



Payment Confirmation

The CCD Payment request below has been transmitted successfully.

Template Information

Template Name: Monthly Payments
 Request Type: CCD Payment
 Company Name/ID: El Dorado County / 6803163279
 Template Description: Monthly
 Debit Account: PUBLIC FUNDS ANALYZED CHECKING - *3279 - Available \$99,947.27
 Effective Date: 07/06/2023
 Transmit Status: Transmitted
 Confirmation Number: 291430702
 Status: Transmitted

Credit/Destination Accounts

ABA/TRC	Account	Account Type	Name	Detail ID	Amount
071922777	*3101	Checking	DKS Associates	WE265	\$23,834.56
Additional information: Project 22214-000 Inv 0086012					
071922777	*3101	Checking	DKS Associates	WE265SHA	\$15,763.93
Additional information: Project 22214-001 Inv 86015R1					
					Total: \$11,000.79

W

Approval History Information

Approval Status : 1 of 1 Received

Action	User ID	Date
Enter Request	KTEDCTC	07/05/2023 07:01:08 PM (ET)
Approve/Transmit Request	KTEDCTC	07/05/2023 07:01:08 PM (ET)

Received by email

JUN 23 2023

EDCTC



INVOICE

1050 SW 6th Avenue, Suite 600
Portland, OR 97204
503.243.3500
www.dksassociates.com

Dan Bolster
El Dorado County Transportation Commission
2828 Easy Street, Suite 1
Placerville, CA 95667

June 23, 2023
Project No: P22214-001
Invoice No: 86015R1

Project P22214-001 Greater Placerville Wildfire Evacuation Preparedness, Community Safety,
and Resiliency Plan
Professional Services Agreement dated March 3, 2022. Expires February 29, 2024 - Amendment 1 dated 3-2-23

Progress Report for this Period:

- Project management and coordination with EDCTC PM
- Coordination with Agency partners on public outreach plan
- Social Pinpoint deployment
- Brand development
- Public Workshop attendance, materials and prep
- Outreach to stakeholders and public
- Draft and final fact sheet
- Website content update

Approved for Payment

JUL 05 2023

WE 265 SHA

Professional Services for Period Through May 31, 2023

Phase 004 3.4 Community Workshops

Professional Personnel

	Hours	Rate	Amount	
Outreach Task Manager Flint, Kendall	15.00	83.00	1,245.00	
Graphic Services Lead Abadie, Melissa	3.75	51.11	191.66	
Totals	18.75		1,436.66	
Total Labor				1,436.66

OH & Fringe	184.92 % of 1,436.66		2,656.67	
Fee	10.00 % of 4,093.33		409.33	
Total Overhead and Profit			3,066.00	3,066.00

Reimbursable Expenses

Ground Transportation 4/30/2023	CALIFORNIA BANK & TRUST - 04/12 Enterprise - PCTPA Kick Off Meeting and EDCTC Wildfire Work		244.43	
Lodging 4/30/2023	CALIFORNIA BANK & TRUST - 04/12 Curio - PCTPA Kick Off Meeting and EDCTC Wildfire Workshop		110.20	
Subsistence 5/17/2023	Flint, Kendall	Meals - Tuesday/Wednesday/ Thurs/Fri	103.50	
Total Reimbursables		1.0 times	458.13	458.13

Total this Phase \$4,960.79

Project	P22214-001	EDCTC Gr. Placerville Wildfire Pub Outr	Invoice	86015R1
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Phase	008	8.2 Collateral Materials (Fact Sheet and Handout)
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Professional Personnel

	Hours	Rate	Amount	
Outreach Specialist Banuelos, David	25.50	46.21	1,178.36	
Totals	25.50		1,178.36	
Total Labor				1,178.36

OH & Fringe	184.92 % of 1,178.36		2,179.02	
Fee	10.00 % of 3,357.38		335.74	
Total Overhead and Profit			2,514.76	2,514.76

Total this Phase \$3,693.12

Phase	011	8.5 Development of Social Media Campaign
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Professional Personnel

	Hours	Rate	Amount	
Outreach Specialist Banuelos, David	32.00	46.21	1,478.72	
Totals	32.00		1,478.72	
Total Labor				1,478.72

OH & Fringe	184.92 % of 1,478.72		2,734.45	
Fee	10.00 % of 4,213.17		421.32	
Total Overhead and Profit			3,155.77	3,155.77

Total this Phase \$4,634.49

Phase	013	8.7 Presentations to Local Community Groups (10)
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Professional Personnel

	Hours	Rate	Amount	
Outreach Task Manager Flint, Kendall	3.00	83.00	249.00	
Spanish Language Outreach Aguilar, Maria	2.00	30.00	60.00	
Outreach Specialist Banuelos, David	22.50	46.21	1,039.73	
Totals	27.50		1,348.73	
Total Labor				1,348.73

OH & Fringe	184.92 % of 1,348.73		2,494.07	
Fee	10.00 % of 3,842.80		384.28	
Total Overhead and Profit			2,878.35	2,878.35

Total this Phase \$4,227.08

Billing Limits	Current	Prior	To-Date
Total Billings	17,515.48	6,405.39	23,920.87
Limit			75,000.00
Remaining			51,079.13

Retainage

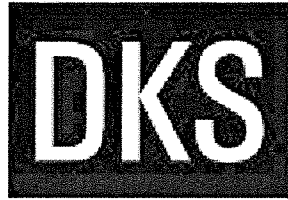
Current Retainage	1,751.55 (10.00 % of 17,515.48)	-1,751.55
Prior Retainage	640.54	
Retainage-To-Date	2,392.09	

Total this Invoice \$15,763.93

KT

Approved
by Dan.
by email

Approved
by Commissioner
Neau - email
attached



Consultant/Expense Backup Documentation

RA #: 462889150
 Invoice #: 90148539430
 Invoice Date: 04/12/2023
 Reservation #: 1546824416



2633 CAMINO RAMON STE 400
 94583-2176 SAN RAMON, UNITED STATES

BILLING DETAIL

Description	Qty	Period	Rate	Amount
Taxable Charges:				
TIME & DISTANCE	4	DAY	93.31	373.24
DISCOUNT	373.24	%	5.00	-18.66
CONCESSION RECOVERY FEE 11.11 PCT	363.02	%	11.11	40.33
			Taxable Subtotal:	394.91
SALES TAX	394.91	%	9.38	37.02
Non-Taxable Charges:				
AIR TRAN FEE 16.00/RNTL	1	RNT	16.00	16.00
CUSTOMER FACILITY CHARGE 10/RNTL	1	RNT	10.00	10.00
SAN MATEO COUNTY BUS LIC 2.50 PCT	403.35	%	2.50	10.08
TOURISM COMMISSION REC 3.50 PCT	354.58	%	3.50	12.41
VEHICLE LICENSE RECOVERY FEE	4	DAY	2.11	8.44
			Non-Taxable Subtotal:	56.93
Total (USD)				488.86

PAYMENTS

Payment	04/13/2023	MC 0067	0.00
Payment	04/13/2023	VI 6722	488.86
Total Payments (USD)			488.86

Balance Due (USD) 0.00

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

BILL TO

STEVEN CASWELL FLINT
 1450 PURISSIMA CREEK RD
 HALF MOON BAY, CA, UNITED STATES 94019

RENTAL INFORMATION

Driver: FLINT, STEVEN CASWELL
 Check Out: 04/08/2023 15:49
 Location: SAN FRANCISCO INTL ARPT
 Check In: 04/12/2023 15:49
 Location: SAN FRANCISCO INTL ARPT
 Reserved Car Class: IFAR
 Charged Car Class: IFAR
 Type: VP

RENTAL VEHICLES

#	Year	Make	Model	Series	Class	Reg. Date	Start	End
1	2021	CHEV	BLAZER	3LT4			04/08	04/13
#	Lic. Plate	MRP	CO2	Fuel	KM/M	Beg./End./Total		
1	BWB8404				45524	45945 / 421		
#	VIN #	Eng.	HP	KW	Unit			
1	3GNKBJRS8MS508512		308	227	7TF9BL			

Only \$244.43 of this invoice applies to this project.



Fed Tax Id : 36-3041733

FOR BILLING INQUIRIES
 Tel#: 9254645100
 SFCGGARADMIN@ehi.com

Per Diem Hotel Calculator

Sacramento

April

This Sheet is only for the hotel purchases. All other expensed items such as food and parking, must be categorized directly on your expense report.

Fill in blue cells ONLY. The sheet will automatically calculate the GSA room plus tax.

Room Rate per night, excluding taxes & fees	Total taxes, per night	Tax Percentage	GSA Allowed Room Rate	Allowable Tax	How many Nights?	Allowable Room	Unallowable Exp.	Unallowable Resort Fee	Total Unallowable Amount
\$ 160.00	\$ 25.60	0.16	\$ 95.00	\$ 15.20	1	\$ 110.20	\$ 75.40		\$ 75.40
		#DIV/0!		#DIV/0!		#DIV/0!	#DIV/0!	\$ -	#DIV/0!
		#DIV/0!		#DIV/0!		#DIV/0!	#DIV/0!	\$ -	#DIV/0!
		#DIV/0!		#DIV/0!		#DIV/0!	#DIV/0!	\$ -	#DIV/0!

*ALL Resort fees and tax on resort fees are unallowable, the actual room rate above should not include these fees.

** GSA

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

CURIO

Name and Address

FLINT, KENDALL
1450 PURISSIMA CREEK RD
HALF MOON BAY, CA 94019

Hotel Address

1006 4TH STREET
SACRAMENTO, CA 95814

A COLLECTION BY HILTON
THE EXCHANGE SACRAMENTO, CURIO
COLLECTION BY HILTON

Reservations
www.curiocollection.com or
1-800-445-8667

Room 709/K1K
Arrival Date 04/10/23
Departure Date 04/12/23
Adult/Child 1/0
Room Rate \$160.00
Rate Plan L-K3
Honors # 861183427
Airline:

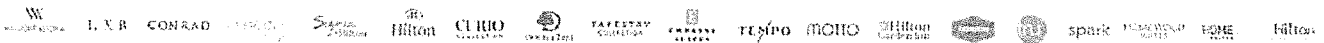
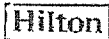
Confirmation # 3356487195

04/12/23 PAGE 2

DATE	REFERENCE	DESCRIPTION	AMOUNT
04/10/23	180850	GUEST ROOM	\$160.00
04/10/23	180850	CITY OCCUPANCY TAX	\$19.20
04/10/23	180850	SAC TOURISM ASSESSMENT TAX	\$4.80
04/10/23	180850	SAC TOURISM INFRA DIST TAX	\$1.60
04/11/23	181087	VALET PARKING 1512	\$40.00
04/11/23	181181	GUEST ROOM	\$160.00
04/11/23	181181	CITY OCCUPANCY TAX	\$19.20
04/11/23	181181	SAC TOURISM ASSESSMENT TAX	\$4.80
04/11/23	181181	SAC TOURISM INFRA DIST TAX	\$1.60
04/12/23	181326	*****8722	(\$411.20)
		** BALANCE **	\$0.00

Only \$205.60 of this invoice applies to this project.

The on-line eFolio is a courtesy informational service, subject to Privacy Policy and Site Usage; actual folio kept in hotel records.



DKS Associates

REQUIRED - FILL IN ALL YELLOW CELLS BELOW

Employee Name: Kendall Flint
 Charge Number: 22214-001
 Travel Dates: 5/17/23 to 5/19/23
 Location/City: Folsom/Placerville
 Per Diem Rate: \$69.00
 Number of Travel Days: 3

To determine M&E per diem rate for the location of travel, visit this website:
<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Meal	Allocation Per Meal*	Enter an 'X' for any meals you incurred performing official travel							Subtotal
		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	
Breakfast	\$7.00	X	X	X					\$21.00
Lunch	\$11.00	X	X	X					\$33.00
Dinner	\$23.00	X	X	X					\$69.00
Incidentals	\$5.00	X	X	X					\$15.00

*** Do not change purple cell:

Reimbursable Per Diem First and last day: \$138.00
 Reimbursable Per Diem: -\$34.50
Reimbursable Per Diem: \$103.50

enter this amount on expense report

Table contains meals and incidentals totals and their breakdown

M&E Breakdown (rates valid October 2022 - September 30, 2023)

NOTE: The first and last calendar day of travel is calculated at 75%.

SAMPLE OF CALCULATIONS:

2022/23	Breakfast	Lunch	Dinner	Incidentals	First & Last Day of Travel	Last Day Difference
M&E Total	13	15	26	5	44.25	-\$14.75
\$59	14	16	29	5	48.00	-\$16.00
\$64	16	17	31	5	51.75	-\$17.25
\$69	17	18	34	5	55.50	-\$18.50
\$74	18	20	36	5	59.25	-\$19.75

Karen Thompson

From: Dan Bolster
Sent: Wednesday, July 5, 2023 7:51 AM
To: Karen Thompson
Subject: RE: FW: DKS Associates Invoice 0086015 - Amend. 1: Greater Placerville Wildfire Evac Preparedness, Community Safety and Resiliency Plan - 22214-001

Karen,

Thanks and I hope you had a good vacation. I saw last week that Laury revised the per diem rates so the invoice is fine now.

Thanks,
Dan

From: Karen Thompson <kthompson@edctc.org>
Sent: Wednesday, July 5, 2023 7:49 AM
To: Dan Bolster <DBolster@edctc.org>
Subject: FW: FW: DKS Associates Invoice 0086015 - Amend. 1: Greater Placerville Wildfire Evac Preparedness, Community Safety and Resiliency Plan - 22214-001

Good morning Dan,

I hope you are doing well. Looks like I won't see you until the end of the month!

Please approve the revised invoice for WE 265SHA which is the public outreach for the wildfire project. They corrected the per diem rates and everything is ok on this invoice.

Thank you,
Karen Thompson
El Dorado County Transportation Commission
kthompson@edctc.org
530.642.5264

From: Laury Emerson <laury.emerson@dksassociates.com>
Sent: Friday, June 23, 2023 9:21 AM
To: Karen Thompson <kthompson@edctc.org>
Cc: Dan Bolster <DBolster@edctc.org>; Randy Johnson <rsj@dksassociates.com>; Eva Norwood <eva.norwood@dksassociates.com>
Subject: Re: FW: DKS Associates Invoice 0086015 - Amend. 1: Greater Placerville Wildfire Evac Preparedness, Community Safety and Resiliency Plan - 22214-001

Hello Karen,

Sorry about the incorrect rates. We have attached our revised invoice here, and passed along the instructions you sent us to our team.

Please let us know if you need anything further to process the invoice.

Sincerely,

Laury Emerson (she/her) | Senior Accountant
Direct: 971-288-5644 | laury.emerson@dksassociates.com



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TRANSPORTATION EXPERIENCE™

1050 SW 6th Street, Suite 600 | Portland, OR 97204 | 503.243.3500

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On Thu, Jun 22, 2023 at 4:20 PM Karen Thompson <kthompson@edctc.org> wrote:

Hi Laury,

The attached invoice includes the wrong per diem rates. I attached the contract travel reimbursement page and the Caltrans per diem rates.

Thank you,

Karen Thompson

El Dorado County Transportation Commission

kthompson@edctc.org

530.642.5264

From: Dan Bolster <DBolster@edctc.org>

Sent: Wednesday, June 21, 2023 1:24 PM

To: Karen Thompson <kthompson@edctc.org>

Subject: FW: DKS Associates Invoice 0086015 - Amend. 1: Greater Placerville Wildfire Evac Preparedness, Community Safety and Resiliency Plan - 22214-001

FYI. DKS Invoice for Amendment 1.

From: Laury Emerson <laury.emerson@dksassociates.com>
Sent: Wednesday, June 21, 2023 1:15 PM
To: Dan Bolster <DBolster@edctc.org>
Cc: Randy Johnson <rsj@dksassociates.com>; Eva Norwood <eva.norwood@dksassociates.com>; Elizabeth Aguilar <elizabeth.aguilar@dksassociates.com>
Subject: DKS Associates Invoice 0086015 - Amend. 1: Greater Placerville Wildfire Evac Preparedness, Community Safety and Resiliency Plan - 22214-001

Hello,

Attached is our latest invoice for the Greater Placerville Wildfire Evac Preparedness, Community Safety and Resiliency Plan - Amendment 1.

Please review for payment and let us know if you have any questions.

Thanks!

Laury Emerson (she/her) | Senior Accountant
Direct: 971-288-5644 | laury.emerson@dksassociates.com



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WE HAVE MOVED - Our new address is

1050 SW 6th Avenue, Suite 600
Portland, OR 97204

Karen Thompson

From: Jackie Neau <jneau@cityofplacerville.org>
Sent: Wednesday, July 5, 2023 8:04 AM
To: Karen Thompson
Subject: Re: Payment Approval

Hi Karen,

Both Greater Placerville Wildfire Evacuation Preparedness, Community Safety and Resiliency Plan invoices approved for \$23,834.56 & \$15,763.93.

Thank you,

On Wed, Jul 5, 2023, 7:55 AM Karen Thompson <kthompson@edctc.org> wrote:

Good morning Commissioner Neau,

I have two invoices that are over the \$15,000 limit that requires approval by a Commissioner per our Cash Policy.

1. The first one is the May invoice for the Greater Placerville Wildfire Evacuation Preparedness, Community Safety and Resiliency Plan. The total is \$23,834.56. The invoice was approved by the Senior Transportation Planner Dan Bolster.
2. The second one is the May invoice for the additional public outreach on the Greater Placerville Wildfire Evacuation Preparedness, Community Safety and Resiliency Plan, Amendment 1. The additional public outreach for this project was approved as Amendment 1 to the original contract at the March 2, 2023 Commission meeting and is funded with a grant from Caltrans. The total of the May invoice is \$15,763.93. The invoice was approved by Senior Transportation Planner Dan Bolster.

I attached a copy of the invoices which will be approved by the Executive Director Woodrow Deloria before payment. Please reply by email to approve the payments. Feel free to email or call me with any questions.

Thank you,

Karen Thompson

El Dorado County Transportation Commission