



## TECHNICAL ADVISORY COMMITTEE

### AGENDA

Monday, May 24, 2021, 1:30 PM

---

#### To join the meeting:

The virtual meeting access information will be emailed.

---

### **DRAFT COMMISSION AGENDA REVIEW**

#### **CONSENT CALENDAR**

1. MINUTES FOR THE MAY 6, 2021 COMMISSION MEETING (KEFFER)  
REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes for the May 6, 2021 Commission meeting.
2. APRIL 2021 CHECK REGISTER (THOMPSON)  
REQUESTED ACTION: Receive and file the April 2021 Check Register.
3. SURFACE TRANSPORTATION BLOCK GRANT PROGRAM FISCAL YEAR 2020/21 EXCHANGE APPORTIONMENT AND FUNDING AGREEMENTS BETWEEN EDCTC AND THE CITY OF PLACERVILLE AND EDCTC AND EL DORADO COUNTY (THOMPSON)  
REQUESTED ACTION:
  1. Adopt Resolution 20/21.31 approving the Surface Transportation Block Grant Program FY 2020/21 Exchange Apportionment and Allocation.
  2. Authorize the Executive Director to sign the 2020/21 Exchange Recipient Agreement between El Dorado County Transportation Commission and the City of Placerville.
  3. Authorize the Executive Director to sign the 2020/21 Exchange Recipient Agreement between EDCTC and El Dorado County.

#### **BUSINESS ITEMS**

4. FISCAL YEAR 2021/22 FINAL OVERALL WORK PROGRAM, BUDGET, AND GOALS AND OBJECTIVES (THOMPSON)  
REQUESTED ACTION: Adopt Resolution 20/21.32, approving the Fiscal Year 2021/22 Final Overall Work Program, Budget, and Goals and Objectives.
5. CONSIDERATION AND APPROVAL OF THE ESTABLISHMENT OF A CALIFORNIA EMPLOYERS' PENSION PREFUNDING TRUST ACCOUNT WITH CALPERS (THOMPSON)  
REQUESTED ACTION:
  1. Adopt Resolution 20/21.33 (Attachment A), Approving the Establishment of a California Employers' Pension Prefunding Trust (CEPPT) Account with CalPERS for the Purpose of Prefunding the El Dorado County Transportation Commission's Required Pension Contributions and Authorize an Initial \$50,000 Payment to Open the Trust Account.
  2. Authorize the Chair and the Executive Director to execute required documentation for participation in the CEPPT.
6. PROGRAMMING STRATEGY FOR CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT TRANSPORTATION FUNDING (BARTON)  
REQUESTED ACTION: Approve the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 Programming Strategy and authorize the Executive Director to bring a project list to the California Transportation Commission for Approval in August 2021.

7. US 50 ACCESS CONTROL PROOF OF CONCEPT PILOT OUTREACH STRATEGY PROFESSIONAL SERVICES AGREEMENT (BARTON)  
REQUESTED ACTION: Authorize the Executive Director to enter into a Professional Services Agreement with AIM Consulting for implementation of the US 50 Corridor Access Control Proof of Concept Pilot Outreach and Awareness Work Plan in the amount of \$71,080.66 to be included in Fiscal Year 2021/22 Overall Work Program Budget.

## **MEMBER SHARING**

## **ADJOURNMENT**

***Note: There will be NO Commission meeting held in July; therefore, there will not be a TAC meeting in June. The next TAC meeting is scheduled for July 26, 2021.***

## **CONSENT CALENDAR**

### **STAFF REPORT**

**DATE: JUNE 3, 2021**  
**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**  
**FROM: DANA KEFFER, EXECUTIVE ASSISTANT/SECRETARY TO THE COMMISSION**  
**SUBJECT: MINUTES FOR THE MAY 6, 2021 COMMISSION MEETING**

---

---

### **REQUESTED ACTION**

The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes for the May 6, 2021 Commission meeting.

Approved for Agenda:

---

Woodrow Deloria, Executive Director

Attachment: May 6, 2021 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, May 6, 2021, 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

Chair Taylor called the meeting to order at 2:00 PM and led the Pledge of Allegiance.

ATTENDANCE: Chair Taylor, Vice Chair Hidahl, Commissioners Borelli, Parlin, D. Thomas, Turnboo, and Caltrans Ex Officio Kevin Yount. ABSENT: Commissioner W. Thomas and Ex Officio Councilmember Bass.

### ADOPTION OF AGENDA AND CONSENT CALENDAR

There was no public comment.

**ACTION: Commissioner Patty Borelli made a motion to adopt the agenda and to approve or adopt items 1-6 on the Consent Calendar. The motion was seconded by Commissioner Parlin which carried as follows:**

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

1. MINUTES FOR THE APRIL 1, 2021 COMMISSION MEETING (KEFFER)  
REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes for the April 1, 2021 Commission meeting.
2. MARCH 2021 CHECK REGISTER (THOMPSON)  
REQUESTED ACTION: Receive and file the March 2021 Check Register.
3. OVERALL WORK PROGRAM BUDGET VS. ACTUAL COMPARISON FISCAL YEAR 2020/2021 REPORT (THOMPSON)  
REQUESTED ACTION: Receive and file the Overall Work Program Budget vs. Actual Comparison Fiscal Year 2020/2021 July-March Report.

4. TRANSPORTATION DEVELOPMENT ACT FISCAL YEAR 2021/2022 APPORTIONMENT AND ALLOCATION FOR LOCAL TRANSPORTATION FUNDS, STATE TRANSIT ASSISTANCE FUNDS, AND STATE OF GOOD REPAIR FUNDS (THOMPSON)  
REQUESTED ACTION: Adopt Resolution 20/21.29 approving the Transportation Development Act Fiscal Year 2021/2022 Apportionment and Allocation for Local Transportation Funds, State Transit Assistance Funds, and State of Good Repair Funds.
5. EL DORADO COUNTY TRANSIT AUTHORITY'S FISCAL YEAR 2021/2022 TRANSPORTATION DEVELOPMENT ACT CLAIM (THOMPSON)  
REQUESTED ACTION: Adopt Resolution 20/21.30 approving the El Dorado County Transit Authority's Fiscal Year Transportation Development Act Claim in the amount of \$6,845,079.03.
6. FINAL AMENDMENT TO THE EL DORADO COUNTY TRANSPORTATION COMMISSION FUNDING POLICY AND GUIDANCE (DELORIA)  
REQUESTED ACTION: By motion, approve the Final Amendment to the El Dorado County Transportation Commission Funding Policy and Guidance.

### OPEN FORUM

Chair Taylor asked if anyone would like to speak from the audience. There were no public comments.

### BUSINESS ITEMS

7. ACTIVE TRANSPORTATION PROGRAM FUNDING AUGMENTATION (DELORIA)  
REQUESTED ACTION: Consider support of Cycle 5 Active Transportation Program funding augmentation and direct the Executive Director to submit a letter on behalf of the El Dorado County Transportation Commission's support to the appropriate legislative committee leadership.

There was no public comment.

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

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

8. PROFESSIONAL SERVICES AGREEMENT FOR FREEWAY SERVICE PATROL (DELORIA)  
REQUESTED ACTION: Authorize the Executive Director to enter into a professional services agreement between El Dorado County Transportation Commission and Extreme Towing to operate a Freeway Service Patrol along US 50 starting July 1, 2021 and ending June 30, 2026 for an hourly rate as follows:

- FY 2021/2022 - \$105.74
- FY 2022/2023 - \$105.74
- FY 2023/2024 - \$111.03
- FY 2024/2025 - \$116.58
- FY 2025/2026 - \$122.40

There was no public comment.

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

**MOTION/SECOND: Turnboo/Borelli**

**AYES: Borelli, Hidahl, Parlin, Taylor, D. Thomas, Turnboo**

**ABSTAIN: None**

**NOES: None**

**ABSENT: W. Thomas**

EXECUTIVE DIRECTOR'S REPORT

SOUTH LAKE TAHOE - CALTRANS – COMMISSIONER COMMENTS

ADJOURNMENT

The meeting was adjourned at 2:45 PM.

NOTE: The next regular meeting is scheduled for 2:00 PM on June 3, 2021; an online meeting.

**CONSENT CALENDAR**

**STAFF REPORT**

**DATE: JUNE 3, 2021**  
**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**  
**FROM: KAREN THOMPSON, ADMINISTRATIVE SERVICES OFFICER**  
**SUBJECT: APRIL 2021 CHECK REGISTER**

---

**REQUESTED ACTION**

Receive and file the April 2021 Check Register (Attachment A).

**BACKGROUND AND DISCUSSION**

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

- Stantec Consulting Services* ..... \$7,760.04  
March professional services for the El Dorado County Transit Authority Zero Emission Bus Fleet Conversion Plan, Work Element 228. This contract was approved at the November 5, 2020 EDCTC meeting.
- David Turch and Associates* ..... \$5,417.00  
March Federal advocacy services, Work Element 410. This contract was approved at the April 2, 2020 EDCTC meeting.
- Extreme Towing*..... \$12,717.04  
March 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.
- Wood Rodgers*..... \$3,650.22  
March 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.
- Fehr & Peers* ..... \$10,088.58  
March 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.

Approved for Agenda:

---

Woodrow Deloria, Executive Director

Attachment A: April 2021 Check Register

**EI Dorado County Transportation Commission  
Check Register  
April 2021**

<u>Date</u>	<u>Name</u>	<u>Payment</u>	<u>Memo</u>
04/01/2021	Carbon Copy	30.42	March 2021 Copy Machine Maintenance/Copies
04/01/2021	Ameritas Life Insurance Corp.	643.08	April 2021 Dental and Vision Premiums
04/01/2021	Benefit Coordinators Corporation	203.14	April 2021 Life/Disability Premiums
04/01/2021	CalPERS Health	7,973.44	April 2021 Health Premiums
04/07/2021	CalPERS Retirement System	3,387.41	April 2021 Contribution #1
04/12/2021	Stantec Consulting Services Inc.	7,760.04	* March 2021 EDCTA Zero Emission Bus Conversion Plan
04/12/2021	Cardmember Service - Visa DK	373.85	March Office Supplies/Stamps.com/Server backup
04/12/2021	Cardmember Service - Visa JB	15.16	Domain Name Renewal for eldoradobikemap.org
04/12/2021	Cardmember Service - Visa KT	154.99	Remote Access and Zoom Webinars March 2021
04/12/2021	Century Building Maintenance	450.00	March 2021 Building Maintenance
04/12/2021	David Turch and Associates	5,417.00	* March 2021 Federal Advocacy
04/12/2021	Extreme Towing	12,717.04	* March 2021 Freeway Service Patrol
04/12/2021	JS West Propane Gas	141.44	March 2021 Propane
04/12/2021	Sierra Office Supply & Printing	75.95	March 2021 Office Supplies
04/19/2021	PG&E	254.70	March 2021 Utilities
04/19/2021	Wood Rodgers	3,650.22	* March 2021 50 Corridor System User Analysis
04/20/2021	Umpqua Bank	72.54	March 2021 Analyzed Checking Fee
04/21/2021	CalPERS Retirement System	3,387.41	April 2021 Contribution #2
04/26/2021	Ashby Communications	195.00	Phone Repair
04/26/2021	AT&T	126.59	April 2021 Office Phones
04/26/2021	De Lage Landen Financial Services	203.78	May 2021 Copy Machine Lease Payment
04/26/2021	Fehr & Peers	10,088.58	* March 2021 EI Dorado County Business Park Transportation Plan
04/26/2021	National Access LD	32.69	April 2021 Long Distance
04/26/2021	QuickBooks Payroll Service	482.00	Annual Payroll Subscription
04/26/2021	RTS IT, Inc.	600.00	May 2021 ITCare Silver Service Plan
04/26/2021	Steele Building Offices	4,517.00	May 2021 Office Rent
	<b>Total</b>	<b>62,953.47</b>	

**CONSENT CALENDAR****STAFF REPORT**

**DATE: JUNE 3, 2021**

**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**

**FROM: KAREN THOMPSON, ADMINISTRATIVE SERVICES OFFICER**

**SUBJECT: SURFACE TRANSPORTATION BLOCK GRANT PROGRAM FISCAL YEAR 2020/21 EXCHANGE APPORTIONMENT AND FUNDING AGREEMENTS BETWEEN EDCTC AND THE CITY OF PLACERVILLE AND EDCTC AND EL DORADO COUNTY**

---

**REQUESTED ACTION**

1. Adopt Resolution 20/21.31 (Attachment A) approving the Surface Transportation Block Grant Program (STBGP) FY 2020/21 Exchange Apportionment and Allocation (Attachment B).
2. Authorize the Executive Director to sign the 2020/21 Exchange Recipient Agreement between El Dorado County Transportation Commission (EDCTC) and the City of Placerville (Attachment C).
3. Authorize the Executive Director to sign the 2020/21 Exchange Recipient Agreement between EDCTC and El Dorado County (Attachment D).

**BACKGROUND**

The Regional Surface Transportation Program (RSTP) now known as the Surface Transportation Block Grant Program (STBGP) was established by California State Statute utilizing Surface Transportation Program Funds that are identified in Section 133 of Title 23 of the United States Code. The State of California allows smaller counties to exchange their apportionment of Federal STBGP funds for State Highway Account funds.

**DISCUSSION**

The EDCTC distributes the STBGP funds to the City of Placerville and El Dorado County as part of its responsibilities as the Regional Transportation Planning Agency (RTPA) for the Western Slope of El Dorado County. The funds are allocated according to the formula-based distribution policy approved February 3, 2011 with Resolution 10/11.16 (Attachment E). EDCTC executes agreements between EDCTC and the STBGP Exchange recipients to provide contract management and oversight of the program funds.

The City of Placerville approved their 2020/21 exchange appropriation of \$200,000 for the Smith Flat Road Paving and Storm Drain from the State Right of Way to Jacquier Road project. El Dorado County approved their 2020/21 exchange appropriation of \$580,670 as a match to the Intersection Safety/Pedestrian Safety Improvements, the Pleasant Valley Road Safety Improvements, the Green Valley Road Mound Springs Bridge Replacement project, and the Green Valley Road Indian Creek Bridge project.

Approved for Agenda:

---

Woodrow Deloria, Executive Director

- Attachments:
- A) EDCTC STBGP Resolution 20/21.31
  - B) 2020/21 STBGP Exchange Apportionment and Allocation
  - C) City of Placerville FY 2020/21 STBGP Exchange Recipient Agreement
  - D) El Dorado County FY 2020/21 STBGP Exchange Recipient Agreement
  - E) EDCTC Resolution 10/11.16 Regional Surface Transportation Exchange Program



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 NO. 20/21.31**

**RESOLUTION OF THE EL DORADO COUNTY TRANSPORTATION COMMISSION  
 APPROVING THE SURFACE TRANSPORTATION BLOCK GRANT PROGRAM  
 FISCAL YEAR 2020/21 EXCHANGE APPORTIONMENT AND FUNDING AGREEMENTS  
 BETWEEN EDCTC AND THE CITY OF PLACERVILLE AND EDCTC AND EL DORADO COUNTY**

**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 western slope of El Dorado County; and

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

**WHEREAS**, the El Dorado County Transportation Commission, as the Regional Transportation Planning Agency, distributes the STBGP funds using the formula-based distribution policy adopted on February 3, 2011 after an agreement is executed between EDCTC and the STBGP recipient; and

**WHEREAS**, The City of Placerville approved their 2020/21 exchange appropriation of \$200,000 for the Smith Flat Road Paving and Storm Drain from the State Right of Way to Jacquier Road project at the City Council meeting on April 27, 2021; and

**WHEREAS**, El Dorado County approved their 2020/21 exchange appropriation of \$580,670 as a match to the Intersection Safety/Pedestrian Safety Improvements, the Pleasant Valley Road Safety Improvements, the Green Valley Road Mound Springs Bridge Replacement project, and the Green Valley Road Indian Creek Bridge project.at the Board of Supervisor’s meeting on May 11, 2021.

**NOW THEREFORE, BE IT RESOLVED**, that the El Dorado County Transportation Commission make the following apportionment and allocation of FY 2020/21 STBGP Exchange funds:

- To El Dorado County Transportation Commission in the amount of \$86,741
- To the City of Placerville in the amount of \$200,000
- To El Dorado County in the amount of \$580,670

**BE IT FURTHER RESOLVED**, the Executive Director is authorized to sign the Agreements between EDCTC and the City of Placerville and EDCTC and El Dorado County.

**PASSED AND ADOPTED**, by the El Dorado County Transportation Commission at their regular meeting on June 3, 2021 by the following vote:

*Vote Pending*

Attest:

\_\_\_\_\_  
 Kara Taylor, Chairperson

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

<p><b>SURFACE TRANSPORTATION BLOCK GRANT PROGRAM (RURAL STBGP EXCHANGE)</b></p>
<p><b>FY 2020/21 APPORTIONMENT AND ALLOCATION</b></p>

El Dorado County West Slope STBGP FY 2020/21 Allocation 867,411.00

**Total Balance Available for Apportionment 867,411.00**

**FY 2020/21 ALLOCATIONS**

EDCTC Rural STBGP Planning and Programming (10% of Rural STBGP Exchange Funds) 86,741.00

Regional Priority Project -

**Subtotal 86,741.00**

**Remaining Balance Available for Formulaic Distribution to:  
EDC Department of Transportation and City of Placerville 780,670.00**

City of Placerville - 19.2% (9.6% of Eligible Road Miles x 2) of Available Balance or \$200,000 (whichever is greater)

<i>19.2% of</i>			
<i>Available Funds =</i>	<i>149,888.64</i>	<i>or Minimum \$200,000</i>	<u>200,000.00</u>

EDC Department of Transportation - 80.8% of Available Balance or Balance of Remaining Funds 580,670.00

**Total City of Placerville & El Dorado County Allocations 780,670.00**

**Total All Allocations 867,411.00**

**AGREEMENT BETWEEN THE  
EL DORADO COUNTY TRANSPORTATION COMMISSION  
AND CITY OF PLACERVILLE FOR FY 2020/21  
SURFACE TRANSPORTATION BLOCK GRANT PROGRAM  
EXCHANGE FUNDS**

This agreement is made on \_\_\_\_\_ by and between the El Dorado County Transportation Commission, hereinafter referred to as “EDCTC,” and City of Placerville, hereinafter referred to as “STBGP Exchange Recipient.”

WHEREAS, as authorized by section 182.6(g) of the Streets and Highways Code, EDCTC has entered into agreement X21-6157(073) with the State of California, through the Department of Transportation (Caltrans), to assign a defined portion of its annual Surface Transportation Block Grant Program (STBGP) apportionment to Caltrans in exchange for fiscal year (FY) 2020/21 nonfederal State Highway Account funds; and

WHEREAS, EDCTC is authorized to use these exchanged funds (hereinafter STBGP Exchange Funds) to assist local agencies to promote projects which otherwise qualify for STBGP funds; and

WHEREAS, EDCTC is required to execute formal written agreements between EDCTC and STBGP Exchange Recipients and provide oversight of the program funds; and

WHEREAS, the FY 2020/21 STBGP Exchange funds will be paid to the City of Placerville per the formula based distribution policy adopted by the EDCTC on February 3, 2011 after approval by the El Dorado County Transportation Commission and execution of this agreement; and

WHEREAS, EDCTC is implementing this agreement and Exhibit A to perform contract management and oversight of the STBGP Exchange Funds; and

NOW, THEREFORE, in consideration of the mutual covenants contained herein, THE PARTIES HERETO AGREE AS FOLLOWS:

1. The STBGP Exchange Recipient agrees to use the funds only for the STBGP Exchange eligible project(s) described in Exhibit A.
2. The projects described in Exhibit A, and the amounts allocated therefore, may be amended from time to time without changing the rest of this Agreement, by means of approval by the EDCTC Board of a revised Exhibit A, which shall be designated by a date and number (e.g., “Exhibit A-1 (DATE)”).
3. The STBGP Exchange Recipient agrees to mention EDCTC’s role in funding the project in any press release or media event held by the STBGP Exchange Recipient at the beginning and completion of the construction phase of the STBGP funded project.
4. EDCTC agrees to allocate all of these Funds only for those projects implemented by cities, counties, and other STBGP Eligible agencies as are authorized under Article XIX of the California State Constitution, in accordance with the requirements of Section 182.6(d)(1) of the Streets and Highways Code.

5. The STBGP Exchange Recipient agrees to submit a status report to EDCTC by April 30 each year with the details of the STBGP funding by project on Exhibit A.
6. STBGP Exchange Recipient agrees to establish a special account within its Special Gas Tax Fund for the purpose of depositing therein all payments received from EDCTC pursuant to this agreement.
7. The STBGP Exchange Recipient agrees to have a City Council approved budget appropriation of the STBGP Exchange project(s) within three years of the date of this agreement. The expiration date of these funds will be five years from the date funds were allocated by the EDCTC. Failure to complete the STBGP Exchange project(s) within the five years shall allow EDCTC to request repayment from the STBGP Exchange Recipient and reprogram such Exchange Funds for other purposes.
8. **COST PRINCIPLES**
  - A. EDCTC and STBGP Exchange Recipient agree to comply with Office of Management and Budget Supercircular 2 CFR 200, Cost Principles for State and Local Government and the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
  - B. STBGP Exchange Recipients will be obligated to agree that (A) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, Et Seq., shall be used to determine the allowability of individual project cost items and (B) STBGP Exchange Recipients shall comply with Federal Administrative Procedures in accordance with 2 CFR 200, Uniform Administrative Requirements for Grants and Cooperative Agreements To State And Local Governments. Every sub-recipient receiving funds as a contractor or sub-contractor under this agreement shall comply with Federal administrative procedures in accordance with 2 CFR 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
  - C. Any Fund expenditures for costs which STBGP Exchange Recipient has received payment or credit that are determined by subsequent audit to be unallowable under Office of Management and Budget Supercircular 2 CFR 200 are subject to repayment to EDCTC and Caltrans. The implementation of the Supercircular will cancel 49 CFR Part 18.
9. **THIRD PARTY CONTRACTING**
  - A. STBGP Exchange Recipient shall not award a construction contract over \$10,000 or other contracts over \$25,000 on the basis of a noncompetitive negotiation for work to be performed using Funds without the prior written approval of Caltrans. This provision shall not apply to professional service contracts of the type which are required to be procured in accordance with Government Code Sections 4525 (d), (e), and (f).
  - B. STBGP Exchange Recipient agrees that any subcontract or agreement entered into by STBGP Exchange Recipient using Funds received pursuant to this Agreement shall contain all of the fiscal provisions of this Agreement; and shall mandate that travel

and per diem reimbursements and third-party contract reimbursements to subcontractors will be allowable as project costs only after those costs are incurred and paid for by the subcontractors and only if consistent with Paragraph 12, below.

- C. In addition to the above, the pre-award requirements of third party contractor/consultants with STBGP Exchange Recipient shall be consistent with Local Program Procedures as published by Caltrans.

#### 10. ACCOUNTING SYSTEM

STBGP Exchange Recipient, its contractors and subcontractors, shall establish and maintain an accounting system and records that properly accumulate and segregate Fund expenditures by line item. The accounting system of STBGP Exchange Recipient, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for project payments.

#### 11. RIGHT TO AUDIT

For the purpose of determining compliance with this Agreement and other matters connected with the performance of STBGP Exchange Recipient's contracts with third parties, EDCTC, STBGP Exchange Recipient, STBGP Exchange Recipient's contractors and subcontractors and Caltrans shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times for five years from the date of payment of Funds to STBGP Exchange Recipient. Caltrans, the California State Auditor, or any duly authorized representative of Caltrans or the United States Department of Transportation, shall each have access to any books, records, and documents that are pertinent for audits, examinations, excerpts, and transactions, and STBGP Exchange Recipient shall furnish copies thereof if requested.

#### 12. TRAVEL AND SUBSISTENCE

Payments to STBGP Exchange Recipient for travel and subsistence expenses of STBGP Exchange Recipient forces and/or its contractors or subcontractors, claimed for reimbursement or applied as local match credit, shall not exceed rates authorized to be paid exempt non-represented State employees under current State of California Department of Human Resources (Cal HR) rules. If the rates invoiced are in excess of those authorized Cal HR rates, then STBGP Exchange Recipient is responsible for the cost difference and any overpayments shall be reimbursed to EDCTC and Caltrans on demand.

#### 13. PROJECT COMPLETION

STBGP Exchange Recipient agrees to provide to EDCTC a report summarizing total project costs and milestones for each project using this STBGP Exchange funding within sixty (60) days of completion.

#### 14. TERMINATION DATE

This Agreement shall remain in effect for a period of five (5) years from the execution date of this Agreement.

IN WITNESS WHEREOF, EDCTC and STBGP Exchange Recipient execute this Agreement as follows:

EL DORADO COUNTY TRANSPORTATION COMMISSION

\_\_\_\_\_  
Woodrow Deloria  
Executive Director

\_\_\_\_\_  
Date

STBGP Exchange Recipient:  
CITY OF PLACERVILLE

\_\_\_\_\_  
M. Cleve Morris  
City Manager

\_\_\_\_\_  
Date

# EXHIBIT A

## FY 2020/21

El Dorado County Transportation Commission  
 Agreement # X21-6157 (073)  
 Surface Transportation Block Grant Program - Exchange Funds

EDCTC allocation to the City of Placerville approved on \_\_\_\_\_: \$200,000

Agency	Commission Approval Date	Fund Expiration Date	Project	Project Cost Estimate
City of Placerville			Smith Flat Road Paving and Storm Drain-From State Right of Way to Jacquier Road (CIP #42111)	\$200,000
			Total	<u>\$200,000</u>

**AGREEMENT BETWEEN THE  
EL DORADO COUNTY TRANSPORTATION COMMISSION  
AND EL DORADO COUNTY DEPARTMENT OF TRANSPORTATION  
FOR FY 2020/21 SURFACE TRANSPORTATION BLOCK GRANT PROGRAM  
EXCHANGE FUNDS**

This agreement is made on \_\_\_\_\_ by and between the El Dorado County Transportation Commission, hereinafter referred to as “EDCTC,” and El Dorado County Department of Transportation, hereinafter referred to as “STBGP Exchange Recipient.”

WHEREAS, as authorized by section 182.6(g) of the Streets and Highways Code, EDCTC has entered into agreement X21-6157(073) with the State of California, through the Department of Transportation (Caltrans), to assign a defined portion of its annual Surface Transportation Block Grant Program (STBGP) apportionment to Caltrans in exchange for fiscal year (FY) 2020/21 nonfederal State Highway Account funds; and

WHEREAS, EDCTC is authorized to use these exchanged funds (hereinafter STBGP Exchange Funds) to assist local agencies to promote projects which otherwise qualify for STBGP funds; and

WHEREAS, EDCTC is required to execute formal written agreements between EDCTC and STBGP Exchange Recipients and provide oversight of the program funds; and

WHEREAS, the FY 2020/21 STBGP Exchange funds will be paid to El Dorado County Department of Transportation per the formula based distribution policy adopted by EDCTC on February 3, 2011 after approval by the El Dorado County Transportation Commission and execution of this agreement; and

WHEREAS, EDCTC is implementing this agreement and Exhibit A to perform contract management and oversight of the STBGP Exchange Funds; and

NOW, THEREFORE, in consideration of the mutual covenants contained herein, THE PARTIES HERETO AGREE AS FOLLOWS:

1. The STBGP Exchange Recipient agrees to use the funds only for the STBGP Exchange eligible project(s) described in Exhibit A.
2. The projects described in Exhibit A, and the amounts allocated therefore, may be amended from time to time without changing the rest of this Agreement, by means of approval by the EDCTC Board of a revised Exhibit A, which shall be designated by a date and number (e.g., “Exhibit A-1 (DATE)”).
3. The STBGP Exchange Recipient agrees to mention EDCTC’s role in funding the project in any press release or media event held by the STBGP Exchange Recipient to promote a STBGP funded project.
4. EDCTC agrees to allocate all of these Funds only for those projects implemented by cities, counties, and other STBGP Eligible agencies as are authorized under Article XIX of the

California State Constitution, in accordance with the requirements of Section 182.6(d)(1) of the Streets and Highways Code.

5. The STBGP Exchange Recipient agrees to submit a status report to EDCTC by April 30 each year with the details of the STBGP funding by project listed on Exhibit A.
6. STBGP Exchange Recipient agrees to establish a special account within its Road Fund for the purpose of depositing therein all payments received from EDCTC pursuant to this agreement.
7. The STBGP Exchange Recipient agrees to have an approved budget appropriation of the STBGP Exchange project(s) within three years. The expiration date of these funds will be five years from the date funds were allocated by the El Dorado County Transportation Commission. Failure to complete the STBGP Exchange project(s) within the five years shall allow EDCTC to request repayment from the STBGP Exchange Recipient and reprogram such Exchange Funds for other purposes.
8. COST PRINCIPLES
  - A. EDCTC and STBGP Exchange Recipient agree to comply with Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR, Subtitle A, Chapter II, Part 200 and in particular subpart E, Cost Principles, and appendices V and VII.
  - B. STBGP Exchange Recipients will be obligated to agree that (A) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, Et Seq., shall be used to determine whether individual project cost items are allowable and (B) STBGP Exchange Recipients shall comply with Federal Administrative Procedures in accordance with 2 CFR 200 Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Every subrecipient receiving funds as a contractor or sub-contractor under this agreement shall comply with Federal administrative procedures in accordance with 2 CFR 200 Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
  - C. Any Fund expenditures for costs which STBGP Exchange Recipient has received payment or credit that are determined by subsequent audit to be unallowable under Office of Management and Budget, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR 200, Subtitle A, Chapter II, Part 200 and in particular subpart E, Cost Principles, and appendices V and VII.
9. THIRD PARTY CONTRACTING
  - A. STBGP Exchange Recipient shall not award a construction contract over \$10,000 or other contracts over \$25,000 on the basis of a noncompetitive negotiation for work to be performed using Funds without the prior written approval of Caltrans. This provision shall not apply to professional service contracts of the type which are required to be procured in accordance with Government Code Sections 4525 (d), (e), and (f).
  - B. STBGP Exchange Recipient agrees that any subcontract or agreement entered into by

STBGP Exchange Recipient using Funds received pursuant to this Agreement shall contain all of the fiscal provisions of this Agreement; and shall mandate that travel and per diem reimbursements and third-party contract reimbursements to subcontractors will be allowable as project costs only after those costs are incurred and paid for by the subcontractors and only if consistent with Paragraph 12, below.

- C. In addition to the above, the pre-award requirements of third party contractor/ consultants with STBGP Exchange Recipient shall be consistent with Local Program Procedures as published by Caltrans.

#### 10. ACCOUNTING SYSTEM

STBGP Exchange Recipient, its contractors and subcontractors, shall establish and maintain an accounting system and records that properly accumulate and segregate Fund expenditures by line item. The accounting system of STBGP Exchange Recipient, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for project payments.

#### 11. RIGHT TO AUDIT

For the purpose of determining compliance with this Agreement and other matters connected with the performance of STBGP Exchange Recipient's contracts with third parties, EDCTC, STBGP Exchange Recipient, STBGP Exchange Recipient's contractors and subcontractors and Caltrans shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times for five years from the date of payment of Funds to STBGP Exchange Recipient. Caltrans, the California State Auditor, or any duly authorized representative of Caltrans or the United States Department of Transportation, shall each have access to any books, records, and documents that are pertinent for audits, examinations, excerpts, and transactions, and STBGP Exchange Recipient shall furnish copies thereof if requested.

#### 12. TRAVEL AND SUBSISTENCE

Payments to STBGP Exchange Recipient for travel and subsistence expenses of STBGP Exchange Recipient forces and/or its contractors or subcontractors, claimed for reimbursement or applied as local match credit, shall not exceed rates authorized to be paid exempt non-represented State employees under current State of California Department of Human Resources (Cal HR) rules. If the rates invoiced are in excess of those authorized Cal HR rates, then STBGP Exchange Recipient is responsible for the cost difference and any overpayments shall be reimbursed to EDCTC and Caltrans on demand.

#### 13. PROJECT COMPLETION

STBGP Exchange Recipient agrees to provide to EDCTC a report summarizing total project costs and milestones for each project using this STBGP Exchange funding within sixty (60) days of completion.

#### 14. TERMINATION DATE

This Agreement shall remain in effect for a period of five (5) years from the execution date

of this Agreement.

IN WITNESS WHEREOF, EDCTC and STBGP Exchange Recipient execute this Agreement as follows:

EL DORADO COUNTY TRANSPORTATION COMMISSION

\_\_\_\_\_  
Woodrow Deloria  
Executive Director

\_\_\_\_\_  
Date

STBGP Exchange Recipient:  
EL DORADO COUNTY

\_\_\_\_\_  
John Hidahl, Chair  
El Dorado County Board of Supervisors

\_\_\_\_\_  
Date

# EXHIBIT A

**FY 2019/20**

El Dorado County Transportation Commission  
Agreement # X21-6157 (073)  
Surface Transportation Block Grant Program - Exchange Funds

EDCTC allocation to El Dorado County Department of Transportation approved on  
\_\_\_\_\_ : \$ 580,670.00

Agency	Commission Approval Date	Fund Expiration Date	Project	Cost Estimate- STBGP Share
El Dorado County			36105061 (#72196) Intersection Safety/Pedestrian Safety Improvements	\$37,000.00
El Dorado County			36105062 (#72197) Pleasant Valley Road Safety Improvements	\$32,425.00
El Dorado County			36105014 (#77127) Green Valley Road at Indian Creek - Bridge Replacement	\$255,622.50
El Dorado County			36105015 (#77136) Green Valley Road at Mound Springs Creek - Bridge Replacement	\$255,622.50
			Total	<u>\$580,670.00</u>



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

<p><b>Councilmembers Representing City of Placerville</b>                  Patty Borelli, Vice Chair                  Mark Acuna                  Carl Hagen                  Kathryn Mathews, Executive Director</p>	<p><b>Supervisors Representing El Dorado County</b>                  John Knight, Chair                  Ray Nutting                  Jack Sweeney</p>
---	--

**RESOLUTION 10/11.16**

**RESOLUTION OF THE EL DORADO COUNTY TRANSPORTATION COMMISSION  
 APPROVING THE POLICY FOR FORMULA-BASED DISTRIBUTION OF  
 RURAL REGIONAL SURFACE TRANSPORTATION PROGRAM FUNDS**

**WHEREAS**, pursuant to California Government Code, Title 7.91, Section 67950, the El Dorado County Transportation Commission (EDCTC) was created as a local planning agency to provide regional transportation planning for the area of El Dorado County, exclusive of the Lake Tahoe Basin; and

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

**WHEREAS**, Caltrans exchanges Federal RSTP Funds for State Funds for EDCTC as a Rural Regional Transportation Planning Agency; and

**WHEREAS**, it is the responsibility of the El Dorado County Transportation Commission, in accordance with Caltrans Local Assistance Program Guidance, as the Regional Transportation Planning Agency (RTPA) receiving an apportionment of Rural RSTP funding, to “provide application rules for project listings” in our jurisdiction; and

**WHEREAS**, EDCTC and partner jurisdictions have developed a method for formula-based distribution of Rural RSTP Funds; as follows;

- To EDCTC for Overall Work Program, including: planning, programming, project monitoring, and grant matching funds, up to a maximum of 10% of available RSTP; and
- To a regional project, as determined by EDCTC jurisdictions, annually, when applicable; and
- To the City of Placerville utilizing 2 times the City’s RSTP Eligible centerline mileage, applied as a percentage to available funds, or \$200,000, whichever is greater; and
- To the El Dorado County Department of Transportation, all remaining funds; and

**WHEREAS**, the formula shall be applied annually upon EDCTC’s receipt of estimated or actual funding levels for Rural RSTP; and

**WHEREAS**, the policy shall be reviewed every ten years, or upon incorporation of a new jurisdiction, or at the request of the City of Placerville, El Dorado County, or El Dorado County Transit Authority; and

**NOW THEREFORE, BE IT RESOLVED**, that the El Dorado County Transportation Commission approves the policy for formula-based distribution of Rural RSTP funding.

**PASSED AND APPROVED**, by the El Dorado County Transportation Commission governing body at the regular meeting held on February 3, 2011, by the following vote:

AYES: Acuna, Borelli, Briggs, Hagen, Knight, Nutting, Sweeney  
NOES: None  
ABSTAIN: None  
ABSENT: None

  
\_\_\_\_\_  
Patty Borelli, Chairperson

Attest:

  
\_\_\_\_\_  
Joni G. Rice, Secretary to the Commission

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

**DATE: JUNE 3, 2021**  
**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**  
**FROM: KAREN THOMPSON, ADMINISTRATIVE SERVICES OFFICER**  
**SUBJECT: FISCAL YEAR 2021/22 FINAL OVERALL WORK PROGRAM, BUDGET, AND GOALS AND OBJECTIVES**

---

**REQUESTED ACTION**

Adopt Resolution 20/21.32 (Attachment A), approving the Fiscal Year (FY) 2021/22 Final Overall Work Program, Budget, and Goals and Objectives (Attachment B).

**BACKGROUND**

The Overall Work Program (OWP) and Budget is the work plan for El Dorado County Transportation Commission (EDCTC), and it identifies the work activities and budget by Work Element for the upcoming fiscal year.

**DISCUSSION**

The Draft OWP was presented at the February 4, 2021 Commission Meeting. The following changes were made to the Final OWP and Budget from the Draft:

1. Fiber optic internet was installed during FY 2020/21 which increased Communications \$1,440 for FY 2021/22.
2. Work Element 112, Administrative Guidebook Training increased \$4,750. The training was anticipated to start in FY 2020/21 and finish in FY 2021/22, but it was delayed to accommodate in person training in the fall of FY 2021.
3. Work Element 130, Freeway Service Patrol professional services amount increased \$8,000 due to a new contract with an increase in the hourly rate of \$5.96.
4. The annual payment to SACOG is based on 2% of the estimated Local Transportation Funds (LTF). The amount in the Draft OWP was based on the FY 2020/21 reduced amount because the 2021/22 projections were not available at the time the Draft OWP was completed. The FY 2021/22 estimated LTF increased to pre-COVID amounts which increased SACOG's allocation by \$28,000.
5. Professional services increased \$30,000. Work Element 259, SR 49 American River Confluence Study was in the Draft OWP for \$120,000 anticipating the contract starting in the current fiscal year. The contract will not start until next fiscal year so the budget amount of \$150,000 was added to professional services in the FY 2021/22 Final OWP.

The budget detail was reviewed with Chair Taylor and Vice Chair Hidahl on May 28, 2021. The total amount of the FY 2021/22 Final OWP and Budget is \$1,907,547.49 which is an increase of \$81,532.61.

Approved for Agenda:

---

Woodrow Deloria, Executive Director

Attachments: A) EDCTC Resolution 20/21.32  
B) FY 2021/22 Final Overall Work Program, Budget, and Goals and Objectives (*provided under separate cover*)



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

### **RESOLUTION 20/21.32**

#### **RESOLUTION OF THE EL DORADO COUNTY TRANSPORTATION COMMISSION APPROVING FISCAL YEAR 2021/22 FINAL OVERALL WORK PROGRAM, BUDGET, AND GOALS AND OBJECTIVES**

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

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

**WHEREAS**, the Fiscal Year (FY) 2021/22 Overall Work Program, Budget and Goals and Objectives (OWP) is the primary management tool for the El Dorado County Transportation Commission, identifies the activities and a schedule of work for regional transportation planning in El Dorado County, and is a requirement of the Memorandum of Understanding between the El Dorado County Transportation Commission and Caltrans; and

**WHEREAS**, the EDCTC cafeteria plan budget for FY 2021/22 is \$1,247 per pay period; and

**WHEREAS**, the Draft OWP was presented at the March 4, 2021 Commission meeting.

**NOW, THEREFORE, BE IT RESOLVED**, that the El Dorado County Transportation Commission hereby approves the FY 2021/22 Final Overall Work Program, Budget, Goals and Objectives with a total budget of \$1,907,547.49.

**PASSED AND APPROVED** by the El Dorado County Transportation Commission governing body at the regular meeting held on June 3, 2021 by the following vote:

*Vote Pending*

Attest:

\_\_\_\_\_  
Kara Taylor, Chairperson

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

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

**DATE:** JUNE 3, 2021  
**TO:** EL DORADO COUNTY TRANSPORTATION COMMISSION  
**FROM:** KAREN THOMPSON, ADMINISTRATIVE SERVICES OFFICER  
**SUBJECT:** CONSIDERATION AND APPROVAL OF THE ESTABLISHMENT OF A CALIFORNIA EMPLOYERS' PENSION PREFUNDING TRUST ACCOUNT WITH CALPERS

---

**REQUESTED ACTION**

1. Adopt Resolution 20/21.33 (Attachment A), Approving the Establishment of a California Employers' Pension Prefunding Trust (CEPPT) Account with CalPERS for the Purpose of Prefunding the El Dorado County Transportation Commission's Required Pension Contributions and Authorize an Initial \$50,000 Payment to Open the Trust Account.
2. Authorize the Chair and the Executive Director to execute required documentation for participation in the CEPPT.

**BACKGROUND**

In September of 2018, the California State Legislature passed Senate Bill 1413 (SB 1413) which created the California Employers' Pension Prefunding Trust (CEPPT). The CEPPT is a special irrevocable trust fund, in the California State Treasury, that allows State and local public agencies that provide a defined benefit pension plan to their employees to prefund their pension contributions. A defined benefit plan is prefunded when it is a trust fund for the purpose of investing employer payments toward future required pension contributions. Required pension contributions include any pension liabilities, ongoing payroll contributions and administrative costs.

**DISCUSSION**

Under SB 1413, CalPERS has implemented a new CEPPT trust fund that allows public employers to prefund their future pension costs. The new program provides the state and public agencies an additional investment vehicle to accumulate assets over time to help manage long-term costs. Establishing a CEPPT trust fund provides an opportunity for El Dorado County Transportation Commission (EDCTC) to address its pension costs and liabilities.

Some of the benefits of the CalPERS CEPPT Trust:

- Assets in the trust can be used to manage growing pension liabilities, including future normal costs and UAL payments.
- Contributions to the Trust, from both a funding and timing perspective, are controlled by EDCTC and are voluntary.
- Promotes fiscal responsibility and accountability for EDCTC to deal with long term pension liabilities and costs.
- EDCTC can select an asset allocation strategy that matches its tolerance for risk, given the investment time horizon.
- Assets held in trust allow for greater investment flexibility and risk diversification compared to EDCTC's general investments.

- Assets can be used to stabilize rates – to offset unexpected contribution rate increases or be used as a rainy-day fund when revenues are impaired based on economic or other conditions.
- The Trust is used to reimburse EDCTC for CalPERS contributions or for making direct payments to CalPERS.
- Provides effective cost management, low administrative fees, investment management, GASB compliant financial reporting, streamlined transfers, and an established working relationship with CalPERS

Approved for Agenda:

---

Woodrow Deloria, Executive Director

Attachments: A) EDCTC Resolution 20/21.33  
B) CEPPT Agreement and Election to Prefund Employer Contributions to a Defined Benefit Pension Plan



2828 Easy Street, Suite 1, Placerville, CA 95667 [www.edctc.org](http://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 20/21.33**

**RESOLUTION OF THE EL DORADO COUNTY TRANSPORTATION COMMISSION  
AUTHORIZING PARTICIPATION IN THE CALIFORNIA PUBLIC EMPLOYEES RETIREMENT  
SYSTEM, CALIFORNIA EMPLOYERS' PENSION PREFUNDING TRUST**

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

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

**WHEREAS**, In 2019, CalPERS opened for participation the [California Employers' Pension Prefunding Trust \(CEPPT\)](#) fund. It is a Section 115 Employer Pension Contribution prefunding trust that allows state and local public agencies that participate in defined benefit public pension systems to voluntarily prefund employer contributions; and

**WHEREAS**, EDCTC participates in the CalPERS pension program for retirees; and

**WHEREAS**, the Commission has deemed it to be in the EDCTC's best financial interest to open a CEPPT to pre-fund the pension unfunded liability; and

**NOW, THEREFORE, BE IT RESOLVED**, that the El Dorado County Transportation Commission hereby approves and directs staff to join the California Employers' Pension Prefunding Trust; and

**NOW, THEREFORE, BE IT RESOLVED**, that the El Dorado County Transportation Commission hereby authorizes the Executive Director and Commission Chair to execute required documentation for participation in the California Employers' Pension Prefunding Trust; and

**NOW, THEREFORE, BE IT RESOLVED**, that the El Dorado County Transportation Commission hereby delegates authority to request disbursements to the Executive Director; and

**NOW, THEREFORE, BE IT RESOLVED**, that the El Dorado County Transportation Commission hereby approves and directs staff to pre-fund the trust with \$50,000; and

**PASSED AND APPROVED** by the El Dorado County Transportation Commission governing body at the regular meeting held on June 3, 2021 by the following vote:

*Vote Pending*

Attest:

\_\_\_\_\_  
Kara Taylor, Chair

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

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

**DATE: JUNE 3, 2021**

**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**

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

**SUBJECT: PROGRAMMING STRATEGY FOR CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT TRANSPORTATION FUNDING**

---

**REQUESTED ACTION**

Approve the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSSA) Programming Strategy and authorize the Executive Director to bring a project list to the California Transportation Commission (CTC) for Approval in August 2021.

**BACKGROUND**

The Federal Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSSA) apportioned \$911.8 million to California. Under the Act, the CRRSSA Funds may be used for a broad range of surface transportation purposes listed in Section 113(b) of Title 23 of the U.S. Code and are meant to “prevent, prepare for, and respond to coronavirus.”

Project eligibility for the CRRSAA program is outlined in the Highway Infrastructure Programs – CRRSSA Implementation Guidance and includes all activities eligible under the Surface Transportation Block Grant Program in addition to: routine maintenance; operations; personnel, including salaries of employees or contractors, debt service payment; availability payments and coverage for other revenue losses.

The federal share of costs may be up to 100 percent. At the March CTC meeting, the CTC approved the COVID Relief funding distribution and regional apportionments for the CRRSAA Program. A total of \$182.4 million will be distributed to regions from the CRRSAA Program.

**DISCUSSION**

In accordance with CTC guidelines for distribution of CRRSAA funding, regions are required to submit a project list that identifies each project that will receive COVID Relief funding through the CRRSAA Program. The list may be for the region’s full apportionment or reflect a portion of funding. The project list will include project name(s), brief description, the amount of COVID Relief funding that each project is requesting and total project cost. No region may program more than their regional apportionment. EDCTC’s regional apportionment is \$729,695.

EDCTC Proposed CRRSAA Programming Strategy:

- \$200,000 to US 50 Access Control Proof of Concept Pilot (Exchange for Local Funds)
- \$71,080.66 to EDCTC For US 50 Corridor Access Control Proof of Concept Pilot Outreach and Awareness Work Plan
- \$200,000 to the City of Placerville
- \$258,614.34 to El Dorado County

Should the Commission be agreeable to the funding strategy outlined above, EDCTC will work with project sponsors at the City and County to identify specific projects for CRRSAA Funding and submit those to the CTC. It is anticipated that projects will be road maintenance and rehabilitation projects.

EDCTC will enter into a contract with AIM Consulting immediately for implementation of the US 50 Corridor Access Control Proof of Concept Pilot Outreach and Awareness Work Plan utilizing Surface Transportation Block Grant Program Funds and accept CRRSAA as repayment when it becomes available. Similarly, the City of Placerville will move forward with contract agreements for traffic management necessary for the US 50 Access Control Proof of Concept Pilot using Local Funds. The City will then receive repayment in arrears through CRRSAA when it becomes available in August or September. This funding "exchange" allows EDCTC and the City to move forward immediately with the necessary contracts, prevents use of federal funds on the Access Control Proof of Concept Pilot, and provides the City with a flexible fund source to use when CRRSAA comes available.

Approved for Agenda:

---

Woodrow Deloria, Executive Director

**BUSINESS ITEM**

**STAFF REPORT**

**DATE: JUNE 3, 2021**  
**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**  
**FROM: JERRY BARTON, SENIOR TRANSPORTATION PLANNER**  
**SUBJECT: US 50 ACCESS CONTROL PROOF OF CONCEPT PILOT OUTREACH STRATEGY PROFESSIONAL SERVICES AGREEMENT**

---

**REQUESTED ACTION**

Authorize the Executive Director to enter into a Professional Services Agreement with AIM Consulting for implementation of the US 50 Corridor Access Control Proof of Concept Pilot Outreach and Awareness Work Plan in the amount of \$71,080.66 to be included in Fiscal Year 2021/22 Overall Work Program Budget.

**BACKGROUND**

The El Dorado County Transportation Commission (EDCTC) was awarded a Caltrans Sustainable Transportation Planning Grant to complete the US 50 Corridor System User Analysis, Investment Strategy, and Access Control Action Plan. This Three-Part Planning effort will complete the following:

- 1) Conduct a System User Travel Analysis: Address long term problems associated with limited data availability in the US 50 Corridor within El Dorado County and beyond. The system user travel analysis will prepare comprehensive circulation and traffic data along US 50 to update and fill existing data gaps.
- 2) Develop Investment Strategy: Identify and assess innovative pricing and investment strategies for the US 50 Corridor. Innovative pricing and investment strategies will include tolling, pricing, managed lanes, and other options to advance the efforts of the recently completed EDCTC Recreation Travel Hot Spot Transportation Management Study.
- 3) Prepare Access Control Action Plan: The access control action plan along the US 50 Corridor within the City of Placerville will conduct a risk assessment and evaluate the circulation impacts and procedures necessary for implementation of an innovative “proof of concept” pilot project to close off local access to US 50 at the three signalized intersections. The access control action plan will determine the feasibility and identify necessary improvements, communication, traffic management, and safety measures to hold the signals in Placerville in a green phase for a designated time period to relieve congestion during peak periods along US 50 in the City of Placerville. The access control action plan will outline how a closure will be conducted during highly congested periods to determine the effectiveness of such a strategy and identify potential future congestion relieving traffic improvements.

**DISCUSSION**

EDCTC, City, County and Caltrans partners are well under way with the preparation of the Access Control Plan outlined in item 3 above. The Action Plan is being advanced first with the “proof of concept” pilot project planned for Fall of 2021. The awarded planning grant funds do not allow program or project implementation, therefore, the scope of the grant-funded planning project

included only the Action Plan to implement the Access Control Proof of Concept Pilot Project. One component of the Action Plan was a task to develop the Access Control Public Outreach and Awareness Strategy for the Pilot Project.

The US 50 Corridor System User Analysis, Investment Strategy and Access Control Action Plan is being prepared under contract with EDCTC by Wood Rodgers, Inc. AIM Consulting is a subconsultant for the public outreach elements of the comprehensive plan, and subsequently prepared the Access Control Public Outreach and Awareness Strategy for the Pilot Project. AIM Consulting, as a participant in Project Development Team meetings for the comprehensive US 50 Corridor Plan have comprehensive knowledge of the proposed traffic management plan for the Access Control Pilot Project, as well as an in depth understanding of the public outreach needs associated with such a Pilot. The most effective and efficient manner in which to proceed is to contract directly with AIM Consulting for this public outreach effort as a follow on to work already in progress under the competitively awarded contract with Wood Rodgers. Under the circumstances, a sole source contract is justifiable in accordance with the Regional Transportation Planning Agency Procurement Policies and Procedures Manual. AIM has prepared the Outreach and Awareness Work Plan included as Attachment A to this staff report. The cost to implement the base level outreach strategies, plus recommended additions is \$71,080.66 (Attachment B).

Approved for Agenda:

---

Woodrow Deloria, Executive Director

Attachments:     A) US 50 Corridor Pilot Program Outreach and Awareness Work Plan  
                      B) Outreach and Awareness Budget



## **US 50 Corridor Plan – Pilot Program**

### **Outreach and Awareness Work Plan**

#### **OVERVIEW**

The Pilot Program Outreach and Awareness Work Plan is designed to provide the El Dorado County Transportation Commission (EDCTC) with a plan to bring widespread awareness of the temporary access closures to US 50 through Placerville. Because of the uncertainty of funding for implementation, the plan is designed with options that can be configured to the dollars available.

#### **APPROACH**

- The implementation of the Pilot Program in Fall 2021 is a very high priority effort for EDCTC and the City of Placerville, so the approach with the public messaging needs to be “when and how” not “if.” Specifically, the messaging will focus on explaining what the Pilot Program is, why it is being implemented, and how its impacts will be handled. Feedback should focus on answering questions and fielding suggestions on how to improve the Pilot Program without revisiting the question of whether this should happen.
- There are several audiences for the outreach on the Pilot Program. The most critical outreach needs to be those who would normally be crossing or accessing US 50 from the north or south, since these movements would be temporarily prohibited. This affected group includes local and regional residents to the north and south, the local business community in downtown Placerville, delivery and goods movement, and emergency services. Additional groups affected are those located along detour routes and interregional travelers on US 50.
- Consistent and disciplined messaging is absolutely critical to avoid confusion and undue controversy. The sheer number of partners involved in the Pilot Program – EDCTC, the City of Placerville, El Dorado County, the CHP, Caltrans, and others – requires a messaging protocol be established so everyone knows how to handle inquiries from the public and the media. This keeps messaging for the US 50 Pilot Program consistent, and ensures any issues, concerns, or rumors are immediately addressed, coordinated through a Primary Point of Contact.

#### **WORK PLAN ELEMENTS**

##### **1.1: Outreach Management**

The Project Manager would provide strategic advice and counsel, review project materials and reports, and monitor team communications.

The Project Manager would also work with a designated Primary Point of Contact and technical staff (Caltrans, City of Placerville, CHP, and/or traffic consultants) to respond to inquiries and communications with the press, elected officials, citizens, business groups, social media, and the like.

Options:

- Primary Point of Contact could be a consultant, with a supporting team for social media and citizen inquiries, working with EDCTC and the City of Placerville on responses and messaging.
- Primary Point of Contact could be EDCTC and/or City of Placerville staff, including responses for social media and citizen inquiries.



## **US 50 Corridor Plan – Pilot Program** Outreach and Awareness Work Plan

### **1.2: Key Stakeholder Outreach**

Personal, directed outreach should be afforded those expected to be most affected by the US 50 Pilot Program. These groups include:

- Main Street businesses
- Adjacent neighborhoods
- Marshall Hospital
- Emergency responders (police, sheriff, CalFire, ambulances, PGE)
- Placerville Drive area businesses
- Goods movement/package distribution firms (UPS, Amazon Prime, California Trucking Assn)
- Other key stakeholders as identified by EDCTC and partners

Consultant will coordinate with EDCTC and partners to make initial contact with key stakeholder groups and start to build the awareness of the Pilot Program.

Working with EDCTC and partners, the consultant will customize teams to implement the personal outreach that will best resonate with the target audience. For example, door-to-door outreach and flyer distribution to Main Street businesses could include a representative of the Placerville Downtown Association along with a member of the consultant team or EDCTC/City of Placerville staff. On the other hand, a meeting with Marshall Hospital might include an elected official with the team members, while notification of UPS might include only technical staff. Businesses would be encouraged to post the flyer in a prominent place for additional awareness by their patrons and customers.

Consultant will develop and maintain database of key stakeholders and points of contact to provide electronic updates.

#### **Informational Flyer**

Using the branding developed for the US 50 Pilot Program, consultant will develop an informational flyer for distribution to local businesses and posting for additional awareness. Consultant will be responsible for color printing of flyers.

- Alternative: EDCTC or partner agency could do the printing of the flyers.

#### **Door Hangers**

Using the branding developed for the US 50 Pilot Program, consultant will develop door hangers to be used for distribution to adjacent residential areas. Consultant team or EDCTC/City of Placerville staff will go door-to-door in designated neighborhoods adjacent to the US 50 corridor distributing door hangers to notify residents and businesses of the Pilot Program. Designation of areas to be covered will be provided by EDCTC. Consultant will be responsible for the printing and placement of the door hangers.

- Alternative: EDCTC or partner agency could do the printing of the door hangers.



## US 50 Corridor Plan – Pilot Program Outreach and Awareness Work Plan

### Community-Wide Online Questionnaire (1)

Once the pilot program has been completed, AIM will design, develop, and implement a community-wide online questionnaire, hosted on the project's webpage. The online questionnaire will run for two weeks and will provide an outlet for the community to provide feedback on the pilot program and share how the pilot program negatively or positively impacted their travel patterns. The online questionnaire, tailored to the project needs, will provide the project team with actionable public data to support decision making. At the conclusion of the community-wide online questionnaire, AIM will develop a summary of findings.

### 1.3: Communication Strategies to Build Local Education and Awareness

Any or all of the following strategies should be implemented to build education and awareness, depending on the budget available.

Most critical components:

- Consultant will develop a **web page** with comprehensive and consistently updated information and graphics about the US 50 Pilot Program, including timing, detour information, and FAQs. Hosting could be done by the consultant, EDCTC, or another partner.
- Consultant will develop strong, easily identified, and consistent **graphics/logo and slogan** for use in all media and collateral materials.
- Consultant will provide **direct outreach to local service and community groups**, connecting with their membership and communication channels to distribute educational materials and linkage to project web page.
- Consultant will create and manage a **social media presence for the pilot program** by creating a project page on Facebook, creating content to be shared, posting notifications and updates, monitoring comments and messages, and coordinating with EDCTC and partner agencies to provide timely responses.

Additional strategies:

- Consultant will work with EDCTC and partner agencies to designate a **"face of the outreach"** to provide a consistent image and messaging for media engagement. This could be a technical staff person, trusted local community member, elected official, business leader, public information officer, or other articulate, non-controversial spokesperson.
- Consultant will develop a short and engaging **video** for the US 50 Pilot Project which explains the need for the effort, as well as graphically illustrating closures, impacts, and detours. Consultant will include the video on the project web page.
- Consultant will develop **press releases** and coordinate with local TV stations, radio, Mountain Democrat, and other local media. Interviews would be arranged with "face of the outreach", Primary Point of Contact, key elected officials, business leaders, technical staff, and/or other appropriate spokesperson(s).
- Consultant will set up, advertise, and monitor a **dedicated hotline phone number** where interested parties can provide comments or questions. Consultant will coordinate with EDCTC and partner agencies to provide timely responses to inquiries and issues.
- Consultant will work with technical team to develop facts and figures on the impacts and success of the US 50 Pilot Program on both an interim and final basis. The two **progress reports** will be



## **US 50 Corridor Plan – Pilot Program** Outreach and Awareness Work Plan

added to the web page, featured on press releases and social media posts and coordinated with partner agencies.

- As another avenue of notification, particularly to those who may not have internet connections, consultant will develop **mailer postcards** to notify local residents and businesses of the US 50 Pilot Program. Once finalized by EDCTC, the consultant will print and mail postcards.
- Working with Caltrans, the City of Placerville, and El Dorado County, consultant will ensure **Changeable Message Signs** are deployed at key points inside and outside of the US 50 Pilot Project area to inform travelers of the upcoming closures and detour.

### **1.4: Regional Communication Partnerships**

While the primary impacts for the US 50 Pilot Program are expected to be felt by those nearest to the intersection closures and detour routes, there are also impacts to regional travel that require outreach and education.

Consultant will develop regionally focused messaging, including targets on the SR 49 corridor and recreational through travel (Apple Hill, South Lake Tahoe, Sacramento, Bay Area).

Distribution of the messaging will maximize existing regional partnerships, and include public information distribution channels such as:

- Caltrans Districts 3 and 4
- Sacramento Area Council of Governments
- Cities of Folsom, Rancho Cordova, Sacramento, and South Lake Tahoe
- Placer, Amador, Nevada, Calaveras, and Sacramento Counties
- Lake Tahoe Visitors Authority
- Tahoe Regional Planning Agency
- Metropolitan Transportation Commission

Consultant will develop database of regional TV, radio, and newspapers, including the Bay Area, to distribute press releases and explore interview opportunities.

### **1.5: Summary Report**

Consultant will provide EDCTC and partner agencies a summary of all outreach activities and results, including:

- the numbers of persons and outlets contacted and engaged;
- summaries of questions and comments;
- web page hits;
- social media engagement;
- interviews, articles, and other earned media;
- informational flyers distributed;
- mailing pieces distributed;
- door hangers distributed;
- other key engagement information.



**US 50 Corridor Plan – Pilot Program**  
Outreach and Awareness Work Plan



2523 J Street, Suite 202  
 Sacramento, CA 95816  
 916.442.1168 (Phone)  
 916.442.1186 (Fax)

FEE PROPOSAL - PUBLIC OUTREACH

PROJECT NAME: US 50 Corridor Plan – Pilot Program Outreach and Awareness

TASK DESCRIPTION					TOTAL HOURS / FEE
	Outreach Oversight	Graphics Designer	Outreach Manager	Outreach Coordinator	
	\$250.00	\$118.20	\$73.04	\$66.86	(By Task)
<b>1.1: Outreach Management</b>					
Project Kick Off	5		6		
Project Management	9		4		13
Project Team Coordination (6)	8		10		18
Subtotal	22	0	20	0	42
	\$ 5,500.00	\$ -	\$ 1,460.80	\$ -	\$ 6,960.80
<b>1.2: Key Stakeholder Outreach</b>					
Identify Stakeholders/Develop Database	2		6	10	18
Maintain Database	1		2	4	7
Informational Flyer		6	2	4	12
Door Hangers		6	2	4	12
Subtotal	3	12	12	22	49
	\$ 750.00	\$ 1,418.40	\$ 876.48	\$ 1,470.92	\$ 4,515.80
<b>1.3A: Communication Strategies to Build Local Education and Awareness (Critical)</b>					
Webpage	6	8	10	25	49
Branding / Logo	1	8	3		12
Outreach to community groups			5	15	20
Social media	3		15	50	68
Subtotal	10	16	33	90	149
	\$ 2,500.00	\$ 1,891.20	\$ 2,410.32	\$ 6,017.40	\$ 12,818.92
<b>1.4: Regional Communication Partnerships</b>					
Identify Regional Media Contacts/ Develop Database			6	10	16
Develop regionally focused messaging	2		8	4	14
Regional Press Releases & Media Relations	1		8	10	19
Subtotal	3	0	22	24	49
	\$ 750.00	\$ -	\$ 1,606.88	\$ 1,604.64	\$ 3,961.52
<b>1.5: Summary Report</b>					
Draft and design report	0		4	12	16
Internal Revisions	2		2	1	5
Client Revisions	1		1	2	4
Subtotal	3	0	7	15	25
	\$ 750.00	\$ -	\$ 511.28	\$ 1,002.90	\$ 2,264.18

DIRECT EXPENSES *	
Mileage	\$ 1,000.00
Printed Materials / Supplies	\$ 1,000.00
Hotline Service	\$ 1,000.00
Direct Mail Printing and Postage	\$ 5,000.00
Notification Materials	\$ 2,000.00
Subtotal - Direct Expenses	\$ 10,000.00

\* Direct Expenses are estimated. Actual expenses will be billed at cost.

TOTAL HOURS	41	28	94	151	314
TOTAL LABOR FEE	\$ 10,250.00	\$ 3,309.60	\$ 6,865.76	\$ 10,095.86	\$ 30,521.22
TOTAL DIRECT EXPENSES					\$ 10,000.00

\$ 40,521.22
--------------

TASK DESCRIPTION	Outreach Oversight	Graphics Designer	Outreach Manager	Outreach Coordinator	TOTAL HOURS / FEE
	\$250.00	\$118.20	\$73.04	\$66.86	(By Task)
<b>1.1: Outreach Management</b>					
Project Kick Off	5		6		
Project Management	9		4		13
Project Team Coordination (6)	8		10		18
<b>Subtotal</b>	<b>22</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>42</b>
	\$ 5,500.00	\$ -	\$ 1,460.80	\$ -	\$ 6,960.80
<b>1.2: Key Stakeholder Outreach</b>					
Identify Stakeholders/Develop Database	2		6	10	18
Maintain Database	1		2	4	7
Informational Flyer		6	2	4	12
Door Hangers		6	2	4	12
<b>Subtotal</b>	<b>3</b>	<b>12</b>	<b>12</b>	<b>22</b>	<b>49</b>
	\$ 750.00	\$ 1,418.40	\$ 876.48	\$ 1,470.92	\$ 4,515.80
<b>1.3A: Communication Strategies to Build Local Education and Awareness (Critical)</b>					
Webpage	6	8	10	25	49
Branding / Logo	1	8	3		12
Outreach to community groups			5	15	20
Social media	3		15	50	68
<b>Subtotal</b>	<b>10</b>	<b>16</b>	<b>33</b>	<b>90</b>	<b>149</b>
	\$ 2,500.00	\$ 1,891.20	\$ 2,410.32	\$ 6,017.40	\$ 12,818.92
<b>1.3B: Communication Strategies to Build Local Education and Awareness (Additional)</b>					
Coordination with face of outreach	2		10		12
Informational video	3		38	34	75
Local Press Releases & Media Relations	1		8	15	24
Hotline number	5		24	24	53
Progress reports (2)	1		2	6	9
Direct mail	1	6	7	10	24
Door hanger distribution			2	60	62
AIM as primary point of contact	4		10	6	20
Door to door flyer interaction			30	0	30
Community-Wide Online Questionnaire	3	4	25	35	67
Changeable message sign coordination			2	2	4
<b>Subtotal</b>	<b>20</b>	<b>10</b>	<b>158</b>	<b>192</b>	<b>380</b>
	\$ 5,000.00	\$ 1,182.00	\$ 11,540.32	\$ 12,837.12	\$ 30,559.44
<b>1.4: Regional Communication Partnerships</b>					
Identify Regional Media Contacts/ Develop Database			6	10	16
Develop regionally focused messaging	2		8	4	14
Regional Press Releases & Media Relations	1		8	10	19
<b>Subtotal</b>	<b>3</b>	<b>0</b>	<b>22</b>	<b>24</b>	<b>49</b>
	\$ 750.00	\$ -	\$ 1,606.88	\$ 1,604.64	\$ 3,961.52
<b>1.5: Summary Report</b>					
Draft and design report	0		4	12	16
Internal Revisions	2		2	1	5
Client Revisions	1		1	2	4
<b>Subtotal</b>	<b>3</b>	<b>0</b>	<b>7</b>	<b>15</b>	<b>25</b>
	\$ 750.00	\$ -	\$ 511.28	\$ 1,002.90	\$ 2,264.18

DIRECT EXPENSES *	
Mileage	\$ 1,000.00
Printed Materials / Supplies	\$ 1,000.00
Hotline Service	\$ 1,000.00
Direct Mail Printing and Postage	\$ 5,000.00
Notification Materials	\$ 2,000.00
<b>Subtotal - Direct Expenses</b>	<b>\$ 10,000.00</b>

\* Direct Expenses are estimated. Actual expenses will be billed at cost.

<b>TOTAL HOURS</b>	<b>61</b>	<b>38</b>	<b>252</b>	<b>343</b>	<b>694</b>
<b>TOTAL LABOR FEE</b>	<b>\$ 15,250.00</b>	<b>\$ 4,491.60</b>	<b>\$ 18,406.08</b>	<b>\$ 22,932.98</b>	<b>\$ 61,080.66</b>
<b>TOTAL DIRECT EXPENSES</b>					<b>\$ 10,000.00</b>

**\$ 71,080.66**