5160.03	Maintenance/Equipment	\$3,000	\$15,500	\$12,500	33
5160.05	Maintenance/Grounds	\$5,500	\$6,100	\$600	34
5160.09	Maintenance/Bus Stop	\$2,000	\$1,850	-\$150	35
5160.00	Maintenance/Other	\$2,500	\$2,800	\$300	36
5040.00	Vehicle Maintenance (In-House)	\$342,000	\$123,000	-\$219,000	37
5040.02	Vehicle Maintenance/Tires & Tubes	\$90,000	\$41,000	-\$49,000	38
5040.03	Vehicle Maintenance/Lubricants	\$27,900	\$18,000	-\$9,900	39
5040.04	Vehicle Maintenance/Small Tools - Shop	\$3,870	\$5,400	\$1,530	40
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$20,000	\$21,000	\$1,000	41
5090.50	Safety Equipment/Training	\$125,000	\$88,000	-\$37,000	42
5090.40	Memberships	\$5,400	\$5,750	\$350	43
5090.70	Office Expense	\$13,500	\$7,200	-\$6,300	44
5090.80	Postage	\$3,600	\$2,200	-\$1,400	45
5090.00	Operating Expense - Other	\$1,350	\$2,900	\$1,550	46
5030.00	Professional Services	\$250,000	\$163,500	-\$86,500	47
5030.10	Employee Medical Exams	\$8,100	\$4,800	-\$3,300	48
5030.30	Background Checks	\$1,800	\$600	-\$1,200	49
5090.08	Pubs/Legal Notices	\$2,000	\$400	-\$1,600	50
5090.75	Printing	\$13,500	\$6,000	-\$7,500	51
5120.02	Rents/Leases - Equipment	\$21,000	\$11,000	-\$10,000	52
5120.03	Rents/Leases Park and Rides	\$9,000	\$8,500	-\$500	53
5140.01	Equipment Purchase - Data Processing	\$1,000	\$150	-\$850	54
5140.05	Equipment Purchase - Office	\$1,800	\$4,200	\$2,400	55
5150.00	Special Department Expense	\$1,500	\$1,700	\$200	56
5150.01	Marketing	\$9,000	\$1,100	-\$7,900	57
5090.30	Staff Development/Travel	\$15,000	\$12,000	-\$3,000	58
5040.01	Fuel Purchase	\$300,000	\$305,000	\$5,000	59
5090.72	Bank Charges	\$400	\$200	-\$200	60
5090.73	Credit Card Charge Fees	\$3,500	\$2,200	-\$1,300	61
5090.74	Connect Card Administration Expenses	\$40,000	\$15,500	-\$24,500	62
5050.02	Utilities	\$54,000	\$43,500	-\$10,500	63
5050.03	Utilities/ Park & Rides	\$20,000	\$22,500	\$2,500	64
4108.03	Fair Shuttle AB2766 Grant	\$38,000	\$0	-\$38,000	65
6270.00	Contingency	\$684,340	\$1,308,646	\$624,306	66
TOTAL SERVICES AND SUPPLIES		\$3,049,900	\$3,163,646	\$113,746	
TOTAL OPERATING EXPENSES		\$8,331,193	\$8,218,696	-\$112,497	

AGENDA ITEM 2B
Action Item

MEMORANDUM

DATE: September 2, 2021

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Appointment of Chair and Vice-Chair as Members of an Ad Hoc Financial Audit Review Committee

REQUESTED ACTION:
BY MOTION,

1. Form an ad hoc Audit Review Committee to receive and review fiscal year (FY) 2020/21 independent fiscal and compliance audit reports
2. Appoint Chair and Vice-Chair as members to the Audit Review Committee

BACKGROUND

The Mills-Alquist-Deddeh Act (SB 325) was enacted by the California Legislature to improve public transportation services and encourage regional transportation coordination. Known as the Transportation Development Act (TDA) of 1971, this law provides funding to be allocated primarily for transit related purposes.

The TDA provides two (2) funding sources:

1. Local Transportation Fund (LTF), which is derived from a ¼ cent of the general sales tax collected statewide.
2. State Transit Assistance (STA), which is derived from the statewide sales tax on diesel fuel.

The California Department of Tax and Fee Administration, based on sales tax collected in each county, returns the general sales tax revenues in each county's LTF. The STA funds are appropriated by the Legislature to the State Controller's Office (SCO). The SCO then allocates the tax revenues, by formula, to planning and other selected agencies.

To ensure program compliance, TDA Section 6664 requires an independent fiscal and compliance audit of each TDA claimant be completed within 180 days following the end of the fiscal year. The El Dorado County Transportation Commission (EDCTC) is responsible for

ensuring that each TDA claimant under its jurisdiction receiving an allocation submits to EDCTC and the State Controller an annual certified fiscal audit report.

DISCUSSION

Richardson and Company auditors will perform the fiscal year 2020/21 on-site audit field work at the El Dorado County Transit Authority (El Dorado Transit) during the week of October 4, 2021. Final audit reports will be completed in late October 2021 or early November 2021.

Annually, the El Dorado Transit Board of Directors (Board) appoints a two (2) person sub-committee to receive a detailed presentation of the audit results prior to submission to the full Board. Staff is recommending the establishment of an ad hoc Audit Review Committee with the Chair and Vice-Chair as permanent members.

The Audit Review Committee would convene at least once to receive an oral and written presentation of audit reports by Richardson & Company staff. The audit reports would then be included in the regular December Board meeting agenda packet as a Consent Item for consideration by the full Board.

Audit Review Committee responsibilities include:

1. Review of fiscal and compliance audits
2. One (1) meeting to receive a presentation of agency fiscal and compliance reports from the independent auditors (this meeting may be held remotely)

FISCAL IMPACT

None