



EL DORADO TRANSIT

6565 Commerce Way
Diamond Springs, CA 95619-9454

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

(530) 642-5383
Fax: (530) 622-BUSS
www.eldoradotransit.com

Ron Briggs
El Dorado County
Board of Supervisors
Supervisorial District IV



Dave Machado, Vice Chair
Placerville City
Council Member

Patty Borelli
Placerville City
Councilmember

Mindy Jackson
Executive Director

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

DIFFERENT LOCATION:

**El Dorado Hills Community Services District
Pavilion Meeting Room
1021 Harvard Way
El Dorado Hills, CA 95762**

Thursday, April 1, 2010

1:00 p.m.

EL DORADO COUNTY TRANSIT AUTHORITY AGENDA Regular Meeting

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

- 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

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.

PAGE

- A. Approve Conformed Agenda/Minutes of March 4, 2010 **4**
- B. Adopt Resolution No. 10-06 authorizing the Executive Director to execute all documents for the Proposition 1B Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) grant program for fiscal year 2009/10 **9**
- C. Adopt Resolution No. 10-07 authorizing the Executive Director to execute all documents for the Proposition 1B, fiscal year 2009/10 California Transit Security Grant Program – California Transit Assistance Fund (CTSGP-CTAF) grant program **11**
- D. Adopt Resolution No. 10-05 Authorizing the Executive Director to Claim Transportation Development Act (TDA) Funds for Fiscal Year 2010/11 **14**
- E. Adopt Resolution No. 10-08 authorizing the Executive Director to submit applications to the El Dorado County Air Quality Management District AB 2766 Motor Vehicle Emission Reduction Grant Program, Fiscal Year 2010/11 **18**

2. ACTION ITEMS

- A. PRESENTATION **22**
Review and Comment on the **El Dorado County Transit Authority Triennial Performance Audits for Fiscal Years 2006/07, 2007/08 and 2008/09, Public Draft**, March 10, 2010, LSC Transportation Consultants, Inc.
- B. 1. Adopt Proposed Operating Budget for FY 2010/11 **24**
- 2. Adopt Resolution No. 10-09 approving the Personnel Allocation Plan for FY 2010/11
- 3. Approve Organizational Chart for FY 2010/11

3. INFORMATION ITEMS

- A. Transportation Meetings in El Dorado Hills April 1, 2010 **32**

EXECUTIVE DIRECTOR REPORT *

BOARD MEMBER COMMENTS

ADJOURNMENT

* Verbal Report

NEXT REGULARLY SCHEDULED EDCTA BOARD MEETING

Thursday, May 6, 2010
El Dorado County
2850 Fairlane Court
Building C Hearing Room
Placerville, CA 95667

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***



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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, March 4, 2010

EL DORADO COUNTY TRANSIT AUTHORITY **CONFORMED AGENDA/MINUTES** Regular Meeting

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

- 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 Chairman Knight at 1:04 p.m. and the Pledge of Allegiance was recited.

ROLL CALL

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

Directors absent: None

ADOPTION OF AGENDA

The agenda was approved with 1.E. pulled from Consent Calendar to Action Items.

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

CEREMONIAL MATTERS

A. Presentation to Councilmember Patty Borelli as Outgoing El Dorado County Transit Authority Chair for 2009 *

Chairman Knight presented Director Borelli with a certificate of appreciation as outgoing Chair for 2009.

B. Oath of Office *

Board of Directors signed Oath of Office for 2010.

PUBLIC COMMENT

Steven Jenkins a student at Folsom Lake College, member of the Students Activity Club and Student Government addressed the board. He suggested having a “Ride the Bus Day” at the end of April to educate students on riding the bus. He was referred to Transit staff for follow-up.

1. CONSENT CALENDAR

- A. Approve Conformed Agenda/Minutes of February 4, 2010
- B. Adopt Resolution No. 10-03 Authorizing Financial Transactions by Newly Elected Officers and the Executive Director
- C. Adopt Resolution 10-04 Authorizing the Executive Director to file a revised Transportation Development Act (TDA) Claim for Fiscal Year (FY) 2009/10
- D. Approve Revised Blanket Purchase Order B15000 issued to A-Z Bus Sales, Inc. in the amount of \$40,000
- E. Approve Designation of Surplus Property as Per Itemized Property Inventory List
- F. Approve Five-Year Vehicle Replacement Plan for Fiscal Years

2009/10 through 2013/14

ACTION: Consent Calendar 1.A., 1.B., 1.C., 1.D., and 1.F. were approved by the following vote:

M/S: Sweeney/Briggs

AYES: Sweeney, Briggs, Machado, Borelli, Knight

NOES: None

ABSTAIN: None

ABSENT: None

2. ACTION ITEMS

Moved from Consent Calendar

1.E. 1. Approve Designation of Surplus Property as Per Itemized Property Inventory List

2. Executive Director to allow up to three (3) buses designated as surplus to be sold directly to Twin Rivers Adult School

Agenda 1 E was revised and a staff report, surplus property inventory list, and letter from Kirk Williams, Principal of Twin Rivers Adult School were handed-out.

ACTION:

1.E. 1. Approve Designation of Surplus Property as Per Itemized Property Inventory List; 2. Authorize Executive Director to work with Twin Rivers Adult School for the sale of up to Three (3) designated surplus buses.

M/S: Briggs/Borelli

AYES: Briggs, Borelli, Machado, Sweeney, Knight

NOES: None

ABSTAIN: None

ABSENT: None

A. 1. Accept the El Dorado County Transit Authority Proposed Fiscal Year 2009/10 Mid-Year Operating Budget

2. Authorize Executive Director to Reduce Contingency line item by \$526,246 to offset Revenue Account losses

ACTION:

1. Accept the El Dorado County Transit Authority Proposed Fiscal Year 2009/10 Mid-Year Operating Budget; 2. Authorize Executive Director to Reduce Contingency line item by \$526,246 to offset Revenue Account Losses.

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

B. Approve Capital Improvement Plan Project Revisions

ACTION: Approve Capital Improvement Plan Project Revisions

M/S: Briggs, Borelli

AYES: Briggs, Borelli, Machado, Sweeney, Knight

NOES: None

ABSTAIN: None

ABSENT: None

C. 1. Approve Preliminary Capital Improvement Plan for Fiscal Year 2010/11

2. Approve Preliminary Capital Budget for Fiscal Year 2010/11

ACTION: Approve Preliminary Capital Improvement Plan for Fiscal Year 2010/11

M/S: Machado, Borelli

AYES: Machado, Borelli, Sweeney, Briggs, Knight

NOES: None

ABSTAIN: None

ABSENT: None

D. 1. Review Preliminary Operating Budget for Fiscal Year 2010/2011

2. Set a Public Hearing on Proposed Service Reductions for May 6, 2010 (or earlier)

Recommendation was made for Chair and Vice-Chair to meet with Executive Director to review budgetary items and last year service cuts.

Steven Jenkins, student of Folsom Lake College, addressed the board and stated that there would be no need for “ride the bus day” for students if the Iron Point Connector service was eliminated.

ACTION: 1. Review Preliminary Operating Budget for Fiscal Year 2010/11
2. Set a Public Hearing on Proposed Service Reductions for May 6, 21010

M/S: Borelli/Machado

AYES: Borelli, Machado, Briggs, Sweeney, Knight

NOES: None

ABSTAIN: None

ABSENT: None

3. INFORMATION ITEMS

A. Transportation Meetings in El Dorado Hills April 1, 2010

Information only; no action taken.

EXECUTIVE DIRECTOR REPORT *

Information only; no action taken.

BOARD MEMBER COMMENTS

None.

ADJOURNMENT

Chairman Knight adjourned the meeting at 2:19 p.m. The next regularly scheduled meeting is Thursday, April 1, 2010 at 1:00 p.m. in El Dorado Hills.

CLOSED SESSION

- A. Closed Personnel Session Pursuant to Government Code Section 54957.6 to Consider Labor Negotiations with the Transit Driver's Bargaining Unit. The designated representatives for the Authority are Executive Director Mindy Jackson and EDCTA Legal Counsel William Wright.
- B. Closed Personnel Session Pursuant to Government Code Section 54957.6 Concerning Labor Negotiations with the Unrepresented Regular Employees of the El Dorado County Transit Authority. The designated representatives for the Authority are Executive Director Mindy Jackson and EDCTA Legal Counsel William Wright.
- C. Closed Personnel Session Pursuant to Government Code Section 54957.6 Concerning Labor Negotiations with the Unrepresented Regular Management Employees of the El Dorado County Transit Authority. The designated representatives for the Authority are Executive Director Mindy Jackson and EDCTA Legal Counsel William Wright.

Adjourned to closed session. No action reported.

Respectfully submitted,


Barbara McDonald

Barbara McDonald
Secretary to the Board

* Verbal Report

AGENDA ITEM 1B
Consent Item

MEMORANDUM

DATE: April 1, 2010
TO: El Dorado County Transit Authority
FROM: Matt Mauk, Transit Services Assistant 
SUBJECT: Proposition 1B PTMISEA Funding for Transit Capital Projects

REQUESTED ACTION:
BY MOTION,

Adopt Resolution No. 10-06 authorizing the Executive Director to execute all documents for the Proposition 1B Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) grant program, FY 2009/10

BACKGROUND

On November 7, 2006 California voters approved as Proposition 1 B, the Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006. As included in Proposition 1B, PTMISEA is available to eligible public transportation projects to help advance important goals and policies, including protecting the environment and public health, conserving energy, reducing congestion, and providing alternative mobility and access choices for Californians. Applications are submitted to the California Department of Transportation (CalTrans).

DISCUSSION

Based on calculations in Senate Bill 88, Statutes of 2007, the State Controller's office has identified El Dorado Transit as an eligible transit operator allocated a total of \$706,295 for FY 2009/10 PTMISEA capital projects. Eligible transit capital projects include rolling stock procurement, rehabilitation, expansion or replacement. El Dorado Transit will request the full FY 2009/10 allocation to fund three (3) planned capital projects; system wide bus stop improvements; automatic vehicle location with mobile data terminals and advanced fare collection; and acquisition and implementation of the regional fare card (Connect Card).

FISCAL IMPACT

The FY 2009/10 PTMISEA allocation represents a total of \$706,295 in potential revenue for transit capital projects.

El Dorado County Transit Authority
April 1, 2010 Agenda

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 10-06**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE
ALL DOCUMENTS FOR THE FY 2009/10
PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENTS AND SERVICE
ENHANCEMENT ACCOUNT (PTMISEA) PROGRAM

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, approved by the voters as California State Proposition 1 B on November 7, 2006; and

WHEREAS, Proposition 1 B established the Public Transportation Modernization, Improvements and Service Enhancement Account (PTMISEA); and

WHEREAS, the State Controller of California identified El Dorado County Transit Authority is an eligible project sponsor/recipient agency; and

NOW THEREFORE, BE IT RESOLVED, that the El Dorado County Transit Authority Executive Director or his/her written designee is hereby authorized and directed to execute and submit grant applications, agreements, assurances and other documents required to obtain such grant funds from the Proposition 1B, FY 2009/10 PTMISEA program for transit capital projects.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 1st day of April 2010.

AYES:

NOES:

ABSTAIN:

ABSENT:

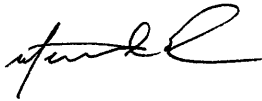
John R. Knight, Chair

ATTEST:

Barbara McDonald, Secretary to the Board

AGENDA ITEM 1C
Consent Item

MEMORANDUM

DATE: April 1, 2010
TO: El Dorado County Transit Authority
FROM: Matt Mauk, Transit Services Assistant 
SUBJECT: Proposition 1B CTSGP-CTAF Funding for Transit Capital Projects

REQUESTED ACTION:
BY MOTION,

Adopt Resolution No. 10-07 authorizing the Executive Director to execute all documents for the Proposition 1B, fiscal year (FY) 2009/10 California Transit Security Grant Program – California Transit Assistance Fund (CTSGP-CTAF) grant program

BACKGROUND

On November 7, 2006 California voters approved as Proposition 1 B, the Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006. Proposition 1B includes transit funding in the California Transit Security Grant Program – California Transit Assistance Fund (CTSGP-CTAF). These funds are available for transit system safety, security and disaster response projects. Applications are submitted to the California Emergency Management Agency (Cal EMA).

DISCUSSION

The California State Controller identified eligible agencies and the amount of funds each agency is eligible to receive for FY 2009/10. The following are the eligible agencies and allocations for the western slope of El Dorado County. As the sole public transit provider in the jurisdiction, El Dorado Transit is eligible for the total allocation:

- El Dorado County Transportation Commission (EDCTC) \$114,306
- El Dorado County Transit Authority (El Dorado Transit) \$ 10,548
- Total allocation \$124,854

According to program guidance, eligible expenditures include capital projects that increase the capacity of transit operators to prepare for disaster-response transportation systems that can move people, goods, emergency personnel and equipment in the aftermath of a disaster. El Dorado Transit has submitted an initial investment to fully fund emergency back-up power

El Dorado County Transit Authority
April 1, 2010 Agenda

equipment for the transit base and maintenance facility. This project will enable El Dorado Transit to sustain full operational capability in a large scale emergency or incident scenario that results in the loss of power from the local electrical grid. This automatic fail-over system will include fuel powered emergency generators, an uninterruptable power supply for the computer network and phone system, necessary support hardware, wiring and construction/retrofitting.

FISCAL IMPACT

The FY 2009/10 CTSGP-CTAF program allocations represent a total of \$124,854 in potential revenue for transit security capital projects.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 10-07**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY TRANSIT AUTHORITY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE ALL DOCUMENTS FOR THE FY 2009/10 CALIFORNIA TRANSIT SECURITY GRANT PROGRAM – CALIFORNIA TRANSIT ASSISTANCE FUND (CTSGP-CTAF) PROGRAM

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, approved by the voters as California State Proposition 1 B on November 7, 2006; and

WHEREAS, the California Emergency Management Agency (Cal EMA) is the State Administrative Agency (SSA) for the California Transit Security Grant Program - California Transit Assistance Fund (CTSGP-CTAF) funded under Proposition 1 B for transit system safety, security and disaster response projects; and

WHEREAS, the State Controller of California identified El Dorado County Transit Authority is an eligible project sponsor/recipient agency; and

NOW THEREFORE, BE IT RESOLVED, that the El Dorado County Transit Authority Executive Director or his/her written designee is hereby authorized and directed to execute and submit grant applications, agreements, assurances and other documents required to obtain such grant funds from the Proposition 1B, FY 2009/10 CTSGP-CTAF program for transit system safety, security and disaster response projects.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 1st day of April 2010.

AYES:

NOES:

ABSTAIN:

ABSENT:

John R. Knight, Chair

ATTEST:

Barbara McDonald, Secretary to the Board

AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: April 1, 2010
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Fiscal Administration Manager
SUBJECT: Transportation Development Act Claim for Fiscal Year 2010/11

REQUESTED ACTION:

BY MOTION,

Adopt Resolution 10-05 Authorizing the Executive Director to Claim Transportation Development Act (TDA) Funds for Fiscal Year 2010/11

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) operates with funding from the Transportation Development Act (TDA) which includes the Local Transportation Fund (LTF) and State Transit Assistance (STA), Federal Transit Administration (FTA) funds, passenger fares and grant monies.

The TDA statute establishes the Local Transportation Fund (LTF) by designating that ¼ cent of the state sales tax revenue collected within each region be used for transportation purposes, primarily for public transit. TDA statute establishes State Transit Assistance (STA) from a statewide sales tax on gasoline and diesel fuel. On March 22, 2010 the California State Governor signed “gas tax swap” bill package ABx8 6, ABx8 9 and SB 70. This action restored funding to the STA program that was zeroed-out in 2009. The California State Controller’s Office reports that \$400 million apportioned funds to the Public Transportation Account (PTA) will be a one-time lump sum payment. Given the 90-day special session enactment rule, the earliest payments would not go out until late June or early July.

DISCUSSION

OPERATING

Annually, El Dorado Transit submits a claim to the El Dorado County Transportation Commission (EDCTC) for the Transportation Development Act funds. Based on the proposed preliminary fiscal year (FY) 2010/11 operating budget, the requested

\$2,491,960.44 in LTF funds allocated for the current fiscal year; \$75,864. in excess LTF carryover funds from FY 2008/09; and \$740,825. in STA funds represents approximately sixty-two percent (62%) of projected operating revenue provided by TDA funds.

The FY 2010/11 claim will fund operating costs necessary to maintain the projected reduced level of service which includes commuter, local fixed routes and demand response services.

The complete TDA claim packet is available for review during regular business hours at the El Dorado Transit office – 6565 Commerce Way, Diamond Springs, CA.

FISCAL IMPACT

Filing of the TDA claim allows for funds to be included in the proposed budget for the approaching fiscal year.

TDA-1

**TRANSPORTATION DEVELOPMENT ACT
CLAIM FORM**

TO: El Dorado County Transportation Commission
2828 Easy Street, Suite 1
Placerville, CA 95667
(530) 642-5260

FROM:

Claimant: El Dorado County Transit Authority
Address: 6565 Commerce Way
City, State, Zip Code: Diamond Springs, CA 95619
Contact: Mindy Jackson, Executive Director
Phone: (530) 642-5383 ext. 210

The above claimant hereby requests, in accordance with authority granted under the Transportation Development Act and applicable rules and regulations adopted by the El Dorado County Transportation Commission (EDCTC), that its request for funding be approved as follows:

LTF	\$2,491,690.44	FY 2010 / 2011
Excess Held	\$ 75,864.00	FY 2008 / 2009
STA	\$ 861,174.00	FY 2009 / 2011
Total Claim	\$3,428,728.44	FY 2010 / 2011

Submitted By: Mindy Jackson
Title: Executive Director
Date: 04/01/2010

EDCTC
Date of Approval: _____
Resolution No.: _____
Administrative Amendment No.: _____

EDCTC Executive Director

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 10-05**

RESOLUTION OF THE BOARD OF DIRECTORS OF
THE EL DORADO COUNTY TRANSIT AUTHORITY
AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT A
CLAIM FOR TRANSPORTATION DEVELOPMENT ACT (TDA) FUNDS

WHEREAS, the El Dorado County Transit Authority intends to use its TDA Article 4 funding to finance transit services for the Western Slope of El Dorado County;

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director or the designated representative shall be authorized to file a claim for the TDA Article 4 funding for transit services for fiscal year 2010/11 as follows:

Article 4	Operating Expenses	\$2,491,960.44
Article 4	Excess Carryover FY 2008/09	<u>\$ 75,864.00</u>
Total Article 4 Allocation Available		\$2,567,824.44

BE IT FURTHER RESOLVED, that the Executive Director or the designated representative shall be authorized to file a revised claim for the STA Article 4 Sub-Chapter 2.5, Section 6730 (b) projects as follows:

Total Estimated 2009/11 Available Claim \$861,174.00

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board, held on the 1st day of April 2010 by the following vote of said Board:

AYES: NOES: ABSTAIN: ABSENT:

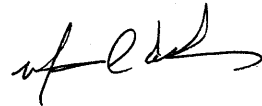
John R. Knight, Chair

ATTEST:

Barbara McDonald, Secretary to the Board

AGENDA ITEM 1E
Consent Item

MEMORANDUM

DATE: April 1, 2010
TO: El Dorado County Transit Authority
FROM: Matt Mauk, Transit Services Assistant 
SUBJECT: Applications for AB 2766 Motor Vehicle Emission Reduction Project Funding, Fiscal Year (FY) 2010/11

REQUESTED ACTION:

BY MOTION:

Adopt Resolution No. 10-08 authorizing the Executive Director to submit applications to the El Dorado County Air Quality Management District AB 2766 Motor Vehicle Emission Reduction Grant Program, Fiscal Year (FY) 2010/11

BACKGROUND

Assembly Bill 2766 (AB 2766) was adopted into the California Health and Safety Code Section 44220-44247 in 1990. AB 2766 authorizes the Department of Motor Vehicles (DMV) to collect a motor vehicle registration clean air surcharge of up to \$4 per vehicle. Revenues generated from these DMV clean air fees are designated for the purpose of reducing air pollution from motor vehicles and other related purposes needed to implement the California Clean Air Act.

The El Dorado County Air Quality Management District (AQMD) has initiated a request for proposals for motor vehicle reduction projects or programs in FY 2010/11. The grant program is funded with AB 2766 DMV surcharge fees. Eligible project proposals include those designed to reduce emissions through vehicle replacement, provision of alternate modes of travel, public education and reduction of fugitive dust emissions from vehicle activity on public roads.

DISCUSSION

El Dorado Transit will prepare two (2) grant applications that meet the emission reduction objectives of the FY 2010/11 AB2766 grant program. Brief project descriptions follow:

1. APPLE HILL® SHUTTLE 2010; El Dorado Transit in collaboration with the Apple Hill® Growers Association proposes to provide a weekend shuttle along the Apple Hill® scenic drive during October 2010. The shuttle is a continuous loop between Apple Hill® ranches and wineries from 10:00 AM until 5:00 PM each Saturday and Sunday (weather permitting). The shuttles will pick-up and board passengers at each safe location every fifteen (15) to twenty (20) minutes depending upon traffic. \$15,000 will be included in the grant application to subsidize coordinated traffic congestion mitigation on US Highway 50 to be provided by the California Department of Transportation (CalTrans). If approved for funding, the Apple Hill® Shuttle will significantly reduce congestion; lower emissions related to cold starts and provide a safe comfortable ride through the area. The shuttle will provide a regional mitigation to traffic congestion on the rural roads and some relief to US Highway 50 east of Placerville. El Dorado Transit has provided an Apple Hill® Shuttle annually since 1988; with the exception of 2001 and 2002 due to a lack of funding. The 2009 Apple Hill® Shuttle provided a record 15,058 passenger trips for a total project cost of \$47,787.28.

2. EL DORADO COUNTY FAIR SHUTTLE 2011; El Dorado Transit in collaboration with the El Dorado County Fair Association proposes to provide round-trip shuttle service, during the 2011 County Fair, between up to three (3) off-site parking locations and the Green Gate of the County Fairgrounds located on Placerville Drive. Shuttle service will begin one-half hour before the El Dorado County Fair opens and continue until one-half hour after closing on all four days of operation. If approved for funding, the El Dorado County Fair Shuttle will significantly reduce congestion; lower emissions related to excessive idling and provide a safe comfortable alternative to parking in and around the Fairgrounds. The shuttle will provide a regional mitigation to traffic congestion on Forni Road, Placerville Drive and State Highway 50 east and west of the Fairgrounds exit in Placerville. El Dorado Transit has provided a County Fair Shuttle since 1990. The 2009 County Fair Shuttle provided 14,773 passenger trips for a total project cost of \$30,858.55.

FISCAL IMPACT

If funded, the FY 2010/11 AB 2766 grant projects represent approximately \$90,000 in potential revenue for transit projects.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 10-08**

RESOLUTION OF THE BOARD OF DIRECTORS OF
THE EL DORADO COUNTY TRANSIT AUTHORITY
TO SUBMIT A PROPOSAL FOR
ASSEMBLY BILL 2766 (AB 2766)
MOTOR VEHICLE EMISSION REDUCTION PROJECTS

WHEREAS, the California Clean Air Act requires local air pollution control districts to reduce emissions from motor vehicles; and

WHEREAS, AB 2766, codified in California Health and Safety Code section 44223, authorizes districts to impose a fee of up to four dollars upon certain registered motor vehicles within the district, and the Governing Board of the El Dorado County Air Quality Management District (EDC AQMD) has imposed said fee; and

WHEREAS, said legislation requires the EDC AQMD to use said funds for activities related to reducing air pollution from motor vehicles and for related planning, monitoring, enforcement, and technical studies necessary for the implementation of the California Clean Air Act of 1988; and

WHEREAS, El Dorado County Transit Authority (EDCTA) is an eligible applicant for AB 2766 projects; and

WHEREAS, the EDC AQMD has published a request for proposals for Fiscal Year 2010/11 AB 2766 eligible projects;

BE IT HEREBY RESOLVED AND ORDERED, that the Executive Director is hereby authorized and directed to submit proposals for Assembly Bill 2766, Motor Vehicle Emission Reduction Projects, and to execute all documentation resulting from these applications, and to execute all necessary actions to carry out the purpose of this resolution;

BE IT FURTHER RESOLVED, that the Transit Services Assistant Matt Mauk be the contact person at the El Dorado County Transit Authority, 6565 Commerce Way, Diamond Springs, California 95619, (530) 642-5383 extension 201;

BE IT FURTHER RESOLVED, that El Dorado County Transit Authority will make all reasonable efforts to include matching funds in the proposed project budget for Fiscal Year 2010/11.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board, held on the 1st day of April 2010, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:


John R. Knight, Chair

ATTEST:

Barbara McDonald, Secretary to the Board

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: April 1, 2010
TO: El Dorado County Transit Authority
FROM: Mindy Jackson, Executive Director 
SUBJECT: Triennial Performance Audit Fiscal Years 2006/2007 – 2008/2009

REQUESTED ACTION:
BY MOTION,

Review and Comment on the El Dorado County Transit Authority Triennial Performance Audits for Fiscal Years 2006/07, 2007/08 and 2008/09, Public Draft, March 10, 2010, LSC Transportation Consultants, Inc.

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) receives Transportation Development Act (TDA) funding and State Transit Assistance (STA) funding per the California Public Utilities Codes (PUC). PUC Section 99246 requires each Regional Planning Agency (RTPA) to conduct triennial performance audits of the transit operators in their region that receive TDA funding.

DISCUSSION

LSC Transportation Consultants, Inc. was awarded a contract by the El Dorado County Transportation Commission (EDCTC) to perform the triennial performance audit of El Dorado Transit. Field reviews and data collection efforts were conducted at the end of 2009 and telephone interviews were completed in January 2010. The El Dorado County Transit Authority Triennial Performance Audits for Fiscal Years 2006/07, 2007/08 and 2008/09, Public Draft is included as a separate document for review.

Gordon Shaw, PE, AICP, Principal of LSC Transportation Consultants, Inc. will present an overview of the audit findings and recommendations. The following is a summary of audit findings, recommendations and management responses:

FINDINGS

1. El Dorado Transit complied with all TDA requirements.

El Dorado County Transit Authority
April 1, 2010 Agenda

2. The implementation of Zonar maintenance software has been effective in aiding staff to identify and correct operational inefficiencies.
3. Addition of a Spanish speaking staff person has improved customer service and public outreach efforts.
4. El Dorado Transit's operational costs have increased at a significantly better rate than that of the previous audit period.
5. El Dorado Transit would benefit from the use of farebox technology to eliminate human error in the data collection process.

RECOMMENDATIONS

1. Inclusion of a "monthly pass" column on driver's trip sheets, divided into "general" and "discounted" designations, will allow staff to more accurately record and compare collected fares according to the established fare deviation policy. The Fare Deviance Audit worksheet could be developed in spreadsheet format to simplify the procedure. Quarterly fare revenue comparisons would be sufficient.

Management Response: El Dorado Transit management will complete the necessary tasks including driver training, to appropriately track discounted monthly passes. The Operations Manager will modify the Fare Deviance Audit worksheet to accommodate the additional reporting. These new procedures will take effect July 1, 2010.

2. Slight discrepancies in operating cost and fare revenue data between the fiscal audits and the Administrative Operations Report are not significant enough to warrant complete reconciliation. The Executive Director should continue to monitor the data and note any discrepancies in writing.

Management Response: The Executive Director will continue to monitor, analyze and report on significant discrepancies between the fiscal audits and the Administrative Operations reports.

3. Direct comparisons of the adopted performance standards for farebox ratio, operating subsidy per passenger trip and passenger trips per vehicle service, developed in the Short Range Transit Plan (SRTP), should be included in the end of year Administrative Operations Report.

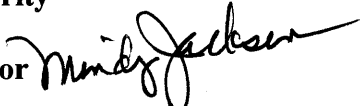
Management Response: Each 12-month year-end Administrative Operations report will include a direct comparison of the adopted performance standards for farebox recovery ratio, operating subsidy per passenger trip and passenger trips per vehicle service as recommended in the Short Range Transit Plan (SRTP).

FISCAL IMPACT

None

AGENDA ITEM 2 B
Action Item

MEMORANDUM

DATE: April 1, 2010
TO: El Dorado County Transit Authority
FROM: Mindy Jackson, Executive Director 
SUBJECT: Fiscal Year 2010/11 Operating Budget; Personnel Allocation Plan and Organizational Chart

REQUESTED ACTION:

BY MOTION,

1. Approve Proposed Operating Budget for FY 2010/11
2. Adopt Resolution 10-09 approving the Personnel Allocation Plan for FY 2010/11
3. Approve Organizational Chart for FY 2010/11

BACKGROUND

The Bylaws of the El Dorado County Transit Authority (El Dorado Transit) require a preliminary operating budget to be submitted by the Executive Director to the board on or before March 1 each year. After considering the proposed preliminary budget, the Board shall adopt a preliminary operating budget by April 15 of each year. Final budget is to be submitted to the Board on or before June 15 of each year.

Status of Action Related to FY 2010/11 Budget Preparation

March 4, 2010	Board reviewed an unbalanced preliminary budget for FY 2010/11
March 22, 2010	California Governor signed into law the "gas tax swap" package
March 23, 2010	Board Chair and Vice Chair met with agency management team to review preliminary FY 2010/11 operating budget

DISCUSSION

Attachment 1 Proposed Final Operating Budget for FY 2010/11

Development of the preliminary FY 2010/11 operating budget presented on March 4, 2010 reported a shortfall of \$740,825 based on the current level of service. The shortfall is the result of reduced operating revenue available from the federal American Recovery & Reinvestment Act (ARRA); a projected reduction in retail sales tax receipts, and restoration of the ten-percent (10%) annual budget contingency.

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**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED FISCAL YEAR 2010/2011**

OPERATING BUDGET		FY 2010/2011 Preliminary Presented 03/04/2010	FY 2010/2011 Preliminary Proposed 04/01/2010
REVENUE ACCOUNTS			
4000.00	Transportation Development Act (TDA/LTF)	\$2,491,960	\$2,491,960
4000.00	Transportation Development Act (TDA/LTF) Carryover	\$75,864	\$75,864
4270.00	State Transit Assistance (STA)	\$0	\$740,825
4970.00	Interest Income	\$20,000	\$20,000
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$450,378	\$450,378
4100.00	Federal American Recovery & Reinvestment (ARRA) 5311 PM	\$0	\$0
4300.00	Farebox	\$160,000	\$160,000
4310.00	Contract Services	\$369,000	\$369,000
4320.00	Farebox - Charter	\$5,000	\$5,000
4330.00	Sac Commute Route Passes	\$610,000	\$610,000
4350.00	Bus Passes	\$80,000	\$80,000
4360.00	Scrip	\$95,000	\$95,000
4990.00	Misc Revenue	\$400	\$400
4107.00	Apple Hill Shuttle AB2766 Grant	Pending	Pending
4107.02	Spare the Air AB2766 Grant	\$23,668	\$23,668
4107.03	Fair Shuttle AB2766 Grant	Pending	Pending
4112.00	Federal Transit Administration (FTA) Section 5307 PM	\$200,000	\$200,000
4113.00	Federal American Recovery & Reinvestment (ARRA) 5307 PM	\$0	\$0
TOTAL REVENUES		\$4,581,270	\$5,322,095
SALARY & BENEFIT ACCOUNTS			
5010.00	Regular Employees	\$2,170,000	\$2,170,000
5010.02	Temporary Employees	\$100,000	\$100,000
5010.07	Overtime	\$45,000	\$45,000
5010.08	On Call Pay	\$10,000	\$10,000
5010.09	Skill and Shift Pay	\$25,000	\$25,000
5020.01	Employee Retirement	\$400,000	\$400,000
5070.01	(OASDI - Payroll Tax) FICA	\$6,500	\$6,500
5070.02	MEDICARE - Payroll Tax	\$32,000	\$32,000
5020.02	Health Insurance	\$550,000	\$550,000
5020.03	Unemployment Insurance	\$25,000	\$25,000
5020.04	LT Disability/Life Ins	\$19,000	\$19,000
5020.05	Worker's Comp	\$159,886	\$159,886
TOTAL SALARY & BENEFITS		\$3,542,386	\$3,542,386
SERVICE & SUPPLY ACCOUNTS			
5090.02	Clothing & Supplies	\$2,650	\$2,650
5090.05	Uniforms - Other	\$6,200	\$6,200
5050.01	Communications - Phone	\$23,000	\$23,000
5090.20	Communications - Radio	\$370	\$370
5090.01	Household Expenses	\$15,750	\$15,750
5060.01	Insurance Premiums/Public Liability	\$160,000	\$160,000
5060.02	Insurance Premiums/Physical Damage	\$17,862	\$17,862
5060.03	Insurance Premiums/Commercial Property	\$11,000	\$11,000
5090.06	Service Contracts/Equipment	\$61,000	\$61,000
5160.07	Park and Ride Maintenance	\$4,800	\$4,800
5160.01	Maintenance/Buildings	\$850	\$850
5160.05	Maintenance/Grounds	\$5,000	\$5,000
5160.09	Maintenance/Bus Stop	\$1,700	\$1,700
5160.00	Maintenance/Other	\$500	\$500
5040.00	Vehicle Maintenance (In-House)	\$200,000	\$200,000
5040.02	Vehicle Maintenance/Tires & Tubes	\$29,000	\$29,000
5040.03	Vehicle Maintenance/Lubricants	\$15,500	\$15,500
5040.04	Vehicle Maintenance/Small Tools - Shop	\$3,200	\$3,200
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$44,000	\$44,000
5090.40	Memberships	\$5,000	\$5,000
5090.70	Office Expense	\$9,000	\$9,000
5090.80	Postage	\$3,000	\$3,000
5030.00	Professional Services	\$65,000	\$65,000
5030.02	Background Checks	\$500	\$500
5090.08	Pubs/Legal Notices	\$500	\$500
5090.75	Printing	\$30,000	\$30,000
5120.02	Rents/Leases - Equipment	\$19,000	\$19,000
5120.03	Rents/Leases Park and Rides	\$2,000	\$2,000
5140.01	Equipment Purchase - Data Processing	\$500	\$500
5140.05	Equipment Purchase - Office	\$500	\$500
5150.00	Special Department Expense	\$1,000	\$1,000
5150.01	Marketing	\$5,000	\$5,000
5090.30	Staff Development/Travel	\$7,000	\$7,000
5040.01	Fuel Purchase	\$500,000	\$500,000
5090.72	Bank Charges	\$500	\$500
5050.02	Utilities	\$34,000	\$34,000
5050.03	Utilities/ MMTF	\$11,000	\$11,000
8500.00	Interest Expense	\$0	\$0
4108.00	Apple Hill Shuttle AB2766 Grant	Pending	Pending
4108.03	Fair Shuttle AB2766 Grant	Pending	Pending
6270.00	Contingency	\$483,827	\$483,827
TOTAL SERVICES AND SUPPLIES		\$1,779,709	\$1,779,709
TOTAL OPERATING EXPENSES		\$5,322,095	\$5,322,095

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**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 10-09**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EL DORADO COUNTY TRANSIT AUTHORITY
ADOPTING THE PERSONNEL ALLOCATION TABLE
FOR FISCAL YEAR 2010/11**

WHEREAS, the Governing Board of the El Dorado County Transit Authority is authorized to adopt an annual fiscal year personnel allocation plan; and

WHEREAS, the El Dorado County Transit Authority budget assumes the current level of public transportation services for fiscal year 2010/11; and

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY TRANSIT AUTHORITY:

1. The Board adopts the attached Personnel Allocation Table as a maximum allocation of personnel for the fiscal year 2010/11.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board, held on the 1st day of April 2010, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

John R. Knight, Chair

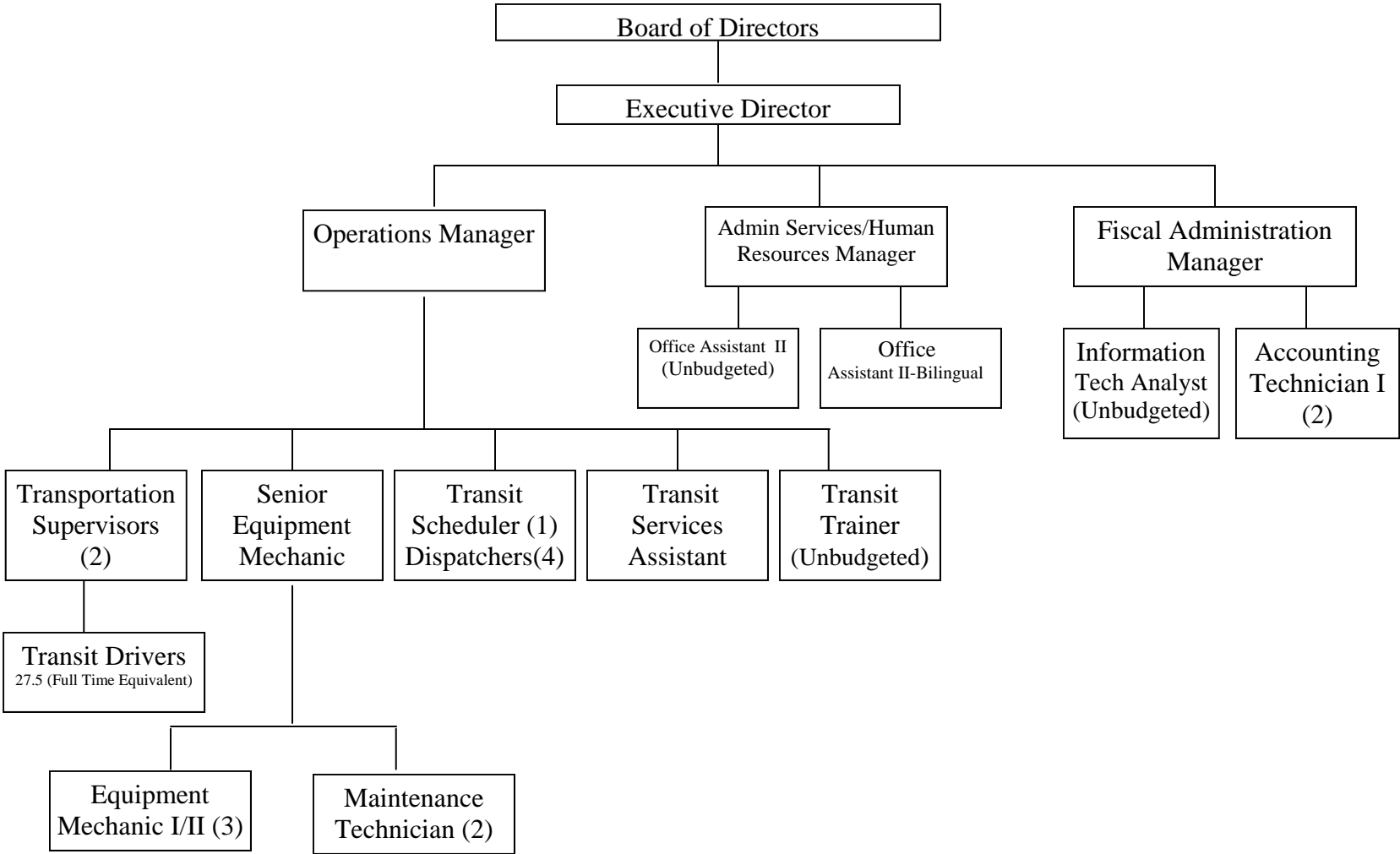
ATTEST:

Barbara McDonald, Secretary to the Board

Classification	Approved FY 2009/10 (fte*)	Proposed FY 2010/11 (fte*)
Accounting Technician I	2	2
Equipment Mechanic I/II	3	3
Fiscal Administration Manager	1	1
Information Technology Analyst	1	1
Maintenance Technician	2	2
Office Assistant II	2	2
Admin Services/Human Resources Manager	1	1
Operations Manager	1	1
Senior Equipment Mechanic	1	1
Executive Director	1	1
Transit Dispatcher	4	4
Transit Scheduler	1	1
Transit Driver	27.5	27.5
Transit Services Assistant	1	1
Transit Trainer	1	1
Transportation Supervisor	2	2
<i>TOTAL ALLOCATED POSITIONS</i>	<i>51.5</i>	<i>51.5</i>

* fte = Full Time Equivalent

**EL DORADO COUNTY TRANSIT AUTHORITY
 PROPOSED ORGANIZATIONAL CHART
 FISCAL YEAR 2010/2011**



TRANSPORTATION MEETINGS IN EL DORADO HILLS



El Dorado County Transportation Partners will hold three meetings in El Dorado Hills on April 1, 2010.

- ✦ The **El Dorado County Transit Authority** meeting will begin at 1:00
- ✦ The **El Dorado County Transportation Commission** meeting will begin at 2:00 or immediately following the Transit meeting
- ✦ A **Transportation Workshop** will be held immediately following the EDCTC meeting at approximately 4:00 until 6:00 p.m. and will include:
 - ◆ Mindy Jackson, Executive Director, El Dorado County Transit Authority
 - ◆ Matt Carpenter, Deputy Director, Sacramento Area Council of Governments
 - ◆ Jim Ware, Executive Director, El Dorado County Department of Transportation
 - ◆ Tom Zlotkowski, Executive Director, Capital SouthEast Connector
 - ◆ Kathryn Mathews, Executive Director, El Dorado County Transportation Commission

These meetings will be held at the El Dorado Hills Community Services District Pavilion Meeting Room, 1021 Harvard Way.

We encourage citizen attendance, comments, and questions.



For more information, contact the El Dorado County Transportation Commission at 530.642.5260 or email edctc@edctc.org.