



## COMMISSIONERS

### Council Members Representing the City of Placerville

Patty Borelli, Kara Taylor, Dennis Thomas

### Supervisors Representing the County of El Dorado

Shiva Frentzen, John Hidahl, Lori Parlin, Brian Veerkamp

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

**Thursday, February 6, 2020, 2:00 PM**

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

**NOTE: Members of the public may address any item on the agenda during consideration of that item. Your comments will be limited to no more than three minutes.**

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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 DECEMBER 5, 2019 COMMISSION MEETING (RICE)  
REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes for the December 5, 2019 Commission meeting.
- 2.** NOVEMBER-DECEMBER 2019 CHECK REGISTER (THOMPSON)  
REQUESTED ACTION: Receive and file the November through December 2019 Check Register.
- 3.** OVERALL WORK PROGRAM BUDGET VS ACTUAL COMPARISON FISCAL YEAR 2019/2020 JULY-DECEMBER REPORT (THOMPSON)  
REQUESTED ACTION: Receive and file the Overall Work Program Budget vs. Actual Comparison Fiscal Year 2019/2020 July-December report
- 4.** PROFESSIONAL SERVICES AGREEMENT FOR OFFICE COPIER/PRINTER (RICE)  
REQUESTED ACTION: Authorize the Executive Director to enter into a professional services agreement with Carbon Copy for a five-year equipment lease for a not-to-exceed amount of \$18,000, including a maintenance agreement.

## CEREMONIAL MATTERS

### ELECTION OF CHAIR AND VICE CHAIR (DELORIA)

REQUESTED ACTION: Elect a Chair and Vice Chair to serve until the first meeting of 2021. The incoming Chair will present the outgoing Chair with a Certificate of Appreciation.

**NOTICED PUBLIC HEARING (time allocation, 2:00 PM)****5. TRANSPORTATION DEVELOPMENT ACT CITIZEN'S PARTICIPATION PROCESS FOR PUBLIC TRANSPORTATION (BOLSTER)**

REQUESTED ACTION:

- Open public hearing regarding public transportation
- Accept public comment
- Close public hearing
- Refer comments received to the Social Services Transportation Advisory Council for review.

**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 ITEMS****6. CALIFORNIA ASSOCIATION OF COUNCILS OF GOVERNMENTS (DELORIA)**

REQUESTED ACTION: Designate a voting delegate to represent EDCTC on the California Association of Councils of Governments Governing Council. The Commission may choose to reaffirm Commissioner Veerkamp or select a new representative.

**7. FEDERAL ADVOCACY PARTNER AGENCY MEMORANDUM OF UNDERSTANDING (DELORIA)**

1. Authorize the Executive Director to negotiate a Draft Memorandum of Understanding (MOU), between the City of Placerville, El Dorado County, El Dorado Transit (partner agencies) and El Dorado County Transportation Commission, to solicit, secure, and administer Federal Transportation Advocacy Services.
2. Authorize the Executive Director to release a Request for Proposals to solicit Federal Transportation Advocacy services and administer a procurement process and execute a contract in coordination with partner agencies entered into aforementioned MOU

**8. FINAL CITY OF PLACERVILLE AND EL DORADO COUNTY ACTIVE TRANSPORTATION PLANS (BARTON)**

REQUESTED ACTION: Accept the final City of Placerville and El Dorado County Active Transportation Plans.

**INFORMATION****9. FREEWAY SERVICE PATROL 2019 REPORT (DELORIA)**

REQUESTED ACTION: None. This item is for information only.

**EXECUTIVE DIRECTOR'S REPORT****CALTRANS – COMMISSIONER COMMENTS****ADJOURNMENT**

The next regular meeting is scheduled for 2:00 PM on March 5, 2020 at 330 Fairlane, Placerville, California.

**NOTICE**

To listen to open session portions of the meeting in real time, dial 530.621.7603. This specialized dial in number is programmed for listening only and is operable when the audio system inside the meeting room is activated.

The El Dorado County Transportation Commission is committed to ensuring that persons with disabilities are provided 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).

Every effort will be made to provide a translator in Spanish or in another language if requested. Please make your request two full days in advance of the meeting. Un traductor del idioma espanol estara disponible.

## CONSENT CALENDAR

### **STAFF REPORT**

**DATE: FEBRUARY 6, 2020**  
**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**  
**FROM: JONI RICE, EXECUTIVE ASSISTANT/SECRETARY TO THE COMMISSION**  
**SUBJECT: MINUTES FOR THE DECEMBER 5, 2019 COMMISSION MEETING**

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REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes for the December 5, 2019 Commission meeting.

Approved for Agenda:

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Woodrow Deloria, Executive Director

Attachment: December 5, 2019 Minutes



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

**Councilmembers Representing City of Placerville:** Patty Borelli, Kara Taylor, Dennis Thomas  
**Supervisors Representing El Dorado County:** Shiva Frentzen, John Hidahl, Lori Parlin, Brian Veerkamp  
Woodrow Deloria, Executive Director

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## DRAFT ACTION MINUTES

Regular Meeting, Thursday, December 5, 2019, 2:00 PM

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### CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Borelli called the meeting to order at 2:02 PM and led the Pledge of Allegiance.

### COMMISSIONER ATTENDANCE

PRESENT: Chair Borelli and Commissioners Hidahl, Saragosa, Parlin, Thomas, Veerkamp and Caltrans Ex Officio Alex Fong. ABSENT: Vice Chair Frentzen

### ADOPTION OF AGENDA AND CONSENT CALENDAR

Chair Borelli asked if there were any questions or comments on Consent Calendar items, and there were none.

**ACTION: Commissioner Veerkamp made a motion to adopt the agenda and to approve or adopt items 1-7 on the Consent Calendar. The motion was seconded by Commissioner Saragosa which carried as follows:**

**MOTION/SECOND: Veerkamp/Saragosa**

**AYES: Borelli, Hidahl, Parlin, Saragosa, Thomas, Veerkamp**

**ABSTAIN: None**

**NOES: None**

**ABSENT: Frentzen**

### CONSENT CALENDAR

1. MINUTES FOR THE NOVEMBER 7, 2019 COMMISSION MEETING  
REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes for the November 7, 2019 Commission meeting.
2. OCTOBER 2019 CHECK REGISTER  
REQUESTED ACTION: Receive and file the October 2019 Check Register.
3. 2020 COMMISSION MEETING CALENDAR  
REQUESTED ACTION: Consider and adopt the meeting calendar for 2020 and cancel the July 2 meeting.
4. DESIGNATE A REPRESENTATIVE FOR THE 2020 CAP-TO-CAP ADVOCACY EFFORT  
REQUESTED ACTION: Designate the Executive Director to represent EDCTC at the 2020 Cap-to-Cap advocacy effort in Washington D.C., scheduled for April 25-29, 2020.
5. TRANSPORTATION DEVELOPMENT ACT FISCAL YEAR 2018/19 ACTUAL APPORTIONMENT AND ALLOCATION FOR STATE TRANSIT ASSISTANCE FUNDS  
REQUESTED ACTION: Adopt Resolution 19/20.07 approving the Transportation Development Act Fiscal Year 2018/19 Revised Apportionment and Allocation for State Transit Assistance funds.

6. FISCAL YEAR 2018/2019 AUDIT REPORTS

REQUESTED ACTION: Receive and file the Fiscal Year 2018/2019 Audit Reports.

7. FINAL WESTERN EL DORADO COUNTY SHORT- AND LONG-RANGE TRANSIT PLAN

REQUESTED ACTION: Accept the Final Western El Dorado County Short- and Long-Range Transit Plan.

NOTICED PUBLIC HEARING (*The Hearing began at 2:05 PM*)8. 2020 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM

REQUESTED ACTION:

- Open public hearing regarding the EDCTC 2020 Regional Transportation Improvement Program (RTIP)
- Accept public comment
- Close public hearing
- Adopt Resolution 19/20.08 adopting the 2020 El Dorado County RTIP and direct the Executive Director to submit the 2020 RTIP to the California Transportation Commission.

**ACTION: Commissioner Hidahl made a motion to adopt Resolution 19/20.08 as requested. The motion was seconded by Commissioner Veerkamp which carried as follows:**

**MOTION/SECOND: Hidahl/Veerkamp**

**AYES: Borelli, Hidahl, Parlin, Saragosa, Thomas, Veerkamp**

**ABSTAIN: None**

**NOES: None**

**ABSENT: Frentzen**

OPEN FORUM

Chair Borelli asked if anyone would like to speak from the audience, and there were no comments.

BUSINESS ITEMS9. FISCAL YEAR AMENDMENT 1 TO THE 2019/2020 OVERALL WORK PROGRAM, BUDGET, AND GOALS AND OBJECTIVES

REQUESTED ACTION: Adopt Resolution 19/20.09, approving the Fiscal Year 2019/2020 Overall Work Program, Budget, and Goals and Objectives Amendment #1.

**ACTION: Commissioner Veerkamp made a motion to adopt Resolution 19/20.09 as requested. The motion was seconded by Commissioner Saragosa which carried as follows:**

**MOTION/SECOND: Veerkamp/Saragosa**

**AYES: Borelli, Hidahl, Parlin, Saragosa, Thomas, Veerkamp**

**ABSTAIN: None**

**NOES: None**

**ABSENT: Frentzen**

PRESENTATION-INFORMATION10. DRAFT EL DORADO COUNTY AND CITY OF PLACERVILLE ACTIVE TRANSPORTATION PLANS

REQUESTED ACTION: None. This item was for information only.

EXECUTIVE DIRECTOR'S REPORTCALTRANS – COMMISSIONER COMMENTS

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 2:50 PM

11. PURSUANT TO GOVERNMENT CODE SECTION 54957 – PUBLIC EMPLOYEE PERFORMANCE EVALUATION:  
TITLE: EXECUTIVE DIRECTOR

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORT

The Board reconvened to Open Session at 3:27 PM. Gwenn O'Hara, EDCTC Legal Counsel reported that the Board discussed the annual performance review of the Executive Director, and that no action was taken in Closed Session.

The Chair asked if there was any public comment on the item. There was none.

**ACTION: Commissioner Veerkamp made a motion to approve a one-step pay increase to the Executive Director's salary. The motion was seconded by Commissioner Hidahl and carried as follows:**

**MOTION/SECOND: Veerkamp/Hidahl**

**AYES: Borelli, Hidahl, Parlin, Saragosa, Thomas, Veerkamp**

**ABSTAIN: None**

**NOES: None**

**ABSENT: Frentzen**

ADJOURNMENT

The meeting was adjourned at 3:30 PM.

**CONSENT CALENDAR**

**STAFF REPORT**

**DATE: FEBRUARY 6, 2020**  
**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**  
**FROM: KAREN THOMPSON, ADMINISTRATIVE SERVICES OFFICER**  
**SUBJECT: NOVEMBER-DECEMBER 2019 CHECK REGISTER**

**REQUESTED ACTION**

Receive and file the November through December 2019 Check Register (Attachment A).

**BACKGROUND AND DISCUSSION**

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

- Check # 8697 – Fehr & Peers*..... \$2,432.53
- Check # 8705 – Fehr & Peers*..... \$6,374.43  
 September - October professional services for the El Dorado Hills Business Park Community Transportation Plan, Work Element 261. This contract was approved at the April 4, 2019 EDCTC meeting.
- Check # 8699 – Fehr & Peers*..... \$8,307.80  
 Final payment including retention for the SB 743 Implementation Plans, Work Element 201 professional services. The contract with Fehr & Peers was approved at the March 1, 2018 EDCTC meeting.
- Check # 8702 – Alta Planning & Design* ..... \$1,495.46  
 October professional services for the El Dorado County and City of Placerville Active Transportation Plans, Work Element 231. This contract was approved at the June 7, 2018 EDCTC meeting.
- Check # 8704 – Extreme Towing*..... \$12,056.72
- Check # 8715 – Extreme Towing*..... \$10,583.57  
 October - November professional services for the Freeway Service Patrol Program, Work Element 130. The contract with Extreme Towing was approved at the May 5, 2016 EDCTC meeting.
- Check # 8706 – LSC Transportation Consultants, Inc.*..... \$6,228.40  
 October professional services for the El Dorado County Short- and Long-Range Transit Plan, Work Element 226. This contract was approved at the September 6, 2018 EDCTC meeting.
- Check # 8714 – Richardson & Company LLP.*..... \$30,900.00  
 Professional services related to the FY 2018/19 annual fiscal audit for EDCTC and El Dorado County Transit Authority including the Transportation Development Act Local Transportation Funds. This contract was approved at the March 7, 2019 EDCTC meeting.
- Check # 8719 – I.S. Tours*..... \$3,995.00  
 Payment for the 2020 Capitol to Capitol program for Director Deloria. This payment was approved at the December 5, 2019 EDCTC meeting.

Approved for Agenda:

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 Woodrow Deloria, Executive Director

Attachment A: November-December 2019 Check Register



**El Dorado County Transportation Commission  
Check Register  
November - December 2019**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Payment</u>	<u>Memo</u>
11/01/2019	EFT	Ameritas Life Insurance Corp.	568.52	November 2019 Dental and Vision Premiums
11/01/2019	EFT	Benefit Coordinators Corporation	213.29	November 2019 Life/Disability Premiums
11/01/2019	EFT	CalPERS Health	5,932.69	November 2019 Health Premiums
11/04/2019	8697	Fehr & Peers	2,432.53	* September 2019 EDH Business Park Comm Transp Plan
11/06/2019	EFT	CalPERS Retirement System	3,280.77	November 2019 Contribution#1
11/06/2019	EFT	ICMA 457	1,486.53	Employee Contributions
11/13/2019	8698	Century Building Maintenance	450.00	October 2019 Building Maintenance
11/13/2019	8699	Fehr & Peers	8,307.80	* Final payment with retention SB 743 Implementation Plans
11/13/2019	8700	Rimrock Water Company	46.12	October 2019 Water
11/13/2019	8701	Sierra Office Supply & Printing	118.30	October 2019 Office Supplies
11/13/2019	EFT	Cardmember Service - Visa DB	54.67	Regional Futures Forum
11/13/2019	EFT	Cardmember Service - Visa JB	55.20	Office Expenses October
11/13/2019	EFT	Cardmember Service - Visa JR	741.30	October 2019 Office Exp
11/13/2019	EFT	Cardmember Services-Visa WD	502.34	CTC Meeting/RCTF Expenses
11/21/2019	EFT	ICMA 457	1,486.53	Employee Contributions
11/25/2019	8702	Alta Planning & Design	1,495.46	* October 2019 City & County Active Transp Plans
11/25/2019	8703	Cal.net	64.92	December 2019 Internet Service Provider
11/25/2019	8704	Extreme Towing	12,056.72	* October 2019 Freeway Service Patrol
11/25/2019	8705	Fehr & Peers	6,374.43	* October 2019 EDH Business Park Comm Transp Plan
11/25/2019	8706	LSC Transportation Consultants, Inc	6,228.40	* October 2019 Short & Long Range Transit Plan
11/25/2019	8707	RTS IT, Inc.	552.50	December 2019 ITCare Silver Service Plan
11/25/2019	8708	Steele Building Offices	4,517.00	December 2019 Office Rent
11/25/2019	EFT	CalPERS Retirement System	3,280.77	November 2019 Contribution #2
11/25/2019	EFT	PG&E	6.01	November 2019 Utilities
11/25/2019	EFT	QuickBooks Payroll Service	8.00	October 2019 Payroll Fee
12/02/2019	8709	AT&T	134.76	November 2019 Office Phones
12/02/2019	8710	CalAct	620.00	2020 Local Government Agency Membership
12/02/2019	8711	Carbon Copy	31.77	November 2019 Copy Machine Copies/Maintenance
12/02/2019	8712	Century Building Maintenance	450.00	November 2019 Building Maintenance
12/02/2019	8713	RTS IT, Inc.	101.25	Outlook email support
12/02/2019	EFT	Ameritas Life Insurance Corp.	568.52	December 2019 Dental and Vision Premiums
12/02/2019	EFT	Benefit Coordinators Corporation	213.29	December 2019 Life/Disability Premiums
12/02/2019	EFT	CalPERS Health	5,932.69	December 2019 Health Premiums
12/02/2019	EFT	De Lage Landen Financial Services	193.05	December 2019 Copy Machine Lease Payment
12/02/2019	EFT	National Access LD	32.65	November 2019 Long Distance
12/04/2019	EFT	CalPERS Retirement System	3,280.77	December 2019 Contribution #1
12/04/2019	EFT	ICMA 457	1,486.53	Employee Contributions
12/09/2019	8714	Richardson & Company, LLP	30,900.00	* FY 2018/19 Audits
12/12/2019	8715	Extreme Towing	10,583.57	* November 2019 Freeway Service Patrol
12/12/2019	8716	JS West Propane Gas	22.44	November 2019 Propane
12/12/2019	8717	Mountain Democrat	57.00	Public Hearing Notice RTP 11/01/19
12/12/2019	8718	Rimrock Water Company	27.12	November 2019 Water
12/12/2019	8719	I.S. Tours	3,995.00	* 2020 Cap to Cap W. Deloria
12/12/2019	EFT	Cardmember Service - Visa DB	24.00	Parking SACOG Board Meeting
12/12/2019	EFT	Cardmember Service - Visa JB	366.96	Parking-November meetings/Flight to CARL
12/12/2019	EFT	Cardmember Service - Visa JR	1,172.36	November 2019 Office Exp/CALCOG Annual Mtg Registration
12/12/2019	EFT	Cardmember Services-Visa WD	305.91	Focus on the Future/RCTF Expenses
12/18/2019	EFT	CalPERS Retirement System	3,280.77	December 2019 Contribution #2
12/18/2019	EFT	ICMA 457	1,786.53	Employee Contributions
12/20/2019	8720	RTS IT, Inc.	552.50	January 2020 ITCare Silver Service Plan
12/20/2019	8721	Steele Building Offices	4,517.00	January 2020 Office Rent
12/20/2019	EFT	Umpqua Bank	168.11	November Treasury Management fee
12/26/2019	EFT	QuickBooks Payroll Service	8.00	November 2019 Payroll Fee
12/27/2019	EFT	PG&E	254.15	December 2019 Utilities
12/31/2019	EFT	CalPERS Retirement System	3,280.77	December 2019 Contribution #3
12/31/2019	EFT	ICMA 457	1,786.53	Employee Contributions
		<b>Total</b>	<u><u>136,394.80</u></u>	

**CONSENT CALENDAR**

**STAFF REPORT**

**DATE: FEBRUARY 6, 2020**  
**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**  
**FROM: KAREN THOMPSON, ADMINISTRATIVE SERVICES OFFICER**  
**SUBJECT: OVERALL WORK PROGRAM BUDGET VS. ACTUAL COMPARISON FISCAL YEAR 2019/2020 JULY-DECEMBER REPORT**

**REQUESTED ACTION**

Receive and file the Overall Work Program Budget vs. Actual Comparison Fiscal Year (FY) 2019/2020 July-December Report (Attachment A).

**BACKGROUND**

This budget vs. actual comparison is for July 1-December 31 of fiscal year 2019/2020. The purpose of this report is to compare the budgeted revenues and expenditures to the actual for the fiscal year by work element and to provide information relative to the financial position of the agency.

**DISCUSSION**

This attached summary report shows the budget vs. actual expenditures by work element.

A summary of the Commission’s total funds on hand, disbursements, and receipts for FY 2019/2020 are provided in the table below.

**Fiscal Year Cash Balances**

Public Funds Money Market and Checking Account Balances at July 1, 2019	\$1,566,963
Receipts	\$799,060
Disbursements (Includes STBGP pass through payments to City of Placerville and El Dorado County)	\$1,603,758
Public Funds Money Market and Checking Account Balances at December 31, 2019	\$762,265

Approved for Agenda:

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 Woodrow Deloria, Executive Director

Attachment A: OWP Budget vs. Actual Comparison FY 2019/2020 July-December

**EL DORADO COUNTY TRANSPORTATION COMMISSION  
OWP BUDGET VS. ACTUAL COMPARISON FY 2019/2020 JULY-DECEMBER**

	WE 50		WE 100		WE 110		WE 111		WE 120		WE 125		WE 130	
	Indirect Costs		Overall Work Program Administration & Implementation		Intergovernmental Coordination		Rural Counties Task Force		Transportation Development Act & Transit Administration		Airport Land Use Commission		Freeway Service Patrol	
	Budget 50	Actual 50	Budget 100	Actual 100	Budget 110	Actual 110	Budget 111	Actual 111	Budget 120	Actual 120	Budget 125	Actual 125	Budget 130	Actual 130
<b>Income</b>														
Local Transportation Funds (LTF)			-	-	-	-	-	-	55,774.67	33,576.76	14,977.87	3,527.99		
Transit Matching Funds - County Line Transit Center Study														
Rural Planning Assistance (RPA)			62,107.90	18,670.32	153,633.12	76,991.95	-	-	-	-	-	-	-	-
Rural Planning Assistance (RPA) Grants														
STIP Planning, Programing & Monitoring (PPM)			-	-	-	-	-	-	-	-	-	-	-	-
Surface Transp Block Grant Prog (STBGP)			-	-	-	-	-	-	-	-	-	-	-	-
Airport Land Use Commission Fees														
Sustainable Communities FTA 5304														
FHWA-State Planning & Research														
SB1 Sustainable Communities														
State Highway Account (SHA)														
Freeway Service Patrol													180,811.48	85,985.04
Rural Counties Task Force								36,000.00	19,918.13					
Misc Income/EDH CSD/EI Dorado County		3,789.90										-		
<b>Total Income</b>	-	3,789.90	62,107.90	18,670.32	153,633.12	76,991.95	36,000.00	19,918.13	55,774.67	33,576.76	14,977.87	3,527.99	180,811.48	85,985.04
<b>Expense</b>														
Permanent Employees/Benefits	177,067.84	108,777.43	39,996.08	12,023.65	96,199.32	46,773.05	19,869.92	12,102.67	22,716.09	10,532.60	6,425.52	2,261.56	25,702.08	11,168.36
Temporary Employee	-	-												
Building Lease & Utilities	65,004.00	36,076.99												
Office Expense	42,848.00	16,744.33	-	-	4,250.00	4,362.75	5,145.00	1,125.09	100.00	226.74	-	16.24	900.00	317.91
Professional Services	28,850.00	15,433.02	-	-	-	-	-	-	20,400.00	16,995.00	5,000.00	-	140,000.00	68,324.90
Indirect Cost Allocation	(299,536.97)	(136,252.86)	22,111.83	6,646.67	53,183.80	25,856.15	10,985.08	6,690.37	12,558.59	5,822.42	3,552.35	1,250.19	14,209.40	6,173.87
Indirect Costs Carryover from Prior Year	(4,232.87)													
Interest-Indirect Credit	(10,000.00)													
<b>Total Expense</b>	-	40,778.91	62,107.91	18,670.32	153,633.12	76,991.95	36,000.00	19,918.13	55,774.68	33,576.76	14,977.87	3,527.99	180,811.48	85,985.04
Current Year Retention										-				
Prior Year Retention														
<b>OWP Budget vs. Actual Expenses</b>			<b>30.1%</b>		<b>50.1%</b>		<b>55.3%</b>		<b>60.2%</b>		<b>23.6%</b>		<b>47.6%</b>	

**EL DORADO COUNTY TRANSPORTATION COMMISSION  
OWP BUDGET VS. ACTUAL COMPARISON FY 2019/2020 JULY-DECEMBER**

	WE 200		WE 201		WE 202		WE 221		WE 226		WE 229		WE 231	
	Regional Transportation Plan		SB 743 Implementation Plans		El Dorado County Travel Demand Model Update to SB743 Compliance		Transit Planning		Western El Dorado County Short & Long Range Transit Plan		County Line Multi-Modal Transit Center Study		County & City Active Transportation Plans	
	Budget 200	Actual 200	Budget 201	Actual 201	Budget 202	Actual 202	Budget 221	Actual 221	Budget 226	Actual 226	Budget 229	Actual 229	Budget 231	Actual 231
<b>Income</b>														
Local Transportation Funds (LTF)	171,274.47	106,944.71	-	-	-	-	25,211.73	9,600.01	10,017.11	5,348.91	2,930.94	2,359.03	5,000.00	-
Transit Matching Funds - County Line Transit Center Study									-	-	2,865.19	2,227.67	-	
Rural Planning Assistance (RPA)	52,076.09	10,910.61	-	-	3,600.01	147.87	-	-	-	-	-	-	-	-
Rural Planning Assistance (RPA) Grants	1,589.39	1,589.39	6,094.23	3,195.30	32,000.00	1,330.80								
STIP Planning, Programing & Monitoring (PPM)	-	-					-	-					-	-
Surface Transp Block Grant Prog (STBGP)	118,664.52	45,707.20	1,048.81	4,966.54	-	-	-	-	-	-	-	-	2,890.34	4,796.10
Airport Land Use Commission Fees														
Sustainable Communities FTA 5304									60,382.69	41,285.02	19,101.25	14,851.09		
FHWA-State Planning & Research													37,254.91	27,167.51
SB1 Sustainable Communities														
State Highway Account (SHA)														
Freeway Service Patrol														
Rural Counties Task Force														
Misc Income/EDH CSD/El Dorado County													3,523.50	2,715.36
<b>Total Income</b>	<b>343,604.47</b>	<b>165,151.91</b>	<b>7,143.04</b>	<b>8,161.84</b>	<b>35,600.01</b>	<b>1,478.67</b>	<b>25,211.73</b>	<b>9,600.01</b>	<b>70,399.80</b>	<b>46,633.93</b>	<b>24,897.38</b>	<b>19,437.79</b>	<b>48,668.75</b>	<b>34,678.97</b>
<b>Expense</b>														
Permanent Employees/Benefits	84,528.28	37,447.30	320.94	117.02	2,125.13	939.06	16,203.57	6,182.38	3,658.49	2,953.26	2,491.80	2,485.01	3,145.01	1,048.84
Temporary Employee														
Building Lease & Utilities														
Office Expense	1,400.00	59.04	-	-	-	20.50	50.00	-	50.00	19.14	-	-	100.00	-
Professional Services	210,944.71	106,944.71	6,644.70	5,980.22	32,300.00	-	250.00	-	64,418.71	42,028.96	21,027.99	10,356.19	43,685.00	33,050.32
Indirect Cost Allocation	46,731.47	20,700.86	177.42	64.69	1,174.88	519.11	8,958.15	3,417.63	2,022.60	1,632.57	1,377.59	1,373.71	1,738.73	579.81
Indirect Costs Carryover from Prior Year														
Interest-Indirect Credit														
<b>Total Expense</b>	<b>343,604.46</b>	<b>165,151.91</b>	<b>7,143.06</b>	<b>6,161.93</b>	<b>35,600.01</b>	<b>1,478.67</b>	<b>25,461.72</b>	<b>9,600.01</b>	<b>70,149.80</b>	<b>46,633.93</b>	<b>24,897.38</b>	<b>14,214.91</b>	<b>48,668.74</b>	<b>34,678.97</b>
Current Year Retention		-		664.48		-				4,669.89		1,150.68		3,672.25
Prior Year Retention		-		-		-								
<b>OWP Budget vs. Actual Expenses</b>	<b>48.1%</b>		<b>95.6%</b>		<b>4.2%</b>		<b>37.7%</b>		<b>73.1%</b>		<b>61.7%</b>		<b>78.8%</b>	

**EL DORADO COUNTY TRANSPORTATION COMMISSION  
OWP BUDGET VS. ACTUAL COMPARISON FY 2019/2020 JULY-DECEMBER**

	WE 232		WE 254		WE 261		WE 300		WE 310		WE 330	
	Coloma Sustainable Community Mobility Plan		US 50/Placerville Hot Spot Study Public Engagement		El Dorado Hills Business Park Community Transportation Plan		State & Federal Programming		Transportation Project Delivery & Oversight		Active & Alternative Transportation Programs	
	Budget 232	Actual 232	Budget 254	Actual 254	Budget 261	Actual 261	Budget 300	Actual 300	Budget 310	Actual 310	Budget 330	Actual 330
<b>Income</b>												
Local Transportation Funds (LTF)	-	-	2,672.73	-	-	-	28,012.55	16,254.81	18,249.64	13,712.05	37,367.65	-
Transit Matching Funds - County Line Transit Center Study												
Rural Planning Assistance (RPA)	-	-			-		-	-	-	-	-	-
Rural Planning Assistance (RPA) Grants			25,588.42	11,148.67								
STIP Planning, Programing & Monitoring (PPM)	-	-			-		55,000.00	22,447.12	53,472.65	18,935.68	-	-
Surface Transp Block Grant Prog (STBGP)	3,270.80	1,343.74	-	-	16,429.65	2,564.67	-	-	-	-	22,395.25	24,732.94
Airport Land Use Commission Fees												
Sustainable Communities FTA 5304												
FHWA-State Planning & Research					133,507.01	20,517.34						
SBI Sustainable Communities	14,992.36	4,342.41										
State Highway Account (SHA)			30,000.00									
Freeway Service Patrol												
Rural Counties Task Force												
Misc Income/EDH CSD/El Dorado County					16,688.38	2,564.67					2,500.00	1,661.78
<b>Total Income</b>	<b>18,263.16</b>	<b>5,686.15</b>	<b>58,261.15</b>	<b>11,148.67</b>	<b>166,625.04</b>	<b>25,646.68</b>	<b>83,012.55</b>	<b>38,701.93</b>	<b>71,722.29</b>	<b>32,647.73</b>	<b>62,262.90</b>	<b>26,394.72</b>
<b>Expense</b>												
Permanent Employees/Benefits	663.77	627.50	2,570.22	2,112.88	8,288.00	2,795.96	53,393.79	24,923.97	46,123.12	20,950.74	37,938.58	16,697.97
Temporary Employee												
Building Lease & Utilities												
Office Expense	-	8.70	450.00	52.64	1,100.00	63.80	100.00	-	100.00	115.42	350.00	466.10
Professional Services	17,232.41	4,232.75	53,820.00	7,815.15	152,655.00	21,241.31		-	-	-	3,000.00	-
Indirect Cost Allocation	366.97	346.89	1,420.94	1,168.00	4,582.03	1,545.61	29,518.76	13,777.96	25,499.17	11,581.57	20,974.34	9,230.65
Indirect Costs Carryover from Prior Year												
Interest-Indirect Credit												
<b>Total Expense</b>	<b>18,263.15</b>	<b>5,215.84</b>	<b>58,261.16</b>	<b>11,148.67</b>	<b>166,625.03</b>	<b>25,646.68</b>	<b>83,012.55</b>	<b>38,701.93</b>	<b>71,722.29</b>	<b>32,647.73</b>	<b>62,262.92</b>	<b>26,394.72</b>
Current Year Retention		470.31		870.17		2,360.14						
Prior Year Retention												
<b>OWP Budget vs. Actual Expenses</b>	<b>31.1%</b>		<b>20.6%</b>		<b>16.8%</b>		<b>46.6%</b>		<b>45.5%</b>		<b>42.4%</b>	

**EL DORADO COUNTY TRANSPORTATION COMMISSION  
OWP BUDGET VS. ACTUAL COMPARISON FY 2019/2020 JULY-DECEMBER**

	WE 400		WE 410					
	Public Education & Outreach		Transportation Advocacy		Caltrans Indirect Cost Allocation Plan (ICAP) Excluded Costs		OWP Total	Total
	Budget 400	Actual 400	Budget 410	Actual 410	Budget	Actual	Budget	Actual
<b>Income</b>								
Local Transportation Funds (LTF)	-	-	61,455.35	30,841.71	4,000.00	722.40	436,944.71	222,888.38
Transit Matching Funds - County Line Transit Center Study							2,865.19	2,227.67
Rural Planning Assistance (RPA)	65,582.88	31,109.32	-	-	-	-	337,000.00	137,830.07
Rural Planning Assistance (RPA) Grants							65,272.04	17,264.16
STIP Planning, Programing & Monitoring (PPM)	-	-	-	-	-	-	108,472.65	41,382.80
Surface Transp Block Grant Prog (STBGP)	-	-	-	-	-	-	164,699.37	84,111.19
Airport Land Use Commission Fees							-	-
Sustainable Communities FTA 5304							79,483.94	56,136.11
FHWA-State Planning & Research							133,507.01	20,517.34
SB1 Sustainable Communities							52,247.27	31,509.92
State Highway Account (SHA)							30,000.00	-
Freeway Service Patrol							180,811.48	85,985.04
Rural Counties Task Force							36,000.00	19,918.13
Misc Income/EDH CSD/El Dorado County						-	22,711.88	10,731.71
<b>Total Income</b>	<b>65,582.88</b>	<b>31,109.32</b>	<b>61,455.35</b>	<b>30,841.71</b>	<b>4,000.00</b>	<b>722.40</b>	<b>1,650,015.54</b>	<b>730,502.52</b>
							-	0.00
<b>Expense</b>								
Permanent Employees/Benefits	42,169.47	20,020.15	27,275.88	12,313.70	-	-	718,872.90	355,255.06
Temporary Employee							-	0.00
Building Lease & Utilities							65,004.00	36,076.99
Office Expense	100.00	22.04	15,100.00	11,721.01	4,000.00	722.40	76,143.00	36,063.85
Professional Services		-	4,000.00	-		-	804,228.52	332,402.53
Indirect Cost Allocation	23,313.40	11,067.13	15,079.47	6,807.00		-	0.00	0.00
Indirect Costs Carryover from Prior Year							(4,232.87)	-
Interest-Indirect Credit							(10,000.00)	0.00
<b>Total Expense</b>	<b>65,582.87</b>	<b>31,109.32</b>	<b>61,455.35</b>	<b>30,841.71</b>	<b>4,000.00</b>	<b>722.40</b>	<b>1,650,015.55</b>	<b>759,798.43</b>
Current Year Retention				-				13,857.92
Prior Year Retention								
<b>OWP Budget vs. Actual Expenses</b>	<b>47.4%</b>		<b>50.2%</b>		<b>18.1%</b>		<b>46.9%</b>	
	<b>50% of FY Complete</b>							

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**CONSENT CALENDAR**

**STAFF REPORT**

**DATE: FEBRUARY 6, 2020**  
**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**  
**FROM: JONI RICE, EXECUTIVE ASSISTANT**  
**SUBJECT: PROFESSIONAL SERVICES AGREEMENT FOR OFFICE COPIER/PRINTER**

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**REQUESTED ACTION**

Authorize the Executive Director to enter into a professional services agreement with Carbon Copy for a five-year equipment lease for a not-to-exceed amount of \$18,000, including a maintenance agreement.

**BACKGROUND**

EDCTC staff produces most presentations, brochures, reports, and other documents in house.

The EDCTC currently has a five-year lease with Carbon Copy. This copier lease was initiated in February 2015 and terminates in February 2020.

**RECOMMENDATION**

Staff received four quotes for similar, replacement equipment. Staff evaluated costs for maintenance, per copy fees, supplies, technical assistance, and other charges. Carbon Copy provided the lowest overall and long-term expense, as well as the most compatible equipment for our needs. Staff recommends a new five-year lease with Carbon Copy to be effective in February 2020.

Approved for Agenda

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Woodrow Delora, Executive Director

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## CEREMONIAL MATTERS

### STAFF REPORT

**DATE:** FEBRUARY 6, 2020  
**TO:** EL DORADO COUNTY TRANSPORTATION COMMISSION  
**FROM:** WOODROW DELORIA, EXECUTIVE DIRECTOR  
**SUBJECT:** ELECTION OF CHAIR AND VICE CHAIR

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### REQUESTED ACTION

Elect a Chair and Vice Chair to serve until the first meeting of 2021. The incoming Chair will present the outgoing Chair with a Certificate of Appreciation.

### BACKGROUND

In accordance with the Rules and Bylaws of the El Dorado County Transportation Commission, Article II Officers – Section 2.1 “Election of Chairperson and Vice Chairperson, the Chairperson and Vice Chairperson shall be elected at the first meeting of each calendar year.

#### ***Chairperson Duties***

*The Chairperson shall preside and preserve order at all regular and special meetings of the Commission. The Chairperson shall state every question coming before the Commission, announce the decision of the Commission on all subjects, and decide all questions of order without debate, subject to an appeal to the Commission on which a member shall speak but once, the Chairperson having precedence in speaking on question of order. In addition, the Chairperson shall make all Committee appointments with the concurrence of the Commission.*

#### ***Vice Chairperson Duties***

*In the absence of the Chairperson, the Vice Chairperson may perform duties and obligations of the office of Chairperson.*

***Ad Hoc Committees:*** *The Chair and Vice Chair will represent the Commission on the following Committees: Administrative and Human Resources Committee, Budget Review Committee, and Audit Review Committee.*

### DISCUSSION

The Rules and Bylaws do not identify a specific rotation for Chair and Vice Chair; however, EDCTC custom is that the Vice Chair ascends to Chair. Further, EDCTC custom is that the Vice Chair represents the alternate jurisdiction as the Chair. As the 2019 Chair was a representative from the City, a typical rotation would be to elect a Chair from the County.

Approved for Agenda:

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Woodrow Deloria, Executive Director



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**NOTICED PUBLIC HEARING**

**Time Allocation: 2:00 PM**

*(This item will be addressed as close to 2:00 as is possible, but not before.)*

**STAFF REPORT**

**DATE: FEBRUARY 6, 2020**

**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**

**FROM: DAN BOLSTER, SENIOR TRANSPORTATION PLANNER**

**SUBJECT: TRANSPORTATION DEVELOPMENT ACT CITIZEN'S PARTICIPATION  
PROCESS FOR PUBLIC TRANSPORTATION**

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**REQUESTED ACTION**

- Open public hearing regarding public transportation
- Accept public comment
- Close public hearing
- Refer comments received to the Social Services Transportation Advisory Council for review.

**BACKGROUND**

The Transportation Development Act (TDA) §99238.5 requires EDCTC, as the Regional Transportation Planning Agency for the west slope of El Dorado County, to ensure the establishment and implementation of a citizen participation process which shall include provisions for at least one public hearing in the jurisdiction represented by the Social Services Transportation Advisory Council (SSTAC).

The El Dorado County Transit Authority (EDCTA) currently claims all TDA funds for transit purposes; therefore, the formal unmet needs process and analysis referenced in the TDA Statutes and California Code of Regulations no longer applies. This fact, though, does not preclude the need to identify potential transit needs and/or ways to improve the efficiency and effectiveness of existing transit service.

**DISCUSSION**

Pursuant to TDA requirements, the public hearing was noticed 30 days in advance on the EDCTC website, Facebook page, and in the Mountain Democrat. Fliers were made available online at the EDCTC and EDCTA web pages, and were placed on EDCTA buses soliciting both verbal and written comments. Comments received during the 30-day comment period will be forwarded to the SSTAC for review and consideration, and, as appropriate, to the EDCTA.

Approved for Agenda:

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Woodrow Deloria, Executive Director

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

**DATE:** FEBRUARY 6, 2020  
**TO:** EL DORADO COUNTY TRANSPORTATION COMMISSION  
**FROM:** WOODROW DELORIA, EXECUTIVE DIRECTOR  
**SUBJECT:** CALIFORNIA ASSOCIATION OF COUNCILS OF GOVERNMENTS

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**REQUESTED ACTIONS**

Designate a voting delegate to represent EDCTC on the California Association of Councils of Governments Governing Council. The Commission may choose to reaffirm Commissioner Veerkamp or select a new representative.

**BACKGROUND**

The California Association of Councils of Governments (CalCOG) is comprised of 44 member organizations that serve as a council of government, metropolitan planning organization, regional transportation planning agency, or county transportation commission or authority. CalCOG serves as a convener, bringing together its members, the League of California Cities, and the California State Association of Counties, to share information on successful regional programs. CalCOG also works to assist each member agency in developing capacity to serve its member's needs for regional coordination and policy development.

This delegate will represent the Commission at the Leadership Conference April 5-7, 2020 along with the Executive Director.

The Executive Director participates on the CalCOG Directors Association of California (CDAC). CDAC meets on a regular basis (approximately every other month) to examine and discuss relevant regional, state, and federal issues, and serves as a staff resource and advisory body to the CalCOG Governing Council. EDCTC's annual CalCOG dues for 2019/20 are \$3,300.00, which is based on a population factor.

**DISCUSSION**

The organization supports and improves the effectiveness of the membership in addressing regional issues such as transportation, air quality, financial, housing, environmental, economic, and related topics. This is achieved through education and information sharing among the members and with others, such as regulatory, funding, and decision-making entities. The group will advocate for issues of common interest.

Approved for Agenda:

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Woodrow Deloria, Executive Director

Attachment A: CALCOG, What We Do



## WHAT WE DO

We work for and on behalf of regional governments in California. We serve our regional members so that they can better serve their local cities and counties.

We recognize that each region in California is unique. But all can learn from the experience of others. We are dedicated to ensuring the success of our 46 member agencies by facilitating communication and information sharing between our members, local officials, state and federal agencies, involved stakeholders, and the public.

In addition, our work program also includes:

- A consensus-based advocacy program that targets high priority Legislation in which our members have a common interest.
- Facilitate member meetings and conferences designed to share information and encourage peer-to-peer learning.
- Coordinate government-to-government communications between state, regional, and local governments as it relates to implementing policy, including transportation, housing, and climate change.
- Provide general educational information to interested stakeholders, governmental partners, and the public the structure, role, constraints, and opportunities for effective regional governance.
- As the only entity that counts all 18 of the state's Metropolitan Planning Organizations amongst its membership, focus on SB 375 (requiring regions to achieve a greenhouse gas reduction target within their transportation planning process).
- Coordinate transportation policy implementation with Caltrans, the California Transportation Commission, and California State Transportation Agency. California is a leader in devolving authority to make decisions at the regional level. But with that duty comes a responsibility to work with the state to assure that state goals are met.

Regardless of the issue, our members are all public agencies striving to deliver high quality, cost effective services to their own member local governments. But there are commonalities in their organization responsibilities—like public education related to regional roles and responsibilities, effective board governance, staff, and understanding new developments and technologies. CALCOG was founded to facilitate these discussions among members so that all could provide better service to their own constituencies.

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**BUSINESS ITEM**

**DATE: FEBRUARY 6, 2020**  
**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**  
**FROM: WOODROW DELORIA, EXECUTIVE DIRECTOR**  
**SUBJECT: FEDERAL ADVOCACY PARTNER AGENCY MEMORANDUM OF UNDERSTANDING**

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**REQUESTED ACTION**

1. Authorize the Executive Director to negotiate a Draft Memorandum of Understanding (MOU), (Attachment A) between the City of Placerville, El Dorado County, El Dorado Transit (partner agencies) and El Dorado County Transportation Commission, to solicit, secure, and administer Federal Transportation Advocacy Services.
2. Authorize the Executive Director to release a Request for Proposals to solicit Federal Transportation Advocacy services and administer a procurement process and execute a contract in coordination with partner agencies entered into aforementioned MOU.

**BACKGROUND**

EDCTC and the City of Placerville, El Dorado County, and El Dorado Transit work together in partnership to advance transportation projects and programs. Federal funding is one of the necessary means to deliver transportation projects. Often advocacy for projects at the Federal level is important in order to elevate the importance and visibility of a given project or need. Federal grant programs such as BUILD and INFRA continue to be more and more competitive and require additional advocacy and support. Currently, none of the partner agencies are under contract with any Federal advocacy service providers.

**DISCUSSION**

At the request of the EDCTC in December 2019, staff-initiated discussions with the partner agencies to determine the best approach to explore Federal advocacy services. Based on these discussions EDCTC and partner agencies determined an MOU would be most appropriate and cost effective. If approved, EDCTC will work with partner agencies to develop an MOU which will allow for EDCTC to execute procurement and administration of an advocacy contract. Furthermore, the MOU will clearly identify the financial commitment and coordination roles and responsibilities of each partner agency.

The MOU and resulting advocacy contract will allow for EDCTC to work directly with partner agencies individually or collectively to advance transportation projects and programs throughout El Dorado County. In order to initiate advocacy as soon as possible to include the next cycle of Federal INFRA Grant funding, staff is recommending release of the Request for Proposals (RFP) in parallel with development of the Draft MOU. The Final MOU will be presented to the EDCTC and partner agencies for final approval. Should approval of the MOU not be reached, the RFP would-be put-on hold until such time that agreement on the MOU could be met.

Approved for Agenda:

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Woodrow Deloria, Executive Director

Attachment A: Draft Federal Transportation Advocacy Memorandum of Understanding

**MEMORANDUM  
OF  
UNDERSTANDING**

between

**The City of Placerville, El Dorado County, El Dorado County Transit Authority**

and

**EL DORADO COUNTY  
TRANSPORTATION COMMISSION**



## MEMORANDUM OF UNDERSTANDING FEDERAL ADVOCACY

This Memorandum of Understanding is entered into between the City of Placerville, El Dorado County, El Dorado County Transit Authority, (partner agencies) and the El Dorado County Transportation Commission (EDCTC). EDCTC is executing this Memorandum of Understanding (“MOU”) with its partner agencies to advance Federal advocacy to support transportation and other infrastructure projects and programs in El Dorado County and the City of Placerville.

**WHEREAS**, the City of Placerville, El Dorado County, El Dorado County Transit Authority, and EDCTC have come together to collaborate and to advance transportation and infrastructure projects and programs with Federal funding and support through a Federal advocacy service provider; and

**WHEREAS**, the partners listed below have agreed to enter into a collaborative agreement in which EDCTC will be the lead agency and the other agencies will be partners in Federal advocacy services; and

**WHEREAS**, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative.

### **SECTION 1: Description of Partner Agencies**

The City of Placerville is the only incorporated City located within the EDCTC Regional Transportation Planning Agency (RTPA) boundaries. The City has a long-standing relationship with EDCTC as a planning partner and funding recipient.

El Dorado County is responsible for delivery of projects and programs which support the transportation system throughout the County. The West Slope of El Dorado County, Echo Summit west, is entirely encompassed by the EDCTC RTPA jurisdiction. The County has a long-standing relationship with EDCTC as a planning partner and funding recipient.

The El Dorado County Transit Authority is the sole transit provider within the EDCTC RTPA jurisdiction. El Dorado County Transit Authority provides a variety of transit services for residents of El Dorado County and fixed route services into Sacramento. As the sole transit operator, El Dorado Transit works closely with EDCTC to secure transit funding and perform transit planning functions.

### **SECTION II: PURPOSE AND PRINCIPLES**

The purpose of this MOU is to coordinate Federal advocacy for the purposes of securing Federal funding and support for transportation, transit and other essential infrastructure projects, programs, and services which serve El Dorado County and the City of Placerville.

For the purposes of maximizing efficiencies, avoiding duplication, inconsistencies, and unnecessary expenditure of public funds, EDCTC will procure and administer Federal advocacy services to support the transportation needs of all partner agencies involved.

### **SECTION III: ROLES AND RESPONSIBILITIES**

**NOW, THEREFORE**, it is hereby agreed by and between the partners as follows:

- 1) El Dorado County Transportation Commission (EDCTC) will coordinate directly with the partner agencies to oversee and manage procurement of Federal advocacy services. EDCTC will contribute % annually for services rendered under a contract approved by the EDCTC.
- 2) The City of Placerville will provide EDCTC with coordination and support to advance Federal advocacy of transportation projects and programs. The City of Placerville will contribute %

annually for services rendered under a contract supported by the City of Placerville and approved by the EDCTC.

- 3) El Dorado County will provide EDCTC with coordination and support to advance Federal advocacy of transportation and infrastructure projects and programs. El Dorado County will contribute % amount annually for services rendered under a contract supported by El Dorado County and approved by the EDCTC.
- 4) El Dorado County Transit Authority will provide EDCTC with coordination and support to advance Federal advocacy of transportation projects and programs. El Dorado County Transit Authority will contribute % amount annually for services rendered under a contract supported by El Dorado County Transit Authority and approved by the EDCTC.

**SECTION IV: TERM**

This MOU shall become effective upon its execution by all parties. The MOU shall continue to be effective until terminated by one of the parties after 60 days' written notice to each of the other parties.

**SECTION V: COUNTERPARTS**

This MOU has been executed four (4) original counterparts, one of which shall be retained by each party to this MOU and any one of which can be used as the original.

***IN WITNESS WHEREOF***, the parties hereto have caused this memorandum of understanding to be executed by their respective officers, duly authorized.

**APPROVAL:**

**CITY OF PLACERVILLE**

**EL DORADO COUNTY**

\_\_\_\_\_  
Michael Saragosa, Mayor

\_\_\_\_\_  
Brian Veerkamp, Chair  
El Dorado County Board of Supervisors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**EL DORADO COUNTY TRANSPORTATION  
COMMISSION**

**EL DORADO COUNTY TRANSIT AUTHORITY**

\_\_\_\_\_  
Chair (pending election)

\_\_\_\_\_  
Matt Mauk, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

**DATE: FEBRUARY 6, 2020**

**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**

**FROM: JERRY BARTON, SENIOR TRANSPORTATION PLANNER**

**SUBJECT: FINAL CITY OF PLACERVILLE AND EL DORADO COUNTY ACTIVE TRANSPORTATION PLANS**

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**REQUESTED ACTIONS**

Accept the final City of Placerville and El Dorado County Active Transportation Plans.

**BACKGROUND**

On October 18, 2017, EDCTC submitted an application to Caltrans for a Fiscal Year 2017/2018 Sustainable Transportation Planning Grant to fund development of the El Dorado County and City of Placerville Active Transportation Plans (Active Transportation Plans). On December 15, 2017 Caltrans notified EDCTC that the Active Transportation Plans had been selected for funding with an award of \$100,003. EDCTC committed \$17,648 in matching funds for the project. Additionally, EDCTC coordinated with the El Dorado Hills Community Services District who agreed to contribute an additional \$10,000 in funding for targeted work efforts completed in the El Dorado Hills area.

On June 7, 2018, the EDCTC Board authorized the Executive Director to enter into a contract with Alta Planning + Design to develop the Active Transportation Plans for a not-to-exceed amount of \$100,000. The contract was fully executed in July of 2018 and on September 6, 2018 the EDCTC Board ratified the membership of the Stakeholder Advisory Committee which includes a diverse group of representatives from bicycle and pedestrian advocacy organizations, chambers of commerce; business, community, or tourist-oriented groups; schools, youth, health organizations, senior representatives, public agencies, community, and transit service providers.

**DISCUSSION**

Consistent with California statewide transportation goals to encourage alternatives to driving and develop a multi-modal transportation system, EDCTC has prepared the Active Transportation Plans for the City of Placerville and El Dorado County. The Active Transportation Plans will help increase the number of walking and biking trips, improve safety and mobility, enhance public health, reduce emissions, and increase opportunities to obtain funding to advance active transportation projects.

The Draft Active Transportation Plans were developed with considerable input from stakeholders and the general public. Three stakeholder meetings were held as well as three non-traditional outreach events at the El Dorado Hills and Placerville Farmer's Market's and the 2019 Earth Day event in Placerville. Additionally, a custom web-based interactive mapping tool was launched to allow residents to identify walking and biking destinations, barriers, and routes that could be improved. The web-based map received 517 responses from over 150 unique users.

The Active Transportation Plans provide recommended infrastructure improvements including new sidewalks, bicycle facilities, spot improvements and options for education, encouragement, enforcement, and evaluation programs. The Active Transportation Plans also include recommended projects within each Supervisorial District, prioritized based on typical scoring rubric for competitive active transportation funding programs. Comprehensive Design Guidelines are included in Appendix A



to serve as a useful reference to engineers and planners as projects are considered for delivery. The guidelines place an emphasis on context sensitive active transportation projects that complement the rural environment of El Dorado County and the City of Placerville.

The Draft Active Transportation Plans were presented to the EDCTC Board on December 5, 2019. Comments were accepted on the draft plans through January 15<sup>th</sup>, 2020. Two public meetings were held in January to provide an additional opportunity for public input on the recommendations included in the plans. Meetings were held from 5:00-7:00pm at the Placerville Town Hall on Wednesday, January 8<sup>th</sup> and at the El Dorado Hills Community Services District on Wednesday January 15<sup>th</sup>. Attendees provided minor clarifications to map alignments and additional input toward the recommendations in the plans.

As a result of the January public meetings, the following changes were made to the proposed improvements included in the El Dorado County Active Transportation Plan:

- Include proposed improvements in the Coloma area, consistent with the Coloma Sustainable Community Mobility Plan
- Correct mapping alignments on Country Club Drive extension
- Correct mapping alignments on the extension of the El Dorado Trail in the Camino area
- Include future Diamond Springs Parkway alignment on maps with proposed Class II Bike Lanes
- Add Class I Bike Path in the vicinity of Bass Lake Regional Park, along the north side of Bass Lake Road between Silver Springs Parkway and Serrano Parkway
- Change the proposed Class II Bike Lanes to Class IV bikeway along White Rock Road between Old Silva Valley Road and Valley View Parkway
- Include a proposal to construct the Brockliss Bridge in the Pacific House area along the Pony Express Trail
- Change Gold Ridge Trail and Onyx Trail Roads from proposed Class II Bike Lanes to Proposed Class III Bike Routes
- Edit maintenance costs in Chapter 8, Figure 8-2, 8-3 and 8-4, consistent with comments received by El Dorado County DOT Maintenance

Approved for Agenda:

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Woodrow Deloria, Executive Director

Attachment A: The Final City of Placerville and El Dorado County Active Transportation Plans are posted on the project web page located here: <https://www.edctc.org/atp-plans>

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

**DATE: FEBRUARY 6, 2020**  
**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**  
**FROM: WOODROW DELORIA, EXECUTIVE DIRECTOR**  
**SUBJECT: FREEWAY SERVICE PATROL 2019 REPORT**

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**REQUESTED ACTION**

None. This item is for information only.

**BACKGROUND**

On May 5, 2016 the El Dorado County Transportation Commission (EDCTC) entered into a Professional Services Agreement with Extreme Towing of Placerville to continue a Freeway Service Patrol (FSP) on US 50 in El Dorado County. FSP began on December 13, 2010 and now operates from 6:30 AM to 9:00 AM and from 4:00 PM to 7:00 PM Monday through Friday. FSP is a congestion relief program which provides emergency tow and other services to the travelling public on US 50 from the El Dorado/Sacramento County line extending eastward to Greenstone Road. FSP is funded by the Capital Valley Regional Service Authority for Freeways and Expressways and the Caltrans FSP program. **No local funds are required to provide FSP service in El Dorado County.**

**DISCUSSION**

EDCTC works closely with the California Highway Patrol (CHP) to administer the FSP. CHP performs tow truck operator and vehicle inspections and monitors daily FSP operations. CHP provides inspection reports to and communicates with EDCTC regularly. EDCTC monitors the quality of FSP service through an online survey which each assisted motorist is directed to at the time of service. The survey offers the assisted motorist the opportunity to rate the quality of the service, make comments, and recommend improvements. To date, EDCTC has received many completed surveys, all of which highly praise the El Dorado County FSP. All survey responses rate the FSP as "excellent" and thank the EDCTC for providing the service. Some of the comments received include:

*"John Bradford was very helpful in the concern of my safety. I was very hesitant at the beginning and it took some time to convince me he was who he said he was and his purpose. He presented everything I needed to know to convince me that I'd be ok getting in his tow truck. He was very polite with a good sense of humor. He hitched up my vehicle and got me and my car to a safe place off the freeway. It's good to know that services exist to get you safely off the road. Thank You !*

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*"Very great program, the tow truck showed up within minutes of me breaking down. It made it alot easier to try to fix my truck once I was off the freeway and safe from traffic."*

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*"I was very thankful for the help that John provided for me this evening. If not for him I possibly could of been waiting for several more hours. He was very concerned about my safety and was a pleasure to talk to. He was very personable and a great smile which made this experience a bit more pleasant. Don't want this ever to happen again, but if it should I hope to see him on the road!"*

In addition to the online survey, EDCTC monitors the FSP by recording and monitoring specific details of the FSP duties performed. Each motorist assist is recorded via a mobile device application by the tow truck driver. The assist record includes information regarding the time and date, type of vehicle, location, type, and duration of assist performed. To date El Dorado County FSP service has been operating on par with many of the more urban FSP services. EDCTC collects and records this information monthly.

<b>El Dorado County Freeway Service Patrol Motorist Assist per Hour, January 1, 2019-December 31, 2019</b>			
<b>Month</b>	<b>Total Hours of Service</b>	<b>Number of Assists</b>	<b>Assists Per Hour of Service</b>
January	122.50	75	.61
February	111.25	99	.89
March	115.75	100	.86
April	121.25	80	.66
May	127.50	101	.79
June	111.25	92	.83
July	126.75	105	.83
August	122.75	122	.99
September	115.50	98	.85
October	116.50	109	.94
November	111.00	120	1.08
December	116.00	80	.69
<b>Total</b>	<b>1,418.00</b>	<b>1,181</b>	<b>.83</b>

<b>El Dorado County Freeway Service Patrol Motorist Assist by Type, January 1, 2019-December 31, 2019</b>		
<b>Type of Assist</b>	<b>Number</b>	<b>Percentage</b>
Mechanical	288	24.39%
Flat Tire	183	15.50%
Accident	151	12.79%
None - Not Needed	130	11.01%
Out of Gas	123	10.41%
Abandoned	118	9.99%
Overheated	50	4.23%
Driver Related	38	3.22%
Debris	36	3.05%
Unsecured Load	24	2.03%
Electrical	23	1.95%
Other	13	1.10%
Car Fire	2	0.17%
Partner Assist	1	0.08%
Locked Out	1	0.08%

Approved for Agenda:

Woodrow Deloria, Executive Director