



## COMMISSIONERS

### Council Members Representing the City of Placerville

John Clerici, Jackie Neau, Michael Saragosa

### Supervisors Representing the County of El Dorado

John Hidahl, Lori Parlin, Wendy Thomas, George Turnboo

Contact the EDCTC: 2828 Easy Street, Placerville, CA, 530.642.5260 [www.edctc.org](http://www.edctc.org)

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## AGENDA

### Regular Meeting

El Dorado County Board of Supervisors' Chambers  
330 Fair Lane, Building A, Placerville, CA 95667

**Thursday, September 7, 2023, 2:00 PM**

*(or immediately following the Transit meeting, if after 2:00)*

### Agendas, Supplemental Materials and Minutes of the Commission are available on the internet at:

<https://www.edctc.org>. Public records, related to an agenda item that is distributed less than 72 hours before this meeting, are available for public inspection during normal business hours at the Agency office and will be made available to the public on the Agency website.

### **PUBLIC PARTICIPATION PROCEDURES:**

The EDCTC Meeting will be conducted as an in-person meeting at the location noted above. In addition, a remote teleconference address is listed for the public's convenience and in the event a Commissioner requests remote participation due to just cause or emergency circumstances pursuant to Government Code section 54953(f).

Public comment will be open for each agenda item, and citizens may comment virtually through Zoom utilizing the "raise hand" function. If you are participating by phone, please dial \*9 to "raise hand". The Secretary to the Commission will call you by the last three digits of your phone number when it is your turn to speak. Your comments must pertain to the subject at hand and are limited to no more than three minutes. By participating in this meeting, you acknowledge that you are being recorded. Please be advised that if a Commissioner is not participating in the meeting remotely, remote participation for members of the public is provided for convenience only and in the event that the Zoom connection malfunctions for any reason, the Commission reserves the right to conduct the meeting without remote access.

If you choose not to observe or listen to the meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 4:00 PM, Tuesday, September 5 to the Secretary to the Commission [dkeffer@edctc.org](mailto:dkeffer@edctc.org). Your comment will be placed into the record and forwarded to the Commissioners. They may or may not be read at the meeting on your behalf.

The El Dorado County Transportation Commission is committed to ensuring that persons with disabilities are provided with the resources to participate in its public meetings. Please contact the Secretary to the Commission if you require accommodation at 530.642.5260 or email [edctc@edctc.org](mailto:edctc@edctc.org).

### [Webinar Access Link](#)

Webinar ID: 889 1218 5253

Phone: 1-669-219-2599

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**CALL TO ORDER AND PLEDGE OF ALLEGIANCE****ADOPTION OF AGENDA AND CONSENT CALENDAR**

Commissioners or staff may request that an item be removed from the Consent Calendar for discussion. Items requested to be removed from the Consent Calendar shall be removed if approved by the Commission. The Commission will make any necessary additions, deletions, or corrections to the agenda, and determine matters to be added to, or removed from, the Consent Calendar.

**CONSENT CALENDAR**

1. MINUTES FOR THE AUGUST 3, 2023, COMMISSION MEETING (KEFFER)  
REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes for the August 3, 2023, Commission meeting.
2. JULY 2023 CHECK REGISTER (THOMPSON)  
REQUESTED ACTION: Receive and file the July 2023 Check Register.

**OPEN FORUM**

At this time, any person may comment on any item that is not on the agenda that is within the jurisdiction of the Commission. Please voluntarily state your name for the record. Action will not be taken on any item that is not on the agenda. Items requiring action will be referred to staff and/or placed on the next meeting agenda. Your comments will be limited to no more than three minutes.

**BUSINESS ITEM**

3. AMEND APPENDIX A AND APPENDIX B JOB DESCRIPTIONS FOR THE EXECUTIVE ASSISTANT/SECRETARY TO THE COMMISSION AND ADMINISTRATIVE SERVICES OFFICER OF THE EDCTC PERSONNEL POLICIES AND PROCEDURES MANUAL (DELORIA)  
REQUESTED ACTION: Approve draft amendments to Appendix A and Appendix B Job Descriptions for the Executive Assistant/Secretary to the Commission and the Administrative Services Officer of the El Dorado County Transportation Commission Personnel Policies and Procedures Manual.
4. SURFACE TRANSPORTATION BLOCK GRANT PROGRAM RE-PROGRAMMING AND TRANSPORTATION DEVELOPMENT ACT BICYCLE PEDESTRIAN FUNDS PROGRAMMING (BARTON)  
REQUESTED ACTION: Adopt Resolution 23/24.04 reprogramming \$500,000 in Urban Surface Transportation Block Grant Program funds from the Ponderosa Interchange Project and Resolution 23/24.05 programming \$200,000 in Transportation Development Act Local Transportation Fund Pedestrian and Bicycle funds to El Dorado County Department of Transportation for the Pony Express Trail Bicycle and Pedestrian Improvements Project.

**INFORMATION ITEM**

5. SEPTEMBER 2023 PROJECT MONITORING REPORT (BARTON, BOLSTER, TESFAGABR)  
REQUESTED ACTION: None. This item is for information only.

**EXECUTIVE DIRECTOR'S REPORT****SOUTH LAKE TAHOE - CALTRANS - COMMISSIONER COMMENTS****ADJOURNMENT**

The next regular meeting is scheduled for 2:00 PM on October 5, 2023, at 330 Fair Lane Placerville, California.

## CONSENT CALENDAR

### STAFF REPORT

**DATE:** SEPTEMBER 7, 2023  
**TO:** EL DORADO COUNTY TRANSPORTATION COMMISSION  
**FROM:** DANA KEFFER, EXECUTIVE ASSISTANT/SECRETARY TO THE COMMISSION  
**SUBJECT:** AUGUST 3, 2023 COMMISSION MEETING

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REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes (Attachment A) for the August 3, 2023 Commission meeting.

Approved for Agenda:



Woodrow Deloria, Executive Director

Attachment A: August 3, 2023 Minutes



2828 Easy Street, Suite 1, Placerville, CA 95667 www.edctc.org 530.642.5260

**Councilmembers Representing City of Placerville:** John Clerici, Jackie Neau, Michael Saragosa

**Supervisors Representing El Dorado County:** John Hidahl, Lori Parlin, Wendy Thomas, George Turnboo

Woodrow Deloria, Executive Director

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## **ACTION MINUTES**

Regular Meeting, Thursday, August 3, 2023, 2:00 PM

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### CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Clerici called the meeting to order at 2:30 PM and Vice Chair Thomas led the Pledge of Allegiance.

ATTENDANCE: Chair Clerici, Vice Chair Thomas, Commissioners Hidahl, Neau, Parlin, and Turnboo  
Caltrans Ex Officio Alex Fong. ABSENT: Commissioner Saragosa and South Lake Tahoe Ex Officio Bass

### ADOPTION OF AGENDA AND CONSENT CALENDAR

There were no public comments received.

**ACTION: Vice Chair Thomas made a motion to adopt the agenda and to approve or adopt items 1-3 on the Consent Calendar. The motion was seconded by Commissioner Neau which carried as follows:**

**MOTION/SECOND: Thomas/Neau**

**AYES: Clerici, Hidahl, Neau, Parlin, Thomas, Turnboo**

**ABSTAIN: None**

**NOES: None**

**ABSENT: Saragosa**

1. MINUTES FOR THE JUNE 1, 2023, COMMISSION MEETING

REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes for the June 1, 2023, Commission meeting.

2. MAY THROUGH JUNE 2023 CHECK REGISTER

REQUESTED ACTION: Receive and file the May through June 2023 Check Register.

3. SURFACE TRANSPORTATION BLOCK GRANT PROGRAM FISCAL YEAR 2022/23 EXCHANGE APPORTIONMENT AND FUNDING AGREEMENTS BETWEEN EDCTC AND THE CITY OF PLACERVILLE AND EDCTC AND EL DORADO COUNTY

REQUESTED ACTION:

1. Adopt Resolution 23/24.01 approving the Surface Transportation Block Grant Program FY 2022/23 Exchange Apportionment and Allocation.
2. Authorize the Executive Director to sign the 2022/23 Exchange Recipient Agreement between El Dorado County Transportation Commission and the City of Placerville.
3. Authorize the Executive Director to sign the 2022/23 Exchange Recipient Agreement between EDCTC and El Dorado County.

## OPEN FORUM

There was no public comment.

## BUSINESS ITEMS

### 4. HIGHWAY INFRASTRUCTURE PROGRAM AND TRANSPORTATION DEVELOPMENT ACT BICYCLE PEDESTRIAN FUNDS PROGRAMMING

REQUESTED ACTION: Adopt Resolution 23/24.02 programming \$130,777 in Federal Highway Infrastructure Program funds and Resolution 23/24.03 programming \$84,223 in Transportation Development Act Local Transportation Fund Pedestrian and Bicycle funds to El Dorado County Department of Transportation for Intersection Safety Improvements.

Public comment received from El Dorado County Transportation Director Martinez and Senior Civil Engineer Ghimire.

**ACTION: Vice Chair Thomas made a motion to authorize the requested action as stated. The motion was seconded by Commissioner Turnboo which carried as follows:**

**MOTION/SECOND: Thomas/Turnboo**

**AYES: Clerici, Hidahl, Neau, Parlin, Thomas, Turnboo**

**ABSTAIN: None**

**NOES: None**

**ABSENT: Saragosa**

## EXECUTIVE DIRECTOR'S REPORT

### SOUTH LAKE TAHOE - CALTRANS – COMMISSIONER COMMENTS

## ADJOURNMENT

The meeting was adjourned at 2:30pm.

The next regular meeting is scheduled for 2:00pm on September 7, 2023, at 330 Fair Lane Placerville, California.

CONSENT CALENDAR

**STAFF REPORT**

**DATE: SEPTEMBER 7, 2023**  
**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**  
**FROM: KAREN THOMPSON, ADMINISTRATIVE SERVICES OFFICER**  
**SUBJECT: JULY 2023 CHECK REGISTER**

**REQUESTED ACTION**

Receive and file the July 2023 Check Register (Attachment A).

**BACKGROUND AND DISCUSSION**

The attached check listing includes seven payments that merit further explanation:

- DKS Associates*..... \$23,834.56
- DKS Associates*..... \$9,057.75  
May through June 2023 professional services for the Wildfire Evacuation Preparedness Plan, Work Element 265. The contract was approved at the March 3, 2022, EDCTC meeting.
- DKS Associates*..... \$15,763.93
- DKS Associates*..... \$2,926.49  
May through June 2023 public outreach services for the Wildfire Evacuation Preparedness Plan, Work Element 265A. The contract was approved at the March 2, 2023, EDCTC meeting.
- Sacramento Transportation Authority* ..... \$2,070.00  
FY 2022/23 shared costs for the Freeway Service Patrol Program, Work Element 130. The contract with STA was approved at the June 1, 2023, EDCTC meeting.
- Extreme Towing*..... \$13,266.28  
June 2023 professional services for the Freeway Service Patrol Program, Work Element 130. The contract with Extreme Towing was approved at the May 6, 2021, EDCTC meeting
- CalPERS Retirement System* ..... \$34,878.00  
Prepayment of the 2023/24 CalPERS retirement unfunded liability. CalPERS separates the contribution amount from the unfunded portion and offers the option to prepay a discounted amount. This payment was included in the Overall Work Program, Budget, and Goals and Objectives approved at the May 4, 2023, EDCTC meeting.

Approved for Agenda:



Woodrow Deloria, Executive Director

Attachment A: July 2023 Check Register

**El Dorado County Transportation Commission  
Check Register  
July 2023**

<b>Date</b>	<b>Name</b>	<b>Payment</b>	<b>Memo</b>
07/03/2023	Ameritas Life Insurance Corp.	529.80	July 2023 Dental
07/03/2023	Ameritas Life Insurance Corp.	78.88	July 2023 Vision
07/03/2023	CalPERS Health	8,036.08	July 2023 Health Premiums
07/03/2023	Benefit Coordinators Corporation	231.55	July 2023 Life/Disability Premiums
07/03/2023	Airespring	666.52	July 2023 Fiber Optic Internet
07/05/2023	CalPERS Fiscal Services Division	115.20	FY 2022/23 1959 Survivor Benefits
07/05/2023	CalPERS Fiscal Services Division	28.80	FY 2022/23 1959 Survivor Benefits-PEPRA
07/05/2023	Century Building Maintenance	500.00	June 2023 Building Maintenance
07/05/2023	De Lage Landen Financial Services	203.78	July 2023 Copy Machine Lease Payment
07/05/2023	DKS Associates	23,834.56	* May 2023 Wildfire Evac Preparedness
07/05/2023	DKS Associates	15,763.93	* May 2023 Public Outreach -WF Evac Preparedness
07/05/2023	RTS IT, Inc.	1,070.00	July 2023 ITCare Silver Service Plan
07/05/2023	Sacramento Transportation Authority	2,070.00	* FY 2022/23 Freeway Service Patrol Shared Costs
07/05/2023	Mountain Democrat	129.90	Annual Subscription Acct 452310
07/05/2023	Sharon Petersen	4,608.00	July 2023 Office Rent
07/10/2023	Elan Financial Services - Visa DB	28.84	Entry to fair to provide wildfire grant information
07/10/2023	Elan Financial Services - Visa DK	398.25	June ADA Website, Office Phones and Misc Office Expense
07/10/2023	Elan Financial Services - Visa KT	40.17	Zoom Meetings and June Office Expenses
07/10/2023	Elan Financial Services - Visa WD	19.81	Caltrans Meeting Expenses
07/10/2023	Extreme Towing	13,266.28	* June 2023 Freeway Service Patrol
07/10/2023	Roberts & Company, Inc.	50.00	June 2023 Accounting Oversight
07/10/2023	Sloan Sakai Yeung & Wong LLP	798.00	May 2023 Legal Services
07/12/2023	CalPERS Retirement System	4,187.27	July 2023 Contribution #1
07/12/2023	CalPERS Retirement System	473.83	July 2023 PEPRA Contribution #1
07/20/2023	Umpqua Bank	60.55	June 2023 Analyzed Checking Fee
07/24/2023	CALCOG	200.00	21/22 CMR-Woodrow Deloria EDCTC
07/24/2023	CALCOG	200.00	22/23 CMR-Woodrow Deloria EDCTC
07/24/2023	CALCOG	3,850.00	EDCTC 23/24 Organization Dues
07/24/2023	CalPERS Retirement System	34,878.00	* Prepayment 2023/24 Unfunded Accrued Liability
07/24/2023	CalPERS Retirement System	324.00	Prepayment 2023/24 PEPRA Unfunded Accrued Liability
07/24/2023	DKS Associates	9,057.75	* June 2023 Wildfire Evac Preparedness
07/24/2023	DKS Associates	2,926.49	* June 2023 Public Outreach -WF Evac Preparedness
07/24/2023	PG&E	561.69	06/12/23-07/12/23 Utilities
07/24/2023	Sloan Sakai Yeung & Wong LLP	145.00	June 2023 Legal Services
07/26/2023	CalPERS Retirement System	4,187.27	July 2023 Contribution #2
07/26/2023	CalPERS Retirement System	473.83	July 2023 PEPRA Contribution #2
07/31/2023	Sharon Petersen	4,608.00	August 2023 Office Rent
07/31/2023	Sierra Office Supply & Printing	65.61	July 2023 Office Supplies
	Total	<b>138,667.64</b>	

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**BUSINESS CALENDAR****STAFF REPORT**

**DATE:** SEPTEMBER 7, 2023  
**TO:** EL DORADO COUNTY TRANSPORTATION COMMISSION  
**FROM:** WOODROW DELORIA, EXECUTIVE DIRECTOR  
**SUBJECT:** AMEND APPENDIX A AND APPENDIX B JOB DESCRIPTIONS FOR THE EXECUTIVE ASSISTANT/SECRETARY TO THE COMMISSION AND ADMINISTRATIVE SERVICES OFFICER OF THE EDCTC PERSONNEL POLICIES AND PROCEDURES MANUAL

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**REQUESTED ACTION**

Approve draft amendments to Appendix A and Appendix B job descriptions for the Executive Assistant/Secretary to the Commission and Administrative Services Officer of the El Dorado County Transportation Commission (EDCTC) Personnel Policies and Procedures Manual.

**BACKGROUND**

The purpose of the EDCTC Personnel Policies and Procedures Manual (Personnel Manual) is to provide fair and systematic procedures for the administration of all matters affecting the status and activities of EDCTC employees. At the time of hire, and with each amendment of the Personnel Manual, employees sign an acknowledgement form which states that it is their responsibility to read and comply with the policies contained in the manual. The Personnel Manual was last amended on April 6, 2023.

Appendix A includes the Organizational Chart representing the staffing structure of EDCTC. Changes have been proposed to the titles of two job classifications requiring that the chart be amended to reflect these changes. Appendix B includes each position within EDCTC and the respective job title, classification, and job descriptions therein. The job classifications and job descriptions have not been reviewed or amended recently and need to be evaluated to reflect any changes to current roles, responsibilities, and duties performed in the current public agency administration environment.

**DISCUSSION**

The updates to the Personnel Manual Appendix B are proposed to revisit the duties performed by two of the current job classifications, the Executive Assistant/Secretary to the Commission (EA) and Administrative Services Officer (ASO). As the agency has evolved to meet the demands of public agency operations, so have the roles and responsibilities of the EA and ASO positions. Federal and State transportation funding programs have increased reporting, fiscal administration, coordination, and oversight required of public transportation agencies such as EDCTC, ultimately requiring more administration and fiscal reporting support. Additionally, over the past year the ASO has been working with the EA to cross train and develop a more integrated skill set to meet the demands of the current moment. This not only provides more redundancy of skills and abilities, but also provides for a more productive and effective path forward when looking at succession planning and the agencies longer term employment vision. Proposed changes are consistent with job descriptions for the same classifications from like agencies including the Placer County Transportation Planning Agency, Shasta Regional Transportation Agency, Amador County Transportation Commission, and the Nevada County Transportation Commission. The proposed changes to the two classifications are included in the "track changes" version of the attached Draft Appendix B. If approved, the Overall Work Program and Budget (OWP), Amendment 1 will be revised to reflect the duties performed by each job class affected by the proposed changes. Should the EDCTC approve the proposed changes to these job classifications, the salary schedule for the EA and ASO job will be revisited in the OWP to reflect the



duties now required of and performed in each respective role. Ensuring that each job classification accurately reflects the expectations, duties performed, and is compensated accurately will help maintain the current staffing levels and ensure future recruitments are successful.

Approved for Agenda:



Woodrow Deloria  
Woodrow Deloria, Executive Director

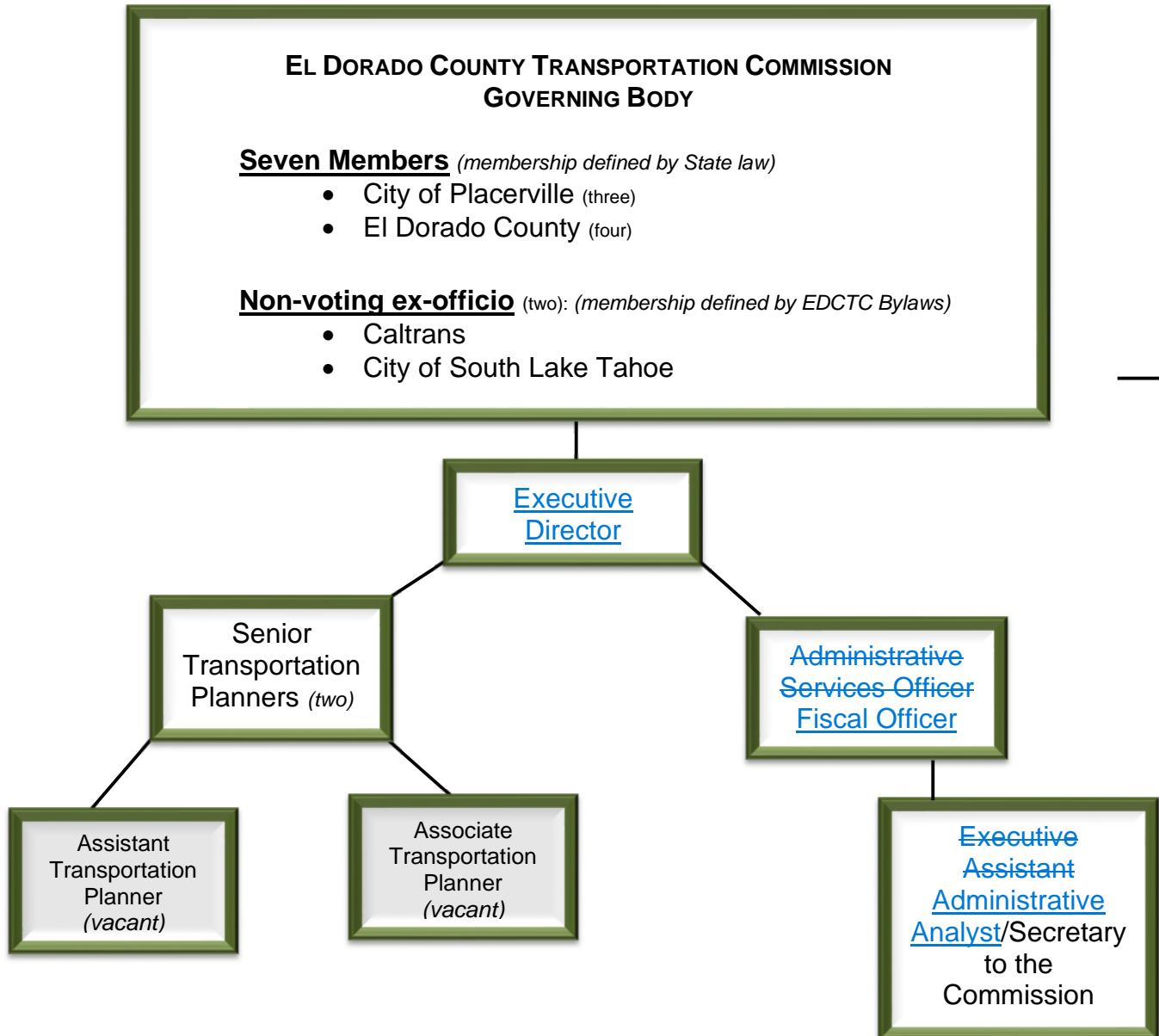
Attachment A: Draft Personnel Policies and Procedures Manual Appendix A

Attachment B: Draft Personnel Policies and Procedures Manual Appendix B job descriptions for the Executive Assistant/Secretary to the Commission and Administrative Services Officer

APPENDIX A

EL DORADO COUNTY TRANSPORTATION COMMISSION

ORGANIZATIONAL CHART





## EL DORADO COUNTY TRANSPORTATION COMMISSION

### ~~ADMINISTRATIVE SERVICES~~ FISCAL OFFICER

FLSA –Exempt

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### DEFINITION

Under general direction, plans, directs, and performs all duties related to accounting, funding and revenue collections, grant administration, billing, budgeting, and auditing; oversees all human resources functions, including benefits, recruitment and selection, and all related files; performs other related duties as assigned.

#### DISTINGUISHING CHARACTERISTICS

The ~~Administrative Services-Fiscal~~ Officer is a single position supervisory class in which the incumbent is expected to perform work in all areas of accounting and human resources and coordinate work with outside contractors. This class is distinguished from the next higher class of Executive Director in that the latter has overall administrative and fiscal responsibility for the entire Agency.

#### SUPERVISION RECEIVED/EXERCISED

Receives general direction from the Executive Director. Exercises direct and indirect supervision over assigned staff.

#### ESSENTIAL FUNCTIONS *(include but are not limited to the following)*

Plans, organizes, and manages all accounting functions; implements, monitors, controls, and maintains accounting programs, including manages accounts payable, payroll, and accounts receivable; prepares regular and special financial reports; oversees human resource related activities, including benefits administration.

Prepares ~~a variety of~~ accounting reports; ~~prepares complex~~ financial reports, ~~on~~ special accounting and/or funding management assignments; ~~assists with and~~ oversees accounts receivable, accounts payable, ~~bank~~ deposits, billing, and payroll; oversees and coordinates with consultants for the annual audits; prepares the annual State Controller's Reportss.

Oversees the general development of reports and other fiscal functions performed by and documentation maintained by the Administrative Analyst.

Maintains general and subsidiary ledgers; reconciles a variety of computer reports; prepares work papers, financial statements, and other reports for federal, state, and other agencies; ~~signs purchase orders~~; monitors spending.

~~Assists in~~Oversees the annual budget preparation, including the development of spreadsheets;

works with staff to collect and compile budget information; develops the cost allocation plan; reviews budget expenditures; prepares budget revisions; ~~and supports the researches and provides budget information to~~ submittal of information, reports, and others materials to Caltrans as needed.

~~Prepares requests for proposals; conducts consultant selection process; monitors consultant billing.~~

Manages the financial aspects from fund agreement to quarterly reimbursement requests and certification of expenditures for a variety of transportation related program activities.

Participates in the recruitment and selection process; ~~develops advertisements;~~ conducts new employee orientations; administers ~~health and dental~~ benefits.

Assists the Executive Director in the formation of administrative policies and practices.

Recommends human resource related policies, rules, and practices; maintains personnel files; ensures that pay increases are properly entered into the payroll system; keeps informed of all laws relating to human resources; coordinates and administers the Workers' Compensation program.

~~Establishes positive working relationships with representatives of community-based organizations, other agencies, Commission management and staff, and the public.~~

## PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper, and documents weighing up to twenty-five pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

**QUALIFICATIONS** *(The following are minimal qualifications necessary for entry into the classification.)*

### Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Fiscal Officer. A typical way of obtaining the required qualifications is:

~~Possession of a Bachelor's Degree and to possess the equivalent of one three-years of increasingly responsible professional accounting experience, including the maintenance of financial, budget, fiscal, and related statistical records.~~

**OR**

~~Possession of an Associate's Degree in Accounting and a bachelor's degree in accounting, business or public administration, or a related field and equivalent of three years of increasingly responsible professional accounting experience, including the maintenance of financial, budget, fiscal, and related statistical records.~~

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)***Knowledge of:**

Generally Accepted Accounting Principles (GAAP) and Basic Principles of Accounting as applied to Governmental Accounting Standards (GASB); principles and practices of government accounting, auditing, reporting and budgeting; grant and fund administration; principles and practices of financial programs; principles and practices of human resources, including recruitment, benefits, and personnel file management; methods and techniques of research and analysis of information and statistical data; basic principles of mathematics; applicable federal, state and local laws, codes and regulations relating to transportation programs; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Develop, examine and verify financial documents, reports and transactions; prepare a variety of budgets, financial statements, reports and analyses; analyze, post, balance and reconcile financial data, ledgers and accounts; oversee all recruitment and selection services; oversee benefit administration and all personnel files; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate standard office equipment, including a computer and a variety of ~~word processing and relevant~~ software applications, including QuickBooks® or related financial ~~and~~ accounting programs.



## EL DORADO COUNTY TRANSPORTATION COMMISSION

### **EXECUTIVE ASSISTANT ADMINISTRATIVE ANALYST/SECRETARY TO THE COMMISSION** FLSA –Exempt

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION**

Under general supervision, performs a wide variety of routine and complex office and administrative support tasks and duties in support of the Executive Director and other staff; acts as secretary to the Commission; assists the public and partnering agencies by providing information personally or directing information requests according to established procedures; sorts, logs, and maintains records and other documents; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS**

The Administrative Analyst/Secretary to the Commission is a single position classification in which the incumbent is expected to independently perform the full scope of assigned duties. Incumbent performs a full range of ~~office and~~ administrative and accounting support duties, including organization and coordination of workload, ~~maintenance of a calendar~~, scheduling of ~~meetings~~ appointments, contract administration, budget development, and preparation of reports and other documents. This classification is distinguished by the performance of sensitive and confidential duties related to the administrative support of the Executive Director, the Commission, and other professional staff.

#### **SUPERVISION RECEIVED/EXERCISED**

Receives general supervision from the Executive Director and oversight from the Fiscal Officer. The incumbent does not routinely exercise supervision.

#### **ESSENTIAL FUNCTIONS** *(included but are not limited to the following)*

Assists with accounting duties: cash receipts, deposit of receivables, ~~and reconciliation of petty cash~~ quarterly Caltrans and other invoicing as needed.

Assists the annual budget preparation, including the development of spreadsheets; compiles information and research and provides budget information to Caltrans as needed.

Prepares requests for proposals; conducts consultant selection process; monitors consultant billing.

Participates in the recruitment and selection process for all agency positions as well as request for proposals for planning related studies, plans, or related efforts.

Manages all office related contracts and agreements including the lease, cleaning and maintenance, information technology support, and all electronic, computer, hardware, and other EDCTC owned inventory.

Manages electronic and printed records retention and file organization for all agency documents, plans, studies, and other related materials.

Maintains and updates the Commission web-site and social media platforms; reviews, updates, purges, writes, and edits copy for the site; posts agendas and meeting notices; oversees press and media coordination. ~~Maintains and updates the agency Facebook page.~~

Performs a wide variety of routine and complex office and administrative support tasks and duties in support of the Executive Director and Commission; assists the public by providing information personally or directing information requests according to established procedures.

Performs sensitive and confidential routine and complex office, clerical, and administrative support tasks and duties, including scheduling appointments, arranging meeting locations, and tracking project status.

Serves as Secretary to the Commission: records actions taken and arranges for recording actions in the official records; distributes documents resulting from Board action; certifies the authenticity of actions and Resolutions and prepares certified copies; prepares and publishes legal and informational notices on behalf of the Commission; prepares, distributes, and posts Board meeting agendas in accordance with legal requirements.

Demonstrates an understanding of applicable Commission policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as appropriate; receives visitors and telephone calls, directing them to the appropriate information source; represents the Commission to all callers and visitors in a professional and customer-friendly manner.

Uses computers to enter and prepare a variety of documents, including general correspondence, reports, memos, proposals and fliers from rough drafts or verbal instructions; assists in the formatting of reports; proofreads documents and correspondence; ~~operates other automated office equipment; types drafts, creates documents from draft or verbal instructions, and prepares a wide~~composes, edits, proofreads, and formats a variety of ~~finished~~ documents; independently responds to e-mail.

Establishes positive working relationships with representatives of community organizations, state/local agencies, Commission management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to twenty-five pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

**QUALIFICATIONS** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an Administrative Analyst/Secretary to the Commission. A typical way of obtaining the required qualifications is to possess the equivalent of five years of significant, directly related, and progressive administrative and clerical support experience, ~~and or~~ an associate degree [in Public Administration and Governance or related field](#).

**License/Certificate**

Possession of, or ability to obtain, a valid class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS** *(The following are a representative sample of the knowledge, abilities, and skills necessary to perform essential duties of the position.)*

**Knowledge** of office, administrative and clerical policies and procedures; basic understanding of the principles of governing codes and ordinances; basic principles of mathematics; applicable federal, state, and local laws, codes and regulations; methods and techniques of prioritizing and organizing assignments; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Ability** to provide complex administrative support to the Executive Director and other Commission staff; take action minutes and prepare related resolutions, and documents; read, understand, and review documents for accuracy and relevant information; use applicable office terminology, forms, documents, and procedures in the course of the work; maintain complex office and confidential records and files; meet critical deadlines; deal successfully with the public, in person and over the telephone; respond to community issues, concerns, and needs; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes and regulations, including open meeting requirements; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze complex issues, develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill** to operate standard office equipment, including a computer and variety of relevant software applications including website platform.



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**BUSINESS ITEM****STAFF REPORT**

**DATE:** SEPTEMBER 7, 2023  
**TO:** EL DORADO COUNTY TRANSPORTATION COMMISSION  
**FROM:** JERRY BARTON, SENIOR TRANSPORTATION PLANNER  
**SUBJECT:** SURFACE TRANSPORTATION BLOCK GRANT PROGRAM RE-PROGRAMMING AND TRANSPORTATION DEVELOPMENT ACT BICYCLE PEDESTRIAN FUNDS PROGRAMMING

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**REQUESTED ACTION**

Adopt Resolution 23/24.04 reprogramming \$500,000 in Urban Surface Transportation Block Grant Program (STBG) funds from the Ponderosa Interchange Project (Attachment A) and Resolution 23/24.05 programming \$200,000 in Transportation Development Act (TDA) Local Transportation Fund (LTF) Pedestrian and Bicycle funds (Attachment B) to El Dorado County Department of Transportation for the Pony Express Trail Bicycle and Pedestrian Improvements Project.

**BACKGROUND**

As the Regional Transportation Planning Agency (RTPA) charged with programming federal and state transportation funding for the west slope of El Dorado County, El Dorado County Transportation Commission (EDCTC) is responsible for the programming of STBG funds to projects or programs on the west slope of El Dorado County. Urban STBG funds are reimbursable federal aid funds, subject to all the requirements of Title 23, United States Code. The STBG is the most flexible among all Federal-aid highway programs. Eligible costs include planning, preliminary engineering, environmental, right-of-way acquisition, capital costs, and construction costs associated with an eligible activity.

In accordance with Transportation Development Act TDA Statute 99233.3, EDCTC has the option to apportion up to two percent of the remaining LTF, after allocation of administration and planning funds, for facilities provided for the exclusive use of pedestrians and bicycles. In accordance with TDA Statute 99234(a), claims for facilities provided for the exclusive use of pedestrians and bicycles shall be filed according to the rules and regulations adopted by the transportation planning agency. EDCTC adopted programming guidelines in June 2014 (Attachment C).

**DISCUSSION**

On September 1, 2023, El Dorado County Department of Transportation (DOT) submitted a funding request letter to EDCTC to fully fund the Pony Express Trail Bicycle and Pedestrian Improvements Project located in Pollock Pines. El Dorado County DOT opened bids for the project on August 22, 2023. The project low bidder did not meet the federal funding DBE requirements and the DOT needs to recommend the award to the second highest bidder. The second bid of \$2,945,688.00 (plus contract contingency and construction management costs) is approximately \$1,200,000 over the project's construction budget of \$2,320,000. The requested \$700,000 from EDCTC will leave an additional \$500,000 shortfall. DOT is pursuing potential funding options from Caltrans District 3 or other possible County funds to fill the remaining \$500,000 shortfall.

In March of 2021, the project was awarded \$1,440,000 in statewide Active Transportation Program funding. EDCTC has previously programmed STBG, Congestion Mitigation Air Quality (CMAQ) and TDA/LTF Pedestrian and Bicycle funds to support the project. Successful and timely project delivery is critical for Active Transportation Program projects for jurisdictions to remain eligible for future funding opportunities in the highly competitive program.

EDCTC is proposing to re-program \$500,000 of unobligated STBG funding from the Ponderosa Interchange project to the Pony Express Trail Bicycle and Pedestrian Improvements project to ensure successful and timely construction of this critical project. The \$500,000 is programmed to the Plans, Specifications and Estimates Phase and has not yet been obligated. DOT intends to move the initial Project Approval and Environmental Document forward with \$400,000 in funding currently programmed to that phase. The Ponderosa Interchange project is also being considered for the programming of 2024 State Transportation Improvement Program (STIP) funding. The STBG funding moved from the Ponderosa Interchange project as a result of the proposed re-programming will be backfilled with STIP funding, should the Commission approve EDCTC's proposed Regional Transportation Improvement Program in December 2023.

Additionally, EDCTC is recommending the programming of \$200,000 in TDA/LTF Pedestrian and Bicycle funds, which are eligible for use on the Pony Express Trail project. With the approval of the requested programming action, there will be a remaining balance of \$103,315 in TDA/LTF Pedestrian and Bicycle funds.

In the event there are remaining TDA/LTF Pedestrian and Bicycle Funds after the project is complete, those funds will return to EDCTC for future programming to another eligible project.

Approved for Agenda:



Woodrow Deloria, Executive Director

- Attachments:
- A) EDCTC Resolution 23/24.04
  - B) EDCTC Resolution 23/24.05
  - C) EDCTC Guidelines for Administration of TDA/LTF Article 3 Pedestrian and Bicycle Funding
  - D) Funding Request Letter



2828 Easy Street, Suite 1, Placerville, CA 95667 [www.edctc.org](http://www.edctc.org) 530.642.5260

**Councilmembers Representing City of Placerville:** John Clerici, Jackie Neau, Michael Saragosa

**Supervisors Representing El Dorado County:** John Hidahl, Lori Parlin, Wendy Thomas, George Turnboo

**RESOLUTION 23/24.04**

**RESOLUTION OF THE EL DORADO COUNTY TRANSPORTATION COMMISSION  
RE-PROGRAMMING URBAN SURFACE TRANSPORTATION BLOCK GRANT PROGRAM  
FUNDING FROM PONDEROSA INTERCHANGE TO THE PONY EXPRESS TRAIL BICYCLE AND  
PEDESTRIAN IMPROVEMENTS PROJECT**

**WHEREAS**, pursuant to California Government Code, Title 7.95, Section 67950, the El Dorado County Transportation Commission (EDCTC) was created as a local planning agency to provide regional transportation planning for the area of El Dorado County, exclusive of the Lake Tahoe Basin; and

**WHEREAS**, California Government Code Section 29532.1(g) identifies EDCTC as the designated regional transportation planning agency for El Dorado County, exclusive of the Lake Tahoe Basin; and

**WHEREAS**, it is the responsibility of EDCTC, under the provisions of the Memorandum of Understanding with the Sacramento Area Council of Governments (SACOG), to program and track projects to be funded with Urban Surface Transportation Block Grant Program (STBG) funds; and

**WHEREAS**, on September 1, 2023, the El Dorado County Department of Transportation (DOT) submitted a request to EDCTC to consider the re-programming of STBG funding to help fully fund the Pony Express Trail Bicycle and Pedestrian Improvements Project located in Pollock Pines; and

**WHEREAS**, the Ponderosa Interchange project has \$500,000 of unobligated STBG funding programmed to it currently for the Plans, Specifications, and Estimates (PS&E) phase which has not yet started; and

**WHEREAS**, the Pony Express Trail Bicycle and Pedestrian Improvements Project has an immediate funding need for \$500,000 to award a construction contract and prevent the loss of funds; and

**WHEREAS**, EDCTC and DOT will work together to identify future funding options for the PS&E phase of the Ponderosa Interchange project; and

**NOW THEREFORE, BE IT RESOLVED**, that the El Dorado County Transportation Commission approves the re-programming of \$500,000 in STBG funds from the Ponderosa Interchange Project to the Pony Express Trail Bicycle and Pedestrian Improvements Project.

**BE IT FURTHER RESOLVED**, that the projects shall be submitted to SACOG for amendment into the Metropolitan Transportation Improvement Program, as required.

**PASSED AND APPROVED**, by the El Dorado County Transportation Commission governing body at the regular meeting held on September 7, 2023, by the following vote:

Vote Pending

Attest:

\_\_\_\_\_  
John Clerici, Chairperson

\_\_\_\_\_  
Dana N. Keffer, Secretary to the Commission



2828 Easy Street, Suite 1, Placerville, CA 95667 [www.edctc.org](http://www.edctc.org) 530.642.5260

**Councilmembers Representing City of Placerville:** John Clerici, Jackie Neau, Michael Saragosa

**Supervisors Representing El Dorado County:** John Hidahl, Lori Parlin, Wendy Thomas, George Turnboo

## RESOLUTION 23/24.05

### RESOLUTION OF THE EL DORADO COUNTY TRANSPORTATION COMMISSION PROGRAMMING TRANSPORTATION DEVELOPMENT ACT LOCAL TRANSPORTATION FUND PEDESTRIAN AND BICYCLE FUNDS

**WHEREAS**, pursuant to California Government Code, Title 7.95, Section 67950, the El Dorado County Transportation Commission (EDCTC) was created as a local planning agency to provide regional transportation planning for the area of El Dorado County, exclusive of the Lake Tahoe Basin; and

**WHEREAS**, California Government Code Section 29532.1(g) identifies EDCTC as the designated regional transportation planning agency for El Dorado County, exclusive of the Lake Tahoe Basin; and

**WHEREAS**, EDCTC is responsible for the planning, allocating and programming funds and for the administration of Transportation Development Act of 1971 (TDA) Funds; and

**WHEREAS**, in accordance with Transportation Development Act (TDA) Statute 99233.3, EDCTC has the option to apportion up to two percent of the remaining Local Transportation Fund (LTF), after allocation of administration and planning funds, for facilities provided for the exclusive use of pedestrians and bicycles; and

**WHEREAS**, in accordance with TDA Statute 99234(a), EDCTC has adopted programming guidelines for use of TDA/LTF Pedestrian and Bicycle Funds; and

**WHEREAS**, on September 1, 2023, the El Dorado County Department of Transportation (DOT) submitted a request to EDCTC to consider the programming of \$200,000 in TDA/LTF Pedestrian Bicycle funding to help fully fund the Pony Express Trail Bicycle and Pedestrian Improvements Project located in Pollock Pines; and

**WHEREAS**, El Dorado County DOT has identified a funding shortfall of \$1,200,000 to construct the project, a combination of fund sources will fully fund construction; and

**WHEREAS**, as of August 2023, EDCTC's available TDA/LTF Pedestrian Bicycle fund balance is \$303,315; and

**WHEREAS**, the bicycle and pedestrian improvements project has been determined to be eligible for use of TDA/LTF funding; and

**WHEREAS**, in the event the project does not utilize all of the programmed funding, the remaining TDA/LTF Pedestrian and Bicycle Funds will return to EDCTC for future programming.

**NOW THEREFORE, BE IT RESOLVED**, that the EDCTC approves the programming of \$200,000 in TDA/LTF Pedestrian and Bicycle Funds to the El Dorado County DOT for the Pony Express Trail Bicycle and Pedestrian Improvements Project located in Pollock Pines.

**BE IT FURTHER RESOLVED**, that the project shall be submitted to SACOG for amendment into the Metropolitan Transportation Improvement Program, as applicable.

**PASSED AND APPROVED**, by the El Dorado County Transportation Commission governing body at the regular meeting held on September 7, 2023, by the following vote:

Vote Pending

Attest:

\_\_\_\_\_  
John Clerici, Chairperson

\_\_\_\_\_  
Dana N. Keffer, Secretary to the Commission



2828 Easy Street Suite 1 | Placerville CA 95667 | tel: 530.642.5260 | fax: 530.642.5266 | www.edctc.org

## **GUIDELINES FOR ADMINISTRATION OF TRANSPORTATION DEVELOPMENT ACT LOCAL TRANSPORTATION FUND ARTICLE 3 PEDESTRIAN AND BICYCLE FUNDING**

**ADOPTED JUNE 2014**

### **TDA STATUTE**

1. In accordance with TDA Statute 99233.3, EDCTC has the option to apportion up to two percent of the remaining Local Transportation Fund (after allocation of administration and planning) to the City and County for facilities provided for the exclusive use of pedestrians and bicycles. The eligible claimants are the City of Placerville and El Dorado County.
2. Of the amount made available to the City and County, five percent thereof may be expended to supplement moneys from other sources to fund bicycle safety education programs.
3. Funds shall be allocated in accordance with requirements described in TDA Statute 99234, Claims for Pedestrian and Bicycle Facilities as follows:
  - (a) Claims for facilities provided for the exclusive use of pedestrians and bicycles or for bicycle safety education programs shall be filed according to the rules and regulations adopted by the transportation-planning agency.
  - (b) The money shall be allocated for the construction, including related engineering expenses, of those facilities pursuant to procedures or criteria established by the transportation-planning agency for the area within its jurisdiction, or for bicycle safety education programs.
  - (c) The money may be allocated for the maintenance of bicycling trails, which are closed to motorized traffic pursuant to procedures or criteria established by the transportation-planning agency for the area within its jurisdiction.
  - (d) The money may be allocated without respect to Section 99231 and shall not be included in determining the apportionments to a city or county for purposes of Sections 99233.7 to 99233.9, inclusive.
  - (e) Facilities provided for the use of bicycles may include projects that serve the needs of commuting bicyclists, including, but not limited to, new trails serving major transportation corridors, secure bicycle parking at employment centers, park-and-ride lots, and transit terminals where other funds are unavailable.
  - (f) Notwithstanding any other provision of this section, a planning agency established in Title 7.1 (commencing with Section 66500) of the Government Code may allocate the money to the Association of Bay Area Governments for activities required by Chapter 11 (commencing with Section 5850) of Division 5 of the Public Resources Code.
  - (g) Within 30 days after receiving a request for a review from any city or county, the transportation-planning agency shall review its allocations made pursuant to Section 99233.3.
  - (h) In addition to the purposes authorized in this section, a portion of the amount available to a city or county pursuant to Section 99233.3 may be allocated to develop a comprehensive bicycle and pedestrian facilities plan, with an emphasis on bicycle projects intended to accommodate bicycle commuters rather than recreational bicycle users. An allocation under this subdivision may not be made more than once every five years.
  - (i) Up to 20 percent of the amount available each year to a city or county pursuant to Section 99233.3 may be allocated to re-stripe class II bicycle lanes.

**EDCTC RULES AND REGULATIONS FOR USE OF TDA ARTICLE 3 PEDESTRIAN AND BICYCLE FUNDING, IN PRIORITY ORDER**

1. Projects shall be:
  - Included in an adopted Bicycle Transportation Plan, Non-Motorized Transportation Plan, Transit Plan, or Pedestrian Plan, as applicable
  - Endorsed by a Council or Board, as applicable
2. The primary use of this fund source shall be as matching funds for projects that have a significant contribution by a local agency or have grant funding, i.e. Active Transportation Program.
3.
  - A. The funding may be used to augment ongoing construction projects, i.e. road rehabilitation or construction projects that require additional funding for bicycle, pedestrian facilities or signage.
  - B. Costs may be reimbursed up to 50% to complete the environmental, design and right of way phases of a pedestrian or bicycle project to provide shelf-ready projects for future grant opportunities.
4. The funding may be used to for minor bicycle and pedestrian projects as follows:
  - For installation of bicycle racks or lockers
  - For installation of bicycle and pedestrian signage for bicycle routes, school zones and park and ride lots
  - For crosswalk striping, pedestrian refuges, minor bicycle lane striping
  - For maintenance of existing bicycle or pedestrian facilities
5. The funding may be used to supplement moneys from other sources to fund bicycle safety education programs.



# COMMUNITY DEVELOPMENT SERVICES

## ADMINISTRATION AND FINANCE DIVISION

2850 Fairlane Court, Placerville, CA 95667  
Phone (530) 621-5900, Fax (530) 626-0387

September 1, 2023

Woodrow Deloria  
El Dorado County Transportation Commission  
2828 Easy Street, Suite 1  
Placerville, CA 95667

**RE: Funding Request for Pony Express Trail Bike-Ped Improvement Project**

Dear Mr. Deloria,

The purpose of this letter is to respectfully request that El Dorado County Transportation Commission (EDCTC) reprogram \$500,000 in STBGP funds from US-50 Ponderosa Road Interchange Project, and an additional \$200,000 of TDA/LFT funding to cover higher than expected bids that were received for the to the Pollock Pines—Pony Express Trail Bike-Ped Improvement Project (Project). As demonstrated in previous programmed funds, the Project meets the criteria for funding set forth in the STBGP and TDA/LFT guidance.

The proposed Project includes improvements at four existing crosswalks, and the pedestrian and bicycle facilities along Pony Express Trail, from Sanders Drive to Sly Park Road. The Project's scope contains rapid flashing beacons, and ADA compliant landings at these four crosswalks.

This request is due to unexpected high bids received on August 22, 2023. The project low bidder did not meet the federal funding DBE requirements and the Department of Transportation (DOT) will be recommending the award to the second bidder. The second bid of \$2,945,688.00 plus contract contingency and construction management cost will be approximately \$1,200,000 over the Project construction budget of \$2,320,000. This funding request of \$700,000 will leave an additional \$500,000 shortfall for this recommended construction contract award. DOT is working closely with Caltrans District and Headquarters offices for potential funding and other possible County funds to fill the remaining \$500,000 Project shortfall. DOT is already working with EDCTC on a revised funding strategy for the US-50 Ponderosa Road Interchange Project that would more than backfill this request to reprogram STBG funds and possibly advance that project with available County TIF funds.

Thank you for considering this programming request for Urban STBG and TDA/LFT funding for the Project. If you have any questions or need any additional information, please contact me at (530) 621-5912 or [matt.smeltzer@edcgov.us](mailto:matt.smeltzer@edcgov.us).

Sincerely,

*Matthew Smeltzer*

Deputy Director, Engineering  
Department of Transportation



**INFORMATION ITEM**

**STAFF REPORT**

**DATE:**        **SEPTEMBER 7, 2023**

**TO:**           **EL DORADO COUNTY TRANSPORTATION COMMISSION**

**FROM:**       **JERRY BARTON, SENIOR TRANSPORTATION PLANNER**  
**DAN BOLSTER, SENIOR TRANSPORTATION PLANNER**  
**BERHANE TESFAGABR, PROJECT MANAGER, CALTRANS DISTRICT 3**

**SUBJECT:**   **SEPTEMBER 2023 PROJECT MONITORING REPORT**

**REQUESTED ACTION**

None. This item is for information only.

**BACKGROUND**

To identify regional transportation project delivery issues and challenges, El Dorado County Transportation Commission (EDCTC) staff performs Planning, Programming, and Monitoring (PPM) duties for regionally significant projects in the EDCTC region. EDCTC conducts its PPM duties in collaboration with the El Dorado County Department of Transportation, City of Placerville Engineering Division, El Dorado Transit Authority, the Sacramento Area Council of Governments, and the Caltrans Department of Local Assistance.

**DISCUSSION**

The report includes projects funded with State Transportation Improvement Program, State Highway Operations and Protection Program, the Road Repair and Accountability Act of 2017 (Senate Bill 1) Programs, Congestion Mitigation and Air Quality, Surface Transportation Block Grant Program, Active Transportation Program, Highway Infrastructure Program, Local Transportation Fund, Bicycle/Pedestrian funds, Coronavirus Response and Relief Supplemental Appropriations Act funds, and at times, regionally significant projects funded with local funds, such as Traffic Impact Fees.

The report includes “project status symbols” to indicate whether a project:

- Is within current cost and schedule ✓
- Has potential cost and/or schedule impacts ?
- Has known cost and/or schedule impacts X

As a result of discussions between members of the El Dorado County Board of Supervisors, the public, Caltrans, and EDCTC staff about the need for the public to have ready access to information about Caltrans’ State Highway Operations and Protection Program (SHOPP) projects in El Dorado County, the report contains a map and information detailing Caltrans’ SHOPP projects in El Dorado County. The report also contains a spreadsheet that shows current grant-funded projects and studies.

Staff will provide the Commission with a brief oral summary of the Project Monitoring Report and Caltrans Project Management staff will discuss the SHOPP project map.

Approved for Agenda:

Woodrow Deloria, Executive Director

Attachment A: September 2023 Project Monitoring Report *(provided under separate cover)*