



# EL DORADO TRANSIT

## EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING AGENDA

**Thursday, April 7, 2022; 1:00 PM**

Chairperson: John Hidahl, County of El Dorado Supervisor, District I  
Vice Chairperson: Jackie Neau, City of Placerville Councilmember  
Lori Parlin, County of El Dorado Supervisor, District IV  
Kara Taylor, 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 Assembly Bill 361 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 are in effect when a state of emergency is issued or remains active.*

Members of the public may call in during the meeting and are encouraged to submit public comment via email to [mwilcher@eldoradotransit.com](mailto: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/82578749339?pwd=UUpzTDJKUGcxdnJoV2pJbDJhbnZLUT09>

### **Participate by Phone:**

1-669-900-6833

**Meeting ID: 825 7874 9339**

**Passcode: 2022**

## **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

## **ROLL CALL**

## **ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR**

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

## **OPEN FORUM**

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

<b>1.</b>	<b><u>CONSENT CALENDAR</u></b>	<b><u>PAGE</u></b>
	A. Approve Conformed Minutes of Regular Meeting March 3, 2022	4
	B. Receive and File February 2022 Check Registers	8
	C. Receive and File February 2022 Ridership Report	11
	D. Adopt Resolution No. 22-09 regarding the Remote Public Meeting Provisions of Assembly Bill 361	14
	E. Approve Vehicle Replacement Plan for Fiscal Years 2021/22 through 2027/28	18
	F. Approve Designation of Surplus Property as Per Itemized Property Inventory List	21
<b>2.</b>	<b><u>ACTION ITEMS</u></b>	
	A. 1. Adopt Resolution No. 22-10 Approving the Fiscal Year 2022/23 Preliminary Operating Budget including Revisions	23
	2. Adopt Resolution No. 22-11 Approving the Fiscal Year 2022/23 Preliminary Capital Budget	
	3. Form an Ad Hoc Committee to review the proposed final Fiscal Year 2022/23 Operating and Capital Budgets	
	4. Appoint the Chair and Vice-Chair to the Ad Hoc Budget Review Committee	

<b>3.</b>	<b><u>INFORMATION ITEMS</u></b>	<b><u>PAGE</u></b>
	A. 2021 Safe Driving Award Recipients	29
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	C. Draft Triennial Performance Audit of the El Dorado County Transit Authority for Fiscal Year 2018/19, 2019/20, and 2020/21	33

**EXECUTIVE DIRECTOR REPORT** \*

**BOARD MEMBER COMMENTS** \*

**ADJOURNMENT**

\* Verbal Report

NEXT REGULARLY SCHEDULED BOARD MEETING  
OF THE EL DORADO COUNTY TRANSIT AUTHORITY  
Thursday, May 5, 2022 1:00 P.M.

**Zoom Meeting Teleconference**

<https://us02web.zoom.us/j/82578749339?pwd=UUpzTDJKUGcxdnJoV2pJbDJhbnZLUT09>

1-669-900-6833

**Meeting ID:** 825 7874 9339

**Password:** 2022



# EL DORADO TRANSIT

## EL DORADO COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING CONFORMED MINUTES Thursday, March 3, 2022; 1:00 PM

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

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

Executive Director: Matthew Mauk

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### **Participate by 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**

Chair Hidahl called the meeting to order at 1:01 PM and the pledge of allegiance was recited.

## **ROLL CALL**

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

A quorum was present.

## **ADOPTION OF AGENDA AND APPROVAL OF CONSENT CALENDAR**

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

## **OPEN FORUM**

None

### **1. CONSENT CALENDAR**

- A. Approve Conformed Minutes of Regular Meeting February 3, 2022
- B. Receive and File January 2022 Check Registers
- C. Receive and File January 2022 Ridership Report
- D. Adopt Resolution No. 22-05 Authorizing Financial Transactions by Elected Officers and Executive Director
- E. Adopt Resolution No. 22-08 regarding the Remote Public Meeting Provisions of Assembly Bill 361
- F. Adopt Resolution No. 22-06 authorizing the El Dorado County Transit Authority and the Executive Director to execute all documents for the Caltrans Division of Rail and Mass Transportation Low Carbon Transit Operations Program, Fiscal Year 2021/22
- G. Adopt Resolution No. 22-07 Authorizing the Executive Director to file a Transportation Development Act Claim for Fiscal Year 2022/23

H. Receive and File the Fiscal Year 2021/22 6-Month Administrative Operations Report

**2. ACTION ITEMS**

A. Receive and File the proposed Fiscal Year 2022/23 Preliminary Operating Budget

**Action: Received and Filed the proposed Fiscal Year 2022/23 Preliminary Operating Budget**

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

B. Receive and File the proposed Fiscal Year 2022/23 Preliminary Capital Budget

**Action: Received and Filed the proposed Fiscal Year 2022/23 Preliminary Capital Budget**

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

**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

**Recessed to Closed Session at 1:35 PM**

**RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS**

**Recessed to Closed Session at 1:57 PM. No report out.**

**ADJOURNMENT**

**Chair Hidahl adjourned the meeting at 1:57 PM. The next regularly scheduled meeting Thursday, April 7, 2022.**

**Respectfully Submitted,**

**Megan Wilcher  
Secretary to the Board**

\* Verbal Report

AGENDA ITEM 1B  
Consent Item

**MEMORANDUM**

**DATE:** April 7, 2022  
**TO:** El Dorado County Transit Authority  
**FROM:** Julie Petersen, Finance Manager  
**SUBJECT:** Receive and File February 2022 Check Register

**REQUESTED ACTION:**

**BY MOTION,**

Receive and File February 2022 Check Register

**BACKGROUND**

The following check register includes routine transactions for the month of February 2022. These expenditures fall within budgets adopted by the El Dorado County Transit Authority Board of Directors.

**DISCUSSION**

Three (3) item merit further detail:

Check #36346 – El Dorado County Transportation Commission.....\$2,809.93  
This check pays the obligation for a portion of the Zero Emissions Bus (ZEB) study using Local Transportation Funds (LTF).

Check #36391 – El Dorado County Transportation Commission.....\$1,625.00  
This check pays the obligation for a portion of the Federal Advocacy using Local Transportation Funds (LTF).

Check #36393 – Employment Development Department.....\$5,283.13  
This warrant pays the obligation for the 4th quarter of 2021 unemployment insurance – reimbursable account using Local Transportation Funds (LTF).



**EL DORADO COUNTY TRANSIT AUTHORITY**  
**Check Register**  
**February 2022**

Date	Num	Name	Memo	Amount
02/01/2022	EFT TRANS	CalPERS - HEALTH BENEFIT SERVICE DIVISION	Premium - February 2022	40,691.77
02/04/2022	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE FEB. 4, 2022	4,346.86
02/04/2022	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #3 CLASSIC	8,838.29
02/04/2022	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #3 PEPRA	7,923.48
02/04/2022	36333	ABSOLUTE GLASS INC	Parts and Supplies	157.12
02/04/2022	36334	AMERICAN HERITAGE LIFE INSURANCE CO	Insurance Premium - February 2022	29.10
02/04/2022	36335	ARNOLDS FOR AWARDS INC	Vaneer Plaque for Board Chairperson	78.98
02/04/2022	36336	AT&T	Monthly Utilities	510.67
02/04/2022	36337	AT&T MOBILITY	Monthly Utilities	187.72
02/04/2022	36338	AUTOZONE INC	Parts and Supplies	277.41
02/04/2022	36339	C & H MOTOR PARTS	Parts and Supplies	938.89
02/04/2022	36340	CAPITOL CLUTCH & BRAKE INC	Parts and Supplies	1,414.11
02/04/2022	36341	COMCAST	High-Speed Internet January 2022	250.30
02/04/2022	36342	D&K AUTO GLASS	Parts and Supplies	240.00
02/04/2022	36343	DAWSON OIL	Fuel Purchases January 2022	40,676.21
02/04/2022	36344	DIAMOND SPRINGS PRINTING & GRAPHICS	Hiring Event Postcards	75.08
02/04/2022	36345	EDC RISK MANAGEMENT	Health Insurance January 2022	881.09
02/04/2022	36346	EDCTC	ZEB Conversion Plan Q2 & Final 0122	2,809.93
02/04/2022	36347	EL DOB ENTERPRISES LLC	225/50R17/SL 94V Tires #1608	327.23
02/04/2022	36348	EL DORADO BATTERY CO	6 Series Group 65 Batteries #1607	157.33
02/04/2022	36349	EL DORADO DISPOSAL SERVICE	Monthly Utilities	381.19
02/04/2022	36350	FASTENAL	Bus Cleaning Supplies	135.22
02/04/2022	36351	FEDEX	Express Shipping	31.12
02/04/2022	36352	FLEMING DISTRIBUTING CO.	Additives PM Services	252.36
02/04/2022	36353	FOLSOM CHEVROLET	Switch #0701	49.82
02/04/2022	36354	FOLSOM LAKE DODGE	Parts and Supplies	111.59
02/04/2022	36355	GIRARD, EDWARDS, STEVENS & TUCKER LLP	General Legal Services January 2022	1,546.50
02/04/2022	36356	GWP HOLDINGS LLC	Parts and Supplies	2,201.73
02/04/2022	36357	HUNT & SONS INC	Fuel Purchases 01/01/22 - 01/15/22	161.01
02/04/2022	36358	IMAGE SOURCE	Monthly Copy Charges 01/22/22 - 02/21/22	253.09
02/04/2022	36359	J.C. NELSON SUPPLY CO	Janitorial Supplies	312.82
02/04/2022	36360	JANI-KING OF CALIFORNIA INC	Janitorial Services February 2022	1,011.54
02/04/2022	36361	KIMBALL MIDWEST	Shop Supplies	95.49
02/04/2022	36362	KINETICO WATER OF PLACERVILLE	Drinking Water Service February 2022	42.90
02/04/2022	36363	MAG LANDSCAPING INC	Landscaping Maintenance - January 2022	1,175.00
02/04/2022	36364	MISSION UNIFORM SERVICE	Uniforms, Towels, & Mats Service	428.52
02/04/2022	36365	NAPA AUTO PARTS	Parts and Supplies	97.60
02/04/2022	36366	O'REILLY AUTO PARTS	Parts and Supplies	400.23
02/04/2022	36367	PACIFIC GAS & ELECTRIC	Monthly Utilities	802.98
02/04/2022	36368	PACIFIC GAS & ELECTRIC	Monthly Utilities	3,662.86
02/04/2022	36369	PEST CONTROL CENTER INC	Pest Control Service - Admin. Bldg.	65.00
02/04/2022	36370	PLATT ELECTRIC SUPPLY INC	Outlet Cover for Steam Cleaner Plug	38.66
02/04/2022	36371	QUILL LLC	Misc. Office Supplies	673.95
02/04/2022	36372	ROBERTS & COMPANY INC	CPA Services January 2022	370.07
02/04/2022	36373	RON DUPRATT FORD	Parts and Supplies	1,426.03
02/04/2022	36374	RTS IT INC	ITCare Gold Service Plan February 2022	4,985.00
02/04/2022	36375	SAFETY-KLEEN SYSTEMS INC	Used Oil Disposal	90.25
02/04/2022	36376	SUN LIFE FINANCIAL	February 2022 Group Life & LTD	2,870.22
02/04/2022	36377	THE AFTERMARKET PARTS CO LLC	Parts and Supplies	3,504.23
02/04/2022	36378	TOLAR MFG CO INC	Lexan Bus Shelter Roof Panels	2,677.03
02/04/2022	36379	TOWN CENTER EAST LP	Lease Payment for February 2022 P&R	700.00
02/04/2022	36380	TRUE VALUE HARDWARE	Parts and Supplies	168.13

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**Check Register**  
**February 2022**

Date	Num	Name	Memo	Amount
02/04/2022	36381	UPS	Freight Charges	3.92
02/04/2022	36382	VAN DE POL ENTERPRISES INC	Bulk Oil, ATF, DEF Tote	2,655.36
02/04/2022	36383	XEROX FINANCIAL SERVICES	Lease Payment on Copiers	509.44
02/04/2022	36384	ZEP MANUFACTURING CO.	Bus Cleaning Supplies	184.21
02/04/2022	36385	ZONAR SYSTEMS INC	Handheld Vehicle Mounts #1803	333.11
02/17/2022	36386	ADM SCREENING	Consortium Services January 2022	570.00
02/17/2022	36387	AFLAC	Health Premiums - February 2022	908.36
02/17/2022	36388	AT&T	Monthly Utilities	434.52
02/17/2022	36389	ECO SIGNS LLC	Replace Bulbs in Bus Wash, Shop, & Admin. Bldg.	1,408.42
02/17/2022	36390	EDC RISK MANAGEMENT	Health Insurance February 2022	881.09
02/17/2022	36391	EDCTC	Federal Advocacy Contract 2122-Q2	1,625.00
02/17/2022	36392	EL DORADO IRRIGATION DISTRICT	Water Service EDH P&R 12/07/21 - 02/03/22	121.84
02/17/2022	36393	EMPLOYMENT DEVELOPMENT DEPARTMENT	UI Benefit Charges	5,283.13
02/17/2022	36394	FEDEX	Express Shipping	128.81
02/17/2022	36395	MATTHEW SAKER	Mini Blind Repair - MH Office	90.00
02/17/2022	36396	OPERATING ENGINEERS LOCAL UNION #3	Union Dues February 2022	1,350.00
02/17/2022	36397	SMALL BUSINESS BENEFIT PLAN TRUST	Dental & Vison Coverage March 2022	4,091.10
02/17/2022	36398	SPOT-ON SIGNS & GRAPHICS	Hiring Event Oval Signs	228.34
02/17/2022	36399	STATE OF CA - DEPT OF JUSTICE	DOJ Livescan Fingerprinting January 2022	49.00
02/17/2022	36400	SUBURBAN PROPANE-1612	Shop Propane Tank Fill	602.61
02/17/2022	36401	UMPQUA BANK	Reconciled Charges	2,267.26
02/17/2022	36402	VERIZON WIRELESS	Cellular Phone Service January 2022	1,826.11
02/17/2022	36403	VITUITY URGENT CARE SERVICES PC	Pre-Employment Screening - D.B.	40.00
02/17/2022	36404	WESTERN SUPPLY INC	Equal Balance Bags #'s 1706 & 2004	315.08
02/17/2022	36405	ZEP MANUFACTURING CO.	Bus Wash Soap	204.29
02/18/2022	EFT TRANS	CalPERS 457 DEFERRED COMPENSATION PROGRAM	PAY DATE FEB. 18, 2022	4,451.04
02/18/2022	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #4 CLASSIC	8,879.83
02/18/2022	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	SERVICE PERIOD PR #4 PEPRA	7,885.16
02/24/2022	EFT TRANS	PUBLIC EMPLOYEES RETIREMENT SYSTEM	Admin. Fees for Payroll Processing	200.00
				<u>189,060.74</u>
<b>Total</b>				<b><u>189,060.74</u></b>

AGENDA ITEM 1C  
Consent Item

**MEMORANDUM**

**DATE:** April 7, 2022  
**TO:** El Dorado County Transit Authority  
**FROM:** Brian James, Planning and Marketing Manager  
**SUBJECT:** February 2022 Ridership Report

**REQUESTED ACTION:**  
**BY MOTION,**

**Receive and file the February 2022 Ridership Report**

**BACKGROUND**

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

**DISCUSSION**

El Dorado Transit continues to experience ridership deficits compared to pre-pandemic levels, but ridership has started to increase on some services. Systemwide passenger trips in February were up 19.5% compared to the previous year.

The County's Adult Day Services program had not yet reopened in February 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 2.6% in February compared to the previous year. ADA Paratransit demand increased 68.2% in February.

Local Fixed Route ridership was up 3% in February, and Sacramento Commuter service ridership increased by 114.5% in February. The new Sacramento/Tahoe Connector route carried 548 passengers.

The February 2022 ridership report summary is attached, comparing the current fiscal year to the previous fiscal year.

# February 2022 Ridership Report

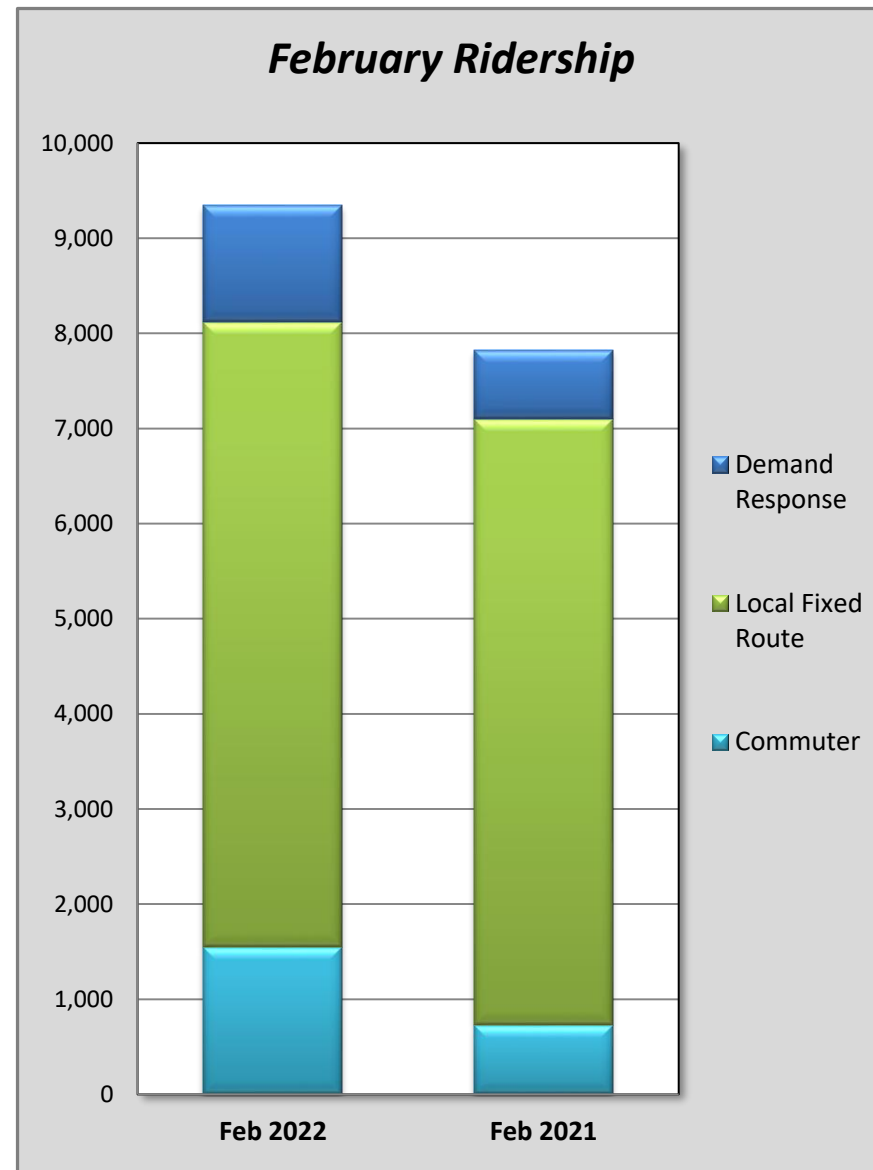


Demand Response	Feb 2022	Feb 2021	% Change
Dial-a-Ride	478	466	2.6%
Sac-Med	36	22	63.6%
ADA Paratransit	217	129	68.2%
M.O.R.E.*	500	109	358.7%
Senior Day Care*	0	0	0.0%
<b>Total Demand Response</b>	<b>1,231</b>	<b>726</b>	<b>69.6%</b>

Local Fixed Route	Feb 2022	Feb 2021	% Change
20 - Placerville	902	880	2.5%
25 - Saturday Express	146	281	-48.0%
30 - Diamond Springs	857	693	23.7%
35 - Diamond Springs Saturday	68	69	-1.4%
40 - Cameron Park	774	773	0.1%
50x - 50 Express	2,559	2,568	-0.4%
60 - Pollock Pines	1,257	1,107	13.6%
<b>Total Local Fixed Route</b>	<b>6,563</b>	<b>6,371</b>	<b>3.0%</b>

Commuter	Feb 2022	Feb 2021	% Change
Sacramento Commuter	974	712	36.8%
Reverse Commuter	29	11	163.6%
Sacramento/Tahoe Connector	548	0	100.0%
<b>Total Commuter</b>	<b>1,551</b>	<b>723</b>	<b>114.5%</b>

	Feb 2022	Feb 2021	% Change
<b>Systemwide</b>	<b>9,345</b>	<b>7,820</b>	<b>19.5%</b>
Passengers per Revenue Hour	3.9	3.2	22.5%



\*Contracted Services - Ridership Determined by Client Enrollment

# Fiscal Year-to-Date Ridership Report

## July 2021 - December 2021

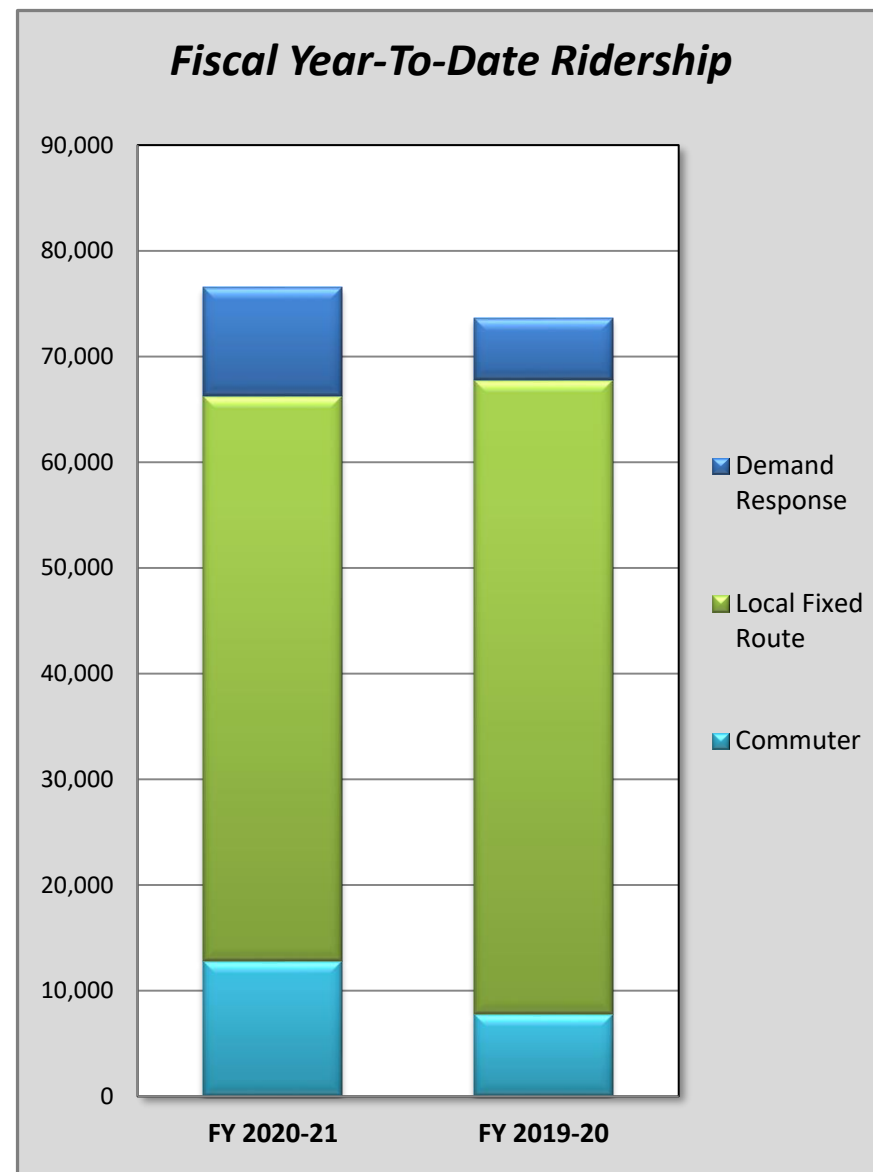


Demand Response	FY 2020-21	FY 2019-20	% Change
Dial-a-Ride	4,442	3,842	15.6%
Sac-Med	256	148	73.0%
ADA Paratransit	1,772	1,083	63.6%
M.O.R.E.*	3,794	805	371.3%
Senior Day Care*	0	0	0.0%
<b>Total Demand Response</b>	<b>10,264</b>	<b>5,878</b>	<b>74.6%</b>

Local Fixed Route	FY 2020-21	FY 2019-20	% Change
20 - Placerville	7,795	8,453	-7.8%
25 - Saturday Express	2,021	2,333	-13.4%
30 - Diamond Springs	6,015	6,469	-7.0%
35 - Diamond Springs Saturday	615	668	-7.9%
40 - Cameron Park	6,534	7,023	-7.0%
50x - 50 Express	21,685	23,802	-8.9%
60 - Pollock Pines	8,750	11,203	-21.9%
<b>Total Local Fixed Route</b>	<b>53,415</b>	<b>59,951</b>	<b>-10.9%</b>

Commuter	FY 2020-21	FY 2019-20	% Change
Sacramento Commuter	8,771	7,709	13.8%
Reverse Commuter	125	62	101.6%
Sacramento/Tahoe Connector	3,919	0	100.0%
<b>Total Commuter</b>	<b>12,815</b>	<b>7,771</b>	<b>64.9%</b>

	FY 2020-21	FY 2019-20	% Change
<b>Systemwide</b>	<b>76,494</b>	<b>73,600</b>	<b>3.9%</b>
Passengers per Revenue Hour	3.4	3.5	-2.0%



\*Contracted Services - Ridership Determined by Client Enrollment

AGENDA ITEM 1D  
Consent Item

**MEMORANDUM**

**DATE:** April 7, 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. 22-09 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. 22-09, 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. 22-09**

**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 7th day of April 2022 by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

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John Hidahl, Chairperson

ATTEST:

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Megan Wilcher, Secretary to the Board

AGENDA ITEM 1E  
Consent Item

**MEMORANDUM**

**DATE:** April 7, 2022

**TO:** El Dorado County Transit Authority

**FROM:** Brian James, Planning and Marketing Manager

**SUBJECT:** Vehicle Replacement Plan for Fiscal Years 2021/22 Through 2027/28

**REQUESTED ACTION:**

**BY MOTION,**

**Approve Vehicle Replacement Plan for Fiscal Years 2021/22 through 2027/28**

**BACKGROUND**

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

**DISCUSSION**

The Replacement Plan for Fiscal Year (FY) 2021/22 through FY 2027/28 represents a plan for replacement of current fleet vehicles contingent upon available capital revenues and grant opportunities. The inclusion of Zero Emission Bus (ZEB) requirements will increase the estimated replacement costs for Local Fixed Route and Commuter buses. Zero emission cutaway buses and vans are still in development, and costs will be updated once available.

**FISCAL IMPACT**

The approximate replacement cost for anticipated vehicle purchases FY 2021/22 through FY 2027/28 is \$10,588,000 including a 3% annual cost escalator. Individual replacement projects are added to the CIP on an annual basis and brought before the Board for review and approval as needed.

# PROPOSED VEHICLE REPLACEMENT PLAN

April 2022



Vehicle #	Vehicle Type	Vehicle Description	Vehicle Replacement Cost	Mileage as of 3/4/22	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28
<b>Staff Vehicles</b>											
9509	Ford Escort	Maint Vehicle	\$25,000	75,721							
0501	Honda Civic	5 psgr staff car	\$25,000	72,578			X				
0602	Blue Bird Xcel 45	Training bus	\$600,000	302,676							
0701	Chevy Malibu	5 psgr staff car	\$25,000	59,831			X				
0702	Dodge Dakota	Maint Vehicle	\$35,000	78,553	X						
M-7055	Ford Box Van	Maint Vehicle	\$50,000	29,769							
1608	Ford Cmax	5 psgr staff car	\$25,000	42,125							
1609	Ford Cmax	5 psgr staff car	\$25,000	44,296							
1610	Ford Cmax	5 psgr staff car	\$25,000	45,587							
1611	Ford Cmax	5 psgr staff car	\$25,000	38,513							
1707	Chevy Traverse	7 psgr staff car	\$30,000	20,361							
<b>Demand Response Minivans</b>											
1304	Dodge Caravan	3 psgr mini-van	\$71,000	193,915	X						
1501	Dodge Caravan	3 psgr mini-van	\$71,000	168,611			X				
1502	Dodge Caravan	3 psgr mini-van	\$71,000	124,236			X				
1503	Dodge Caravan	3 psgr mini-van	\$71,000	104,399			X				
1504	Dodge Caravan	3 psgr mini-van	\$71,000	106,162			X				
1907	Dodge Caravan	3 psgr mini-van	\$71,000	48,191					X		
1908	Dodge Caravan	3 psgr mini-van	\$71,000	43,010					X		
1909	Dodge Caravan	3 psgr mini-van	\$71,000	42,510					X		
1910	Dodge Caravan	3 psgr mini-van	\$71,000	403					X		
1911	Dodge Caravan	3 psgr mini-van	\$71,000	213					X		
<b>Demand Response Buses</b>											
0901	Chevy Cut-a-way	26 psgr bus	\$120,000	317,367							
0903	Chevy Cut-a-way	26 psgr bus	\$120,000	301,437							
1601	Ford Cut-a-way	26 psgr bus	\$120,000	76,602					X		
1602	Ford Cut-a-way	26 psgr bus	\$120,000	126,129					X		
1603	Ford Cut-a-way	26 psgr bus	\$120,000	128,996					X		
1604	Ford Cut-a-way	26 psgr bus	\$120,000	95,589					X		
1605	Ford Cut-a-way	26 psgr bus	\$120,000	111,400					X		
1607	Ford Cut-a-way	26 psgr bus	\$120,000	80,631					X		
1901	Ford Cut-a-way	20 psgr bus	\$120,000	5,154							
1902	Ford Cut-a-way	20 psgr bus	\$120,000	4,527							
1903	Ford Cut-a-way	20 psgr bus	\$120,000	4,407							
1904	Ford Cut-a-way	20 psgr bus	\$120,000	4,045							
1905	Ford Cut-a-way	20 psgr bus	\$120,000	4,746							
1906	Ford Cut-a-way	26 psgr bus	\$120,000	2,263							
<b>Motor Buses - Local Fixed Route</b>											
0606	Blue Bird Xcel 37	37 psgr bus	\$750,000	257,724							
0607	Blue Bird Xcel 37	37 psgr bus	\$750,000	357,342							
0608	Blue Bird Xcel 37	37 psgr bus	\$750,000	316,514							
1701	Gillig 35' Low Floor	31 psgr bus	\$750,000	237,758							
1702	Gillig 35' Low Floor	31 psgr bus	\$750,000	238,232							
1703	Gillig 35' Low Floor	31 psgr bus	\$750,000	125,800							
1704	Gillig 35' Low Floor	31 psgr bus	\$750,000	252,771							
1705	Gillig 35' Low Floor	31 psgr bus	\$750,000	266,708							
1706	Gillig 35' Low Floor	31 psgr bus	\$750,000	267,584							
2001	Gillig 35' Low Floor	31 psgr bus	\$750,000	72,826							
2002	Gillig 35' Low Floor	31 psgr bus	\$750,000	56,783							
2003	Gillig 35' Low Floor	31 psgr bus	\$750,000	55,853							
2004	Gillig 35' Low Floor	31 psgr bus	\$750,000	53,598							
<b>Commuter Buses</b>											
1001	MCI D4500	57 psgr bus	\$900,000	398,187					X		
1002	MCI D4500	57 psgr bus	\$900,000	389,478					X		
1003	MCI D4500	57 psgr bus	\$900,000	365,099					X		
1004	MCI D4500	57 psgr bus	\$900,000	342,050					X		
1005	MCI D4500	57 psgr bus	\$900,000	334,594					X		
1006	MCI D4500	57 psgr bus	\$900,000	436,144					X		
1007	MCI D4500	57 psgr bus	\$900,000	408,392					X		
1008	MCI D4500	57 psgr bus	\$900,000	339,718					X		
1009	MCI D4500	57 psgr bus	\$900,000	413,975					X		
1202	MCI D4500	57 psgr bus	\$900,000	256,572							X
1401	MCI D4500	57 psgr bus	\$900,000	200,770							
1801	MCI D4500	57 psgr bus	\$900,000	129,497							
1802	MCI D4500	57 psgr bus	\$900,000	115,091							
1803	MCI D4500	57 psgr bus	\$900,000	102,548							
1804	MCI D4500	57 psgr bus	\$900,000	124,152							
1805	MCI D4500	57 psgr bus	\$900,000	108,254							

## EL DORADO COUNTY TRANSIT AUTHORITY

### VEHICLE REPLACEMENT POLICY

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

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

#### Bus Requirements

- (a) Minimum Normal Service Life. Minimum normal service lives for buses are stated below:

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

Source: CalTrans, UMTA C 9030.1A

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

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

AGENDA ITEM 1F  
Consent Item

**MEMORANDUM**

**DATE:** April 7, 2022  
**TO:** El Dorado County Transit Authority  
**FROM:** Scott A. Ousley, Operations Manager  
**SUBJECT:** Surplus Property Designation

**REQUESTED ACTION:**

**BY MOTION,**

**Approve Designation of Surplus Property as Per Itemized Property  
Inventory List**

**BACKGROUND**

Property identified as surplus requires approved designation by the El Dorado County Transit Authority (El Dorado Transit) Board of Directors per El Dorado Transit Purchasing Procedures Section 3.12.150. Upon approval of designation, the sale of surplus property will be published and posted as detailed in section 3.12.150.

**DISCUSSION**

The Executive Director has determined that El Dorado Transit owns personal property that is no longer required for public use. All items have been fully depreciated.

The list of proposed surplus property is included on the following page.

EL DORADO COUNTY TRANSIT AUTHORITY  
ITEMIZED SURPLUS PROPERTY INVENTORY  
April 7, 2022

<u>Quantity</u>	<u>Description</u>
1	Metal Bolt Cabinet
1	Napa 83-320 Wire Feed Welder
4	Locking Boxes Aluminum and Steel
1	Metal Parts Bin

AGENDA ITEM 2A  
Action Item

**MEMORANDUM**

**DATE:** April 7, 2022

**TO:** El Dorado County Transit Authority

**FROM:** Julie Petersen, Finance Manager

**SUBJECT:** Adopt Fiscal Year 2022/23 Preliminary Operating and Capital Budgets

**REQUESTED ACTION:**  
**BY MOTION,**

1. Adopt Resolution No. 22-10 Approving the Fiscal Year 2022/23 Preliminary Operating Budget including Revisions
2. Adopt Resolution No. 22-11 Approving the Fiscal Year 2022/23 Preliminary Capital Budget
3. Form an Ad Hoc Committee to review the proposed final Fiscal Year 2022/23 Operating and Capital Budgets
4. Appoint the Chair and Vice-Chair to the Ad Hoc Budget Review Committee

**BACKGROUND**

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

On March 3, 2022, the fiscal year (FY) 2022/23 Preliminary Operating Budget was presented for full Board review. El Dorado Transit is required to operate within a balanced budget.

**DISCUSSION**

Minor changes to the Operating Budget FY 2022/23 have been made since the presentation of March 3, 2022. These include:

- An increase of \$167,652 in Federal Transit Administration (FTA) Section 5311 Grant funds, based on the allocation provided by the California Department of Transportation (Caltrans).
- The inclusion of income from the Capital Corridor Joint Powers Authority (CCJPA) to offset 50% of net expenses from the South Lake Tahoe route.

- A decrease in Workers' Compensation premiums based on estimates received from the Special Districts Risk Management Authority (SDRMA).
- An increase to Connect Card administration expenses based on estimates received from Sacramento Regional Transit (SacRT).
- An increase to the Contingency line item to balance the budget.

Final premium amounts are still pending from the California Transit Indemnity Pool (CalTIP) for Public Liability, Vehicle Physical Damage, and Employment Practices Liability Insurance (EPLI) packages.

There have been no changes made to the Capital Improvement Plan (CIP) or Budget since the March 3, 2022, presentation.

Staff is requesting the Board adopt the proposed Fiscal Year 2022/23 Preliminary Operating and Capital Budgets as presented and appoint the Chair and Vice-Chair to form an Ad Hoc Committee to review the proposed budgets prior to final adoption. Following at least one meeting and direction from the Budget Review Committee, staff anticipates submission of the Fiscal Year 2022/23 Final Operating and Capital Budgets for Board adoption at the regular June 2, 2022, meeting.

### **FISCAL IMPACT**

The Preliminary FY 2022/23 Operating Budget as presented reflects a projected \$8,576,786 in total operating expenditures balanced to anticipated Federal, State and project specific operating revenues.

The Preliminary Capital Budget reflects a total budget of \$9,554,330 in project costs with a shortfall of \$3,961,262 due to the anticipated needs of the Zero Emissions Bus (ZEB) fleet conversion.



**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 22-10**

**RESOLUTION OF THE EL DORADO COUNTY TRANSIT AUTHORITY ADOPTING THE  
PRELIMINARY OPERATING  
BUDGET FOR FISCAL YEAR 2022/2023**

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

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

**WHEREAS**, the El Dorado County Transit Authority prepared the preliminary operating budget for Fiscal Year (FY) 2022/23 incorporated as an attachment to this resolution; and

**WHEREAS**, the preliminary operating budget for FY 2022/23 ending June 30, 2023, is based upon continuation of current public transportation services provided by the El Dorado County Transit Authority; and

**WHEREAS**, the preliminary FY 2022/23 operating budget projected revenue is based on known levels of anticipated funding;

**NOW THEREFORE, BE IT RESOLVED**, the El Dorado County Transit Authority hereby adopts the preliminary operating budget for FY 2022/23 ending June 30, 2023.

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of said Board held on the 7th day of April 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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John Hidahl, Chairperson

ATTEST:

---

Megan Wilcher, Secretary to the Board

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 22-11**

**RESOLUTION OF THE EL DORADO COUNTY TRANSIT AUTHORITY ADOPTING THE  
PRELIMINARY CAPITAL PLAN AND BUDGET FOR FISCAL YEAR 2022/23**

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

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

**WHEREAS**, the El Dorado County Transit Authority prepared the preliminary capital plan and budget for Fiscal Year (FY) 2022/23 incorporated as an attachment to this resolution; and

**WHEREAS**, the preliminary capital plan and budget for FY 2022/23 ending June 30, 2023 is based upon continuation of current public transportation services provided by the El Dorado County Transit Authority; and

**WHEREAS**, the preliminary FY 2022/23 capital plan and budget projected revenue is based on known levels of anticipated funding;

**NOW THEREFORE, BE IT RESOLVED**, the El Dorado County Transit Authority hereby adopts the preliminary capital plan and budget for FY 2022/23 ending June 30, 2023.

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of said Board held on the 7th day of April 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

John Hidahl, Chairperson

ATTEST:

---

Megan Wilcher, Secretary to the Board

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**PROPOSED PRELIMINARY OPERATING BUDGET 2022/2023**

OPERATING BUDGET		FY 2022/2023 Preliminary	FY 2022/2023 Preliminary	
REVENUE ACCOUNTS		Received 03/03/2022	Proposed 04/07/2022	Difference
4000.00	Transportation Development Act (TDA/LTF)	\$6,030,361	\$6,030,361	\$0
4270.01	State of Good Repair (SGR) Program	\$285,297	\$285,297	\$0
4970.00	Interest Income	\$3,000	\$3,000	\$0
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$558,840	<b>\$726,492</b>	\$167,652
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	\$0	\$0	\$0
4320.00	Charter Services	\$0	\$0	\$0
4330.00	Commuter Route Fare Media	\$162,000	\$162,000	\$0
4350.00	Local Route Fare Media	\$31,000	\$31,000	\$0
4360.00	Paper Scrip	\$7,000	\$7,000	\$0
<b>4370.00</b>	<b>CCJPA</b>	<b>\$0</b>	<b>\$125,000</b>	\$125,000
4400.00	Advertising Revenue	\$15,000	\$15,000	\$0
4990.00	Misc. Revenue	\$400	\$400	\$0
4107.03	Fair Shuttle AB2766 Grant	\$0	\$0	\$0
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant	\$75,000	\$75,000	\$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)	\$73,490	\$73,490	\$0
<b>TOTAL REVENUES</b>		<b>\$8,284,134</b>	<b>\$8,576,786</b>	\$292,652
SALARY & BENEFIT ACCOUNTS				\$0
5010.00	Regular Employees	\$2,940,530	\$2,940,530	\$0
5010.02	Temporary Employees	\$100,000	\$100,000	\$0
5010.07	Overtime	\$50,000	\$50,000	\$0
5010.08	On Call Pay	\$7,000	\$7,000	\$0
5010.09	CRDI and Shift Pay	\$20,000	\$20,000	\$0
5020.01	Employee Retirement	\$668,000	\$668,000	\$0
5070.01	(OASDI - Payroll Tax) FICA	\$4,000	\$4,000	\$0
5070.02	MEDICARE - Payroll Tax	\$50,000	\$50,000	\$0
5020.02	Health Insurance	\$1,094,000	\$1,094,000	\$0
5020.03	Unemployment Insurance	\$15,000	\$15,000	\$0
5020.04	LT Disability/Life Ins	\$32,000	\$32,000	\$0
5020.05	Worker's Comp	\$350,000	<b>\$275,000</b>	-\$75,000
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>\$5,330,530</b>	<b>\$5,255,530</b>	-\$75,000
SERVICE & SUPPLY ACCOUNTS				\$0
5090.02	Clothing & Supplies	\$5,000	\$5,000	\$0
5090.05	Uniforms - Other	\$10,000	\$10,000	\$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	\$14,000	\$14,000	\$0
5060.04	Insurance Premium EPLI Package	\$22,000	\$22,000	\$0
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	\$2,000	\$2,000	\$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.	\$45,000	\$45,000	\$0
5090.50	Safety Equipment/Training	\$40,000	\$40,000	\$0
5090.40	Memberships	\$6,000	\$6,000	\$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	\$435,000	\$435,000	\$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
5120.00	Rents/Leases	\$24,000	\$24,000	\$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	\$20,000	\$20,000	\$0
5090.30	Staff Development/Travel	\$30,000	\$30,000	\$0
5040.01	Fuel Purchase	\$530,000	\$530,000	\$0
5090.72	Bank Charges	\$600	\$600	\$0
5090.73	Credit Card Charge Fees	\$4,000	\$4,000	\$0
5090.74	Connect Card Administration Expenses	\$20,000	<b>\$25,022</b>	\$5,022
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	\$407,504	<b>\$770,134</b>	\$362,630
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$2,953,604</b>	<b>\$3,321,256</b>	\$367,652
<b>TOTAL OPERATING EXPENSES</b>		<b>\$8,284,134</b>	<b>\$8,576,786</b>	\$292,652

El Dorado County Transit Authority

Preliminary Capital Improvement Plan Budget FY 2022/23

Status	CIP Project Number	Project Description	Completion Estimate (FY)	Project Budget	FY 2021/22 Expenditures	STA* \$4,694,171	FTA Section 5307 \$300,000	FTA Section 5310 \$188,200	LCTOP \$518,738	Unfunded
ACTIVE	18-02	Bus Shelter Amenities (5 yr. plan)	2022/23	\$165,000	\$50,000	\$165,000				\$0
ACTIVE	20-04	Maintenance Facility Swamp Cooler and Steam Cleaner Modifications	2024/25	\$151,335	\$59,372	\$151,335				\$0
ACTIVE	20-06	Vehicle Replacement - Demand Response - Transit Van	2023/24	\$86,900	\$86,900	\$18,700		\$68,200		\$0
ACTIVE	21-02	Vehicle Replacement - Maintenance Truck	2021/22	\$31,095	\$31,095	\$31,095				\$0
ACTIVE	22-02	Park and Ride Parking Lot Resurfacing	2025/26	\$250,000	\$30,000	\$250,000				\$0
ACTIVE	22-03	Zero Emission Vehicles and Infrastructure	2025/26	\$8,280,000	\$0	\$3,800,000			\$518,738	\$3,961,262
ACTIVE	22-04	Bass Lake Park & Ride - Phase I	2025/26	\$418,000	\$0	\$118,000	\$300,000			
ACTIVE	22-05	Scheduling and Dispatching Software Replacement	2023/24	\$132,000		\$12,000		\$120,000		
ACTIVE	23-01	Administration / Maintenance Facility Equipment (recurring)	2022/23	\$40,000	\$40,000	\$40,000				\$0
Project Totals				\$9,554,330	\$297,367	\$4,586,130	\$300,000	\$188,200	\$518,738	\$3,961,262
Remaining Funds Available						\$108,041	\$0	\$0	\$0	-\$3,961,262

\*Balance Per FY 2020/21 Audited Financials minus FY 2021/22 expenditures to date

Project Status: 

In Progress

Funded

Unfunded

AGENDA ITEM 3A  
Information Item

**MEMORANDUM**

**DATE:** April 7, 2022

**TO:** El Dorado County Transit Authority

**FROM:** Christine Parker, Safety Coordinator

**SUBJECT:** 2021 Safe Driving Award Recipients

**REQUESTED ACTION:**  
**BY MOTION,**

**No Action Required. Information Item Only**

**BACKGROUND**

On an annual basis, safe driving awards are presented to El Dorado County Transit Authority (El Dorado Transit) Transit Operators who meet a minimum of hours and were not involved in on-the-job moving violations or chargeable accidents. The Safe Driving Award program provides an opportunity to acknowledge those who consistently provide safe passenger transport. El Dorado Transit Operators must work for a minimum of 1800 hours in a given calendar year to qualify for a Safe Driving Award.

El Dorado Transit Operators are certified and licensed to operate all fleet vehicles including mini-vans, 16-37 passenger buses, and 57 passenger diesel-powered commuter coaches with air brakes. El Dorado Transit Operators experience a wide array of driving conditions including mountainous roads in the eastern part of El Dorado County to the urban roads of the downtown Sacramento corridor. In the calendar year of 2021, El Dorado Transit Operators provided 112,600 passenger trips, traveled 687,467 miles in revenue service and clocked 41,303 in-service driving hours.

**DISCUSSION**

Transit Operators continued to demonstrate exceptional driving skill in 2021 and consistently provided safe transport for members of the general public, seniors, persons with disabilities, and students, through the continued operational challenges presented by the pandemic. El Dorado Transit is pleased to present seventeen (17) safe driving awards to the following Transit Operators who met the standards for the 2021 Safe Driving Award program:

2021 Safe Driving Award Recipients:

1 Year of Safe Driving

Bradford Goode  
Timothy Gobble

<u>2 Year of Safe Driving</u>	Robert Bennett Thomas Bluhm John Hill David Scheuffele
<u>3 Years of Safe Driving</u>	Joe Achterberg Julie Lirette Chris Shelton
<u>4 Years of Safe Driving</u>	Ernesto Garcia
<u>5 Years of Safe Driving</u>	Stephen Kubat
<u>6 Years of Safe Driving</u>	Stephen Powell Gabriel Schranz Jean Staples
<u>7 Years of Safe Driving</u>	Arthur Laarveld Ken Umphred
<u>12 Years of Safe Driving</u>	Bob Nobriga

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



## Newsletter

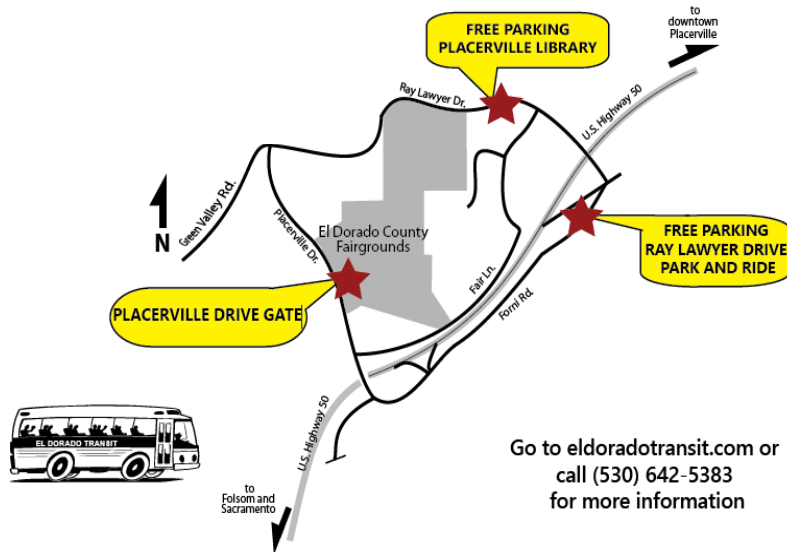
April - June  
Volume 6 – Number 2

### El Dorado County Fair Free Parking Shuttle

El Dorado Transit will provide free shuttle service for the 2022 El Dorado County Fair from Thursday, June 16, 2022 through Sunday, June 19, 2022. Shuttle buses will operate from 11:30am to 12:30am on Thursday and Friday; 9:30am to 12:30am on Saturday and from 11:30am to 10:30pm on Sunday. Shuttles will be available from the following free parking locations:

- El Dorado County Library (on Ray Lawyer Drive)
- Ray Lawyer Drive Park and Ride (on Forni Road at Ray Lawyer Drive)

The Fair shuttle is funded by a grant from the El Dorado County Air Quality Management District with support from the El Dorado County Fair Association.



Go to [eldoradotransit.com](http://eldoradotransit.com) or  
call (530) 642-5383  
for more information

No animals except service animals allowed on shuttle.

### El Dorado Transit is Hiring!

El Dorado Transit is currently hiring new team members. Competitive wages and benefits include; hiring bonus of up to \$2,000, paid training, CalPERS retirement, full health, dental and vision benefits, paid vacations and holidays.

Applications, job descriptions, and information can be found at the El Dorado Transit website in the Careers section or in the El Dorado Transit office located at 6565 Commerce Way in Diamond Springs.

## WE'RE HIRING!

**Full Time/Part Time  
Positions Available**

**HIRING  
BONUS**

**CalPERS  
RETIREMENT**

**PAID  
TRAINING,  
HOLIDAYS  
&  
VACATION**

**CONTACT US AT:**  
**(530) 642-5383**  
**[info@eldoradotransit.com](mailto:info@eldoradotransit.com)**  
**OR**  
**VISIT OUR CAREERS PAGE**  
**[eldoradotransit.com/careers](http://eldoradotransit.com/careers)**

**EL DORADO TRANSIT**





## Spring Sale on Local Fixed Route Monthly Passes

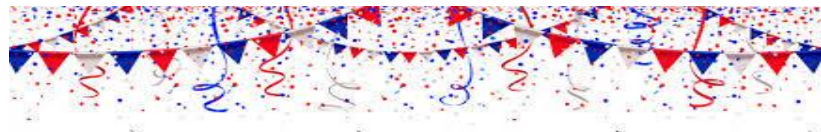
El Dorado Transit is offering a spring sale on Local Fixed Route monthly passes for April, May and June 2022.

- General Monthly Local Pass.....\$20.00 (originally \$60.00)
- Senior/Disabled Monthly Local Pass.....\$10.00 (originally \$30.00)
- Student K-12 Monthly Local Pass.....\$10.00 (originally \$30.00)

For pass sales information please visit  
[eldoradotransit.com/faresandpasses/](http://eldoradotransit.com/faresandpasses/).

## Federal Mask Mandate Extended on Public Transit

The Transportation Security Administration (TSA) has extended the security directive requiring masks on public transportation and in public transportation hubs through **April 18, 2022**



## Holiday Schedule April – June Holiday Schedule

Monday, May 30<sup>th</sup> .....Memorial Day

No service except the Sacramento/ South Lake Tahoe Connecting bus will be the only operating service on a holiday schedule. For more information visit  
[www.eldoradotransit.com](http://www.eldoradotransit.com).

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## Student Summer GO Pass

This Summer students in grades K-12 can get unlimited rides on all El Dorado Transit's Local Fixed routes for just \$5.00. The pass is valid from June 1, 2022 through July 31, 2022.

The Local routes provide service to the following locations that can be enjoyed all summer long:

- Library
- Movie Theaters
- Parks and Pools
- Recreational Centers
- Restaurants

The Summer GO Pass can be purchased and loaded onto a Connect Card online or at a Connect Card sales outlet. Connect Cards can be obtained from the El Dorado Transit Office.

For more information regarding the Summer GO Pass visit [www.eldoradotransit.com/news](http://www.eldoradotransit.com/news) or call El Dorado Transit at (530) 642-5383.

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

SIGN UP FOR RIDER ALERTS



Routeshout 2.0



AGENDA ITEM 3C  
Information Item

**MEMORANDUM**

**DATE:** April 7, 2022

**TO:** El Dorado County Transit Authority

**FROM:** Matthew Mauk, Executive Director

**SUBJECT:** Draft Triennial Performance Audit of the El Dorado County Transit Authority for Fiscal Year 2018/19, 2019/20, and 2020/21

**REQUESTED ACTION:**

**BY MOTION,**

**No Action Required. Information Item Only**

**BACKGROUND**

The El Dorado County Transportation Commission (EDCTC) is statutorily required by California Public Utilities Code §99246 to designate entities other than itself to conduct a Triennial Performance Audit of the activities of the Regional Transportation Planning Agency (RTPA) and the Transit Operator to whom it allocates Transportation Development Act (TDA) funds. The performance audit follows the guidelines established in the Performance Audit Guidebook for Transit Operators published by the California Department of Transportation (Caltrans) Division of Mass Transportation.

In addition to meeting the TDA requirements for performance monitoring, an audit typically provides an opportunity for an independent, objective, and comprehensive review of the economy, efficiency, and effectiveness of the entity being audited. The audit provides additional benefits, including the following:

- Provides management with useful information to assess past activities and provides insight for future planning efforts.
- Provides management with a review and evaluation of an agency's organization and operations.
- Presents an opportunity to utilize auditor expertise which can supplement staff work.
- Assures public accountability for the use of public funds.

**DISCUSSION**

The EDCTC retained Moore & Associates, Inc. to prepare the Triennial Performance Audit of the El Dorado County Transit Authority (El Dorado Transit) as the transit operator. The Draft Triennial Performance Audit of El Dorado Transit covering the three (3) fiscal year period

beginning July 1, 2018, through June 30, 2021, is available at [www.eldoradotransit.com/board-meeting/april-7-2022](http://www.eldoradotransit.com/board-meeting/april-7-2022)

The following summary of findings is excerpted from the draft Triennial Performance Audit of El Dorado Transit for Fiscal Year 2018/19, 2019/20, and 2020/21:

*“Based on discussions with El Dorado County Transit Authority staff, analysis of program performance, and a review of program compliance and function, the audit team submits the no compliance findings for the EDCTA.*

*The audit team has identified three functional findings. While these findings are not compliance findings, the audit team feels they are significant enough to be addressed within this audit:*

- 1. The EDCTA could use an additional 1.0 FTE to provide support for purchasing/procurement activities.*
- 2. The EDCTA should continue to explore whether IT issues are having a disproportionate impact on maintenance operations.*
- 3. Transit planning completed prior to the COVID-19 pandemic is unlikely to be relevant given the significant changes in the transit landscape.*

*In completing this Triennial Performance Audit, the audit team submits the following recommendations for the EDCTA’s public transit program. They have been divided into two categories: TDA Program compliance recommendations and functional recommendations. TDA program compliance recommendations are intended to assist in bringing the operator into compliance with the requirements and standards of the TDA, while Functional Recommendations address issues identified during the triennial audit that are not specific to TDA compliance. Given there were no compliance findings, only functional recommendations are provided.*

#### ***Additional Recommendation***

*In addition to the functional findings and recommendations detailed above, the audits have also included an additional recommendation that is not tied to a specific finding. This recommendation, while related to Functional Finding #3, looks at specific issues arising from the COVID-19 pandemic and the future of transit in western El Dorado County.”*

Kathy Chambers of Moore & Associates, Inc. will present the audit report and recommendations and answer any questions. Comments regarding the Draft Triennial Performance Audit are welcome and will be considered for incorporation prior to the document being finalized and submitted to Caltrans. The Final Triennial Performance Audit will be included in the May 5, 2022, Board agenda to receive and file.

#### **FISCAL IMPACT**

None. Information Only.