



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING AGENDA

Thursday, February 3, 2022; 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=bTB0QjVBMjI0QnBOaU0xczFUbnlUQT09>

Participate by Phone:

1-669-900-6833

Meeting ID: 833-772-503

Passcode: 2022

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

ELECTION OF OFFICERS

PAGE

A. Election of Chairperson and Vice-Chairperson for Calendar Year 2022

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B. Oath of Office

CEREMONIAL ITEMS

A. Newly elected Chairperson plaque presentation to outgoing Chairperson Kara Taylor

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. CONSENT CALENDAR

PAGE

A. Adopt Resolution No. 22-01 regarding the Remote Public Meeting Provisions of Assembly Bill 361

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B. Approve Conformed Minutes of Regular Meeting December 2, 2021

10

C. Receive and File November and December 2021 Check Registers

13

D. Receive and File November and December 2021 Ridership Report

18

E. Receive and File Quarterly Investment Report for Quarter Ending 12/31/2021

22

F. Adopt Resolutions 22-02, 22-03 and 22-04 to File and Execute Documents for Federal Transit Administration Funding Programs

24

G. Approve Revised Blanket Purchase Orders above \$25,000 for Fiscal Year 2021/22

31

H. Approve an increase to the New Hire Incentive Program from \$1000 to \$2000

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1.	<u>CONSENT CALENDAR CONTINUED</u>	<u>PAGE</u>
	I. Approve funding Operating Reserve utilizing Advertising and Miscellaneous revenue accounts for fiscal year 2021/22	40
	J. Adopt Capital Improvement Plan Project 22-05 and Authorize the Executive Director to apply for the Fiscal Year 2020-21 Federal Transit Administration Section 5310 grants for replacement of the current demand response scheduling and dispatching software	42
	K. 1. Approve Purchase Order No. 27194 issued to A-Z Bus Sales in the amount of \$85,911 for the purchase of one (1) Ford Transit van.	45
	2. Authorize the Executive Director to execute the purchase contract and related documents necessary to complete the Capital Improvement Plan Project #20-06 provided that the contract costs do not exceed the approved Capital Improvement Plan project budget.	
2.	<u>ACTION ITEMS</u>	
	A. 1. Adopt Proposed Fiscal Year 2021/22 Mid-Year Operating Budget Adjustments	49
	2. Approve line-item increase of \$190,833 to Contingency	
	B. Establish and appoint two (2) Board members to an ad hoc Committee to review data from the Compensation and Benefits Study as needed with consultant and staff	53
	C. Review and comment on draft Strategic Planning scope of work, and provide direction to staff regarding development of a Request for Proposals and project timeline	55
3.	<u>INFORMATION ITEMS</u>	
	A. Newsletter	61

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

RECESS TO CLOSED SESSION

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

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED BOARD MEETING
OF THE EL DORADO COUNTY TRANSIT AUTHORITY
Thursday, March 3, 2022 1:00 P.M.

Zoom Meeting Teleconference

<https://us02web.zoom.us/j/833772503?pwd=bTB0QjVBMjI0QnBOaU0xczFUbnlUQT09>
1-669-900-6833

Meeting ID: 833-772-503

Password: 2022

ACTION ITEM
Election of Officers

MEMORANDUM

DATE: February 3, 2022

TO: El Dorado County Transit Authority

FROM: Megan Wilcher, Secretary to the Board/Administrative Coordinator

SUBJECT: Election of Chairperson and Vice-Chairperson

REQUESTED ACTION:

BY MOTION,

Elect Chairperson and Vice-Chairperson for Calendar Year 2022

BACKGROUND

In accordance with Section 4.5 of the El Dorado County Transit Authority (El Dorado Transit) Bylaws: “The Board shall elect a Chairperson and Vice-Chairperson at the first meeting of each calendar year.”

Chairperson Duties

The Chairperson shall preside and preserve order at all regular and special meetings of El Dorado Transit. The Chairperson shall state every question coming before El Dorado Transit, announce the decision on all subjects and decide all questions of order without debate, subject to an appeal to El Dorado Transit on which a member shall speak but once, the Chairperson having precedence in speaking on question of order. In addition, the Chairperson shall make all Committee appointments with the concurrence of the El Dorado Transit Board.

Vice-Chairperson Duties

In the absence of the Chairperson, the Vice-Chairperson may perform duties and obligations of the office of Chairperson.

DISCUSSION

The El Dorado Transit Bylaws do not identify a specific rotation for Chairperson and Vice-Chairperson. Customarily, the former Vice-Chairperson ascends to Chairperson and the new Vice-Chairperson represents the alternate jurisdiction from the Chairperson’s.

AGENDA ITEM 1A
Consent Item

MEMORANDUM

DATE: February 3, 2022

TO: El Dorado County Transit Authority

FROM: Matthew Mauk, Executive Director

SUBJECT: Adoption of the Remote Public Meeting Provisions of Assembly Bill (AB) 361

REQUESTED ACTION:
BY MOTION,

Adoption of Resolution No. 22-01 regarding the Ralph M. Brown Act and the finding of risk to health and safety of in-person meetings because of the continuing COVID-19 pandemic State of Emergency declared by Governor Newsom

BACKGROUND

The Ralph M. Brown Act (“the Brown Act”) provides guidance and requirements for public agencies and local governments in California to hold and conduct business at open and public meetings. The Brown Act ensures the public is involved, informed, and active in the decisions and discussions of local, regional, and state governance. The El Dorado County Transit Authority (El Dorado Transit) Board of Director and advisory committee meetings are held to the standards within the Brown Act and are conducted consistent with the requirements therein.

In response to the COVID-19 pandemic, on March 12, 2020, the Governor issued Executive Order No. N-25-20 that waived certain requirements of the Brown Act including:

- the requirement that the notice of each meeting location be provided for those members of the legislative body (board or committee) participating in the meeting
- the requirement that each meeting location be accessible to members of the public
- the requirement that members of the public be able to address the legislative body (board and committee) at each meeting location
- the requirement that agencies post agendas at all meeting locations, and
- the requirement that at least a quorum of the legislative body (board and committee) participate from locations within the boundaries of the territory over which they exercise jurisdiction.

In accordance with these modifications to the Brown Act, El Dorado Transit has been holding meetings virtually over the Zoom meeting platform since the beginning of the pandemic. These modifications to the Brown Act expired on September 30, 2021.

DISCUSSION

To continue the allowance of the Brown Act modifications and to continue allowing virtual meetings to protect health and safety, Governor Newsom signed Assembly Bill (AB) 361 on September 16th. AB 361 extended these modifications through June of 2024, for any State or Local government agency which is under a declared State of Emergency. Assembly Bill 361 permits remote meetings but requires the following:

- agencies may not close public comment periods for written comments in advance of a meeting, but instead only close the comment period at the same time it is closed during a meeting
- that agencies must clearly advertise the means by which the public can observe the meeting and offer comments during the meeting via either a call or internet-based option
- the public must be given an opportunity to comment directly, and
- that in the event of a disruption in the broadcasting of the meeting the legislative body (board or committee) would take no further action until meeting access would be restored to the public.

The provisions of AB 361 regarding remote meetings can only be used in the event there is an active, Governor issued state of emergency under the California Emergency Services Act and a legislative body decides by resolution that there is a need to meet remotely. AB 361 also requires legislative bodies to approve by resolution the decision to meet remotely every 30 days.

Given that the Governor's state of emergency presently remains in effect, staff and El Dorado Transit Legal Counsel recommend adoption of the attached Resolution No. 22-01, formally stating that in person meetings of the El Dorado Transit governing and advisory bodies subject to the Ralph M. Brown Act would present imminent risks to the health or safety of attendees, thus invoking the provisions of AB 361 and allowing virtual public meetings. Unless directed otherwise, staff plans to continue to present an updated version of this resolution to the El Dorado Transit Board of Directors for consideration at each upcoming scheduled monthly meeting while a state of emergency exists.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 22-01**

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE EL DORADO COUNTY TRANSIT AUTHORITY
REGARDING THE RALPH M. BROWN ACT AND PROVISIONS PROVIDED UNDER AB
361 TO CONTINUE MEETING VIRTUALLY DURING THE ONGOING COVID-19
PANDEMIC STATE OF EMERGENCY DECLARED BY GOVERNOR NEWSOM**

WHEREAS, On March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic which remains in effect; and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the California Open Meeting law, Government Code section 54950 et seq. (the “Brown Act”), provided certain requirements were met and followed; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 that clarified the suspension of the teleconferencing rules set forth in the Brown Act, and further provided that those provisions would remain suspended through September 30, 2021; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 that permits a legislative body subject to the Brown Act to continue to meet under abbreviated teleconference procedures; and

WHEREAS, on September 30, 2021 the El Dorado County Public Health Officer released “Recommendations for Safe Board and Commission Meetings During COVID-19 Pandemic” recommending offering a remote option for public meeting attendance to the extent possible and physical distancing, among other recommendations; and

WHEREAS, the El Dorado County Transit Authority has an important governmental interest in protecting the health, safety, and welfare of those who participate in meetings of El Dorado County Transit Authority’s legislative body subject to the Brown Act;

NOW THEREFORE, BE IT RESOLVED, by the El Dorado County Transit Authority Board of Directors as follows:

1. The Board has reconsidered the state of emergency proclaimed by the Governor of California in response to the COVID-19 pandemic.
2. State and local public health officials continue to recommend measures to promote social distancing.
3. This finding applies to all the El Dorado County Transit Authority governing and advisory bodies subject to the Brown Act, including but not limited to, the El Dorado County Transit Authority Board of Directors, Transit Advisory Committee, and any other standing

committees.

4. Staff is directed to return to the Board of Directors no later than thirty (30) days after the adoption of this resolution, or by the next regular meeting for the Board of Directors to consider making the findings required by AB 361 in order to continue meeting under its provisions.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board, held on the 3rd day of February 2022 by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

El Dorado County Transit Authority Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING CONFORMED MINUTES Thursday, December 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.

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Participate by Computer:

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Participate by Phone:

1-669-900-6833

Meeting ID: 833-772-503

Passcode: 2021

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Taylor called the meeting to order at 1:02 PM and the pledge of allegiance was recited.

ROLL CALL

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

A quorum was present.

ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR

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

Adoption of the Agenda and Approval of Consent Calendar

M/S: Parlin/Hidahl

Ayes: Hidahl, Neau, Parlin, Taylor, Turnboo

OPEN FORUM

None

1. CONSENT CALENDAR

- A. Approve Conformed Minutes of Regular Meeting November 4, 2021
- B. Receive and File October 2021 Check Registers
- C. Receive and File October 2021 Ridership Report
- D. Approve the El Dorado County Transit Authority Board of Directors Meeting Schedule for 2022
- E. Adopt Resolution No. 21-27 regarding the Remote Public Meeting Provisions of Assembly Bill 361
- F. Adopt Resolution No. 21-28 authorizing the Executive Director to submit an application to the El Dorado County Air Quality Management District AB2766 Motor Vehicle Emission Reduction Grant Program

G. 1. Adopt Resolution No. 21-29 revising the El Dorado County Transit Authority Personnel Policies and Procedures Manual with regard to policy revisions and additions

2. Approve El Dorado County Transit Authority Board Policy, Travel D-1 with regard to revisions

H. Receive and File Independent Financial Audit, Single Audit and Compliance Reports for Fiscal Year 2020/21 for the El Dorado County Transit Authority

2. ACTION ITEMS

A. Conduct a facilitated review and discussion of current conditions and provide direction to staff regarding the development of a strategic plan to address the agency's pandemic recovery

Board discussed current conditions and provided direction to staff regarding the development of a strategic plan

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS *

ADJOURNMENT

Chairperson Taylor adjourned the meeting at 2:07 PM. The next meeting will be a regular meeting scheduled for Thursday, February 3, 2022.

Respectfully Submitted,

**Megan Wilcher
Secretary to the Board**

* Verbal Report

AGENDA ITEM 1C
Consent Item

MEMORANDUM

DATE: February 3, 2022

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Receive and File November and December 2021 Check Registers

REQUESTED ACTION:

BY MOTION,

Receive and File November and December 2021 Check Registers

BACKGROUND

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

DISCUSSION

Four (4) item merit further detail:

Check #36102 – El Dorado County Transportation Commission.....\$4,894.80
This check pays the obligation for a portion of Zero Emissions Bus (ZEB) study using Local Transportation Funds (LTF).

Check #36122 – NS Corporation.....\$86,532.80
This warrant pays the obligation for 55% installation of Automatic Bus Washer Retrofit using Federal Transit Administration Section 5307 Grant funds: CIP #20-02.

Check #36143 – El Dorado County Transportation Commission.....\$1,625.00
This check pays the obligation for a portion of Federal Advocacy using Local Transportation Funds (LTF).

Check #36163 – NS Corporation.....\$7,866.62
This warrant pays the obligation for the final 5% installation of Automatic Bus Washer Retrofit using Federal Transit Administration Section 5307 Grant funds: CIP #20-02.

EL DORADO COUNTY TRANSIT AUTHORITY
Check Register
November through December 2021

Date	Num	Name	Memo	Amount
11/01/2021	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE OCT. 29, 2021	4,596.39
11/01/2021	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Health Premium - November 2021	37,568.38
11/01/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #22 CLASSIC	9,435.68
11/01/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #22 PEPRA	8,217.06
11/04/2021	36086	ABSOLUTE GLASS INC	Windshield Replacement	415.62
11/04/2021	36087	ADVANCED GASES AND EQUIPMENT INC	Welding Supplies - Shop	50.74
11/04/2021	36088	THE AFTERMARKET PARTS CO LLC	Parts and Supplies	2,915.20
11/04/2021	36089	AMERICAN HERITAGE LIFE INSURANCE CO	Employee Paid Premiums - November 2021	29.10
11/04/2021	36090	ARNOLDS FOR AWARDS	Employee of the Month Plate Engraving	17.00
11/04/2021	36091	AT&T	Monthly Utility	503.78
11/04/2021	36092	AT&T MOBILITY	Monthly Utility	188.72
11/04/2021	36093	AUTOZONE INC	Parts and Supplies	72.34
11/04/2021	36094	BUS & EQUIPMENT REPAIR OF CA INC	VOID:	0.00
11/04/2021	36095	C & H MOTOR PARTS	VOID:	0.00
11/04/2021	36096	CALIFORNIA SPECIAL DISTRICTS ASSOCIATION	Annual Membership Dues 2022	1,556.00
11/04/2021	36097	CALIFORNIA STEAM INC	Pressure Washer Wand - Shop	178.25
11/04/2021	36098	CAPITOL CLUTCH & BRAKE INC	Parts and Supplies	1,154.60
11/04/2021	36099	COMCAST	High-Speed Internet October 2021	244.69
11/04/2021	36100	D&K AUTO GLASS	Right Windshield Installation #1804	240.00
11/04/2021	36101	DAWSON OIL	Fuel Purchases - October 2021	41,215.68
11/04/2021	36102	EDCTC	ZEB Conversion Plan	4,894.80
11/04/2021	36103	EL DORADO BATTERY CO	Fleet Batteries	981.94
11/04/2021	36104	EL DORADO DISPOSAL SERVICE	Monthly Utility	381.19
11/04/2021	36105	EMP. MISC. REIMBURSEMENT	Uniform Reimbursement	50.00
11/04/2021	36106	EMP. MISC. REIMBURSEMENT	DMV Permit Testing	83.00
11/04/2021	36107	FACTORY MOTOR PARTS	Brake Rotors & Discs #0702	560.36
11/04/2021	36108	FASTENAL	Bus Cleaning Supplies	376.00
11/04/2021	36109	FEDEX	Express Mailing	75.15
11/04/2021	36110	FOLSOM LAKE DODGE	Parts and Supplies	142.38
11/04/2021	36111	FRANCOTYP POSTALIA INC.	Postage Meter Rental	93.15
11/04/2021	36112	GCR TIRES & SERVICE	Fleet Tires	2,316.60
11/04/2021	36113	GILLIG LLC	Parts and Supplies	1,213.46
11/04/2021	36114	HUNT & SONS INC	Fuel Purchases 10/16/21 - 10/31/21	273.00
11/04/2021	36115	IMAGE SOURCE	Monthly Copy Charges 10/22/21 - 11/21/21	95.96
11/04/2021	36116	J.C. NELSON SUPPLY CO	Janitorial Supplies	349.12
11/04/2021	36117	JANI-KING OF CALIFORNIA INC - SACRAMENTO	Janitorial Services November 2021	1,011.54
11/04/2021	36118	KIMBALL MIDWEST	Shop Supplies	248.95
11/04/2021	36119	MAG LANDSCAPING INC	Landscaping Maintenance - October 2021	1,175.00
11/04/2021	36120	MISSION UNIFORM SERVICE	Uniforms, Towels, & Mats Service	390.80
11/04/2021	36121	MOUNTAIN DEMOCRAT INC	RFP for Compensation & Benefits Study	35.00
11/04/2021	36122	NS CORPORATION	Bus Washer Retrofit (55%)	86,532.80
11/04/2021	36123	O'REILLY AUTO PARTS	Heat Shroud & Static Strap #1805	66.57
11/04/2021	36124	OPERATING ENGINEERS PUBLIC & MISC	Represented Medical Coverage 1221	41,945.00
11/04/2021	36125	PACIFIC GAS & ELECTRIC	Monthly Utility	657.80
11/04/2021	36126	PACIFIC GAS & ELECTRIC	Monthly Utility	2,724.39
11/04/2021	36127	QUILL LLC	Misc. Office supplies	152.88
11/04/2021	36128	RESCO PRINTING	Local Service Guide Printing	2,702.70
11/04/2021	36129	ROBERTS & COMPANY INC	CPA Services October 2021	1,940.00
11/04/2021	36130	RON DUPRATT FORD	Parts and Supplies	415.75
11/04/2021	36131	RTS IT INC	ITCare Gold Service Plan - November 2021	4,985.00
11/04/2021	36132	SIERRA NEVADA TIRE & WHEEL	12R22.5/16 Tires #'s 2002 & 2003	3,581.73
11/04/2021	36133	SUN LIFE FINANCIAL	Supplemental Life Benefit November 2021	3,028.96
11/04/2021	36134	TOWN CENTER EAST LP	Lease Payment for November 2021 P&R	700.00
11/04/2021	36135	UPS	Freight Charges	88.26
11/04/2021	36136	VAN DE POL ENTERPRISES INC	Tote DEF	633.53
11/04/2021	36137	GWP HOLDINGS LLC	Parts and Supplies	2,465.03
11/04/2021	36138	XEROX FINANCIAL SERVICES	Copier Lease November 2021	509.44

EL DORADO COUNTY TRANSIT AUTHORITY

Check Register

November through December 2021

Date	Num	Name	Memo	Amount
11/04/2021	36139	ZEP MANUFACTURING CO.	Bus Cleaning Supplies	1,515.11
11/04/2021	36140	BUS & EQUIPMENT REPAIR OF CA INC	Battery Box Door Holder #1603	17.35
11/04/2021	36141	C & H MOTOR PARTS	Filters #1909	25.49
11/05/2021	36142	EDC RISK MANAGEMENT	Health Insurance Oct. & Nov. 2021	5,207.20
11/05/2021	36143	EDCTC	Federal Advocacy Contract 2122-Q1	1,625.00
11/05/2021	36144	EL DORADO IRRIGATION DISTRICT	Water Service 0921FORNI/RL	157.15
11/05/2021	36145	GIRARD, EDWARDS, STEVENS & TUCKER LLP	General Legal Services October 2021	3,201.00
11/05/2021	36146	JACKSON LEWIS P.C.	2-CalTIP Claims	3,936.00
11/05/2021	36147	VERIZON WIRELESS	Cellular Service October 2021	1,878.34
11/05/2021	36148	EMP. MISC. REIMBURSEMENT	Mileage Reimbursement - CALACT Conf.	253.12
11/12/2021	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE NOV. 12, 2021	4,387.30
11/12/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #23 CLASSIC	8,996.12
11/12/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #23 PEPRA	8,280.36
11/18/2021	36149	ACCESS SYSTEMS INC	PVC Cards for Employee Badging	1,078.20
11/18/2021	36150	AFLAC	Employee Paid Premiums - November 2021	908.36
11/18/2021	36151	AT&T	Monthly Utility	445.25
11/18/2021	36152	CAL.NET	CCTV Camera Service December 2021	176.92
11/18/2021	36153	CDW GOVERNMENT	Malwarebytes Business License 1-Year	2,405.77
11/18/2021	36154	CUMMINS SALES AND SERVICE	VOID:	0.00
11/18/2021	36155	EL DORADO IRRIGATION DISTRICT	Water Service 1021COMM	1,489.91
11/18/2021	36156	EMPLOYMENT DEVELOPMENT DEPARTMENT	3rd Qtr. 2021 UI Benefit Charges	3,970.99
11/18/2021	36157	FEDEX	Express Shipping	69.13
11/18/2021	36158	HUNT & SONS INC	Fuel Purchases 11/01/21 - 11/15/21	60.39
11/18/2021	36159	KINETICO WATER OF PLACERVILLE	Drinking Water Service November 2021	42.90
11/18/2021	36160	LANGUAGE LINE SERVICES INC	Over The Phone Interpretation	3.75
11/18/2021	36161	LSC TRANSPORTATION CONSULTANTS INC	Consulting Services	3,530.00
11/18/2021	36162	MATTHEW SAKER	Restrting 2" Macro Blind in B.J.'s Office	90.00
11/18/2021	36163	NS CORPORATION	Bus Washer Retrofit Final Payment (5%)	7,866.62
11/18/2021	36164	OPERATING ENGINEERS LOCAL UNION #3	Union Dues November 2021	1,378.00
11/18/2021	36165	OPERATING ENGINEERS PUBLIC & MISC	Medical Coverage - 11/21 & 12/21 Adjustments	1,776.00
11/18/2021	36166	QUILL LLC	Misc. Office supplies	547.58
11/18/2021	36167	RED MOUNTAIN INC	Cable for Smoke Opacity Meter	316.21
11/18/2021	36168	RTS IT INC	Upgrade SquareRigger	770.00
11/18/2021	36169	SMALL BUSINESS BENEFIT PLAN TRUST	Dental & Vision Premiums December 2021	3,935.70
11/18/2021	36170	UMPQUA BANK	Reconciled Visa Charges	1,283.54
11/18/2021	36171	EMP. MISC. REIMBURSEMENT	457 Loan Overpayment Reimbursement	209.59
11/29/2021	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE NOV. 24, 2021	4,386.68
11/29/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #24 CLASSIC	8,993.43
11/29/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #24 PEPRA	8,508.75
12/01/2021	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Premium - December 2021	31,715.41
12/03/2021	36172	3D DATACOM	Hard Drive Installation on Cambridge Surveillance	962.70
12/03/2021	36173	ABSOLUTE GLASS INC	Windshield Repairs	145.00
12/03/2021	36174	ADM SCREENING	Consortium Services October 2021	410.00
12/03/2021	36175	ALPHA ANALYTICAL LABORATORIES INC	Storm Water Testing	597.00
12/03/2021	36176	ARNOLDS FOR AWARDS	EOM Name Plate Engraving	17.00
12/03/2021	36177	AT&T	Monthly Utility	525.99
12/03/2021	36178	AT&T MOBILITY	Wireless Camera Service November 2021	185.72
12/03/2021	36179	AUTOZONE INC	Parts and Supplies	214.82
12/03/2021	36180	CalACT	2022 Annual Membership Dues	780.00
12/03/2021	36181	CALIFORNIA STEAM INC	PM Service, Steam Cleaner Repair	915.91
12/03/2021	36182	CAPITOL CLUTCH & BRAKE INC	Parts and Supplies	1,288.48
12/03/2021	36183	COMCAST	High-Speed Internet November 2021	244.69
12/03/2021	36184	CUMMINS SALES AND SERVICE	Software Renewal	720.00
12/03/2021	36185	D&K AUTO GLASS	Remove & Install Lft Side Windshield #1703	120.00
12/03/2021	36186	DAWSON OIL	Fuel Purchases November 2021	40,381.66
12/03/2021	36187	EL DORADO BATTERY CO	Group 94R Battery #1908	166.11
12/03/2021	36188	EL DORADO DISPOSAL SERVICE	Disposal Service 11/21	381.19

EL DORADO COUNTY TRANSIT AUTHORITY

Check Register

November through December 2021

Date	Num	Name	Memo	Amount
12/03/2021	36189	EMP. MISC. REIMBURSEMENT	CalPELRA Conference Expense Reimbursement	316.12
12/03/2021	36190	EMP. MISC. REIMBURSEMENT	Mileage CTAA Conference	59.92
12/03/2021	36191	FLEMING DISTRIBUTING CO.	Additives PM Services	372.69
12/03/2021	36192	GCR TIRES & SERVICE	12R22.5/16 Tires #'s 2002 & 2003	1,463.45
12/03/2021	36193	GILLIG LLC	Parts and Supplies	4,354.34
12/03/2021	36194	GLOBAL DATA VAULT LLC	Recovery Back Up Service November 2021	300.00
12/03/2021	36195	GWP HOLDINGS LLC	Parts and Supplies	2,503.05
12/03/2021	36196	HUNT & SONS INC	Fuel Purchases 11/16/21 - 11/30/21	304.36
12/03/2021	36197	IMAGE SOURCE	Monthly Copy Charges 11/22/21 - 12/21/21	629.27
12/03/2021	36198	J.C. NELSON SUPPLY CO	Janitorial Supplies	375.39
12/03/2021	36199	JANI-KING OF CALIFORNIA INC - SACRAMENTO	Janitorial Services December 2021	1,011.54
12/03/2021	36200	KIMBALL MIDWEST	Shop Supplies	129.29
12/03/2021	36201	KINETICO WATER OF PLACERVILLE	Drinking Water Service December 2021	42.90
12/03/2021	36202	MAG LANDSCAPING INC	Landscaping Maintenance - November 2021	1,175.00
12/03/2021	36203	MISSION UNIFORM SERVICE	Uniforms, Towels, & Mats Service	488.50
12/03/2021	36204	MOTIVE ENERGY LLC	8D Batteries #'s 1703 & 1803	810.82
12/03/2021	36205	O'REILLY AUTO PARTS	Filters #1805	138.02
12/03/2021	36206	OPERATING ENGINEERS PUBLIC & MISC	Represented Medical January 2022	43,042.00
12/03/2021	36207	PEST CONTROL CENTER INC	Pest Control Service - Admin. Bldg.	65.00
12/03/2021	36208	PETTY CASH	Petty Cash Reimbursement 1221	90.18
12/03/2021	36209	ROBERTS & COMPANY INC	CPA Services - November 2021	3,435.00
12/03/2021	36210	RTS IT INC	ITCare Gold Service Plan December 2021	7,937.00
12/03/2021	36211	SAFETY-KLEEN SYSTEMS INC	Disposal of Used Oil & Antifreeze, Oily Solids	1,074.03
12/03/2021	36212	SIERRA NEVADA TIRE & WHEEL	LT225/75R17/10 Tires #1909	636.60
12/03/2021	36213	SUN LIFE FINANCIAL	Supplemental Life Benefit December 2021	3,035.32
12/03/2021	36214	THE AFTERMARKET PARTS CO LLC	Parts and Supplies	491.24
12/03/2021	36215	TOWN CENTER EAST LP	Lease Payment for December 2021 P&R	700.00
12/03/2021	36216	TRUE VALUE HARDWARE	Parts and Supplies	61.78
12/03/2021	36217	UNIVERSAL SECURITY & FIRE INC	Service to Motion Detector Fault	200.00
12/03/2021	36218	VAN DE POL ENTERPRISES INC	DEF & Gear Oil Bulk	1,264.17
12/03/2021	36219	WESTERN SUPPLY INC	Valve Stems - Stock	120.21
12/03/2021	36220	XEROX FINANCIAL SERVICES	Copier Lease December 2021	509.44
12/03/2021	36221	ZEP MANUFACTURING CO.	Bus Cleaning Supplies	605.11
12/06/2021	36222	PACIFIC GAS & ELECTRIC	Monthly Utility	703.16
12/06/2021	36223	EMP. MISC. REIMBURSEMENT	Room Reimbursement Lake Tahoe 11/27-28/21	237.56
12/10/2021	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE DEC. 10, 2021	4,388.68
12/10/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #25 CLASSIC	8,963.89
12/10/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #25 PEPRA	8,525.63
12/15/2021	36224	AFLAC	Insurance Premiums - December 2021	908.36
12/15/2021	36225	AMERICAN HERITAGE LIFE INSURANCE CO	Insurance Premiums - December 2021	29.10
12/15/2021	36226	AT&T	Monthly Utility	445.25
12/15/2021	36227	CITY OF PLACERVILLE	Livescan Fee November 2021	20.00
12/15/2021	36228	EDC HHSA-PUBLIC HEALTH DIVISION	2 - Pre-Employment TB Eval.	72.00
12/15/2021	36229	EDC RISK MANAGEMENT	Health Insurance December 2021	2,603.60
12/15/2021	36230	EMP. MISC. REIMBURSEMENT	DMV Reimbursement	50.13
12/15/2021	36231	EMP. MISC. REIMBURSEMENT	DOT Physical Reimbursement	75.00
12/15/2021	36232	EMP. MISC. REIMBURSEMENT	DMV License Reimbursement	84.91
12/15/2021	36233	EMP. MISC. REIMBURSEMENT	DMV VTT Renewal Reimbursement	61.00
12/15/2021	36234	FACTORY MOTOR PARTS	Parts and Supplies	826.46
12/15/2021	36235	GIRARD, EDWARDS, STEVENS & TUCKER LLP	General Legal Services November 2021	3,165.00
12/15/2021	36236	JACKSON LEWIS P.C.	2 - CalTIP Claims	11,650.00
12/15/2021	36237	LSC TRANSPORTATION CONSULTANTS INC	Professional Services November 2021	1,650.00
12/15/2021	36238	OPERATING ENGINEERS LOCAL UNION #3	Union Dues December 2021	1,378.00
12/15/2021	36239	PACIFIC GAS & ELECTRIC	Monthly Utility	3,185.65
12/15/2021	36240	QUILL LLC	Folders, Copy Paper, Office Supplies	314.84
12/15/2021	36241	SERVICE CENTER	Smog Inspections	209.75
12/15/2021	36242	SMALL BUSINESS BENEFIT PLAN TRUST	Dental & Vision Premiums January 2022	3,612.30

EL DORADO COUNTY TRANSIT AUTHORITY

Check Register

November through December 2021

Date	Num	Name	Memo	Amount
12/15/2021	36243	UMPQUA BANK	Reconciled Visa Charges	4,527.87
12/15/2021	36244	VERIZON WIRELESS	Cellular Service November 2021	1,824.68
12/15/2021	36245	WASTE CONNECTIONS OF CA INC	Clean Wood Disposal	27.46
12/15/2021	36246	CDW GOVERNMENT	Coax VGA Monitor Cable	32.72
12/23/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #26 CLASSIC	9,023.94
12/23/2021	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #26 PEPRA	8,187.93
12/24/2021	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE DEC. 23, 2021	4,102.67
				<hr/>
				608,600.64
				<hr/>
Total				608,600.64
				<hr/>

AGENDA ITEM 1D
Consent Item

MEMORANDUM

DATE: February 3, 2022

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: November and December 2021 Ridership Reports

REQUESTED ACTION:
BY MOTION,

Receive and file the November and December 2021 Ridership Reports

BACKGROUND

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

DISCUSSION

El Dorado Transit continues to experience ridership deficits compared to pre-pandemic levels, but ridership has leveled out or started to increase on some services. Systemwide passenger trips in November were up 21.1% and December were up 11.9% compared to the previous year.

The County's Adult Day Services 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 32.3% in November and 20.5% in December compared to the previous year. ADA Paratransit demand jumped 31.6% in November and 44.7% in December.

Local Fixed Route ridership was up 4.9% in November but was down 6.5% in December due to route closures that were caused by snowfall. Sacramento Commuter service ridership increased by 19.6% in November and 35.3% in December. The new Sacramento/Tahoe Connector route carried 665 passengers.

The November and December 2021 ridership report summaries are attached, comparing the current fiscal year to the previous fiscal year.

November 2021 Ridership Report

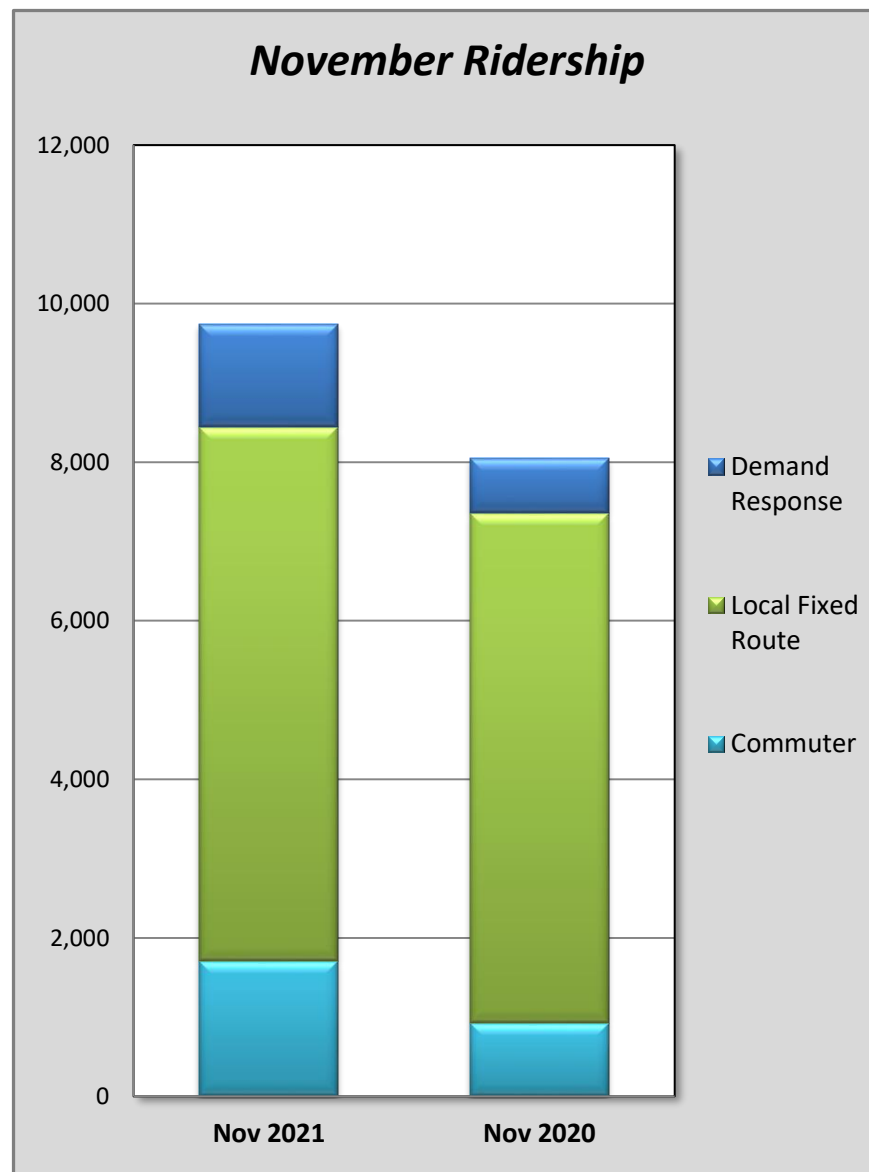


Demand Response	Nov 2021	Nov 2020	% Change
Dial-a-Ride	561	424	32.3%
Sac-Med	34	26	30.8%
ADA Paratransit	204	155	31.6%
M.O.R.E.*	502	88	470.5%
Senior Day Care*	0	0	0.0%
Total Demand Response	1,301	693	87.7%

Local Fixed Route	Nov 2021	Nov 2020	% Change
20 - Placerville	915	787	16.3%
25 - Saturday Express	279	291	-4.1%
30 - Diamond Springs	743	753	-1.3%
35 - Diamond Springs Saturday	87	85	2.4%
40 - Cameron Park	869	733	18.6%
50x - 50 Express	2,739	2,640	3.8%
60 - Pollock Pines	1,106	1,135	-2.6%
Total Local Fixed Route	6,738	6,424	4.9%

Commuter	Nov 2021	Nov 2020	% Change
Sacramento Commuter	1,106	925	19.6%
Reverse Commuter	10	5	100.0%
Sacramento/Tahoe Connector	587	0	100.0%
Total Commuter	1,703	930	83.1%

	Nov 2021	Nov 2020	% Change
Systemwide	9,742	8,047	21.1%
Passengers per Revenue Hour	3.6	3.5	3.7%



*Contracted Services - Ridership Determined by Client Enrollment

December 2021 Ridership Report

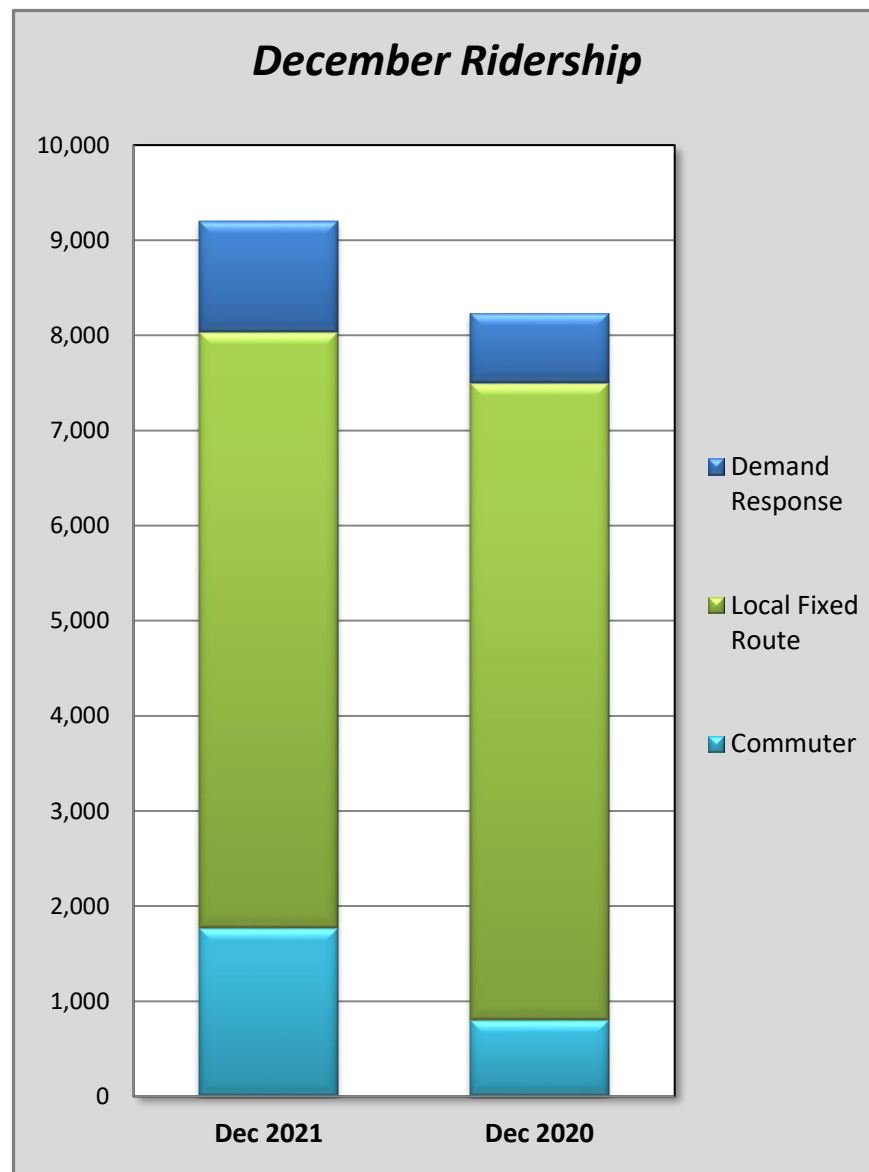


Demand Response	Dec 2021	Dec 2020	% Change
Dial-a-Ride	559	464	20.5%
Sac-Med	42	14	200.0%
ADA Paratransit	230	159	44.7%
M.O.R.E.*	343	95	261.1%
Senior Day Care*	0	0	0.0%
Total Demand Response	1,174	732	60.4%

Local Fixed Route	Dec 2021	Dec 2020	% Change
20 - Placerville	877	906	-3.2%
25 - Saturday Express	199	234	-15.0%
30 - Diamond Springs	677	757	-10.6%
35 - Diamond Springs Saturday	71	80	-11.3%
40 - Cameron Park	886	748	18.4%
50x - 50 Express	2,564	2,738	-6.4%
60 - Pollock Pines	984	1,231	-20.1%
Total Local Fixed Route	6,258	6,694	-6.5%

Commuter	Dec 2021	Dec 2020	% Change
Sacramento Commuter	1,073	793	35.3%
Reverse Commuter	34	7	385.7%
Sacramento/Tahoe Connector	665	0	100.0%
Total Commuter	1,772	800	121.5%

	Dec 2021	Dec 2020	% Change
Systemwide	9,204	8,226	11.9%
Passengers per Revenue Hour	3.2	3.1	2.3%



*Contracted Services - Ridership Determined by Client Enrollment

Fiscal Year-to-Date Ridership Report

July 2021 - December 2021

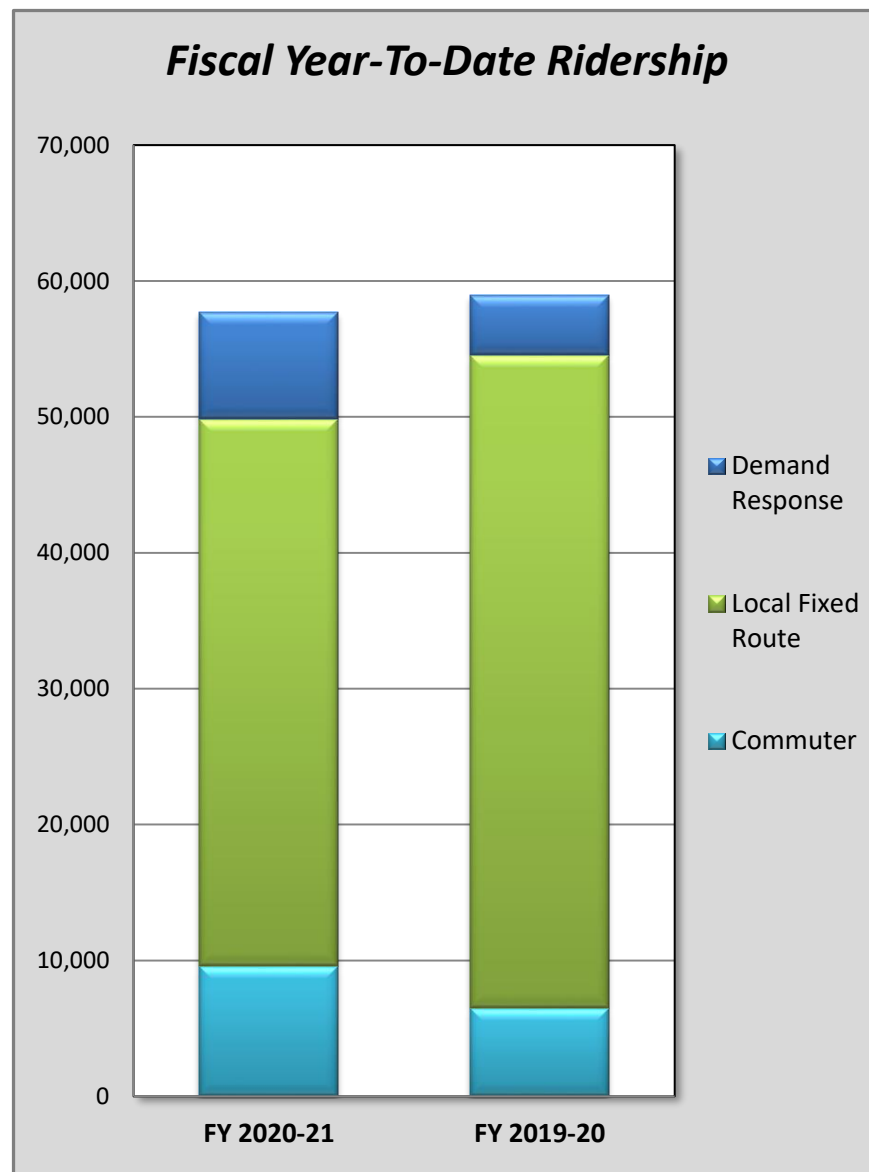


Demand Response	FY 2020-21	FY 2019-20	% Change
Dial-a-Ride	3,415	2,954	15.6%
Sac-Med	184	104	76.9%
ADA Paratransit	1,348	831	62.2%
M.O.R.E.*	2,897	572	406.5%
Senior Day Care*	0	0	0.0%
Total Demand Response	7,844	4,461	75.8%

Local Fixed Route	FY 2020-21	FY 2019-20	% Change
20 - Placerville	5,919	6,875	-13.9%
25 - Saturday Express	1,632	1,734	-5.9%
30 - Diamond Springs	4,460	5,251	-15.1%
35 - Diamond Springs Saturday	496	516	-3.9%
40 - Cameron Park	4,931	5,507	-10.5%
50x - 50 Express	16,613	18,993	-12.5%
60 - Pollock Pines	6,216	9,151	-32.1%
Total Local Fixed Route	40,267	48,027	-16.2%

Commuter	FY 2020-21	FY 2019-20	% Change
Sacramento Commuter	6,850	6,444	6.3%
Reverse Commuter	68	42	61.9%
Sacramento/Tahoe Connector	2,661	0	100.0%
Total Commuter	9,579	6,486	47.7%

	FY 2020-21	FY 2019-20	% Change
Systemwide	57,690	58,974	-2.2%
Passengers per Revenue Hour	3.3	3.7	-9.0%



*Contracted Services - Ridership Determined by Client Enrollment

AGENDA ITEM 1E
Consent Item

MEMORANDUM

DATE: February 3, 2022
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Quarterly Investment Report for Quarter Ending 12/31/2021

REQUESTED ACTION:

BY MOTION,

**Receive and file Quarterly Investment Report for Quarter Ending
12/31/2021**

BACKGROUND

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

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

DISCUSSION

Interest earnings for the fourth quarter from LAIF and Money Market accounts equal \$776.47. The Investment report for quarter ending 12/31/21 is submitted for review and file.

FISCAL IMPACT

Line item 4970.00 - Interest Income, has been adjusted in the FY 2021/22 Mid-Year Budget Adjustment process and is included in a separate agenda item.

EL DORADO COUNTY TRANSIT AUTHORITY

QUARTERLY INVESTMENT REPORT

PERIOD 10/01/2021 – 12/31/2021

LOCAL AGENCY INVESTMENT FUND (L A I F)

Account Summary

09/30/2021	Balance Forward	\$ 1,280,728.27
	Total Transfers to General Checking Account	\$ -000,000.00
	Total Transfers from General Checking Account	\$ 000,000.00
	Interest Earned @ 0.23%	\$ <u>737.31</u>
12/31/2021	Ending Balance 4th Qtr., 2021	\$ 1,281,465.58

UMPQUA BANK (Money Market Account)

Account Summary

09/30/2021	Balance Forward	\$ 1,553,399.84
	Total Transfers to General Checking Account	\$ -000,000.00
	Total Transfer from General Checking Account	\$ 000,000.00
	Interest Earned @ 0.01%	\$ <u>39.16</u>
12/31/2021	Ending Balance 4th Qtr., 2021	\$ 1,553,439.00

AGENDA ITEM 1F
Consent Item

MEMORANDUM

DATE: February 3, 2022

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Adopt Resolutions to File and Execute Documents for Federal Transit Administration Sections 3005, 3006, 3019, 5307, 5309, 5310, 5311, 5312, 5314, 5329, 5337 and 5339 Funding Programs

REQUESTED ACTION:
BY MOTION,

1. **Adopt Resolution No. 22-02 Authorizing the Executive Director to File Applications for Federal Transit Administration Funding Programs**
2. **Adopt Resolution No. 22-03 Authorizing the Executive Director to File Application specific to the Federal Transit Administration Section 5311 Grant Program**
3. **Adopt Resolution No. 22-04 Authorizing the Executive Director to File Application specific to the Federal Transit Administration Section 5310 Grant Program**

BACKGROUND

Competitive and formulaic grant funding is available for transit operations and capital assistance through the Federal Transit Administration (FTA). FTA grant applications require a Board adopted resolution authorizing an agency representative to file the grant applications and to execute all documents/contracts resulting from the applications.

FTA Section 5307 are available to the El Dorado County Transit Authority (El Dorado Transit) to support services in designated urban areas of the county. This funding program is competitive within the Sacramento Area Council of Governments (SACOG) region and fund use is restricted to capital purchases, preventive maintenance and Americans with Disabilities Act (ADA) related services in limited circumstances.

FTA Section 5310 provides capital funding to assist in providing transportation services meeting the special needs of the elderly and persons with disabilities. El Dorado Transit has been successful in securing capital grant funding in fourteen (14) cycles of this program. Typically,

these funds have been used to replace demand response buses and minivans that have reached or exceeded their useful life but may be used for dispatching software as well.

FTA Section 5311 provides Federal grants, made through states, for public transportation projects in non-urbanized areas. There are two (2) types of programming in Section 5311; 1) County/Regional apportionment by formula and 2) competitive discretionary for intercity connection projects. El Dorado Transit typically receives funds under the formula program for operating assistance and/or capital projects.

FTA Sections 5309 and 5339 provide Federal grants to replace or rehabilitate buses and related equipment and to construct bus related facilities.

FTA Section 5312 is for innovative research and reporting while FTA Section 5314 is for workforce development and technical assistance. FTA Section 5329 is to support the development of Public Transportation Safety Programs. FTA Sections 3005 and 3006 support expedited project delivery and Innovative Coordinated Access & Mobility.

Adoption of these three (3) resolutions will allow staff to pursue grant funding in a timely manner based on the various program's deadlines. The El Dorado Transit Board will be given the opportunity to consider any associated budget and/or reporting issues associated with funding the individual projects.

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 will allow agency staff to move forward and consider grant funding that supports adopted capital and operating plans.

FISCAL IMPACT

FTA grant program allocations and/or awards vary on an annual basis. All applications that require matching funds or budgetary consideration are submitted to the El Dorado Transit Board for approval either individually or through the Operating or Capital budget approval process.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 22-02**

RESOLUTION OF THE BOARD OF DIRECTORS OF
THE EL DORADO COUNTY TRANSIT AUTHORITY
AUTHORIZING THE EXECUTIVE DIRECTOR TO FILE FEDERAL TRANSIT
ADMINISTRATION (FTA) SECTIONS 3005, 3006, 3019, 5307, 5309, 5310, 5311, 5312, 5314,
5329, 5337 AND 5339 FUNDS

BE IT HEREBY RESOLVED AND ORDERED, that the Executive Director of the El Dorado County Transit Authority (El Dorado Transit) is hereby authorized and directed to file applications for funds under the Federal Transportation Administration Sections 3005, 3006, 3019, 5307, 5309, 5310, 5311, 5312, 5314, 5329, 5337 and 5339 on behalf of El Dorado Transit with the United States Department of Transportation, relative to the expenditure of funds for transit operating and capital assistance to provide transit services in El Dorado County and other jurisdictions, and to do and perform everything necessary to carry out the purpose of this resolution;

BE IT FURTHER RESOLVED, that the Executive Director or his/her designated representative shall be authorized to execute all documents resulting from these Applications.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 3rd day of February 2022, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

El Dorado County Transit Authority Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 22-03**

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE EL DORADO COUNTY TRANSIT AUTHORITY
AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C.
SECTION 5311) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION**

WHEREAS, the U.S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal transit Act (FTA C 9040.1F and FTA C 9050.1); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, the El Dorado County Transit Authority desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in El Dorado County; and

WHEREAS, the El Dorado County Transit Authority has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE BE IT RESOLVED AND ORDERED that the Board of Directors does hereby authorize the Executive Director of the El Dorado County Transit Authority to file and execute applications to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**) as amended.

That the Executive Director is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That the Executive Director is authorized to provide additional information as the Department may require in connection with the application of the Section 5311 projects.

That the Executive Director is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

BE IT FURTHER RESOLVED, that the Executive Director or his/her designated representative shall be authorized to execute all documents resulting from these Applications.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 3rd day of February 2022, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

El Dorado County Transit Authority Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 22-04**

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE EL DORADO COUNTY TRANSIT AUTHORITY
AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5310 (49 U.S.C.
SECTION 5310) WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION**

WHEREAS, the U.S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital projects for public transportation systems under Section 5310 of the Federal Transit Act (FTA C 9070.1G); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5310 grants for transportation projects for seniors and individuals with disabilities; and

WHEREAS, the El Dorado County Transit Authority (El Dorado Transit) desires to apply for said financial assistance to permit operation of paratransit service in the Western Slope of El Dorado County; and

WHEREAS, El Dorado Transit has, to the maximum extent feasible, coordinated with other transportation providers and users in the region.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that El Dorado Transit does hereby authorize the Executive Director or his/her designated representative to file and execute applications on behalf of El Dorado Transit with the Department to aid in the financing of capital projects pursuant to Section 5310 of the Federal Transit Act (FTA C 9070.1G), as amended.

That the Executive Director or his/her designated representative is authorized to execute and file all certifications of assurances, contracts or agreements or any other document required by the Department.

That the Executive Director or his/her designated representative is authorized to provide additional information as the Department may require in connection with the application for Section 5310 projects.

That the Executive Director or his/her designated representative is authorized to submit and approve requests for reimbursement of funds from the Department for the Section 5310 project/s.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 3rd day of February 2022, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

El Dorado County Transit Authority Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

AGENDA ITEM 1G
Consent Item

MEMORANDUM

DATE: February 3, 2022
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Blanket Purchase Order Revisions for Fiscal Year 2021/22

REQUESTED ACTION:

BY MOTION,

**Approve Revised Blanket Purchase Orders above \$25,000 for
Fiscal Year 2021/22**

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.

At the mid-year point of operations, staff evaluates the financial position of El Dorado Transit including a review of purchase orders needing adjustments for the remaining six (6) months of service. Typically, these purchase order adjustments are presented for consideration at the regularly scheduled Board meeting in February of each fiscal year.

DISCUSSION

The operational needs and unit costs for fuel and parts has increased over original estimates. The requested action will provide for purchase of fuel and continued vehicle maintenance for the remainder of the fiscal year.

Purchase Order B27008 – Dawson Oil Company

5040.01	Fuel Purchases	\$300,000	\$600,000
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El Dorado Transit has a fleet of 57 vehicles that require period tire replacement.

Purchase Order B27010 – GCR Tires & Service

5040.02	Tires & Tubes	\$ 65,000	\$ 75,000
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El Dorado Transit purchases factory direct parts for the local route Gillig buses.

Purchase Order B27011 – Gillig LLC

5040.02	Tires & Tubes	\$ 40,000	\$ 50,000
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FISCAL IMPACT

The increase of these blanket purchase orders is incorporated within the proposed Mid-Year Budget Adjustments included in a separate agenda item.

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

REVISED 02/03/22

PURCHASE ORDER NO. B27008

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

DATE: 07/01/21

ACCOUNT: 5040.01

CLASS: 110

ACCOUNT: 5040.80

CLASS: 100

ACCOUNT: VARIOUS

CLASS: VARIOUS

SHIP & INVOICE TO:

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

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

Contact: Ashley

Vendor Phone No: (530) 642-2681

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 10th OF THE MONTH		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		FUEL PURCHASES AND DIESEL EXHAUST FLUID AND ADDITIVES FOR TRANSIT FLEET VEHICLES FOR FISCAL YEAR 07/01/2021 THROUGH 06/30/2022		NOT TO EXCEED: \$600,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$600,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$600,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

EL DORADO COUNTY TRANSIT AUTHORITY

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

REVISED 02/03/22

PURCHASE ORDER NO. B27010

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

DATE: 07/01/21

ACCOUNT: 5040.02

CLASS: 110

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

SHIP & INVOICE TO:

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

Contact: Austin Shaffer

Vendor Phone No: (916) 447-4220

Fax No: (916) 447-0122

PROMISED DELIVERY DATE		TERMS: NET 10th OF THE FOLLOWING MONTH		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		TIRES FOR FLEET VEHICLES ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22 ALL PRICING THROUGH THE STATE OF CALIFORNIA (SEE ATTACHED)		NOT TO EXCEED: \$75,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$75,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$75,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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EL DORADO COUNTY TRANSIT AUTHORITY

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

REVISED 02/03/22

PURCHASE ORDER NO. B27011

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

DATE: 07/01/21

ACCOUNT: 5040

CLASS: 110

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

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

Contact: Lee Petersen

Vendor Phone No: (510) 785-1500

Fax No: (510) 785-6819

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/21 THROUGH 06/30/22		NOT TO EXCEED: \$50,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority. PURCHASING AGENT			SUBTOTAL	\$50,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$50,000.00

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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

AGENDA ITEM 1H
Consent Item

MEMORANDUM

DATE: February 3, 2022
TO: El Dorado County Transit Authority
FROM: Maria Harris, Human Resources Manager
SUBJECT: New Hire Incentive Program

REQUESTED ACTION:
BY MOTION,

Approve an increase to the New Hire Incentive Program from \$1,000 to \$2,000.

BACKGROUND

El Dorado County Transit Authority (El Dorado Transit) Board of Directors approved the New Hire Incentive Program on March 5, 2020, for Transit Operators and approved an expansion of the program on August 5, 2021, to include all job classifications excluding management positions.

To date El Dorado Transit has awarded partial bonuses for two (2) Transit Operators hired in 2021, one (1) of which is currently still employed.

DISCUSSION

El Dorado Transit staff is continually re-evaluating our recruiting procedures and remains proactive in an effort to attract qualified employees from a shrinking pool of candidates. El Dorado Transit is competing with other transportation providers within the region for job candidates. Recent research of surrounding transit agencies indicates that some are currently offering comparatively larger new hire incentive bonuses.

Staff is recommending an increase to the amount offered under the new hire incentive program from \$1,000 to \$2,000 to draw in those applicants who would otherwise be looking elsewhere within the county and beyond for gainful employment. No other significant changes to the program requirements are recommended.

Staff will continue to analyze recruitment and retention trends over the coming year to assess the cost effectiveness of the program and will recommend continuation, revision, or termination of the program based on the findings and future budgetary constraints.

A draft copy of the updated program rules and procedures is attached for Board review and approval.

FISCAL IMPACT

Funding estimates for the new hire incentive program have been adjusted based on recent hiring and retention levels. The program expenses are within the adopted current Fiscal Year 2021/22 Operating Budget.

Projected Fiscal Year 2021/22

New Hire Incentive Bonus - \$12,000

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 \$2,000 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 \$500.00 the first full pay period following their original date of hire.
- Eligible Regular new hires shall receive \$500.00 the first full pay period following successful completion of their initial six (6) month probationary period.
- Eligible Regular new hires shall receive \$1,000.00 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 \$1,000 following six (6) consecutive calendar months of employment or 470 work hours (whichever is later).
- Eligible Extra-help new hires shall receive \$1,000 following twelve (12) consecutive calendar months of employment or 940 work hours (whichever is later).

New Hire Incentive Bonus Form

Job Class:	Job Requisition #:
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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 1 st award payment:	(first full pay period following DOH)
Target Date for 2 nd 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 11
Consent Item

MEMORANDUM

DATE: February 3, 2022

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Funding Recommendation for Operating Reserve Fund

REQUESTED ACTION:

BY MOTION,

**Approve funding Operating Reserve utilizing Advertising and
Miscellaneous revenue accounts for fiscal year 2021/22.**

BACKGROUND

On August 4, 2011 the El Dorado County Transit Authority (El Dorado Transit) adopted Resolution No. 11-26 establishing a Board-Designated Operating Reserve Policy and Resolution No. 11-27 establishing a designated target level for funding the operating reserve fund.

On April 5, 2018 the Board adopted Resolution No. 18-16 establishing a revised target amount for total reserve funds of \$1,000,000. This goal includes \$500,000 of reserve funds held by the El Dorado County Transportation Commission. The current amount held by El Dorado Transit is \$168,677.53.

The intent of this fund is to create a transparent, stable funding source available to offset unexpected revenue shortfalls or increased expenses. As a Joint Powers Agency (JPA) between the County of El Dorado and the City of Placerville, El Dorado Transit does not receive funding from either jurisdiction's General Funds or other departments.

DISCUSSION

During each Mid-Year Budget Adjustment process, revenue and expenses are analyzed to determine the financial health of the agency based on the first six (6) month actuals, and projections for the final six (6) months of operations.

With the requested action, staff recommends allocating revenue from account numbers 4370.00-Bike Locker Rental, 4400.00-Advertising Income, and 4990.00-Misc. Revenue to the reserve as sources of non-tax operating funds.

FISCAL IMPACT

Actual receipts for these accounts to-date total \$15,163.35. Final closing amounts will be transferred into the operating reserve interest bearing account.

	<u>Approved Budget</u>	<u>Proposed Budget Adjustment</u>
4400.00 – Advertising Revenue	\$8,000.00	\$ 0
4990.00 – Misc. Revenue	\$400.00	\$ 0

Final Budget Adjustments will be made at year-end to capture this recommendation. Actual amounts will be presented after final year-end closing.

AGENDA ITEM 1J
Consent Item

MEMORANDUM

DATE: February 3, 2022

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Demand Response Scheduling and Dispatching Software Capital Improvement Plan Project

REQUESTED ACTION:
BY MOTION,

1. Authorize the Executive Director to apply for the Fiscal Year (FY) 2020-21 FTA Section 5310 grants for replacement of the current demand response scheduling and dispatching software
2. Adopt Capital Improvement Plan Project 22-05 for replacement of demand response scheduling and dispatching software

BACKGROUND

The software that the El Dorado County Transit Authority (El Dorado Transit) currently uses for Demand Response scheduling and dispatching was purchased in 2012 and support for the current software has waned in recent months. Considerable technological progress has been made with demand response software systems and several additional vendors have entered the marketplace. Updated software may provide for significant enhancements in customer service and system performance.

DISCUSSION

If approved, El Dorado Transit will apply for competitive Fiscal Year (FY) 2020/21 FTA Section 5310 urban and rural grants to support the capital costs for full replacement of the current Demand Response scheduling and dispatching software. The FTA 5310 Grant Program provides financial assistance for transportation services that are planned, designed and carried out to meet the special transportation needs of seniors and individuals with disabilities. The goal of the 5310 Grant Program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available.

If approved, Project 22-05 (Attachment A) will replace our current software with a more robust scheduling and dispatching software that can offer a more customer responsive experience. El Dorado Transit staff have issued a Request for Information (RFI) to learn more about available technologies and pricing information from the software companies.

FISCAL IMPACT

COST SUMMARY (ESTIMATE)

	Adopted Budget
Dispatching Software	\$120,000
Contingency 10%	<u>\$ 12,000</u>
<i>Total Project Cost</i>	<i>\$132,000</i>

FUNDING SOURCES

Federal Transit Administration (FTA) Rural 5310 Grant	\$ 60,000
Federal Transit Administration (FTA) Urban 5310 Grant	\$ 60,000
Transportation Development Act	<u>\$ 12,000</u>
<i>Total Revenue</i>	<i>\$132,000</i>

Scheduling and Dispatching Software Replacement

Project No. 22-05

This project will replace the current software that is used for Demand Response scheduling and dispatching that was purchased in 2012. New software technologies can offer a more robust system that will be more customer responsive.

COST SUMMARY (ESTIMATE)

	<u>Adopted Budget</u>
Dispatching Software	\$120,000
Contingency 10%	<u>\$ 12,000</u>
<i>Total Project Cost</i>	<i>\$132,000</i>

FUNDING SOURCES

Federal Transit Administration (FTA) Rural 5310 Grant	\$ 60,000
Federal Transit Administration (FTA) Urban 5310 Grant	\$ 60,000
Transportation Development Act	<u>\$ 12,000</u>
<i>Total Revenue</i>	<i>\$132,000</i>

AGENDA ITEM 1K
Consent Item

MEMORANDUM

DATE: February 3, 2022

TO: El Dorado County Transit Authority

FROM: Brian James, Planning and Marketing Manager

SUBJECT: Approve Purchase Order No. 27194 for the Purchase of one (1) Ford Transit Van

REQUESTED ACTION:
BY MOTION,

- 1. Approve Purchase Order No. 27194 issued to A-Z Bus Sales in the amount of \$85,911 for the purchase of one (1) Ford Transit van.**
- 2. Authorize the Executive Director to execute the purchase contract and related documents necessary to complete the Capital Improvement Plan Project #20-06 provided that the contract costs do not exceed the approved Capital Improvement Plan project budget.**

BACKGROUND

On October 3, 2019 the El Dorado County Transit Authority (El Dorado Transit) Board of Directors approved the Capital Improvement Plan (CIP) Project #20-06 for the replacement of one (1) 2013 Dodge minivan in its demand response fleet with an accessible Ford Transit van. The Ford Transit model would be the first of its kind in the El Dorado Transit fleet and can be configured with seating capacity for up to nine (9) ambulatory passengers, two (2) wheelchair securement positions and a side-door lift. In addition to improved reliability, the new larger model van offers more passenger capacity than a minivan and better fuel efficiency than a traditional cutaway bus, allowing for more scheduling flexibility and improved cost effectiveness.

DISCUSSION

El Dorado Transit staff utilized the California Association of Coordinated Transportation (CalACT) Cooperative Agreement for purchasing. Staff recommends issue of Purchase Order No. 27194 to A-Z Bus Sales for purchase of the Ford Transit van, and authorization for the Executive Director to execute the purchase contract and related documents necessary to complete the project, with change order authorization within the approved CIP project budget.

FISCAL IMPACT

The following cost summary reflects the purchase amount quoted by the selected vendor and the addition of project revenue derived from the sales of retired 5310 vehicles, reserved for new purchases under the program. These updated costs are within the adopted Capital Improvement Plan Project #20-06 budget (attached):

COST SUMMARY

One (1) Ford Transit Van	<u>\$85,911</u>
<i>Total Cost</i>	<i>\$85,911</i>

FUNDING SOURCES

FTA Section 5310 Grant	\$56,000
Reserved Surplus Vehicle Revenue (5310)	\$12,200
State Transit Assistance	<u>\$17,711</u>
<i>Total Revenue</i>	<i>\$85,911</i>

Vehicle Replacement – Demand Response

Project No. 20-06

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

This project replaces:

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

COST SUMMARY (ESTIMATE)

Proposed Budget

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

FUNDING SOURCE

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

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

PURCHASE ORDER NO. 27194

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

DATE: 02/03/2022

ACCOUNT: 9600.00

CLASS: 125

TO:

A-Z Bus Sales, Inc.
 P.O. Box 102479
 Pasadena, CA 91189-2479

SHIP & INVOICE TO:

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

Contact: Clay Hartman

Vendor Phone No: (800) 437-5522

Fax No: (951)781-1835

PROMISED DELIVERY TERMS: NET 30			
365 Days from Order Acceptance		F.O.B. DESTINATION	
QTY	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
	MBTA CalACT Cooperative RFP #20-01		
1	Ford Transit 350EL - 148" W/B - AWD Specification Summary: Model: 2022/2023 Special Order Chassis, Make: Nor Cal Van, Lift: Braun, Type: Ford Transit 350EL, Chassis: Ford Transit 350EL, Lift Location: Shift N Step, Capacity: 8+ up to 2 w/c, Wheelbase: 148" Tie Downs: 2, Seat Fabric: Ford OEM Gray Vinyl, Engine: 3.5L Eco Boost, Alternator: Ford OEM, A/C System: Ford OEM, GVWR: 10,360, Tie Down: Q'Straint, Exterior Color/ Solid Blue, Body Length: 22 FT	\$57,962.00	\$57,962.00
2	8100 Tie Down ILO 360	-\$125.00	-\$250.00
1	All Wheel Drive OEM Ford Feature	\$5,214.00	\$5,214.00
1	Go-ES Double Seat with Arm Rest	\$1,003.00	\$1,003.00
1	Shift in Step BraunLift in Side door	\$8,547.00	\$8,547.00
1	Roadrunner RR-HDR4K040W, 2TB, w/3 cameras	\$5,863.00	\$5,863.00
1	Solid Blue Exterior, Ford OEM Blue	\$275.00	\$275.00
1	Custom Fare Box Stanchion	\$375.00	\$375.00
1	Storage Box in lieu of Co Pilot Seat	\$850.00	\$850.00
2	TDSS system on Bottom of foldaway seats for belt storage	\$110.00	\$220.00
1	Drivers Side Step Running Board at Drivers Door	\$375.00	\$375.00
1	Privacy Tint on side windows	\$575.00	\$575.00
1	Delete 1 w/c tie down position	-\$325.00	-\$325.00
1	Delete 1 double passenger foldaway	-\$525.00	-\$525.00
	Summary Standard Bid Features & Equipment Ford OEM Body Construction-no modification to body, Ford XL Wagon Trim Package, Bus Style Entrance Door, W/C Lift in Rear, Rear Passenger Entry door, duel leaf onward opening, Headroom Height Interior 77", Exterior Height 110", Overall Length 263.9", O-Straint L track, Altro Flooring in w/c area, 195/75R16, 3.5L V-6 Eco-Boost due to AWD Engine, 10 Speed automatic transmission, 148" Wheelbase, 3.73 Rear Axle Ratio, 10,360 lb. GVWR, Rear Axle: Dual Tires, OEM Ford A/C and Heat, AM FM CD Player, Reverse Backing Camera		
1	State Fees, Tire Tax @1.75 per tire	\$12.25	\$12.25
1	Document Fee	\$80.00	\$80.00
1	MBTA CalACT Cooperative Fee of 1.5%	\$1,208.27	\$1,208.27
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.		SUBTOTAL	\$81,459.52
		SHIPPING	\$300.00
		SALES TAX	\$4,150.99
		TOTAL	\$85,910.51
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, as 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 2A
Action Item

MEMORANDUM

DATE: February 3, 2022

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Proposed Fiscal Year 2021/22 Mid-Year Operating Budget Adjustments

REQUESTED ACTION:
BY MOTION,

1. **Adopt Proposed Fiscal Year 2021/22 Mid-Year Operating Budget Adjustments**
2. **Approve line-item increase of \$190,833 to Contingency**

BACKGROUND

Following the close of the first six (6) months of the fiscal year, mid-year Operating Budget adjustments are typically recommended to address actual revenue and expenditure changes within the budget. Section 8.9 of the Joint Exercise of Powers Agreement of the El Dorado County Transit Authority states that the Executive Director has the power “to execute transfers within major budget units, as long as the total expenditures of each major budget unit remain unchanged.”

The proposed El Dorado County Transit Authority (El Dorado Transit) Fiscal Year (FY) 2021/22 Mid-Year Operating Budget adjustments include an overall decrease in Revenue, Salary & Benefits and Service & Supply expenditure accounts. These reductions to actual expenses trigger an increase to the available Contingency line item requiring Board approval.

DISCUSSION

The following mid-year adjustments to the El Dorado Transit FY 2021/22 Operating Budget are presented for Board review and approval. Proposed account adjustments are noted in bold on the attached budget report per corresponding line-item.

<u>Revenue Accounts</u>	<u>Net change is a decrease of \$308,115 in revenue</u>
--------------------------------	--

1. Account 4270.00 State Transit Assistance (STA): STA funds may be used for capital projects or for operating revenue if certain criteria are met. El Dorado Transit does not typically use STA to fund transit operations due to the volatility of the funding stream. STA is impacted by the price and amount of fuel sold and potential legislative action. The

El Dorado Transit Board normally approves a transfer of all STA from operating to capital as a component of mid-year budget adjustments. The addition of CRRSAA Act funding and increases in fares allows for this transfer.

2. Account 4270.01 State Transit Assistance (STA)/State of Good Repair: The decrease of \$7,087 is due to the revised allocation provided by the State Controllers' Office.
3. Account 4970.00 Interest Income: Decrease due to actual interest received.
4. Account 4310.00 Contract Services: Increase based on first six (6) months actual income; revised to \$104,000. This source of funding is provided by the Alta Regional Center for Mother Load Rehabilitation Enterprises (MORE) clientele. This program has been directly affected by the COVID-19 pandemic and is providing limited services.
5. Account 4330.00 Commuter Route Fare Media: Revised to \$162,000 as client purchasing patterns evolve from the COVID-19 pandemic.
6. Account 4350.00: Revised to \$25,000 as client purchasing patterns evolve from the COVID-19 pandemic.
7. Account 4400.00 Advertising Revenue: zeroed to allocate revenue to Operating Reserves.
8. Account 4990.00 Misc. Revenue: zeroed to allocate revenue to Operating Reserves.
9. Account 5060.00 Offset Reserve Fund (ORF) - CalTIP (restricted): Increased to actual amount as provided by CalTIP for future premium offset.

Salary and Benefits Accounts

Net change is a decrease of \$603,000 in expenses

10. Account 5010.00 Regular Employees: Decreased to \$2,919,384 based on first six (6) months actual expenses and projections for the final six (6) months.
11. Account 5010.02 Temporary Employees: Decreased to \$50,000 based on first six (6) months actual expenses and projections for the final six (6) months. These employees are used to cover regular employees for vacations, sick leave, etc.
12. Account 5010.07 Overtime: Increased to \$100,000 based on first six (6) months actual expenses and projections for the final six (6) months. Fewer Temporary Employees are available to cover regular employees for vacations, sick leave, etc. Therefore, regular employees are working to cover.
13. Account 5020.01 Employee Retirement: Decrease of \$40,000 is based on six month actual and final projections. This is directly related to the decrease in account 5010.00.
14. Account 5020.02 Health Insurance: Decrease of \$78,000 is based on six month actual and final projections.
15. Account 5020.03 Unemployment Insurance: Decrease of \$85,000 is based on the first six (6) months actual expenses.

Service and Supply Accounts

Net change is an increase of \$294,845 in expenses

The adjustments in each line item presented are based on actual costs for the first six (6) months of fiscal year 2021/22 and a projection for the remaining six (6) months.

16. Account 5090.02 Clothing & Supplies: Increase of \$1,500 based on first six (6) month actual.
17. Account 5060.03 Insurance Premiums/Commercial: Decrease of \$2,488 based on actual premium charged for calendar year 2022.

18. Account 5060.03 Insurance Premiums EPLI Package: Increase of \$50,000 based on expenses under self-insured retention level.
19. Account 5040.80 Vehicle Maintenance/Sales Tax/Fuel & Lubricants: increase of \$15,000 based on first six (6) month actual.
20. Account 5090.05 Safety Equipment/Training: decreased to \$40,000 in additional expenses based on first six (6) months actual expenses.
21. Account Fuel Purchase: Increase by \$125,000 based on first six (6) month actual.
22. Account 6270.00 Contingency: Increased by \$190,833. The increase in contingency funds is facilitated by a combination of revenue account adjustments.

FISCAL IMPACT

The overall fiscal outlook for El Dorado Transit remains secure. The proposed Fiscal Year (FY) 2021/22 Mid-Year Operating Budget reflects a balanced reduced budget of \$308,155 based on the current level of public transportation provided to the residents of the County of El Dorado.

El Dorado Transit is a joint powers agency and does not draw funding from the general funds of either member jurisdiction. The annual budget includes a contingency per Board policy. If contingency funds are not used, they are moved to the next fiscal year as allowed per California law under the Transportation Development Act.

EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED MID-YEAR OPERATING BUDGET 2021/2022

OPERATING BUDGET		FY 2021/2022	FY 2021/2022		
		Final	Mid-Year		
		Adopted 06/03/2021	Proposed 02/03/2022	Difference	
REVENUE ACCOUNTS					
4000.00	Transportation Development Act (TDA/LTF)	\$5,566,463	\$5,566,463	\$0	
4270.00	State Transit Assistance (TDA/STA)	\$523,523	\$0	-\$523,523	1
4270.01	State Transit Assistance (TDA/STA)/State of Good Repair (SGR)	\$273,467	\$266,380	-\$7,087	2
4970.00	Interest Income	\$10,000	\$3,000	-\$7,000	3
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$558,840	\$558,840	\$0	
4100.00	Federal Transit Administration (FTA) CRRSAA Act Section 5311 Grant	\$738,717	\$738,717	\$0	
4300.00	Cash Fares	\$77,000	\$77,000	\$0	
4310.00	Contract Services	\$24,720	\$104,000	\$79,280	4
4320.00	Charter Services	\$0	\$0	\$0	
4330.00	Commuter Route Fare Media	\$61,800	\$162,000	\$100,200	5
4350.00	Local Route Fare Media	\$25,750	\$56,000	\$30,250	6
4360.00	Paper Scrip	\$7,210	\$7,210	\$0	
4400.00	Advertising Revenue	\$5,000	\$0	-\$5,000	7
4990.00	Misc. Revenue	\$400	\$0	-\$400	8
4107.03	Fair Shuttle AB2766 Grant	\$0	\$0	\$0	
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant	\$50,000	\$50,000	\$0	
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$43,520	\$43,520	\$0	
4112.00	Federal Transit Administration (FTA) CRRSAA Act Section 5307 Grant	\$183,509	\$183,509	\$0	
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$48,365	\$73,490	\$25,125	9
TOTAL REVENUES		\$8,198,284	\$7,890,129	-\$308,155	
SALARY & BENEFIT ACCOUNTS					
5010.00	Regular Employees	\$3,319,384	\$2,919,384	-\$400,000	10
5010.02	Temporary Employees	\$100,000	\$50,000	-\$50,000	11
5010.07	Overtime	\$50,000	\$100,000	\$50,000	12
5010.08	On Call Pay	\$7,000	\$7,000	\$0	
5010.09	CRDI and Shift Pay	\$20,000	\$20,000	\$0	
5020.01	Employee Retirement	\$600,000	\$560,000	-\$40,000	13
5070.01	(OASDI - Payroll Tax) FICA	\$4,000	\$4,000	\$0	
5070.02	MEDICARE - Payroll Tax	\$50,000	\$50,000	\$0	
5020.02	Health Insurance	\$1,078,000	\$1,000,000	-\$78,000	14
5020.03	Unemployment Insurance	\$100,000	\$15,000	-\$85,000	15
5020.04	LT Disability/Life Ins	\$32,000	\$32,000	\$0	
5020.05	Worker's Comp	\$350,000	\$350,000	\$0	
TOTAL SALARY & BENEFITS		\$5,710,384	\$5,107,384	-\$603,000	
SERVICE & SUPPLY ACCOUNTS					
5090.02	Clothing & Supplies	\$3,500	\$5,000	\$1,500	16
5090.05	Uniforms - Other	\$12,000	\$12,000	\$0	
5050.01	Communications - Phone	\$35,000	\$35,000	\$0	
5090.20	Communications - Radio	\$1,000	\$1,000	\$0	
5090.01	Household Expenses	\$16,500	\$16,500	\$0	
5060.01	Insurance Premiums/Public Liability	\$394,000	\$394,000	\$0	
5060.02	Insurance Premiums/Physical Damage	\$27,000	\$27,000	\$0	
5060.03	Insurance Premiums/Commercial	\$14,700	\$12,212	-\$2,488	17
5060.04	Insurance Premium EPLI Package	\$22,000	\$72,000	\$50,000	18
5090.06	Service Contracts/Equipment	\$190,000	\$190,000	\$0	
5160.07	Park and Ride Maintenance	\$14,000	\$14,000	\$0	
5160.01	Maintenance/Buildings	\$7,500	\$7,500	\$0	
5160.03	Maintenance/Equipment	\$4,000	\$4,000	\$0	
5160.05	Maintenance/Grounds	\$6,500	\$6,500	\$0	
5160.09	Maintenance/Bus Stop	\$3,000	\$3,000	\$0	
5160.00	Maintenance/Other	\$2,500	\$2,500	\$0	
5040.00	Vehicle Maintenance (In-House)	\$376,000	\$376,000	\$0	
5040.02	Vehicle Maintenance/Tires & Tubes	\$99,000	\$99,000	\$0	
5040.03	Vehicle Maintenance/Lubricants	\$29,700	\$29,700	\$0	
5040.04	Vehicle Maintenance/Small Tools - Shop	\$5,000	\$5,000	\$0	
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$23,000	\$38,000	\$15,000	19
5090.50	Safety Equipment/Training	\$125,000	\$40,000	-\$85,000	20
5090.40	Memberships	\$5,800	\$5,800	\$0	
5090.70	Office Expense	\$15,000	\$15,000	\$0	
5090.80	Postage	\$4,000	\$4,000	\$0	
5090.00	Operating Expense - Other	\$2,000	\$2,000	\$0	
5030.00	Professional Services	\$250,000	\$250,000	\$0	
5030.10	Employee Medical Exams	\$8,500	\$8,500	\$0	
5030.30	Background Checks	\$2,000	\$2,000	\$0	
5090.08	Pubs/Legal Notices	\$2,500	\$2,500	\$0	
5090.75	Printing	\$14,000	\$14,000	\$0	
5120.02	Rents/Leases - Equipment	\$23,000	\$23,000	\$0	
5120.03	Rents/Leases Park and Rides	\$9,000	\$9,000	\$0	
5140.01	Equipment Purchase - Data Processing	\$1,000	\$1,000	\$0	
5140.05	Equipment Purchase - Office	\$1,800	\$1,800	\$0	
5150.00	Special Department Expense	\$1,500	\$1,500	\$0	
5150.01	Marketing	\$12,000	\$12,000	\$0	
5090.30	Staff Development/Travel	\$15,000	\$15,000	\$0	
5040.01	Fuel Purchase	\$345,000	\$470,000	\$125,000	21
5090.72	Bank Charges	\$400	\$400	\$0	
5090.73	Credit Card Charge Fees	\$3,500	\$3,500	\$0	
5090.74	Connect Card Administration Expenses	\$34,000	\$34,000	\$0	
5050.02	Utilities	\$56,000	\$56,000	\$0	
5050.03	Utilities/ Park & Rides	\$22,000	\$22,000	\$0	
4108.03	Fair Shuttle AB2766 Grant	\$0	\$0	\$0	
6270.00	Contingency	\$249,000	\$439,833	\$190,833	22
TOTAL SERVICES AND SUPPLIES		\$2,487,900	\$2,782,745	\$294,845	
TOTAL OPERATING EXPENSES		\$8,198,284	\$7,890,129	-\$308,155	

AGENDA ITEM 2B
Action Item

MEMORANDUM

DATE: February 3, 2022

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Appointment of an Ad Hoc Compensation and Benefits Study Review Committee

REQUESTED ACTION:
BY MOTION,

1. Establish an ad hoc Committee to review data from the Compensation and Benefits Study as needed with consultant and staff
2. Appoint two (2) Board members to the Ad Hoc Compensation and Benefits Study Review Committee

BACKGROUND

El Dorado County Transit Authority (El Dorado Transit) published a Request for Proposals (RFP) in October 2021, seeking qualified consultants to perform a Compensation and Benefits Study (Study). Staff received two (2) responses by the due date of November 12, 2021. The scoring committee consisting of the Executive Director, Human Resources Manager, and one (1) unrepresented staff member, reviewed and scored both proposals. The Operating Engineers Local No. 3 Business Representative was also invited to take part on the scoring committee but was unable to participate due to time constraints.

After face-to-face interviews via video conference with both proposers, the contract was awarded to Koff & Associates, a Gallagher Company (Koff). Koff was the low bidder and submitted a detailed proposal which highlighted the consultant's experience relative to the RFP's scope of work. The proposal was clear and concise and indicated a thorough understanding of public agency organizational structures and stakeholder engagement.

DISCUSSION

The Compensation and Benefits Study timeline is condensed with a tentative completion date of March 2022. In the interest of timely project completion, staff is recommending the appointment of an ad hoc committee with two (2) members of El Dorado Transit's Board of Directors (Members). If approved, the Ad Hoc Study Review Committee would convene between regular Board meetings as needed to receive updates, review preliminary data, and provide input to project staff at incremental steps in the study process. Upon completion, the final Study report

will be included in a regular Board meeting agenda for consideration and adoption by the full Board. It is anticipated that Ad Hoc Study Review Committee meetings will be held remotely.

FISCAL IMPACT

None.

AGENDA ITEM 2C
Action Item

MEMORANDUM

DATE: February 3, 2022

TO: El Dorado County Transit Authority

FROM: Matthew Mauk, Executive Director

SUBJECT: Strategic Planning Request for Proposals

REQUESTED ACTION:

BY MOTION,

Review and comment on draft Strategic Planning scope of work, and provide direction to staff regarding development of a Request for Proposals and project timeline

BACKGROUND

Ridership on the El Dorado County Transit Authority's (El Dorado Transit) local routes had been trending slightly downward prior to the Covid-19 pandemic, but since lockdowns and program closures began in the Spring of 2020, the entire service has continued to experience a significant loss of ridership. Overall ridership decreased by 186,352 one-way passenger trips or 62.6% and systemwide passenger trips per revenue hour decreased from 6.4 to 3.4 (-46.9%) from Fiscal Year (FY) 2020 to FY 2021.

While ridership has started to trend up slowly on some services and the new Tahoe connector route has added a substantial number of passengers and fare revenue, overall ridership is still well below historic levels due in part to residual public health concerns, changes in school and employment related travel patterns, and the increased accessibility of home delivery and telehealth services. In addition, negative trends in labor availability and pressures on operating costs continue to impact El Dorado Transit's capability to restore services.

DISCUSSION

At their regular December 2021 meeting, the El Dorado Transit Board of Directors received a presentation from LSC Transportation Consultants and participated in a facilitated roundtable discussion with staff to consider the potential objectives, scope, and direction of a strategic planning effort to guide the agency's recovery from the pandemic. Among the Board directives at the December meeting was for staff to develop a draft scope of work to serve as the basis of a potential strategic planning consultant solicitation. An initial draft narrative, including a proposed scope of work, deliverables, and general timeline is included as Attachment A for Board consideration.



2025 Community Reconnection Plan

PROJECT OVERVIEW

The El Dorado County Transit Authority (El Dorado Transit, Agency) is seeking to develop a strategic plan that includes a comprehensive evaluation and actionable recommendations to address El Dorado Transit's goals and objectives, service design and operations, capital improvements, funding strategy, management structure, and related policy issues. The envisioned "Community Reconnection Plan" (Plan) shall address internal and external factors influencing the use of public transit, including impacts from the Covid-19 pandemic, local and regional transit policy, service schedules, route design, fare policy, passenger tools and amenities, land use, etc. The Plan shall be informed by and incorporate extensive public engagement efforts and other relevant, adopted plans, policies, strategies, and goals. These should include but not be limited to the 2018 Short- and Long-Range Transit Plan, 2021 Zero Emission Bus Conversion Plan, Regional Transportation Plan (RTP), Regional Transportation Improvement Program (RTIP), and the Sacramento Area Council of Governments (SACOG) Next Generation Transit strategy. The Plan should focus on development of short-range strategies and actions (within a 3-year window) with consideration for longer-term objectives and improvement of overall sustainability. The intention is for Board adoption of a strategic Community Reconnection Plan in late-2022.

RELEVANT BACKGROUND INFORMATION

El Dorado County is in the Gold Country of California, stretching from the Central Valley east of Sacramento up to the peaks of the Sierra Nevada. Much of the terrain consists of the ridges and valleys of the Western Slope. The western slope of El Dorado County is comprised of nearly a dozen communities, from very small, isolated communities to larger communities along the Highway 50 Corridor. The western slope of El Dorado County (west of the Sierra Crest) includes Placerville, Cameron Park, El Dorado Hills, Pollock Pines, and Diamond Springs, as well as smaller communities. The City of Placerville is the County seat and is the only incorporated town within the area.

The major arterial east/west access is provided by US Highway 50 (US 50), connecting the area with Sacramento to the west and South Lake Tahoe and Carson City, Nevada to the east. North/south highway access to the area is provided by Highway 49, connecting the area with Auburn to the northwest and Sonora to the southeast. State Route 193 provides northern access to Georgetown.

Western El Dorado County (excluding the Tahoe Basin) is approximately 1.1 million acres in size and is a desirable location to live and visit. The region is known as an idyllic rural community and a tourist destination that has been experiencing residential and tourism growth in recent years. In particular, the area's proximity to employment opportunities in Sacramento County has generated substantial suburban growth in the western portion of the county.

The mix of urban and rural areas, some with easy freeway access, some along hilly narrow mountain roads and still others with suburban or low-density development, makes providing transit a challenge. Nonetheless, El Dorado Transit has provided a successful transit program for over 40 years, which strives to meet the varied needs of Western El Dorado County by providing a combination of local fixed-route service, commuter service, Dial-A-Ride service, and medical transportation. These services improve the quality of

life for El Dorado County residents while also helping to address traffic congestion problems along the US 50 corridor.

El Dorado Transit is formed through a joint power's agreement between the County of El Dorado and City of Placerville. El Dorado Transit is governed by a five-member Board of Directors: three members appointed by the El Dorado County Board of Supervisors and two members appointed by the Placerville City Council. Additionally, a Transit Advisory Committee, made up of members representing both transit users and advocates, is responsible for reviewing the operation of the transit system, monitoring levels of service based upon budgets, and providing advice to the Executive Director. The Executive Director supervises a staff of 53 employees, including a four-person management team: Operations Manager, Human Resource Manager, Finance Manager and Planning and Marketing Manager.

The Agency owns the transit vehicles and equipment, and directly employs all the personnel necessary, to provide day-to-day operations and maintenance. Regular Transit Operators are represented by the Operating Engineer's Local 3 Union and the current Memorandum of Understanding labor agreement with this group runs through June 30, 2022. All other employees of the Agency are unrepresented.

The Agency owned, wheelchair accessible fleet currently consists of 16 over-the-road commuter coaches; 10 low-floor fixed route buses; 18 smaller, cutaway style buses; and 13 Dial-A-Ride minivans. The agency also maintains a fleet of 11 staff vehicles for internal use.

Transit operations are funded with local, State, and federal dollars. The Agency is a subrecipient of Federal Transit Administration (FTA) Section 5307, 5310, 5311, and 5339 funds. The FY 2021 FTA apportionment for operations totaled \$1,683,913. Operating revenues from all State of California sources in FY 2021 totaled just over \$5 million.

El Dorado Transit's total operating expenditures in FY 2020 were \$9.4 million. The transit system served just under 298,000 passenger trips during the same period (this includes roughly 32,000 Dial-A-Ride and ADA paratransit trips). Ridership had already decreased by 6.7% between FY2014 and FY2019 and then ridership decreased sharply in early 2020 from COVID impacts and the resulting service and staffing cuts. Continuing the trend, total ridership in FY 2021 was roughly 111,000 trips including 10,465 trips on demand-response services. Monthly ridership is currently at about 30% of typical pre-COVID ridership levels.

The Agency adopted a Zero Emissions Fleet Conversion Plan in 2020 in preparation for meeting California's Innovative Clean Transit (ICT) regulation. The ICT regulation by the California Air Resources Board (CARB) mandates that all transit agencies have a goal of gradually transitioning to a zero-emission bus (ZEB) fleet by 2040. El Dorado Transit's adopted plan to go to all battery electric vehicles is based on pre-pandemic fleet replacement needs and will need to be revisited assuming any major system changes.

The Agency last updated its Short- and Long-Range Transit Plan in 2018. Agency staff provides ongoing service planning and an annual update of the operating budget and capital improvement program. The El Dorado County Transportation Commission (EDCTC) is the Regional Transportation Planning Agency (RTPA) for the jurisdictions. As such, EDCTC is responsible for the administration of Transportation Development Act (TDA) funds and prepares the RTP and RTIP for the Western Slope of El Dorado County. EDCTC also coordinates regional transportation planning activities with the jurisdictions and other public agencies, including El Dorado Transit, SACOG, and the State Department of Transportation (Caltrans).

MAJOR CHALLENGES

Like other transit agencies, El Dorado Transit's ridership declined drastically in 2020 due to the COVID-19 pandemic. Ridership is still significantly below typical levels as the public's travel patterns continue to be impacted by factors such as lingering public health concerns, program reductions or outright closures, the proliferation of telehealth and home delivery services, and the widespread shift to remote work.

Other major challenges facing the agency predate the pandemic, including the following critical issues:

- Nationwide bus ridership had declined on the order of 20 percent since its peak in 2018. Contributing factors to the decrease included less expensive cost of automobile ownership and the rise in use of ride-hailing services such as Uber and Lyft. El Dorado County was not immune to the problem as system wide ridership declined by 16 percent between 2008 and 2018.
- Despite decreasing ridership, El Dorado County's older adult population is anticipated to increase over the long term. Therefore, it will be important to provide effective lifeline transit service to medical and shopping destinations. This "aging in place" trend impacts demand both within the study area, as well as to Sacramento and Placer Counties.
- Dial-A-Ride ridership has also declined and it's questionable if Dial-A-Ride is still meeting the needs of residents who rely on this service.
- Multiple attempts have been made to serve the community of El Dorado Hills with little ridership generated. Service to this area needs to be reexamined.
- Operating costs related to employee wages, health and retirement benefits, liability insurance, and procurement of goods and services have risen considerably, making it more challenging to provide cost efficient transit services.
- Sacramento Commuter services are one of the few service types that was increasing in ridership prior to the pandemic but lack of park and ride capacity was a long-standing constraint. Major capital investments were considered necessary to handle service expansions and to reach new markets.
- Hiring and retaining adequate, qualified staff for frontline positions in operations and maintenance was already a growing challenge that's been further exacerbated by the pandemic. In addition, key senior management staff are nearing retirement and recruiting highly qualified replacements will be critical.

LONG RANGE ISSUES

While the primary goal is to determine transit needs and how they can best be addressed over the next 3-5 years, several long-term issues remain and should be considered, including the following:

- Role of Transit: The appropriate role of transit service in Western El Dorado County should be considered, identifying how transit can be used to achieve mobility, land use, and air quality goals, as well as support economic development and tourism, particularly along the US 50 corridor.
- The long-range forecast for local transit needs and service quantities need to be reevaluated and updated based on planned development, including subdivision developments, commercial development, and other factors.
- Capital and Infrastructure Needs: As El Dorado County continues to grow and develop, and travel patterns evolve, the infrastructure related to providing transit services needs to be reconsidered.

- CARB rules dictate that all new bus purchases must be zero emission beginning in 2029 with 25 percent of new bus purchases being zero emission in 2026. The fleet composition and infrastructure to support electric transit vehicles must be accounted for.
- To meet active transportation and greenhouse gas emission goals, long-term plan elements should align with the RTP and RTIP, local pedestrian and bicycle networks, as well as the region's "Next Generation Transit" strategies where practical and mutually beneficial.

PURPOSE

The objective of this request for proposal is to select a qualified consultant (here on referred to as 'contractor') to provide external assistance in the development of a comprehensive strategic plan. The strategic plan is to be an integrated local plan that considers all aspects of transit system administration and operations. The plan is to include a clear vision and mission as well as defined goals, objectives and priorities that are realistic, achievable, and measurable. This will be the first strategic plan of the agency and it is intended to:

- Provide clarity on our vision, mission, purpose, and what outcomes we are trying to achieve through strategic goal planning. We need to have a long-term perspective and be positioned to respond quickly to current challenges, prepare for future threats, and grasp opportunities, building on our strengths and addressing the weaknesses.
- Understand the long-term plans of external stakeholders for transportation needs (City, County, regional and state agencies, local colleges/universities, employers, organizations) and the expectations of the public to support transit requirements over the next 3 to 5 years, with an eye toward longer term sustainability.
- Opportunities to improve for efficiencies, quality of service, and productivity are identified, and prioritized.
- Internal staff development opportunities and quality workplace improvements are identified and prioritized, to improve organizational culture and ensure El Dorado Transit is a desirable work environment with competitive pay and benefits to attract highly qualified candidates to support on-going operations.

SCOPE

The contractor should have experience with strategic planning processes at public agencies, preferably with public transit entities. Major objectives of the planning process include a facilitated needs assessment, development of organizational and operational effectiveness, resolution of difficult management problems, and building community support through focused outreach programs. The selected contractor will work with senior staff, the Board of Directors, advisory committees, and external parties (including but not limited to, the City of Placerville, El Dorado County, regional and state agencies, EDCTC, open public committees), to create a strategic plan which has medium- and long-range components (e.g., vision, mission, values, objectives, and priorities) and short-term action plans. Updated performance measures must also be a feature of the Plan to enable progress to be regularly evaluated.

El Dorado Transit understands that there are a variety of models and approaches that can be used to develop a comprehensive strategic plan. The selected contractor will need to be able to adapt or customize an approach that will best meet the needs of El Dorado Transit. It is expected that strategic planning sessions with all parties will commence once awarded. However, preliminary research should be conducted by the contractor in advance of key stakeholder meetings.

The extent of community/stakeholder consultation into the strategic planning process will be integral but has not yet been determined. The Board will make that decision concurrently with the selection of a strategic planning contractor. Accordingly, respondents shall provide detailed information on options for community consultation, including the approach to consultation, the associated cost, and the timeframe involved. Respondents are encouraged to recommend the most effective and efficient method of engaging stakeholders in the strategic planning process.

DELIVERABLES

The contractor will be responsible for providing expert advice throughout the project and for the following deliverables (note that proponents are not limited by the listed deliverables and proposers may wish to expand on them):

Project Coordination - including regular meetings and status reports to keep the project on schedule and keep identified stakeholders apprised of the process.

Orientation/Training of Participants to the process and components of strategic planning.

Needs Assessment/Environmental Scan – reviewing existing plans and documents pertinent to the comprehensive strategic plan, identifying trends and patterns that are applicable, analyzing strengths, weaknesses, opportunities, and threats.

Internal and External stakeholder Input - gathering of stakeholder information and input; using appropriate and effective methods of communication and engagement.

Process and Meeting Facilitation – assisting discussion and decision-making; ensuring that conversations are forward-looking, action oriented, and move the participants towards creating a shared future.

Plan Documentation – including creation of a final plan document (and executive summary) for public review and presentation. Unless otherwise agreed, written products will be drafted by contractor, and reviewed, edited, and approved by El Dorado Transit.

SCHEDULE

The project is anticipated to begin in April 2022 and be completed by January 2023.

REFERENCES

1. 2018 Short- and Long-Range Transit Plan
2. 2021 Zero Emission Bus Conversion Plan
3. SACOG Next Generation Transit Plan
4. 2018/19-2020/21 TDA Triennial Performance Audit
5. MTP/RTP
6. SACOG Coordinated Human Services Transportation Plan



Newsletter

January - March
Volume 6 – Number 1

Local Route Updates Beginning January 10th

El Dorado Transit Local route updates will be implemented on Monday, January 10, 2021. The following updates will be made:

- The 25 Saturday Express and the 35 Diamond Springs/El Dorado routes will not operate between 12:00 PM and 1:00 PM so Transit Operators can take their lunch break
- The 50 Express route will operate with two buses rather than three (removing bus #2), resulting in a break in service every third hour. A detailed schedule is available on our website at www.eldoradotransit.com.
- The 20 Placerville route will cover the request stops for Route 20 and for the westbound 50X between Placerville and the Missouri Flat Transfer Center at 6:30 PM from Placerville Station.



The Trip to Tahoe Begins

On November 18, 2021, El Dorado Transit joined the El Dorado County Chamber of Commerce, Capitol Corridor, and Amtrak for a ribbon cutting ceremony to officially kick off the new Sacramento/South Lake Tahoe Connecting Bus Route.

El Dorado Transit has partnered with the Capitol Corridor and Amtrak to provide this daily roundtrip bus service between Sacramento, Cameron Park, Placerville, and South Lake Tahoe. Bus stops include the Sacramento Valley Station, two stops in western El Dorado County at the Cambridge Road Park and Ride and at Placerville Station, and two bus stops in South Lake Tahoe at the Tahoe Wye Transit Center and at the Stateline Transit Center. Route schedule and fare information is available at www.eldoradotransit.com, and tickets can be purchased at www.capitolcorridor.org.

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





Extended Face Mask Requirement

The Transportation Security Administration (TSA) has extended the face mask requirement for all transportation networks, including public buses, through **March 18, 2022**. TSA's initial face mask requirement went into effect on February 1, 2021, with an initial expiration date of May 11, 2021. It was first extended through September 13, 2021, and then to January 18, 2022.

While this announcement extends the date of enforcement, all other aspects of the requirement remain unchanged, including exemptions and civil penalties. TSA also issued a statement on the face mask extension. Learn more about FTA's guidance to the transit industry on the Federal mask requirement for public transit at www.transit.dot.gov/TransitMaskUp.



Holiday Schedule

January – March Holiday Schedule

The Sacramento/ South Lake Tahoe Connecting bus will be the only operating service on the following Holidays:

Saturday, January 1stNew Year's Day

Monday, January 17th....Martin Luther King Jr's Day

Monday, February 21st...President's Day

El Dorado Transit is Hiring!

El Dorado Transit is currently hiring for the following positions:

- Equipment Technician I/II
- Full-Time Custodian
- Transit Operator, Part Time
- Extra Help Dispatcher
- Extra Help Transit Operator

Competitive wages and benefits including; hiring bonus of up to \$1,000, paid training, CalPERS retirement, full health, dental and vision benefits, paid vacations and holidays.

Applications, job descriptions, and information can be found at <https://eldoradotransit.com/careers/> or in the main office located at 6565 Commerce Way in Diamond Springs.



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

SIGN UP FOR RIDER ALERTS



Routeshout 2.0