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Diamond Springs, CA 95619-9454

Patty Borelli, Chair
Placerville City
Councilmember

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Ron Briggs
El Dorado County
Board of Supervisors
Supervisorial District IV



John R. Knight, Vice Chair
El Dorado County
Board of Supervisors
Supervisorial District I

Dave Machado
Placerville City
Council Member

Mindy Jackson
Executive Director

James R. "Jack" Sweeney
El Dorado County
Board of Supervisors
Supervisorial District III

LOCATION:

**El Dorado County
2850 Fairlane Court, Building C, Hearing Room
Placerville, CA 95667
Thursday, February 4, 2010**

1:00 p.m.

EL DORADO COUNTY TRANSIT AUTHORITY AGENDA Regular Meeting

Chair: Patty Borelli, City of Placerville Councilmember, Mayor
Vice Chair: John R. Knight, El Dorado County Supervisor
Directors: James R. (Jack) Sweeney, El Dorado County Supervisor
Ron Briggs, El Dorado County Supervisor
Dave Machado, City of Placerville Councilmember

- Pierre Rivas, Alternate for City Councilmembers
- Ray Nutting, Alternate for Board of Supervisors
-

Executive Director: Mindy Jackson

1:00 P.M. OPEN SESSION

CALL TO ORDER AND PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL

ADOPTION OF AGENDA

CEREMONIAL MATTERS

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A. Election of Officers "....."3

PUBLIC COMMENT

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. 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. Please give any written material presented at the meeting to the clerk for public record.

1. **CONSENT CALENDAR**

All items listed under the Consent Calendar are considered routine. They will be acted upon by the EDCTA at one time without discussion. Any EDCTA board member, staff member or interested citizen may request an item be removed from the Consent Calendar for discussion. The EDCTA may also add items from the Agenda to the Consent Calendar if they appear to be non-controversial.

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- A. Approve Conformed Agenda/Minutes of December 3, 20094
- B. Approve El Dorado Transit’s Board of Directors Proposed Meeting8
Schedule for 2010
- C. Adopt Resolution 10-01 to suspend public transportation on01
Sunday, July 4, 2010
- D. Adopt Draft Personnel Policy Article 5.3 Whistleblower Policy04
- E. Adopt Resolution No. 10-02 to File Applications for Federal Transit07
Administration Section 5307, 5309, 5310, 5311, 5316 and 5317 Funds
- F. Receive and File Quarterly Investment Report for Quarter10
Ending 12/31/2009

2. **ACTION ITEMS**

- A. Authorize the use of \$647,385 in capital reserve funds to advance12
two (2) Fiscal Year 2008/2009 State Proposition 1B Projects
- B. 1. Approve Purchase Order No. 15242 in the amount of15
\$164,240.89 issued to El Dorado Bus Sales for Acquisition
of Four (4) Type IV Minivans
- 2. Authorize Executive Director to execute all documents
including purchase order or requisitions for up to
ten-percent (10%) of purchase order to facilitate project
completion

3. **INFORMATION ITEMS**

- A. El Dorado County Transportation Commission (EDCTC) Adoption18
of Blended Farebox Ratio for Western El Dorado County

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED EDCTA BOARD MEETING

Thursday, March 4, 2010

El Dorado County

2850 Fairlane Court

Building C Hearing Room

Placerville, CA 95667

The El Dorado County Government Center is accessible to the disabled. 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, please contact EDCTA by telephone at (530) 642-5383 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.

The Agenda is also available on the website

www.eldoradotransit.com

AGENDA ITEM
Ceremonial Matters

MEMORANDUM

DATE: February 4, 2010

TO: El Dorado County Transit Authority *Barbara McDonald*

FROM: Barbara McDonald, Admin Services/Human Resources Manager

SUBJECT: Election of Chairperson and Vice-Chairperson

REQUESTED ACTION:

BY MOTION: Elect a Chairperson and Vice-Chairperson for Calendar Year 2010

BACKGROUND

In accordance with Section 4.5 of the El Dorado County Transit Authority (El Dorado Transit) Bylaws: "The Board shall elect a Chairperson and Vice-Chairperson at the first meeting of each calendar year." Typically, committee appointments from both member jurisdictions, the County of El Dorado and the City of Placerville occur in early or mid-January. El Dorado Transit did not hold a regular meeting in January, therefore; officer elections shall occur at the February 4, 2010 meeting.

DISCUSSION

The Chairperson shall preside at all regular and special meetings of El Dorado Transit. In the absence of the Chairperson, the Vice-Chairperson may perform duties of the office of Chairperson.

FISCAL IMPACT

None



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El Dorado County
Board of Supervisors
Supervisorial District III

LOCATION:

**El Dorado County
2850 Fairlane Court, Building C, Hearing Room
Placerville, CA 95667
Thursday, December 3, 2009**

EL DORADO COUNTY TRANSIT AUTHORITY CONFORMED AGENDA/MINUTES Regular Meeting

Chair: Patty Borelli, City of Placerville Councilmember, Mayor
Vice Chair: John R. Knight, El Dorado County Supervisor
Directors: James R. (Jack) Sweeney, El Dorado County Supervisor
Ron Briggs, El Dorado County Supervisor
Dave Machado, City of Placerville Councilmember

- Pierre Rivas, Alternate for City Councilmembers
- Ray Nutting, Alternate for Board of Supervisors
-

Executive Director: Mindy Jackson

CALL TO ORDER AND PLEDGE OF ALLEGIANCE TO THE FLAG

The meeting was called to order by Chair Borelli at 1:00 p.m. and the Pledge of Allegiance was recited.

ROLL CALL

Directors present: Patty Borelli, Jack Sweeney, John Knight, and Dave Machado (1:06 p.m.)

Directors absent: Ron Briggs

ADOPTION OF AGENDA

The agenda was approved by the following vote:

M/S: Knight/Sweeney
AYES: Knight, Sweeney, Borelli
NOES: None
ABSTAIN: None
ABSENT: Briggs, Machado

PUBLIC COMMENT

Brenda Woods of Pollock Pines addressed the board and requested that El Dorado Transit add more routes to the Iron Point Connector bus schedule for people who would like to shop in Folsom.

1. CONSENT CALENDAR

A. Approve Conformed Agenda/Minutes of November 5, 2009

ACTION: Consent Calendar 1.A. was approved by the following vote:

M/S: Sweeney/Knight
AYES: Sweeney, Knight, Borelli
NOES: None
ABSTAIN: None
ABSENT: Briggs, Machado

2. ACTION ITEMS

A. Receive and File Independent Financial Audit, Compliance Report and Single Audit for Fiscal Year 2008/09 for El Dorado County Transit Authority

B. 1. Approve Purchase Order 15225 issued to Snap-On Equipment for the acquisition of John Bean Mobile Column Lift Set

2. Authorize Executive Director to execute all documents including purchase order for up to ten-percent (10%) of purchase order to facilitate project completion

Ms. Ingrid Shepline and Mr. Brian Nash representatives from Richardson & Company presented to the board a verbal report on the fiscal year 2008/09 financial audit for El Dorado County Transit Authority.

It was recommended that El Dorado Transit Management bring back to the board, in letter format, response to recommendations made by Richardson & Company to bring closure to the 2008/09 audit.

ACTION: Receive and File Independent Financial Audit, Compliance Report and Single Audit for Fiscal Year 2008/09 for El Dorado County Transit Authority

**M/S: Knight/Machado
AYES: Knight, Machado, Sweeney, Borelli
NOES: None
ABSTAIN: None
ABSENT: Briggs**

3. INFORMATION ITEMS

A. Update of the Universal Transit Farecard (Connect Card) Program for the Sacramento region

Mr. Matt Mauk, Transit Services Assistant of El Dorado Transit and Mr. Robert McCrary Senior Planner at SACOG presented an update on the Universal Farecard (Connect Card).

Information only; no action taken.

B. Marketing for the Grizzly Flat Flex Route

Information only; no action taken.

C. News Articles/Press Releases

- Press Release dated 11/17/09 – 2009 Apple Hill® Shuttle Experiences 25% Increase in Ridership!

Information only; no action taken.

EXECUTIVE DIRECTOR REPORT *

Information only; no action taken.

BOARD MEMBER COMMENTS

Information only; no action taken.

ADJOURNMENT

Chair Borelli adjourned the meeting at 1:45 p.m. The next regularly scheduled meeting is Thursday, February 4, 2010 at 1:00 p.m.

* Verbal Report

Respectfully submitted,

Barbara McDonald

Barbara McDonald
Secretary to the EDCTA Board

AGENDA ITEM 1 B
Consent Item

MEMORANDUM

DATE: February 4, 2010

TO: El Dorado County Transit Authority *Barbara McDonald*

FROM: Barbara McDonald, Admin Services/HR Manager

SUBJECT: El Dorado County Transit Authority Board of Directors
Proposed Meeting Schedule for 2010

REQUESTED ACTION:

BY MOTION: Approve El Dorado County Transit Authority Board of Directors Proposed Meeting Schedule for 2010

BACKGROUND

According to the El Dorado County Transit Authority (El Dorado Transit) Bylaws 4.1, "The Board of Directors shall have regular meetings at least once every two months. The dates for such meetings shall be determined by the Board."

DISCUSSION

Historically, El Dorado Transit meets the first Thursday of every month at 1:00 p.m. in the Hearing Room at 2850 Fairlane Court in Placerville. The proposed meeting schedule includes three (3) exceptions to this schedule:

April 1, 2010

The El Dorado County Transportation Commission (EDCTC) board meeting is held on the same day at 2:00 pm or just after adjournment of the El Dorado Transit meeting. EDCTC will be discussing the opportunity to hold that agency's April 1, 2010 meeting in El Dorado Hills. The proposed El Dorado Transit 2010 board meeting schedule shows the option of holding the April 1, 2010 meeting in El Dorado Hills.

September 2010

The proposed meeting schedule attached indicates no meeting in September due to the Board of Supervisor's fall break August 30, 2010 to September 10, 2010.

October 7, 2010

El Dorado Transit presents safe driving awards at the October board meeting. For drivers to attend a 1:00 p.m. board meeting requires excessive coverage on routes therefore; staff and drivers respectfully request an evening meeting on Thursday, October

7, 2010 at 7:00 p.m. for the presentation. This will allow more drivers to attend the awards presentation.

The action requested today is to approve the El Dorado Transit Board of Director's meeting schedule for calendar year 2010.

FISCAL IMPACT

None

Attachment: A) Proposed Meeting Schedule for 2010


Proposed Meeting Schedule 2010	Comments
<i>No meeting in January 2010</i>	
Thursday, February 4, 2010	
Thursday, March 4, 2010	
Thursday, April 1, 2010	<i>EDCTC to discuss holding meeting in El Dorado Hills</i>
Thursday, May 6, 2010	
Thursday, June 3, 2010	
Thursday, July 1, 2010	
Thursday, August 5, 2010	
<i>No meeting in September 2010</i>	<i>BOS Break 8/30/10 to 9/10/10</i>
Thursday, October 7, 2010 *	<i><u>7:00 pm</u> Evening Meeting – Transit Driver’s Safety Awards Presentation</i>
Thursday, November 4, 2010	
Thursday, December 2, 2010	

El Dorado County Transit Authority board meetings are held at 1:00 p.m. at the El Dorado County Government Center, Building C Hearing Room, 2850 Fairlane Court, Placerville.

*** The El Dorado County Transit Authority board meeting scheduled on October 7, 2010 will be held at 7:00 p.m. at the El Dorado County Government Center, Building C Hearing Room, 2850 Fairlane Court, Placerville.**

AGENDA ITEM 1 C
Consent Item

MEMORANDUM

DATE: February 4, 2010
TO: El Dorado County Transit Authority
FROM: Mindy Jackson, Executive Director 
SUBJECT: Request to suspend service on Sunday, July 4, 2010

REQUESTED ACTION:

BY MOTION, Adopt Resolution 10-01 to suspend public transportation on Sunday, July 4, 2010

BACKGROUND

As per the adopted Personnel Policy 8.2, if a holiday falls on a Sunday, the following Monday shall be observed as the holiday in-lieu thereof. Based on this policy, the drafted 2010 El Dorado County Transit Authority (El Dorado Transit) Holiday Schedule would observe the Independence Day holiday on Monday, July 5, 2009. El Dorado County observes Saturday, July 3rd and Monday, July 5th. The State of California observes Monday, July 5th as the Independence Day holiday.

As a 7-day-a-week operation, El Dorado Transit operates only Dial-A-Ride service on Sunday, no local fixed route or commuter services operate.

DISCUSSION

Due to projected low ridership Resolution 10-01 suspends public transportation on Sunday, July 4, 2010. Suspending Dial-A-Ride on July 4th and observing Independence Day on July 5th per policy would result in the closure of transit offices and no public transportation service for the two (2) day period Sunday, July 4th and Monday, July 5th 2010.

Typically, transit offices are closed on Saturday and Sunday, however, a weekend dispatcher handles phone calls for operations department and radio communications. The weekend dispatcher would be required to modify their schedule or work July 4th with regular pay or use discretionary leave. Transit drivers will not be scheduled to drive for Dial-A-Ride on July 4, 2010.

El Dorado Transit staff considered providing limited service on Monday, July 5th however; due to labor contract obligations the agency would be required to pay "Holiday

Worked Pay” to employees that work on the approved holiday (July 5, 2010). Providing limited service would be an unfunded expense.

The negative impact to customers will be two (2) consecutive days without service. El Dorado Transit personnel will assist customers in planning ahead and make every effort to advise the general public about the two day closure.

FISCAL IMPACT

The Sunday, July 4, 2010 closure results in an estimated reduction of \$6,000 in operating costs for fiscal year 2010/11.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 10-01**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EL DORADO COUNTY TRANSIT AUTHORITY
SUSPENDING PUBLIC TRANSPORTATION
ON SUNDAY, JULY 4, 2010**

WHEREAS, the adopted 2010 El Dorado County Transit Authority (El Dorado Transit) holiday schedule observes the Independence Day holiday on Monday, July 5, 2010 and closes transit offices and operations; and

WHEREAS, El Dorado Transit is a 7-day-a-week operation with Dial-A-Ride only on Sunday and no local fixed route or commuter services; and

WHEREAS, El Dorado Transit projects low ridership on Sunday, July 4, 2010; and

NOW, THEREFORE BE IT RESOLVED, that El Dorado Transit will suspend public transportation on Sunday, July 4, 2010.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 4th day of February 2010, by the following vote of said Board.

AYES: NOES: ABSENT: ABSTAIN:


EDCTA Chair

ATTEST:

Barbara McDonald, Secretary to the EDCTA Board

AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: February 4, 2010
TO: El Dorado County Transit Authority
FROM: Mindy Jackson, Executive Director 
SUBJECT: Whistleblower Policy

REQUESTED ACTION:
BY MOTION, Adopt Draft Personnel Policy Article 5.3 Whistleblower Policy

BACKGROUND

The results of the recently completed annual fiscal audit for the period ending June 30, 2009 included a recommendation to establish a Whistleblower Policy.

DISCUSSION

The El Dorado County Transit Authority (El Dorado Transit) maintains a board adopted El Dorado County Transit Authority Personnel Policies and Procedures Manual. Upon review of this manual, the independent auditors' recommended the establishment of a Whistleblower Policy. The attached DRAFT Whistleblower Policy was developed by agency staff and reviewed by legal counsel.

Adoption of this DRAFT Whistleblower Policy will comply with the audit recommendation and allow the policy to be added to the El Dorado County Transit Authority Personnel Policies and Procedures Manual.

FISCAL IMPACT

None

ARTICLE 5
CONFLICT OF INTEREST, BUSINESS ETHICS, AND
WHISTLEBLOWER POLICY

5.3 Whistleblower Policy

It is the intent of El Dorado County Transit Authority (El Dorado Transit) to adhere to all laws and regulations that apply to the agency.

- A. Reporting Responsibility - It is the responsibility of the Executive Director, management, supervisors and all employees to report ethics violations or suspected violations in accordance with this Whistleblower Policy.
- B. No Retaliation - Employees who in good faith report an ethics violation shall not suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within El Dorado Transit prior to seeking resolution outside of the agency.
- C. Reporting Violations - El Dorado Transit has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with someone in the Human Resources Department or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected ethics violations to the Executive Director, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following El Dorado Transit open door policy, individuals should contact the Executive Director directly.
- D. Executive Director - The Executive Director is responsible for investigating and resolving all reported complaints and allegations concerning violations. If a complaint is directly against the Executive Director, it should be filed with Human Resources who will then contact the agency's legal counsel.
- E. Acting in Good Faith - Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

- F. Confidentiality - Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

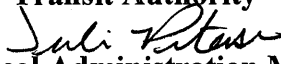
- G. Handling of Reported Violations - The Executive Director will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: February 4, 2010

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Fiscal Administration Manager 

SUBJECT: Adoption of Resolution to File and Execute Documents for Federal Transit Administration Section 5307, 5309, 5310, 5311, 5316 and 5317 funds.

REQUESTED ACTION:
BY MOTION,

Adoption of Resolution No. 10-02 to File Applications for Federal Transit Administration Section 5307, 5309, 5310, 5311, 5316 and 5317 funds.

BACKGROUND

Funds are available through the Federal Transit Administration (FTA) on a competitive grant and formula basis for transit operations and capital assistance.

FTA grant applications require a resolution designating a representative to file the grant application and to execute all documents/contracts resulting from the application.

FTA Section 5307 are regional funds available to El Dorado County Transit Authority (El Dorado Transit) to fund services to the community of El Dorado Hills. This funding program is competitive with large urban areas within the Sacramento Area Council of Governments (SACOG) region and restricted to capital, preventive maintenance and in some cases Americans with Disabilities Act (ADA) related service.

FTA Section 5309 is a category of discretionary funding of federal earmarks.

FTA Section 5310 provides for capital funding for assistance in providing transportation services meeting the special needs of elderly and persons with disabilities. El Dorado Transit was successful in ten (11) grant cycles for capital grants from this program. Typically, these funds are used to replace buses and vans that have reached useful life.

FTA Section 5311 provides Federal grants, made through states, for public transportation projects in non-urbanized areas. There are two (2) types of programming in Section 5311; 1) County/Regional apportionment by formula and 2) Competitive Discretionary for

Intercity connection projects. Historically, El Dorado Transit receives funds under the formula program for operating assistance or capital projects.

FTA Section 5316 provides Federal grants for large and small urban areas in California for Job Access and Reverse Commute to provide transit service to and from jobs and training. This funding program is a formula based, competitive grant for operating assistance or capital projects.

FTA Section 5317 provides Federal grants for large and small urban areas in California to provide transit service to and from jobs and training for the disabled. This funding program is a formula based, competitive grant for operating assistance or capital projects.

DISCUSSION

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

FISCAL IMPACT

All applications that require matching funds or budgetary consideration are submitted to El Dorado Transit for approval either individually or through the Operating or Capital Grant budget approval process.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 10-02**

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE EL DORADO COUNTY TRANSIT AUTHORITY
AUTHORIZING THE EXECUTIVE DIRECTOR TO FILE FEDERAL TRANSIT
ADMINISTRATION (FTA) SECTION 5307, 5309, 5310, 5311, 5316 AND 5317 FUNDS**

BE IT HEREBY RESOLVED AND ORDERED, that the Executive Director of the El Dorado County Transit Authority (El Dorado Transit) is hereby authorized and directed to file applications for Section 5307, 5309, 5310, 5311, 5316 and 5317 funds under the Federal Transportation Act, on behalf of El Dorado Transit with the United States Department of Transportation, relative to the expenditure of funds for transit operating and capital assistance to provide transit services in El Dorado County, and to do and perform everything necessary to carry out the purpose of this resolution;

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

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 4th day of February 2010, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

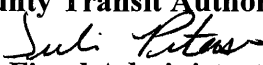
EDCTA Chair

ATTEST:

Barbara McDonald
Secretary to the EDCTA Board

AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: February 4, 2010
TO: El Dorado County Transit Authority
FROM:  Julie Petersen, Fiscal Administration Manager
SUBJECT: Quarterly Investment Report

REQUESTED ACTION:

BY MOTION,

**Receive and file Quarterly Investment Report for Quarter
Ending 12/31/2009**

BACKGROUND

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

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

DISCUSSION

Interest earnings for the fourth calendar quarter equal \$4,267.56, to-date total interest earned for fiscal year (FY) 2009/10 equals \$12,654.14; this reflects an amount of \$42,345.86 below budget projections. Investment report for quarter ending 12/31/09 is submitted for review and acceptance.

FISCAL IMPACT

Account 4970.00-Interest Income will be adjusted during the Mid-Year Budget Adjustment process to reflect a revised estimated interest income amount.

EL DORADO COUNTY TRANSIT AUTHORITY

QUARTERLY INVESTMENT REPORT

PERIOD 10/01/2009 – 12/31/2009

LOCAL AGENCY INVESTMENT FUND (L A I F)

Account Summary

09/30/2009	Balance Forward	\$ 3,160,030.03
	Total Transfers to General Checking Account	\$ -2,000,000.00
	Total Transfers from General Checking Account	\$ 000,000.00
	Interest Earned @ .60%	\$ <u>3,390.72</u>
12/31/2009	Ending Balance 4th Qtr, 2009	\$ 1,163,420.75


UMPQUA BANK (Money Market Account)

Account Summary

09/30/2009	Balance Forward	\$ 233,090.87
	Total Transfers to General Checking Account	\$-2,257,010.00
	Total Transfer from General Checking Account	\$ 2,600,000.00
	Interest Earned @ .71%	\$ <u>876.84</u>
12/31/2009	Ending Balance 4th Qtr, 2009	\$ 576,957.71

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: February 4, 2010
TO: El Dorado County Transit Authority
FROM: Mindy Jackson, Executive Director 
SUBJECT: Advancing Prop 1B (PTMISEA) Projects

REQUESTED ACTION:

BY MOTION, Authorize the use of \$647,385 in capital reserve funds to advance two (2) Fiscal Year 2008/09 State Proposition 1B Projects

BACKGROUND

The Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, approved as state Proposition 1B on the November 7, 2006 ballot, included \$4 billion for the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA). The amount of \$3.6 billion is for sponsors of public transportation projects to protect the environment and public health, conserve energy, reduce congestion, and increase mobility and access.

The El Dorado County Transit Authority (El Dorado Transit) allocations from the bond act are as follows:

Fiscal Year 2007/08	\$1,254,656
Fiscal Year 2008/09	\$ 703,173
Fiscal Year 2009/10	\$ 706,295

Eligible projects are transit capital projects for:

- Rehabilitation, safety, or modernization: including purchase of equipment (such as bus engines, computer systems, and signage) for rehabilitation, operation, modernization, or safety.
- Capital service enhancement or expansion, such as modernization of bus shelters, transit centers, and operation and maintenance facilities, for design and/or construction phases.
- New capital projects. New construction, expansion, or modernization of buildings, bus shelters, transit centers, and operation and maintenance facilities, for design, right-of-way, or construction phases.
- Bus rapid transit improvements.

- Rolling stock, to purchase, replaces or rehabilitates transit vehicles, such as Buses, vans, paratransit vehicles, and rail transit vehicles.

DISCUSSION

Allocation Requests for FY 2007/08 and FY 2008/09

El Dorado Transit utilized \$602,896 of the \$1,254,656 allocation of Fiscal Year (FY) 2007/08 funding to partially fund an initial project to replace five (5) commuter coaches. This project is complete. The balance of the allocation partially funds the second purchase of three (3) commuter buses. This amount of \$651,760 is being held in an interest bearing account.

The FY 2008/09 projects are noted in the table below:

**Summary of Fiscal Year 2008/09
PTMISEA Projects**

PROJECT	FY 2008/09 PTMISEA	American Recovery and Reinvestment Act (ARRA)	TOTAL PROJECT COST
Commuter Bus Replacement	\$521,000		\$521,000
Bus and Paratransit Van Replacement	\$126,385	\$643,000	\$769,385
Service Expansion Dial-A-Ride Van	\$55,788		\$55,788
TOTALS	\$703,173	\$643,000	\$1,346,173

The agency will use \$521,000 of FY 2008/09 PTMISEA bond funds for the acquisition of one (1) replacement commuter coach. The amount of \$126,385 of FY 2008/09 funds will be used as matching funds to purchase nine (9) transit vehicles – five (5) local fixed route buses and four (4) Dial-A-Ride minivans scheduled for replacement. The \$55,788 balance of FY 2008/09 funds will be allocated to purchase one (1) service expansion paratransit Dial-A-Ride van. All three (3) projects are included in the adopted Western El Dorado County 2008 Short Range Transit Plan. and comply with the PTMISEA bond program requirements.

The FY 2008/09 projects have been submitted to Caltrans however; formal approval cannot be provided until the bond program is funded. Staff is recommending board approval to advance two (2) of the FY 2008/09 PTMISEA projects.

The commuter bus replacement project would complete the approved nine (9) bus replacement plan, allowing the purchase of the ninth commuter coach. The Sacramento commuter service uses nine (9) buses to operate twelve (12) routes. The two (2) initial

commuter coach orders submitted to MCI specified the 2009 California Air Resources Board (CARB) certified diesel engines. At this time, there are no additional 2009 engines available and the 2010 engines are not certified. MCI has built the ninth commuter coach based on El Dorado Transit specifications even though we are not obligated to take delivery due to the delay of state bond funding. MCI will use the bus as a demo or re-paint and sell it to another agency in the event that El Dorado Transit is not in a position to accept the coach. If there is board approval to advance the project with capital reserves, the commuter bus replacement project would be complete. Taking delivery of the commuter coach with the 2009 engine would ensure timely vehicle replacement and the advantage of coming off the production line with the other three (3) El Dorado Transit commuter coaches.

The second PTMISEA project replaces nine (9) transit vehicles – five (5) local route buses and four (4) Dial-A-Ride minivans. The project cost of \$769,385 is funded with \$643,000 of American Recovery and Reinvestment Act (ARRA) and a match of \$126,385. The project currently uses State Transit Assistance (STA) for the matching funds however; the match is an eligible PTMISEA project component. The buses are on order and the minivan order is included under agenda item 2B for consideration.

Advancing two (2) FY 2008/09 projects – *Commuter Bus Replacement (\$521,000)* and *Replacement Bus and Minivans (\$126,385)* requires the use of capital reserves that would be reimbursed with PTMISEA funding when it is available.


FISCAL IMPACT

There is uncertainty as to when and if bond funds will be available to reimburse El Dorado County Transit Authority for the PTMISEA component of these projects however, agency staff recommends using capital reserves to advance the projects. The adopted fleet replacement program is critical to providing safe, reliable public transportation and the agency has successfully maintained the replacement schedule. This strategy will ensure appropriate use of the bond funds while preserving the limited capital reserves for other projects that do not qualify under the PTMISEA program.

PROJECT	<u>PTMISEA</u>	<u>ARRA</u>	<u>STA</u>
Commuter bus replacement	\$521,000		
Replacement Bus and Minivans	\$126,385	\$643,000	\$126,385

AGENDA ITEM 2 B
Action Item

MEMORANDUM

DATE: February 4, 2010
TO: El Dorado County Transit Authority
FROM: Mindy Jackson, Executive Director 
SUBJECT: Purchase Order No. 15242 to Acquire Four (4)
Type IV Minivans

REQUESTED ACTION:
BY MOTION,

1. **Approve Purchase Order No. 15242 in the amount of \$164,240.89 issued to El Dorado Bus Sales for Acquisition of Four (4) Type IV Minivans**
2. **Authorize Executive Director to execute all documents including purchase order or requisitions for up to ten-percent (10%) of purchase order to facilitate project completion.**

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) was awarded an American Recovery and Reinvestment Act (ARRA) grant in October 2009, administered through the Federal Transit Administration (FTA) Section 5311 program for the acquisition of four (4) Dial-A-Ride minivans and five (5) Local Route buses.

On June 5, 2008 El Dorado Transit approved the Capital Improvement Plan (CIP) for fiscal year 2008/2009. This plan included project 09-01 for the acquisition of these vehicles.

Purchase Order No. 15216 in the amount of \$589,384.55 for the purchase of the five (5) local route buses was approved on November 5, 2009.

The Dial-A-Ride minivan purchase was delayed pending a contract award by either the State of California or the CalACT/Morongo Basin Transit Authority (MBTA) Vehicle Purchasing Cooperative.

DISCUSSION

The initial grant application for nine (9) replacement vehicles was submitted to the Federal Transit Administration (FTA) Section 5310 grant program. The FTA 5310

program requires a local match of 11.47%. Caltrans allowed agencies to apply for ARRA funding that does not require matching funds however; the maximum reimbursable amount is \$643,000.

Typically El Dorado transit purchases vehicles off the State Bid however; there are serious delays in the award of the State Bid. The California Association for Coordinated Transit (CalACT) initiated the CalACT/MBTA Vehicle Purchasing Cooperative to assist it's members and other transit operators with vehicle purchases. The cooperative recently awarded multiple vendor contracts for paratransit vehicles that meet all Federal, State and local procurement requirements.

Purchase Order No.15242 submitted for approval utilizes the CalACT/MBTA Vehicle Purchasing Cooperative contact award.

FISCAL IMPACT:

Capital Budget

This outline includes all costs associated with this procurement:

	<u>Original Budget</u>	<u>Proposed Budget</u>
FTA Section 5310	\$ 134,400.00	\$ -0-
ARRA Share	\$ -0-	\$ 168,000.00
Local Match Share (STA)	\$ 46,264.98	\$ -0-
PTMISEA (includes contingency)	\$ -0-	\$ 12,664.98
Total Project Cost	\$ 180,664.98	\$ 180,664.98

EL DORADO COUNTY TRANSIT AUTHORITY

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

PURCHASE ORDER NO. 15242

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

DATE: 02/04/2010

TO:

┌
EI DORADO BUS SALES
29220 PACIFIC STREET
HAYWARD, CA 94544
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ACCOUNT: 9800.01

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

Contact: Dan Williams

Vendor Phone No.: 510-728-1500

FAX No.: 510-728-7800

PROMISED DELIVERY DATE		TERMS:	
		F.O.B. Diamond Springs	
QTY	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
4	Type 4 – El Dorado National Amerivans	\$38,564.00	\$154,256.00
4	Additional Fees to Include; Document Prep Fee (taxable) DMV Electronic Filing California Tire Fee	\$ 55.00 \$ 29.00 \$ 8.75	\$ 220.00 \$ 116.00 \$ 35.00
I hereby certify that this purchase order is in accordance		Subtotal	\$154,627.00
		Non-Taxable	\$ 38,095.00
with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.		Sales Tax 8.25%	\$ 9,613.89
PURCHASING AGENT		TOTAL	\$164,240.89

PLEASE NOTE CONDITIONS ON REVERSE SIDE


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

AGENDA ITEM 3 A
Information Only

MEMORANDUM

DATE: February 4, 2010

TO: El Dorado County Transit Authority

FROM: Matt Mauk, Transit Services Assistant 

SUBJECT: El Dorado County Transportation Commission (EDCTC) Adoption of Blended Farebox Ratio for Western El Dorado County

REQUESTED ACTION:
BY MOTION,

No action. Information only

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) relies heavily on funding under the Transportation Development Act (TDA) for operating expenses. In El Dorado Transit's Final Operating Budget for fiscal year (FY) 2009/10, adopted June 2009, TDA represents fifty-eight percent (58%) of the overall operating budget. To be eligible to claim TDA funding, regulations require that a transit operator maintain a minimum, system-wide farebox return ratio (FBR). FBR is expressed as a percentage and can best be explained as the ratio of fare revenue collected to overall operating costs. FBR can be used to gauge an operator's effectiveness and is reported to multiple monitoring agencies, including the State Controller's Office as part of its required annual audit. In FY 2008/09 El Dorado Transit reported a FBR of 25.67%.

Table 1 shows El Dorado Transit's FBR over the last three (3) fiscal years, by service type:

TABLE 1

	<i>Demand-Response</i>	<i>Local Routes</i>	<i>Commuter</i>	<i>*System-Wide</i>
FY 2006/07	15.79%	12.40%	46.45%	22.50%
FY 2007/08	18.67%	9.99%	47.26%	24.11%
FY 2008/09	20.05%	10.17%	49.83%	25.67%

*System-wide totals include special services not shown

As the regional planning agency for the western slope of El Dorado County, the El Dorado County Transportation Commission (EDCTC) is responsible for determining and adopting the minimum standard FBR for El Dorado Transit according to TDA regulation. The required minimum FBR for rural areas is set under the TDA to be 10 percent (10%), while the

El Dorado County Transit Authority
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minimum for urbanized areas is 20 percent (20%). At present, the rural standard is used for the claims process in western El Dorado County.

DISCUSSION

In response to the results of the 2000 Census, the US Census Bureau designated a portion of western El Dorado County to be part of the Sacramento Urbanized Area. As detailed in the FY 2004-06 Triennial Performance Audit of El Dorado County Transportation Commission prepared by PMC in 2007, under TDA regulations it is appropriate to identify a “blended” value for the minimum FBR:

“If an operator serves urbanized and non-urbanized areas in the area of jurisdiction of a transportation planning agency, the transportation planning agency shall adopt rules and regulations to determine what portion of the public transportation services of the operator serves urbanized areas and what portion serves non-urbanized areas to determine its required ratio of fare revenues to operating cost, as defined by subdivision (a) of Section 99247, or its required ratio of the sum of fare revenues and local support to operating cost, or both. The transportation-planning agency shall submit the rules and regulations to the department for approval.”

The formula for a blended FBR is typically based upon the proportions of population within the urban versus rural areas. Based upon the most recent available US Census data, the pertinent figures are as follows:

Western El Dorado County rural area population	104,477	84.46%
Western El Dorado County urban area population	17,800	14.54%
Total Western El Dorado County population	122,257	100.00%

Factoring the population proportions by their applicable minimum FBR, the blended ratio for Western El Dorado County as a whole can be calculated as follows:

$$84.46\% \times 10\% + 14.54\% \times 20\% = \mathbf{11.5\%}$$

El Dorado Transit staff concurs with the EDCTC recommendation to adopt an 11.5% blended FBR noting that the agency has consistently exceeded the proposed minimum for the last several fiscal periods. If adopted, EDCTC will submit this recommendation to the California Department of Transportation for review and approval, and subsequently adopt the revised, blended minimum farebox return ratio.

FISCAL IMPACT

None