



TECHNICAL ADVISORY COMMITTEE

AGENDA

Tuesday, February 22, 2022, 1:30 PM

To join the meeting:

The virtual meeting access information will be emailed.

DRAFT COMMISSION AGENDA REVIEW

CONSENT CALENDAR

1. EXPIRATION OF THE EXECUTIVE ORDER NO. N-25-20 AND PASSAGE OF ASSEMBLY BILL 361 (DELORIA)
REQUESTED ACTION: Adopt Resolution 21/22.15 regarding the Ralph M. Brown Act and the finding of risk to health and safety of in-person meetings because of the continuing COVID-19 pandemic State of Emergency declared by Governor Newsom.
2. MINUTES FOR THE FEBRUARY 3, 2022, COMMISSION MEETING (KEFFER)
REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes for the February 3, 2022, Commission meeting.
3. JANUARY 2022 CHECK REGISTER (THOMPSON)
REQUESTED ACTION: Receive and file the January 2022 Check Register.
4. OVERALL WORK PROGRAM BUDGET VS. ACTUAL COMPARISON FISCAL YEAR 2021/22 REPORT (THOMPSON)
REQUESTED ACTION: Receive and file the Overall Work Program Budget vs. Actual Comparison Fiscal Year 2021/22 July-December Report.

BUSINESS ITEMS

5. FISCAL YEAR 2022/23 DRAFT OVERALL WORK PROGRAM, BUDGET, AND GOALS AND OBJECTIVES (DELORIA/THOMPSON)
REQUESTED ACTION: Authorize staff to release the Fiscal Year 2022/23 Draft Overall Work Program and Budget to Caltrans for circulation, review, and comment.
6. PROFESSIONAL SERVICES AGREEMENT EXTENSION FOR FEDERAL TRANSPORTATION ADVOCACY SERVICES FROM DAVID TURCH AND ASSOCIATES (DELORIA)
REQUESTED ACTION: By motion, authorize the Executive Director to extend the professional services agreement with David Turch and Associates for Federal Advocacy Services for an additional year from April 3, 2022, to March 31, 2023.
7. PROFESSIONAL SERVICES AGREEMENT: GREATER PLACERVILLE WILDFIRE EVACUATION PREPAREDNESS, COMMUNITY SAFETY AND RESILIENCY PLAN (BOLSTER)
REQUESTED ACTION: Authorize the Executive Director to enter into a professional services agreement between the El Dorado County Transportation Commission and DKS Associates, to develop the Greater Placerville Wildfire Evacuation Preparedness, Community Safety and Resiliency Plan for a not-to-exceed amount of \$248,000.

INFORMATION ITEMS

8. MARCH 2022 PROJECT MONITORING REPORT (BARTON, BOLSTER, NGUYEN)
REQUESTED ACTION: None. This item is for information only.

MEMBER SHARING

ADJOURNMENT

The next TAC meeting is scheduled for March 28, 2022.

CONSENT CALENDAR**STAFF REPORT**

DATE: MARCH 3, 2022
TO: EL DORADO COUNTY TRANSPORTATION COMMISSION
FROM: WOODROW DELORIA, EXECUTIVE DIRECTOR
SUBJECT: EXPIRATION OF THE EXECUTIVE ORDER NO. N-25-20 AND PASSAGE OF ASSEMBLY BILL 361

REQUESTED ACTION

Adopt Resolution 21/22.15 regarding the Ralph M. Brown Act and the finding of risk to health and safety of in-person meetings because of the continuing COVID-19 pandemic State of Emergency declared by Governor Newsom.

BACKGROUND

The Ralph M. Brown Act ("the Brown Act"), provides guidance and requirements for public agencies and local governments in California to hold and conduct business at open and public meetings. The Brown Act ensures the public is involved, informed, and active in the decisions and discussions of local, regional, and state governance. EDCTC meetings are held to the standards within the Brown Act and are conducted consistent with the requirements therein.

In response to the COVID-19 pandemic, on March 12, 2020, the Governor issued Executive Order No. N-25-20 that waived certain requirements of the Brown Act including:

- the requirement that the notice of each meeting location be provided for those members of the legislative body (board or committee) participating in the meeting;
- the requirement that each meeting location be accessible to members of the public;
- the requirement that members of the public be able to address the legislative body (board and committee) at each meeting location;
- the requirement that agencies post agendas at all meeting locations; and
- the requirement that at least a quorum of the legislative body (board and committee) participate from locations within the boundaries of the territory over which they exercise jurisdiction.

EDCTC has been conducting monthly meetings since the beginning of the pandemic consistent with these modifications to the Brown Act by holding meetings virtually over the Zoom meeting platform. These modifications to the Brown Act expired on September 30, 2021. To continue the allowance of these modifications and to continue allowing virtual meetings to protect health and safety, Governor Newsom signed Assembly Bill (AB) 361 on September 16th. AB 361 extended these modifications through June of 2024, for any State or Local government agency which is under a declared State of Emergency.

DISCUSSION

The provisions of AB 361 regarding remote meetings can only be used in the event there is a Governor issued state of emergency that is active under the California Emergency Services Act and a legislative body decides by resolution that there is a need to meet remotely. The Governor's state of emergency presently remains in effect. Staff and EDCTC Legal Counsel recommend adoption of Resolution 21/22.14, a resolution that the commission is holding a meeting during a proclaimed state of emergency and State officials have imposed or recommended measures to promote social distancing.

AB 361 also requires legislative bodies to approve by resolution the decision to meet remotely every 30 days. As such, staff will present this resolution to EDCTC at regularly scheduled meetings for consideration while a state of emergency exists. Attached is the authorizing resolution.

Assembly Bill 361 permits remote meetings but requires that:

- agencies may not close public comment periods for written comments in advance of a meeting, but instead only close the comment period at the same time it is closed during a meeting;
- that agencies must clearly advertise the means by which the public can observe the meeting and offer comment during the meeting via either a call or internet-based option, the public must be given an opportunity to comment directly; and
- that in the event of a disruption in the broadcasting of the meeting the legislative body (board or committee) would take no further action until meeting access would be restored to the public.

Approved for Agenda:

Woodrow Deloria, Executive Director

Attachments: A) EDCTC Resolution 21/22.15



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: John Hidahl, Lori Parlin, Wendy Thomas, George Turnboo

RESOLUTION 21/22.15

RESOLUTION OF THE EL DORADO COUNTY TRANSPORTATION COMMISSION REGARDING THE RALPH M. BROWN ACT AND PROVISIONS PROVIDED UNDER AB 361 TO CONTINUE MEETING VIRTUALLY DURING THE ONGOING COVID-19 PANDEMIC STATE OF EMERGENCY DECLARED BY GOVERNOR NEWSOM

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 (RTPA) for El Dorado County, exclusive of the Lake Tahoe Basin; and is responsible for the planning, allocating and/or programming of funds and administration of the Transportation Development Act of 1971 (TDA), as amended thereafter; and

WHEREAS, On March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic; and

WHEREAS, the proclaimed state of emergency remains in effect; and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the California Open Meeting law, Government Code section 54950 et seq. (the "Brown Act"), provided certain requirements were met and followed; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 that clarified the suspension of the teleconferencing rules set forth in the Brown Act, and further provided that those provisions would remain suspended through September 30, 2021; and

WHEREAS, effective October 1, 2021, AB 361 allows local legislative bodies to continue to allow remote meetings during a proclaimed state of emergency, if "state or local officials have imposed or recommended measures to promote social distancing"; and

WHEREAS, on September 30, 2021, the El Dorado County Public Health Officer released "Recommendations for Safe Board and Commission Meetings During COVID-19 Pandemic" supporting compliance with AB 361; and

WHEREAS, EDCTC has an important governmental interest in protecting the health, safety, and welfare of those who participate in meetings of EDCTC's legislative body subject to the Brown Act; and

WHEREAS, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, AB 361 allows for EDCTC to continue holding meetings virtually in a safe and effective manner while still providing opportunity for public involvement.

NOW THEREFORE, BE IT RESOLVED, by the El Dorado County Transportation Commission as follows:

1. EDCTC finds that AB 361 provides the legal basis for EDCTC to continue to meet virtually while in a declared state of emergency.
2. AB 361 applies to all EDCTC-related legislative bodies subject to the Brown Act, including but not limited to, the El Dorado County Transportation Commission, Social Services Technical Advisory Committee, Technical Advisory Committee, Airport Land Use Commission, and any other standing committees.
3. Staff is directed to return to the Commission no later than thirty (30) days after the adoption of this resolution, or by the next Commission meeting, for the Commission to consider continuing to meet in accordance with AB 361.

PASSED AND ADOPTED, by the El Dorado County Transportation Commission on March 3, 2022, by the following vote:

Vote pending

Attest:

John Hidahl, Chairperson

Dana Keffer, Secretary to the Commission

CONSENT CALENDAR

STAFF REPORT

DATE: MARCH 3, 2022
TO: EL DORADO COUNTY TRANSPORTATION COMMISSION
FROM: DANA KEFFER, EXECUTIVE ASSISTANT/SECRETARY TO THE COMMISSION
SUBJECT: FEBRUARY 3, 2022, COMMISSION MEETING

REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes for the February 3, 2022, Commission meeting.

Approved for Agenda:

Woodrow Deloria, Executive Director

Attachment: February 3, 2022, 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: John Hidahl, Lori Parlin, Wendy Thomas, George Turnboo
Woodrow Deloria, Executive Director

ACTION MINUTES

Regular Meeting, Thursday, February 3, 2022, 2:00 PM

IMPORTANT NOTICE:

In Response to Coronavirus COVID-19 California Governor Gavin Newsom issued Executive Order N-29-20 on March 17, 2020, relating to the convening of public meetings in light of the COVID-19 pandemic, the El Dorado County Transportation Commission convened this regularly scheduled meeting using an online conference service and was not held at 330 Fair Lane, Placerville. Notice of the location change was made at least 72 hours in advance. All votes were completed with a roll call vote and public comment was accepted.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Executive Director Woodrow Deloria at 2:15 PM and led the Pledge of Allegiance.

ATTENDANCE: Commissioners Hidahl, Parlin, Taylor, Dennis Thomas, Wendy Thomas, Turnboo, Caltrans Ex Officio Kevin Yount and Ex Officio Councilmember Bass. ABSENT: Commissioner Borelli.

CEREMONIAL MATTERS

ELECTION OF CHAIR AND VICE CHAIR

REQUESTED ACTION: Elect a Chair and Vice Chair to serve until the first meeting of 2023. Extend appreciation to outgoing Chair.

ACTION: Commissioner Wendy Thomas made a motion to elect John Hidahl as Chairperson and Dennis Thomas as Vice Chairperson. The motion was seconded by Commissioner Taylor which carried as follows:

MOTION/SECOND: W. Thomas/Taylor
AYES: Hidahl, Parlin, Taylor, D. Thomas, W. Thomas, Turnboo
ABSTAIN: None
NOES: None
ABSENT: Borelli

ADOPTION OF AGENDA AND CONSENT CALENDAR

There were no public comments.

ACTION: Commissioner Palin made a motion to adopt the agenda and to approve or adopt items 1-4 on the Consent Calendar. The motion was seconded by Commissioner Taylor which carried as follows:

MOTION/SECOND: Parlin/Taylor
AYES: Hidahl, Parlin, Taylor, D. Thomas, W. Thomas, Turnboo
ABSTAIN: None
NOES: None
ABSENT: Borelli

1. EXPIRATION OF THE EXECUTIVE ORDER NO. N-25-20 AND PASSAGE OF ASSEMBLY BILL 361 (DELORIA)
REQUESTED ACTION: Adopt Resolution 21/22.14 regarding the Ralph M. Brown Act and the finding of risk to health and safety of in-person meetings because of the continuing COVID-19 pandemic State of Emergency declared by Governor Newsom.
2. MINUTES FOR THE DECEMBER 2, 2021, COMMISSION MEETING (KEFFER)
REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes for the December 2, 2021, Commission meeting.
3. NOVEMBER THROUGH DECEMBER 2021 CHECK REGISTER (THOMPSON)
REQUESTED ACTION: Receive and file the November through December 2021 Check Register.
4. DISPOSITION OF CITIZEN PARTICIPATION PROCESS COMMENTS (BOLSTER)
REQUESTED ACTION: None. This item is for information only.

OPEN FORUM

There were no public comments received.

BUSINESS ITEMS

5. PROFESSIONAL SERVICES AGREEMENT: GENERAL LEGAL SERVICES (DELORIA)
REQUESTED ACTION: Authorize the Executive Director to enter into a professional services agreement between El Dorado County Transportation Commission and Sloan Sakai for general legal services effective March 1, 2022, through February 28, 2027.

ACTION: Commissioner W. Thomas made a motion to authorize the requested action as stated. The motion was seconded by Commissioner Parlin which carried as follows:

MOTION/SECOND: W. Thomas/Parlin

AYES: Hidahl, Parlin, Taylor, D. Thomas, W. Thomas, Turnboo

ABSTAIN: None

NOES: None

ABSENT: Borelli

6. CALIFORNIA ASSOCIATION OF COUNCILS OF GOVERNMENTS (DELORIA)
REQUESTED ACTION: Designate a voting delegate to represent El Dorado County Transportation Commission on the California Association of Councils of Governments Governing Council. The Commission may choose to reaffirm Commissioner Wendy Thomas or select a new representative.

ACTION: Commissioner Taylor made a motion to appoint Commissioner W. Thomas as the CalCOG representative. The motion was seconded by Commissioner Parlin which carried as follows:

MOTION/SECOND: Taylor/Parlin

AYES: Hidahl, Parlin, Taylor, D. Thomas, W. Thomas, Turnboo

ABSTAIN: None

NOES: None

ABSENT: Borelli

7. FEDERAL HIGHWAY ADMINISTRATION CALIFORNIA CORRECTIVE ACTION CMAQ AND STBG PROGRAMS ADMINISTRATION AND OVERSIGHT JOINT RESPONSE TO CALTRANS (DELORIA)
 REQUESTED ACTION: Authorize the Executive Director to sign the joint letter between El Dorado County Transportation Commission, Placer County Transportation Planning Agency, and the Sacramento Area Council of Governments addressed to Caltrans dated February 15, 2022, outlining the changes to the Federal funding programming framework used by Sacramento Area Council of Governments, El Dorado County Transportation Commission, and Placer County Transportation Planning Agency to comply with the corrective action placed upon Caltrans by the Federal Highway Administration.

ACTION: Commissioner W. Thomas made a motion to authorize the requested action as stated. The motion was seconded by Commissioner Parlin which carried as follows:

MOTION/SECOND: W. Thomas/Parlin
AYES: Hidahl, Parlin, Taylor, D. Thomas, W. Thomas, Turnboo
ABSTAIN: None
NOES: None
ABSENT: Borelli

INFORMATION ITEMS

8. FREEWAY SERVICE PATROL 2021 REPORT (KEFFER)
 REQUESTED ACTION: None. This item is for information only.

There were no public comments received.

The Chair recessed the El Dorado County Transportation Commission at 2:55 PM and convened as the Airport Land Use Commission to hear the following item.

EL DORADO COUNTY AIRPORT LAND USE COMMISSION

9. PLACERVILLE AIRPORT LAND USE COMPATIBILITY PLAN – ZONING VARIANCE (DELORIA)
 REQUESTED ACTION: Approve staff recommendation finding the request for an Airport Land Use Commission review, submitted by the City of Placerville under City Project Numbers VAR 21-01, for a 3.01-acre parcel (APN 048-290-042) Zoning Variance to be consistent with the 2012 Placerville Airport Land Use Compatibility Plan.

There were no public comments received.

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

MOTION/SECOND: D. Thomas/Turnboo
AYES: Hidahl, Parlin, Taylor, D. Thomas, W. Thomas, Turnboo
ABSTAIN: None
NOES: None
ABSENT: Borelli

The Airport Land Use Commission adjourned at 3:02 PM and reconvened as the El Dorado County Transportation Commission.

EXECUTIVE DIRECTOR'S REPORT

SOUTH LAKE TAHOE - CALTRANS – COMMISSIONER COMMENTSRECESS TO CLOSED SESSION

The Board recessed to Closed Session at 3:14 PM.

10. UNREPRESENTED EMPLOYEE NEGOTIATIONS: SALARIES AND FRINGE BENEFITS GOVERNMENT CODE SECTIONS 54957.6(A) AND 54957.1 (A)(6). NEGOTIATOR FOR THE UNREPRESENTED EMPLOYEES WILL BE WOODROW DELORIA

Commissioner Turnboo left the meeting at 3:27 PM.

RECONVENE TO OPEN SESSION AND CLOSED SESSION REPORTS

The Board reconvened to Open Session at 3:39 PM. Executive Director Deloria reported that the Board participated in negotiations for unrepresented employee's salaries, and that no action was taken in Closed Session.

1. Consider three options to update the current salary schedule.
 - a. Cost of Living Adjustment (COLA) per the Consumer Price Index since last COLA in FY 2015/16 effective July 1, 2022
 - b. COLA per Consumer Price Index since last COLA in FY 2015/16 spread over multiple fiscal years
 - c. Direct staff to initiate a procurement process to hire a consultant to perform a salary compensation study in FY 2022

There were no public comments.

ACTION: The Commission directed Executive Director Deloria to update the current salary schedule as stated in Option A and to incorporate the adjustment into the Draft FY 2022/23 Overall Work Program, Budget, Goals, and Objectives to be presented at the March 3, 2022, EDCTC meeting.

ADJOURNMENT

The meeting was adjourned at 3:40 PM.

The next regular meeting is scheduled for 2:00 PM on March 3, 2022.

CONSENT CALENDAR

STAFF REPORT

DATE: MARCH 3, 2022
TO: EL DORADO COUNTY TRANSPORTATION COMMISSION
FROM: KAREN THOMPSON, ADMINISTRATIVE SERVICES OFFICER
SUBJECT: JANUARY 2022 CHECK REGISTER

REQUESTED ACTION

Receive and file the January 2022 Check Register (Attachment A).

BACKGROUND AND DISCUSSION

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

- David Turch & Associates* \$5,417.00
November Federal advocacy services, Work Element 410. This contract was approved at the April 2, 2020, EDCTC meeting.
- I.S. Tours* \$4,640.55
Payment for the 2022 Capitol to Capitol program for Director Deloria. This payment was approved at the December 2, 2021, EDCTC meeting.
- DKS Associates* \$11,497.33
- DKS Associates* \$9,090.22
September - December professional services for the SR 49 Confluence Study, Work Element 259. The contract with DKS Associates was approved at the September 2, 2021, EDCTC meeting.
- Extreme Towing* \$10,147.00
December 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.
- Wood Rodgers* \$10,069.97
December professional services for the 50 Corridor System User Analysis, Investment Strategy, and Access Control Action Plan, Work Element 253. This contract was approved at the December 3, 2020, EDCTC meeting.

Approved for Agenda:

Woodrow Deloria, Executive Director

Attachment A: January 2022 Check Register

**El Dorado County Transportation Commission
Check Register
Jan-22**

Date	Name	Payment	Memo
01/03/2022	Ameritas Life Insurance Corp.	579.92	January 2022 Dental
01/03/2022	Ameritas Life Insurance Corp.	85.56	January 2022 Vision
01/03/2022	Benefit Coordinators Corporation	203.88	January 2022 Life/Disability Premiums
01/03/2022	CalPERS Health	8,398.09	January 2022 Health Premiums
01/03/2022	David Turch and Associates	5,417.00	* November 2021 Federal Advocacy
01/03/2022	RTS IT, Inc.	690.00	January 2022 ITCare Silver Service Plan
01/11/2022	Airespring	658.69	January 2022 Fiber Optic Internet
01/11/2022	Berkshire Hathaway HomeState Companies	1,325.60	2022 Workers Comp
01/11/2022	Buchalter	560.00	December 2021 Legal Services
01/11/2022	Buchalter	1,707.00	November 2021 Legal Services
01/11/2022	Carbon Copy	20.72	December 2021 Copy Machine Copies/Maint
01/11/2022	Cardmember Service - Visa DK	250.49	December Office Expense
01/11/2022	Cardmember Service - Visa KT	154.99	Remote Access & Zoom Webinars December 2021
01/11/2022	Cardmember Services-Visa WD	4,640.55	* Cap to Cap 2022 W. Deloria
01/11/2022	Century Building Maintenance	450.00	December 2021 Building Maintenance
01/11/2022	El Dorado County Chamber of Commerce	308.70	2022 Dues
01/12/2022	CalPERS Retirement System	3,121.14	January 2022 Contribution #1
01/12/2022	CalPERS Retirement System	307.46	January 2022 PEPRA Contribution #1
01/20/2022	Umpqua Bank	73.78	December 2021 Analyzed Checking Fee
01/25/2022	Berkshire Hathaway HomeState Companies	10.00	Final Payment 2021 Workers Comp Ins
01/25/2022	De Lage Landen Financial Services	203.78	February 2022 Copy Machine Lease Payment
01/25/2022	DKS Associates	11,497.33	* September - November 2021 SR 49 Confluence Study
01/25/2022	DKS Associates	9,090.22	* December 2021 SR 49 American River Confluence Study
01/25/2022	Extreme Towing	10,147.00	* December 2021 Freeway Service Patrol
01/25/2022	JS West Propane Gas	262.35	December 2021 Propane
01/25/2022	PG&E	235.98	December 2021 Utilities
01/25/2022	Steele Building Offices	4,517.00	February 2022 Office Rent
01/26/2022	CalPERS Retirement System	3,121.14	January 2022 Contribution #2
01/26/2022	CalPERS Retirement System	307.46	January 2022 PEPRA Contribution #2
01/31/2022	Wood Rodgers	10,069.97	* December 2021 US 50 Corridor System User Analysis
	Total	<u>78,415.80</u>	

CONSENT CALENDAR

STAFF REPORT

DATE: MARCH 3, 2022
TO: EL DORADO COUNTY TRANSPORTATION COMMISSION
FROM: KAREN THOMPSON, ADMINISTRATIVE SERVICES OFFICER
SUBJECT: OVERALL WORK PROGRAM BUDGET VS. ACTUAL COMPARISON FISCAL YEAR 2021/22 REPORT

REQUESTED ACTION

Receive and file the Overall Work Program Budget vs. Actual Comparison Fiscal Year (FY) 2021/22 July-December Report (Attachment A).

BACKGROUND

This budget vs. actual comparison is for the second quarter of fiscal year 2021/22. 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 July through December are provided in the table below.

Fiscal Year Cash Balances

Public Funds Money Market and Checking Account Balances at July 1, 2021	\$648,795
Receipts	\$1,056,230
Disbursements	\$896,790
Public Funds Money Market and Checking Account Balances at December 31, 2021	\$808,235

Approved for Agenda:

 Woodrow Deloria, Executive Director

Attachment A: OWP Budget vs. Actual Comparison FY 2021/22 July-December

**EL DORADO COUNTY TRANSPORTATION COMMISSION
OWP BUDGET VS. ACTUAL COMPARISON FY 2021/22 JULY-DECEMBER**

	WE 50		WE 100		WE 110		WE 111		WE 112		WE 120	
	Indirect Costs		Overall Work Program Administration & Implementation		Intergovernmental Coordination		Rural Counties Task Force		Rural Counties Task Force Administrative Guidebook Training		Transportation Development Act & Transit Administration	
	Budget 50	Actual 50	Budget 100	Actual 100	Budget 110	Actual 110	Budget 111	Actual 111	Budget 112	Actual 112	Budget 120	Actual 120
Income												
Local Transportation Funds (LTF)			-	-	-	-	-	-	-	-	84,105	55,926
Rural Planning Assistance (RPA)			70,908	26,219	151,318	70,257	-	-	-	-	-	-
Rural Planning Assistance (RPA) Grants									9,601			
STIP Planning, Programing & Monitoring (PPM)			-	-	-	-	-	-	-	-	-	-
Surface Transp Block Grant Prog (STBGP)			-	-	-	-	-	-	-	-	-	-
CRRSSA Surface Transp Block Grant Prog												
Airport Land Use Commission Fees												
Sustainable Communities FTA 5304												
FHWA-State Planning & Research												
SB1 Sustainable Communities												
State Highway Account (SHA)												
Freeway Service Patrol												
Rural Counties Task Force							41,129	16,603	-	-		
Transit Matching Funds for ZEB Conversion Plan												
Misc Income/EDH CSD/EI Dorado County		30										
Total Income	-	30	70,908	26,219	151,318	70,257	41,129	16,603	9,601	-	84,105	55,926
Expense												
Permanent Employees/Benefits	185,895	97,374	42,799	15,837	90,401	42,436	21,672	10,028	61	-	24,369	12,540
Temporary Employee	-	-										
Building Lease & Utilities	65,004	36,710										
Office Expense	53,590	21,184	50	-	1,650	-	5,250	-	-	-	60	72
Professional Services	30,350	28,593	-	-	-	-	-	-	9,500	-	43,700	35,094
Indirect Cost Allocation	(366,067)	(170,007)	28,059	10,382	59,267	27,821	14,208	6,575	40	-	15,976	8,221
Indirect Costs Carryover from Prior Year	31,228											
	-											
Total Expense	0	13,854	70,908	26,219	151,318	70,257	41,129	16,603	9,601	-	84,105	55,926
Current Year Retention												1,810
Prior Year Retention												
OWP Budget vs. Actual Expenses			37.0%		46.4%		40.4%		0.0%		68.6%	

**EL DORADO COUNTY TRANSPORTATION COMMISSION
OWP BUDGET VS. ACTUAL COMPARISON FY 2021/22 JULY-DECEMBER**

	WE 253		WE 259		WE 261		WE 265		WE 300	
	US 50 Corridor System Analysis, Investment Strategy and Access Control Action Plan		State Route 49 American River Confluence Study		El Dorado Hills Business Park Community Transportation Plan		Greater Placerville Wildfire Evacuation Preparedness, Community Safety, and Resiliency Plan		State & Federal Programming	
	Budget 253	Actual 253	Budget 259	Actual 259	Budget 261	Actual 261	Budget 265	Actual 265	Budget 300	Actual 300
Income										
Local Transportation Funds (LTF)	-	-	-	-	-	-	18,902	506	59,990	24,159
Rural Planning Assistance (RPA)	-	-	-	-	-	-	-	-	-	-
Rural Planning Assistance (RPA) Grants	-	-	-	-	-	-	-	-	39,000	24,159
STIP Planning, Programing & Monitoring (PPM)	33,025	8,452	-	-	6,578	6,730	13,488	708	-	-
Surface Transp Block Grant Prog (STBGP)	71,080	20,071								
CRRSSA Surface Transp Block Grant Prog										
Airport Land Use Commission Fees										
Sustainable Communities FTA 5304										
FHWA-State Planning & Research	132,102	33,808			19,948	19,948				
SB1 Sustainable Communities										
State Highway Account (SHA)			171,484	31,729			250,000	9,375		
Freeway Service Patrol										
Rural Counties Task Force										
Transit Matching Funds for ZEB Conversion Plan										
Misc Income/EDH CSD/El Dorado County					2,493	2,493	-	-		
Total Income	236,207	62,332	171,484	31,729	29,019	29,172	282,390	10,590	98,990	48,318
Expense										
Permanent Employees/Benefits	15,658	8,824	12,917	6,730	168	260	20,681	6,361	59,761	29,185
Temporary Employee										
Building Lease & Utilities										
Office Expense	150	-	100	-	-	-	150	58	50	-
Professional Services	210,133	47,722	150,000	20,588	28,741	18,241	248,000	-	-	-
Indirect Cost Allocation	10,265	5,785	8,468	4,412	110	171	13,559	4,170	39,179	19,134
Indirect Costs Carryover from Prior Year										
Total Expense	236,207	62,332	171,484	31,729	29,019	18,672	282,390	10,590	98,990	48,318
Current Year Retention		5,302		2,288		2,027		-		
Prior Year Retention						8,473				
OWP Budget vs. Actual Expenses	28.6%		19.8%		71.3%		3.8%		48.8%	

**EL DORADO COUNTY TRANSPORTATION COMMISSION
OWP BUDGET VS. ACTUAL COMPARISON FY 2021/22 JULY-DECEMBER**

	WE 310		WE 330		WE 400		WE 410					
	Transportation Project Delivery & Oversight		Active & Alternative Transportation Programs		Public Education & Outreach		Transportation Advocacy		Caltrans Indirect Cost Allocation Plan (ICAP) Excluded Costs		OWP Total	Total
	Budget 310	Actual 310	Budget 330	Actual 330	Budget 400	Actual 400	Budget 410	Actual 410	Budget	Actual	Budget	Actual
Income												
Local Transportation Funds (LTF)	57,973	23,876	16,390	-	-	-	86,547	39,815	1,000	80	493,601	284,141
Rural Planning Assistance (RPA)	-	-	-	-	69,947	28,956	-	-	-	-	337,000	157,117
Rural Planning Assistance (RPA) Grants											9,601	-
STIP Planning, Programing & Monitoring (PPM)	39,000	23,876	-	-	-	-	-	-	-	-	78,000	48,035
Surface Transp Block Grant Prog (STBGP)	-	-	52,998	29,403	-	-	-	-	-	-	151,514	55,856
CRRSSA Surface Transp Block Grant Prog											71,080	20,071
Airport Land Use Commission Fees											-	-
Sustainable Communities FTA 5304											-	-
FHWA-State Planning & Research											152,049	53,756
SB1 Sustainable Communities											120,428	67,813
State Highway Account (SHA)											421,484	41,104
Freeway Service Patrol											179,834	84,936
Rural Counties Task Force											41,129	16,603
Transit Matching Funds for ZEB Conversion Plan											13,380	7,536
Misc Income/EDH CSD/EI Dorado County			1,500	1,214			39,000	19,500		-	42,993	23,237
Total Income	96,973	47,753	70,888	30,617	69,947	28,956	125,547	59,315	1,000	80	2,112,095	860,206
											-	0.00
Expense												
Permanent Employees/Benefits	58,543	28,834	42,727	18,320	42,249	17,490	28,085	14,993	-	-	744,270	357,547
Temporary Employee											-	-
Building Lease & Utilities											65,004	36,710
Office Expense	50	15	150	287	-	-	14,050	7,970	1,000	80	76,450	29,772
Professional Services	-	-	-	-	-	-	65,000	27,085		-	1,195,143	425,848
Indirect Cost Allocation	38,380	18,904	28,011	12,010	27,698	11,466	18,412	9,267		-	(0)	(0)
Indirect Costs Carryover from Prior Year											31,228	-
											-	-
Total Expense	96,973	47,753	70,888	30,617	69,947	28,956	125,547	59,315	1,000	80	2,112,095	849,878
Current Year Retention								-			-	18,431
Prior Year Retention											-	15,122
OWP Budget vs. Actual Expenses	49.2%		43.2%		41.4%		47.2%		8.0%		41.8%	
	50% of FY Complete											

BUSINESS ITEM**STAFF REPORT**

DATE: MARCH 3, 2022
TO: EL DORADO COUNTY TRANSPORTATION COMMISSION
FROM: WOODROW DELORIA, EXECUTIVE DIRECTOR
KAREN THOMPSON, ADMINISTRATIVE SERVICES OFFICER
SUBJECT: FISCAL YEAR 2022/23 DRAFT OVERALL WORK PROGRAM, BUDGET,
AND GOALS AND OBJECTIVES

REQUESTED ACTION

Authorize staff to release the Fiscal Year (FY) 2022/23 Draft Overall Work Program and Budget (OWP) to Caltrans for circulation, review, and comment.

BACKGROUND

The Overall Work Program (OWP) and Budget is the primary management tool for El Dorado County Transportation Commission (EDCTC) and contains a description of the activities to be undertaken by the Commission in the coming fiscal year along with detailed budget information. The attached draft OWP and Budget has been developed in compliance with the California Department of Transportation (Caltrans) guidance for Regional Transportation Planning Agencies and has been reviewed by the Technical Advisory Committee. It is expected that the draft OWP will undergo continued refinement as staff receives comments from the Commission and Caltrans. The Draft OWP also includes the goals and objectives for the coming fiscal year. These high-level overarching goals and objectives are often carried forward from year to year but may be amended, changed, or replaced at the pleasure of the Commission.

DISCUSSION

The work elements in the OWP include on-going operations and grant funded projects. The budget includes a cost-of-living adjustment (COLA) per the Board's direction from the labor negotiation closed session item on February 3, 2022. The COLA is based on the Consumer Price Index for the Western Region published by the Bureau of Labor and Statistics. This is the first COLA to the EDCTC salary schedule since FY 2015/16.

The Goals and Objectives are presented for consideration as part of the FY 2022/23 Draft OWP to provide high-level direction and consensus for EDCTC staff and Commissioners. The goals and objectives are focused on issues and opportunities presented over the past year and expected to continue through this upcoming and future fiscal years.

The total Draft Fiscal Year (FY) 2022/23 OWP and Budget is \$2,021,908. The Final OWP and Budget will be reviewed in detail with the Chair and Vice Chair in April and presented for adoption at the May 2022 Commission meeting.

Approved for Agenda:

Woodrow Deloria, Executive Director

Attachment A: Draft FY 2022/23 Overall Work Program, Budget, and Goals and Objectives

BUSINESS ITEM**STAFF REPORT**

DATE: MARCH 3, 2022
TO: EL DORADO COUNTY TRANSPORTATION COMMISSION
FROM: WOODROW DELORIA, EXECUTIVE DIRECTOR
SUBJECT: PROFESSIONAL SERVICES AGREEMENT EXTENSION
FOR FEDERAL TRANSPORTATION ADVOCACY SERVICES FROM DAVID
TURCH AND ASSOCIATES

REQUESTED ACTION:

By motion, authorize the Executive Director to extend the professional services agreement with David Turch and Associates for Federal Advocacy Services for an additional one year from April 3, 2022, to March 31, 2023.

BACKGROUND:

As authorized at your April 2, 2020, Commission meeting, El Dorado County Transportation Commission (EDCTC) entered into a professional services agreement with David Turch and Associates for Federal Advocacy Services. The agreement, effective April 2, 2020, was for an initial term of one year with the option to extend an additional two, one-year terms, for a total three-year term, at the discretion of EDCTC.

The scope of work for the Federal Advocacy Services includes:

1. Meet with the EDCTC Executive Director to discuss the services and process to be used.
2. Work with the EDCTC and Partner Agencies to develop a set of specific goals for advocacy services.
3. Provide EDCTC and Partner Agencies with a summary description of the federal budgeting and legislative process and include recommendations on the best times and methods to advocate during these processes.
4. Advise EDCTC and Partner Agencies on federal legislative and administrative matters which may have a direct effect on the agency.
5. Review and evaluate the platform of transportation and infrastructure projects for federal funding developed by EDCTC and Partner Agencies and advise on the compatibility of those projects with federal budgeting opportunities and programs.
6. Provide EDCTC and Partner Agencies with a specific plan and schedule of visits to be made with federal legislators or their staffs, and with key staff of federal transportation funding agencies.
7. Arrange for meetings with federal legislative representatives and federal agencies regarding transportation and infrastructure projects or policies for EDCTC and Partner Agencies officials and staff, as needed.
8. Conduct advocacy services and perform all other duties customarily performed by legislative advocates and governmental affairs representatives on behalf of EDCTC and Partner Agencies.
9. Provide monthly written reports to the EDCTC and Partner Agencies regarding all services performed on behalf of EDCTC and Partner Agencies.
10. File all applicable reporting and disclosure requirements.
11. Occasional presentations to the EDCTC and Partner Agencies at a regularly scheduled meeting also will be required.

DISCUSSION:

Given the constraints posed by the pandemic over the past year, EDCTC staff has been pleased with the performance of David Turch and Associates. Over the past year of the professional services agreement, David Turch and Associates has provided EDCTC, El Dorado County, the City of Placerville, and El Dorado Transit with regular updates on pandemic response, funding opportunities, and general Federal Government policies and items of interest. With the new Federal infrastructure bill rolling out this year, EDCTC staff will be looking to utilize more of the David Turch's connections and influence in 2022 to fund transportation projects and services throughout El Dorado County and the City of Placerville.

Approved for Agenda:

Woodrow Deloria, Executive Director

BUSINESS ITEM**STAFF REPORT**

DATE: MARCH 3, 2022

TO: EL DORADO COUNTY TRANSPORTATION COMMISSION

FROM: DAN BOLSTER, SENIOR TRANSPORTATION PLANNER

SUBJECT: PROFESSIONAL SERVICES AGREEMENT: GREATER PLACERVILLE WILDFIRE EVACUATION PREPAREDNESS, COMMUNITY SAFETY AND RESILIENCY PLAN

REQUESTED ACTION

Authorize the Executive Director to enter into a professional services agreement between the El Dorado County Transportation Commission (EDCTC) and DKS Associates (DKS), to develop the Greater Placerville Wildfire Evacuation Preparedness, Community Safety and Resiliency Plan for a not-to-exceed amount of \$248,000.

BACKGROUND

On February 11, 2021, EDCTC submitted an application to Caltrans for a Fiscal Year 2021/22 Sustainable Communities Grant Application for the Greater Placerville Area Wildfire Evacuation Preparedness, Community Safety and Resiliency Plan. On June 22, 2021, Caltrans notified EDCTC that the Greater Placerville Area Wildfire Evacuation Preparedness, Community Safety and Resiliency Plan had been selected for funding in Fiscal Year 2021/22 with an award of \$250,000. EDCTC committed \$32,390 in Local Transportation Funds as matching funds.

DISCUSSION

EDCTC staff distributed the Request for Proposals (RFP) for the Greater Placerville Area Wildfire Evacuation Preparedness, Community Safety and Resiliency Plan on November 15, 2021. Notice of the RFP was distributed via email to 17 consultants, a consultant distribution center, was published in the Mountain Democrat, and was available online via Facebook and the EDCTC website. Staff received two proposals by the February 2, 2022, deadline. The proposals were received from Energetics and DKS and were evaluated according to the criteria specified in the RFP by EDCTC staff and staff from the El Dorado County Sherriff's Office and the City of Placerville.

The evaluation criteria included:

- Understanding the purpose and requirements of the Greater Placerville Area Wildfire Evacuation Preparedness, Community Safety and Resiliency Plan;
- Familiarity with the project area and the type of issues and problems associated with the project;
- Experience in transportation planning and the issues and functional area(s) to be analyzed;
- Familiarity with state and federal procedures;
- Ability to meet the project's goals and objectives;
- Approach to be followed and the tasks to be performed, including detailed steps, resources required, and proposed project schedule;
- Qualifications, specific experience, and technical competence of the personnel to be assigned to this contract.

Based upon review of the proposals, interviews that were held on February 10, 2022, via Zoom, and DKS' demonstrated expertise in delivering wildfire evacuation preparedness plans for other rural communities in California and the western U.S., staff recommends DKS for this contract. Key factors considered by the review panel in making this recommendation are as follows:

- The firm has extensive experience leading evacuation preparedness plans for rural communities.
- The firm has a very strong understanding of the overall threat of wildfire and the impact of climate change on the project area's future vulnerability to wildfire.
- The firm is knowledgeable about land use and development, regulatory environment, and community issues in the project area.
- The firm is providing a highly qualified project team.
- The firm provided a scope of work that detailed the steps and approach for completion of tasks necessary to deliver a comprehensive Greater Placerville Area Wildfire Evacuation Preparedness, Community Safety and Resiliency Plan.
- Strong public outreach services will be provided by the consulting team.

Randy Johnson of DKS will serve as the Project Manager for the Greater Placerville Area Wildfire Evacuation Preparedness, Community Safety and Resiliency Plan. Mr. Johnson has over 17 years of engineering, transportation planning, and project management experience and as a former wildland firefighter for the US Forest Service, he has a keen understanding of fire-weather behavior and the extreme risk a wildfire poses to the Greater Placerville Area.

Approved for Agenda:

Woodrow Deloria, Executive Director

Note: A copy of the RFP and the two proposals received are available for review at the EDCTC office.

INFORMATION ITEM

STAFF REPORT

DATE: MARCH 3, 2022

TO: EL DORADO COUNTY TRANSPORTATION COMMISSION

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

SUBJECT: MARCH 2022 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. These PPM duties are conducted 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 Improvement 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 Mitigation 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: March 2022 Project Monitoring Report *(provided under separate cover)*