



EL DORADO TRANSIT

**Transit Advisory Committee
El Dorado County Transit Authority
6565 Commerce Way
Diamond Springs, CA 95619
Wednesday, April 27, 2022; 8:15 AM**

AGENDA

Chair Laurel Brent-Bumb
Vice-Chair Susie Davies

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 happlegarth@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/89505242632?pwd=Ky9YYWh1TS81YjVIMW10QTlKcnJVUT09>

Participate by Phone:

1-669-900-6833

Meeting ID: 895 0524 2632

Password: 148546

CALL TO ORDER AND ROLL CALL

ADOPTION OF AGENDA

PUBLIC COMMENT

At this time, any person may comment on any item which is not on the agenda. PLEASE STATE YOUR NAME AND ADDRESS FOR THE RECORD. Action will not be taken on any item that is not on the agenda. If it requires action, it will be referred to staff and/or placed on the next meeting agenda. Please limit your comments to no more than three (3) minutes.

1.	<u>CONSENT CALENDAR</u>	<u>PAGE</u>
	<i>These items are expected to be routine and non-controversial. They will be acted upon by the TAC at one time without discussion. Any TAC board member, staff member or interested citizen may request an item be removed from the Consent Calendar for discussion. The TAC may also add items from the Agenda to the Consent Calendar if they appear to be non-controversial.</i>	
	A. Conformed Minutes of January 26, 2022	4
2.	<u>ACTION ITEMS</u>	
	A. 1. Review the Fiscal Year 2022/23 Preliminary Operating Budget including Revisions 2. Review the Fiscal Year 2022/23 Preliminary Capital Improvement Plan and Budget	7
3.	<u>INFORMATION ITEMS</u>	
	A. Draft Triennial Performance Audit of the El Dorado County Transit Authority for Fiscal Year 2018/19, 2019/20, and 2020/21	23
	B. My Ride Mileage Reimbursement Program	25
	C. Quarterly Newsletter	27

PROJECT UPDATES*

EXECUTIVE DIRECTOR REPORT*

COMMITTEE MEMBER COMMENTS*

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED
EL DORADO COUNTY TRANSIT AUTHORITY
TRANSIT ADVISORY COMMITTEE MEETING

July 27, 2022; 8:15AM
El Dorado Transit Office
6565 Commerce Way
Diamond Springs, CA 95619

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability related modification or accommodation to participate in this meeting, then please contact our office by telephone at (530) 642-5383 extension 209 or by fax at (530) 622-2877. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

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EL DORADO TRANSIT

**Transit Advisory Committee
El Dorado County Transit Authority
6565 Commerce Way
Diamond Springs, CA 95619
Wednesday, January 26, 2022; 8:15 AM**

CONFORMED AGENDA

Chair Laurel Brent-Bumb
Vice-Chair Susie Davies

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Participate by Computer:

<https://us02web.zoom.us/j/86703130210?pwd=MFM2dUJXUU1EODBYOVFiR3VqQVNyQT09>

Participate by Phone:

1-669-900-6833

Meeting ID: 867 0313 0210

Password: 2022

CALL TO ORDER AND ROLL CALL

The Meeting was called to order by Laurel Brent-Bumb at 8:28AM.

Members present: Laurel Brent-Bumb, Star Walker and Ellen Yevdakimov

**Staff present: Brian James, Matt Mauk, Scott Ousley, Julie Petersen
and Haley Applegarth**

ADOPTION OF AGENDA

Moved and Seconded by Ellen Yevdakimov/Star Walker

PUBLIC COMMENT

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There was no public comment

1. CONSENT CALENDAR

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A. Conformed Minutes of May 19, 2021

Moved and Seconded by Ellen Yevdakimov/Star Walker

2. ACTION ITEMS

A. Determine the Transit Advisory Committee (TAC) Meeting Calendar for the Next Twelve (12) Months

B. Proposed Fiscal Year 2021/22 Mid-Year Operating Budget Adjustments

Moved and Seconded by Star Walker/Ellen Yevdakimov

3. INFORMATION ITEMS

- A. Demand Response Scheduling and Dispatching Software Capital Improvement Plan Project
- C. Zero Emission Bus (ZEB) Transition Plan
- D. Strategic Planning Discussion
- E. Quarterly Newsletters

PROJECT UPDATES*

EXECUTIVE DIRECTOR REPORT*

COMMITTEE MEMBER COMMENTS*

ADJOURNMENT

The meeting was adjourned at 9:28AM

* Verbal Report

NEXT REGULARLY SCHEDULED
EL DORADO COUNTY TRANSIT AUTHORITY
TRANSIT ADVISORY COMMITTEE MEETING
April 27, 2022
El Dorado Transit Office
6565 Commerce Way
Diamond Springs, CA 95619

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AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: April 27, 2022

TO: El Dorado County Transit Authority
Transit Advisory Committee

FROM: Julie Petersen, Finance Manager

SUBJECT: Review Fiscal Year 2022/23 Adopted Preliminary Operating and Capital Improvement Plan and Budgets

REQUESTED ACTION:
BY MOTION,

1. Review the Fiscal Year 2022/23 Preliminary Operating Budget including Revisions
2. Review the Fiscal Year 2022/23 Preliminary Capital Improvement Plan and Budget

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 15th 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 15th. El Dorado Transit is required to operate within a balanced budget.

On March 3, 2022, the fiscal year (FY) 2022/23 Preliminary Operating Budget and Preliminary Capital Improvement Plan (CIP) and Budget were presented for full Board review.

On April 7, 2022, the Board Adopted the budgets as presented today for Committee review.

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 Board presentation.

Staff is requesting the Committee review for comment, the FY 2022/23 Preliminary Operating and Capital Budgets as presented. Comments will be brought to the 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
ADOPTED PRELIMINARY OPERATING BUDGET 2022/2023

OPERATING BUDGET		FY 2022/2023 Preliminary Received 03/03/2022	FY 2022/2023 Preliminary Adopted 04/07/2022	Difference
REVENUE ACCOUNTS				
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	\$726,492	\$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
4370.00	CCJPA	\$0	\$125,000	\$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
TOTAL REVENUES		\$8,284,134	\$8,576,786	\$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	\$275,000	-\$75,000
TOTAL SALARY & BENEFITS		\$5,330,530	\$5,255,530	-\$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	\$25,022	\$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	\$770,134	\$362,630
TOTAL SERVICES AND SUPPLIES		\$2,953,604	\$3,321,256	\$367,652
TOTAL OPERATING EXPENSES		\$8,284,134	\$8,576,786	\$292,652

EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED PRELIMINARY
CAPITAL IMPROVEMENT PLAN
FISCAL YEAR 2022/2023

EL DORADO COUNTY TRANSIT AUTHORITY

CAPITAL IMPROVEMENT PLAN

The El Dorado County Transit Authority (El Dorado Transit) maintains a fleet of large, medium, and small buses, minivans, and sedans. Fleet vehicles are utilized in the delivery of public transportation; for administrative support travel; staff development training; on-going public outreach travel and maintenance of transit facilities such as bus stops and park-and-ride lots. The Capital Improvement Plan is designed to address the financial investment required to maintain the fleet and facilities owned or leased by El Dorado Transit. Continuing the current level of service and managing the potential expansion of service will succeed only if adequate consideration is given to capital needs.

The Capital Improvement Plan is a planning document setting goals with realistic revenue projections. Vehicle replacement is a component of the Capital Improvement Plan. This annual planning process maximizes available funding for capital investments necessary to provide public transportation at the current level of service and efficient management of the expansion of public services.

As a financial management tool, the Capital Improvement Plan is prepared to take full advantage of capital funding programs, avoid large annual claims against local transportation funds for capital expenditures and to assure capital reserves are available in case annual capital revenue sources diminish or are not consistent. Capital Improvement Plan funding is available for full replacement cost and provides local match funding required for capital grant programs.

California public transit operators have several sources of capital funding available. Each funding source has differing criteria for eligible projects. Bus replacement funding is the most challenging capital funding for public transit operators.

The Capital Improvement Plan and Capital Budget for 2022/23 identify transit capital funded with Transportation Development Act (TDA) funds, Federal Transit Administration (FTA) Section 5307 funds, Federal Transit Administration (FTA) Section 5310 funds, and a proposed Low Carbon Transit Operations Program (LCTOP) grant from the State.

The Capital Improvement Plan includes a summary of projects and funding sources, the budget and project descriptions.

Table of Contents

18-02 Bus Shelters Amenities – 5 Year Plan.....	4
20-04 Maintenance Facility Swamp Cooler and Steam Cleaner Modifications.....	5
20-06 Vehicle Replacement – Demand Response	6
21-02 Vehicle Replacement – Maintenance Truck.....	7
22-02 Park and Ride Parking Lot Resurfacing	8
22-03 Zero Emission Vehicles and Infrastructure	9
22-04 Bass Lake Park & Ride – Phase I.....	10
22-05 Scheduling and Dispatching Software Replacement.....	11
22-05 Administration / Maintenance Facility Equipment	12
Budget.....	13

Bus Shelters Amenities – 5 Year Plan

Project No. 18-02

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

COST SUMMARY (ESTIMATE)

	<u>Adopted Budget</u>
Bus Shelter Amenities	\$150,000
10% Contingency	<u>\$ 15,000</u>
<i>Total Project Cost</i>	<i>\$165,000</i>

FUNDING SOURCE

Transportation Development Act (TDA)	<u>\$165,000</u>
<i>Total Revenue</i>	<i>\$165,000</i>

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

MAINTENANCE FACILITY SWAMP COOLER AND STEAM CLEANER MODIFICATIONS

Project No. 20-04 (2)

In 2001, two (2) industrial swamp coolers were installed on the exterior of the maintenance facility to provide environmental control for maintenance staff performing maintenance in the three (3) bays. Over time, these large units are inefficient and do not provide the necessary cooling needed for personnel and require extensive maintenance.

This project would remove the existing units, patch the metal siding, installing new racking and two (2) more efficient swap coolers and proper ducting inside the bays.

In 2013, an engine steam cleaning system was constructed behind the maintenance facility for keeping the bus engines free of excessive oil and grease as required by California Highway Patrol Transit Operator Compliance requirement. The facility included a steel carport area with a contained drain system to prevent leakage into the storm water drain system. When not used for steam cleaning engines, the custodian uses this area to perform bus cleaning. Because the area has no siding it is not a conducive environment during adverse weather. It is not a large enough area to house a 45-foot bus.

This project would install pre-engineered metal siding to close off three (3) sides of the facility, install additional columns to extend the length of the facility by 10 – 15 and a rollup door to fit the larger buses to enable closing off the work area during adverse weather conditions.

COST SUMMARY (ESTIMATE)

	<u>Adopted Budget</u>
Shop Swamp Cooler Modifications	\$53,975
10% Contingency	<u>\$ 5,397</u>
	\$59,372
 Steam Cleaner Modifications	 \$83,603
10% Contingency	<u>\$ 8,360</u>
	\$91,963
 <i>Total Project Cost</i>	 <i>\$151,335</i>

FUNDING SOURCES

Transportation Development Act (TDA)	<u>\$151,335</u>
<i>Total Revenue</i>	<i>\$151,335</i>

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

Vehicle Replacement – Demand Response

Project No. 20-06

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

This project replaces:

EDCTA #	Vehicle Type	Mileage 02/18/2022
1304	2013 Dodge Caravan	193,915

COST SUMMARY (ESTIMATE)

Adopted 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
Restricted Revenue (5310)	\$12,200
Transportation Development Act (TDA)	<u>\$18,700</u>
<i>Total Revenue</i>	<i>\$86,900</i>

Adopted into CIP	Status	Estimated Completion Date
FY 2019 / 2020	Active	FY 2023 / 2024

Vehicle Replacement – Maintenance Truck

Project No. 21-02 (2)

This project will replace one (1) current 2007 Dodge Dakota truck with one (1) Ford F250 truck. This vehicle will be used by maintenance for various duties such as responding to vehicle breakdowns, transporting vehicle parts to and from vendors, transporting equipment for servicing and maintenance of bus stops and hauling waste for disposal. This vehicle will also be used by operations road supervisors for evaluating road conditions during adverse weather conditions. The replacement vehicle will be purchased off the State Contract.

This project replaces:

EDCTA #	Vehicle Type	Mileage <u>02/18/2022</u>
0702	Dodge Dakota Truck	78,553

COST SUMMARY (ESTIMATE)

Adopted Budget

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

FUNDING SOURCES

Transportation Development Act (TDA)	<u>\$31,095.00</u>
<i>Total Revenue</i>	<i>\$31,095.00</i>

Adopted into CIP	Status	Estimated Completion Date
FY 2020 / 2021	Active	FY 2022 / 2023

Park and Ride Parking Lot Resurfacing

Project No. 22-02

The El Dorado County Transit Authority (El Dorado Transit) maintains several park and ride locations within El Dorado County. These surface parking lots are primarily located adjacent to the Highway 50 corridor. On an annual basis El Dorado Transit maintains these lots for items such as lighting replacement, landscaping, and items of this nature.

This project will support evaluation of existing surface lot facilities and resurface or repairs within the approved budget.

COST SUMMARY (ESTIMATE)

	<u>Adopted Budget</u>
Park and Ride Parking Lot Resurfacing	<u>\$250,000</u>
<i>Total Project Estimate</i>	\$250,000

FUNDING SOURCES

Transportation Development Act (TDA)	<u>\$250,000</u>
<i>Total Revenue</i>	\$250,000

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

Zero Emission Vehicles and Infrastructure

Project No. 22-03

El Dorado Transit (EDT), like all transit agencies in the state of California, are required to transition to zero-emission buses (ZEBs) by 2040. In 2018, the California Air Resources Board (CARB) adopted the Innovative Clean Transit ICT regulation that requires this gradual transition to ameliorate the air quality for all communities across California. While public transportation already replaces car trips, by transitioning away from diesel (which currently powers EDT's fleet) and other fossil fuels, transit agencies will further contribute to the sustainability of our natural environment.

EDT is classified under the ICT regulation as a small agency, meaning that beginning in 2026 through 2028, all new heavy-duty bus purchases must consist of at least 25% ZEBs. By 2029, all new purchases are to be 100% ZEB.

EDT is currently undertaking a ZEB study to determine the appropriate technologies for its fleet, whether battery-electric buses (BEBs), that 'fuel' or charge in the bus garage and/or on-route, or hydrogen fuel cell electric buses (FCEBs) that are fueled with hydrogen. BEBs and FCEBs are costly vehicles, nearly one-and-a-half to triple the cost of diesel-powered vehicles. EDT will need to replace its fleet of 35-ft buses according to the ICT schedule.

Furthermore, the ICT regulation also requires that beginning in 2026, if Altoona-test models are available, agencies must also begin replacing articulated, over-the-road, double-decker, or cutaway buses. EDT currently operates diesel-powered motor coaches on its commuter services, so these buses would need to be transitioned; moreover, gasoline-powered cutaways used for demand-response service will also need to be transitioned to ZE.

Finally, EDT will need to invest heavily in infrastructure for ZEBs, whether BEB or FCEB. For BEBs, electric utility upgrades will need to be coordinated with PG&E, and BEB chargers will need to be procured, installed, and hooked-up prior to BEB acceptance. For FCEBs, EDT may need to construct an on-site fueling yard for hydrogen or look for offsite opportunities, although currently, very few hydrogen fueling stations are available.

COST SUMMARY (ESTIMATE)

	<u>Adopted Budget</u>
Zero Emission Vehicles and Infrastructure	<u>\$8,280,000</u>
<i>Total Project Estimate</i>	<u>\$8,280,000</u>

FUNDING SOURCES

Low Carbon Transit Operations Program (LCTOP) FY 2020/21	\$ 140,523
Low Carbon Transit Operations Program (LCTOP) FY 2021/22	\$ 378,215
Funding Pending	<u>\$7,761,262</u>
<i>Total Revenue</i>	<u>\$8,280,000</u>

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

Bass Lake Park & Ride – Phase I

Project No. 22-04

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

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

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

COST SUMMARY (ESTIMATE)

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

FUNDING SOURCE

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

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

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>

Adopted into CIP	Status	Estimated Completion Date
FY 2021 / 2022	Active	FY 2023 / 2024

Administration / Maintenance Facility Equipment

Project No. 23-01

El Dorado Transit may have the need during the Fiscal Year 2022/23 to procure items considered incidental in nature but are above the \$1,000 threshold that designates an asset posted to the depreciation schedule. Examples of this would include the replacement of small office equipment/furniture and/or replacement of Maintenance equipment.

Adoption of the project and budget allows transit staff to procure small items in a timely manner with the least amount of inconvenience to the public and staff. Individual purchase orders for this project will be presented to the Board for approval if they exceed the \$25,000 per purchase limit or if a budget increase is requested.

COST SUMMARY (ESTIMATE)

	Adopted <u>Budget</u>
Admin./Maintenance Facility Equipment	<u>\$40,000</u>
<i>Total Project Cost</i>	<i>\$40,000</i>

FUNDING SOURCES

Transportation Development Act (TDA)	<u>\$40,000</u>
<i>Total Revenue</i>	<i>\$40,000</i>

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

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 3 A
Information Item

MEMORANDUM

DATE: April 27, 2022

TO: El Dorado County Transit Authority
Transit Advisory Committee

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

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.”

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.

AGENDA ITEM 3 B
Information Item

MEMORANDUM

DATE: April 27, 2022

TO: El Dorado County Transit Authority
Transit Advisory Committee

FROM: Brian James, Planning and Marketing Manager

SUBJECT: My Ride Mileage Reimbursement Program

REQUESTED ACTION:

BY MOTION,

No action. Information item.

BACKGROUND

The 2019 Short- and Long-Range Transit Plan states:

“Many transit services with difficult-to-serve mobility needs turn to volunteer driver programs to try to meet such needs, particularly for lower density areas. Programs often focus on medical trips, but often once established expand to include other essential trip purposes, such as grocery shopping or social service appointments.”

“A volunteer driver program is a cost-effective strategy to meet mobility needs in low density areas. This could work well in areas such as Garden Valley or Georgetown where fixed route transit has proven inefficient. As discussed in previous chapters, there are two types of volunteer driver programs: volunteer driver and mileage reimbursement. The former would require El Dorado Transit to dedicate a substantial amount of staff time recruiting and processing volunteers as well as matching volunteers with passengers. For a mileage reimbursement program, passengers recruit their own volunteers. This significantly reduces administrative staff time. Therefore, the mileage reimbursement program is recommended as part of this plan.”

“It is challenging and not cost efficient for El Dorado Transit to transport every resident to services in Placerville at different times. The mileage reimbursement program will help with this aspect but continuing to work closely with local social service agencies to group appointments, sessions, etcetera, which would make public transit more cost effective, will become increasingly important over both the short-term and long-term planning period.”

DISCUSSION

Implementation of the proposed My Ride mileage reimbursement program would fulfill the recommendations from the 2019 Short- and Long-Range Transit Plan to offer a volunteer driver program in the service area. The program would enable seniors (60 or older) or disabled residents of El Dorado County (not including the Tahoe basin) who are registered for the My Ride program at El Dorado Transit to reimburse their friends, neighbors, or family members for providing them with transportation in their personal vehicles. Trips would be for any purpose, including medical appointments, grocery shopping, hairdresser, and social activities. There would be no fees to participate in this program. The trips would be free for the passenger, and the driver would receive a reimbursement for providing a valuable service for the passenger.

Passengers would register for the My Ride mileage reimbursement program by submitting an El Dorado Transit application. They would recruit friends, neighbors, or family whom they know and trust and have them each complete a registration form and a W-9 form and submit them to El Dorado Transit. Passengers would then track and record miles and driver information for each trip and submit their completed monthly trip log by the 10th of the next month to El Dorado Transit so staff can process the reimbursement in a timely manner. El Dorado Transit would send reimbursement checks to registered drivers who drove participants each month at the current IRS issued standard mileage rate (58.5 cents per mile in 2022) for allowed trips. Each passenger would be allowed up to 350 miles per month. Trips must begin or end in El Dorado County, and participants cannot be both the driver and the passenger.

This service would give residents another option to fulfill their travel needs and should relieve pressure on the ADA and Dial-a-Ride services at El Dorado Transit.

FISCAL IMPACT

COST SUMMARY

My Ride Mileage Reimbursement Program	<u>\$25,000</u>
<i>Total Cost</i>	<i>\$25,000</i>

FUNDING SOURCES

Local Transit Funds	<u>\$25,000</u>
<i>Total Revenue</i>	<i>\$25,000</i>



Newsletter

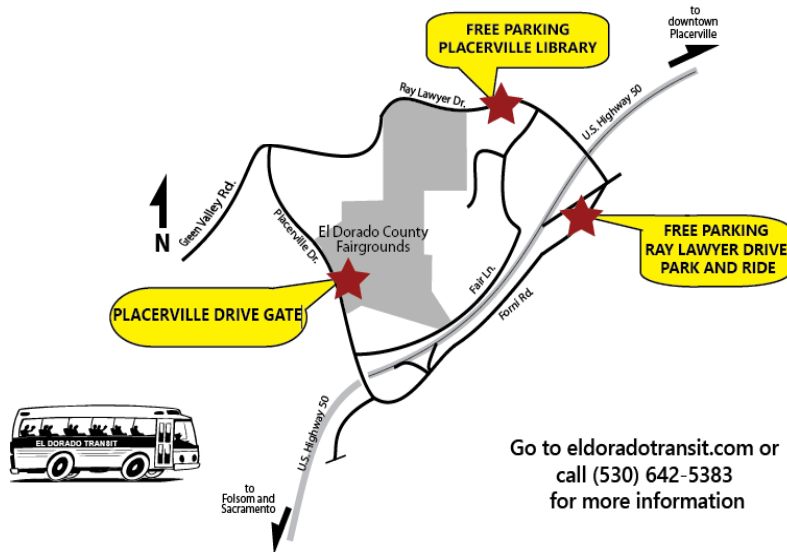
April - June
Volume 6 – Number 2

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 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
OR
VISIT OUR CAREERS PAGE
eldoradotransit.com/careers

EL DORADO TRANSIT



Spring Sale on Local Fixed Route Monthly Passes

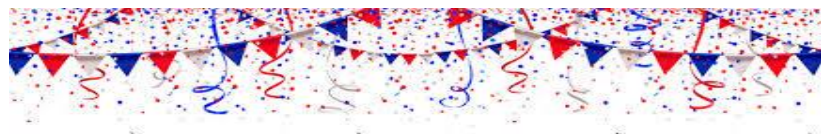
El Dorado Transit is offering a spring sale on Local Fixed Route monthly passes for April, May and June 2022.

- 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/.

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 30thMemorial 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.



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 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