



COMMISSIONERS

Council Members Representing the City of Placerville

John Clerici, Jackie Neau, Michael Saragosa

Supervisors Representing the County of El Dorado

John Hidahl, Lori Parlin, Wendy Thomas, George Turnboo

Contact the EDCTC: 2828 Easy Street, Placerville, CA, 530.642.5260 www.edctc.org

AGENDA

Regular Meeting

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

Thursday, April 6, 2023, 2:00 PM

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

PUBLIC PARTICIPATION PROCEDURES:

The EDCTC Meeting will be open to in-person attendance. In addition, remote teleconference participation is available to the public via Zoom. Public comment will be open for each agenda item, and citizens may comment virtually through Zoom utilizing the "raise hand" function. If you are participating by phone, please dial *9 to "raise hand". The Secretary to the Commission will call you by the last three digits of your phone number when it is your turn to speak. Your comments must pertain to the subject at hand and are limited to no more than three minutes. By participating in this meeting, you acknowledge that you are being recorded.

If you choose not to observe or listen to the meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 4:00 PM, Monday, April 3 to the Secretary to the Commission dkeffer@edctc.org.

Your comment will be placed into the record and forwarded to the Commissioners. They may or may not be read at the meeting on your behalf.

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

Se hará todo lo posible para proporcionar un traductor en español o en otro idioma si se solicita. Por favor haga su solicitud dos días completos antes de la reunión. Un traductor del idioma español estará disponible. Por favor llamar el 530.642.5260 para asistencia.

[Webinar Access Link](#)

Webinar ID: 889 1218 5253

Phone: 1-669-219-2599

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

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

CONSENT CALENDAR

1. MINUTES FOR THE MARCH 2, 2023, COMMISSION MEETING (KEFFER)
REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes for the March 2, 2023, Commission meeting.
2. FEBRUARY 2023 CHECK REGISTER (THOMPSON)
REQUESTED ACTION: Receive and file the February 2023 Check Register.
3. CALIFORNIA LOW CARBON TRANSIT OPERATIONS PROGRAM FISCAL YEAR 2022/23 FUNDING ALLOCATION (BOLSTER)
REQUESTED ACTION: Adopt Resolution 22/23.19 allocating \$455,959 in Fiscal Year 2022/23 California Low Carbon Transit Operations Program Funds to the El Dorado County Transit Authority.
4. TRANSPORTATION DEVELOPMENT ACT LOCAL TRANSPORTATION FUND CONTINGENCY POLICY (THOMPSON)
REQUESTED ACTION: Approve the revised maximum amount in the Transportation Development Act Transportation Fund Contingency Policy to \$2,000,000 and a one-time contribution of \$1,250,000 in FY 2023/24.
5. REVISED TRANSPORTATION DEVELOPMENT ACT FISCAL YEAR 2022/23 APPORTIONMENT AND ALLOCATION FOR LOCAL TRANSPORTATION FUNDS, STATE TRANSIT ASSISTANCE FUNDS, STATE OF GOOD REPAIR FUNDS, AND REVISED CLAIM FOR EL DORADO TRANSIT (THOMPSON)
REQUESTED ACTION: Adopt Resolution 22/23.20 approving the Revised Transportation Development Act Fiscal Year 2022/23 Apportionment and Allocation for Local Transportation Funds, State Transit Assistance Funds, State of Good Repair Funds, and revised claim for El Dorado Transit.
6. AMEND THE EL DORADO COUNTY TRANSPORTATION COMMISSION PERSONNEL POLICIES AND PROCEDURES MANUAL (DELORIA)
REQUESTED ACTION: Approve amendments to the El Dorado County Transportation Commission Personnel Policies and Procedures Manual.
7. SECTION 5311 (F) FISCAL YEAR 2023 GRANT APPLICATION CERTIFICATIONS AND ASSURANCES (BOLSTER)
REQUESTED ACTION: Adopt Resolution 22/23.21 to:
 1. Authorize the El Dorado County Transit Authority to submit a Section 5311 (f) grant application for Federal Fiscal Year 2023, stating that:

The El Dorado County Transportation Commission does hereby authorize the EDCTA to execute all standard agreements or amendments necessary to obtain the aforementioned FTA Section 5311(f) grant in the amount of \$165,000 through Caltrans.
 2. Authorize the Executive Director to sign the regional agency Certifications and Assurances.

NOTICED PUBLIC HEARINGS – 2:00 PM Allotted Time**8. TRANSPORTATION DEVELOPMENT ACT CITIZEN'S PARTICIPATION PROCESS FOR PUBLIC TRANSPORTATION (BOLSTER)**

REQUESTED ACTION:

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

OPEN FORUM

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

BUSINESS ITEMS**9. 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.

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

The next regular meeting is scheduled for 2:00 PM on May 4, 2023, at 330 Fair Lane Placerville, California.

CONSENT CALENDAR

STAFF REPORT

DATE: APRIL 6, 2023
TO: EL DORADO COUNTY TRANSPORTATION COMMISSION
FROM: DANA KEFFER, EXECUTIVE ASSISTANT/SECRETARY TO THE COMMISSION
SUBJECT: MINUTES FOR THE MARCH 2, 2023 COMMISSION MEETING

REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes (Attachment A) for the March 2, 2023 Commission meeting.

Approved for Agenda:



Woodrow Deloria, Executive Director

Attachment A: March 2, 2023 Minutes



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

Councilmembers Representing City of Placerville: John Clerici, Jackie Neau, Michael Saragosa
Supervisors Representing El Dorado County: John Hidahl, Lori Parlin, Wendy Thomas, George Turnboo
Woodrow Deloria, Executive Director

ACTION MINUTES

Regular Meeting, Thursday, March 2, 2023, 2:00 PM

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Clerici called the meeting to order at 2:03 PM and Commissioner Turnboo led the Pledge of Allegiance.

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

ADOPTION OF AGENDA AND CONSENT CALENDAR

There were no public comments received.

ACTION: Commissioner Saragosa 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 Hidahl which carried as follows:

MOTION/SECOND: Saragosa/Hidahl

AYES: Clerici, Hidahl, Neau, Saragosa, Turnboo

ABSTAIN: None

NOES: None

ABSENT: Parlin, Thomas

1. MINUTES FOR THE FEBRUARY 2, 2023, COMMISSION MEETING
REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes for the February 2, 2023, Commission meeting.
2. JANUARY 2023 CHECK REGISTER
REQUESTED ACTION: Receive and file the January 2023 Check Register.
3. OVERALL WORK PROGRAM BUDGET VS. ACTUAL COMPARISON FISCAL YEAR 2022/23 REPORT
REQUESTED ACTION: Receive and file the Overall Work Program Budget vs. Actual Comparison Fiscal Year 2022/23 July-December Report.
4. PROFESSIONAL SERVICES AGREEMENT AMENDMENT: GREATER PLACERVILLE WILDFIRE EVACUATION PREPAREDNESS, COMMUNITY SAFETY AND RESILIENCY PLAN
REQUESTED ACTION: Authorize the Executive Director to amend the existing 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 to add \$75,000 of State Highway Account funds for additional public outreach.

OPEN FORUM

There was no public comment.

BUSINESS ITEMS

5. FISCAL YEAR 2023/24 DRAFT OVERALL WORK PROGRAM, BUDGET, AND GOALS AND OBJECTIVES
REQUESTED ACTION: Authorize staff to release the FY 2023/24 Draft Overall Work Program and Budget to Caltrans for circulation, review, and comment.

There were no public comments received.

ACTION: Commissioner 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: Clerici, Hidahl, Neau, Saragosa, Turnboo
ABSTAIN: None
NOES: None
ABSENT: Parlin, Thomas

6. FINAL STATE ROUTE 49 AMERICAN RIVER CONFLUENCE STUDY
REQUESTED ACTION: Accept the Final State Route 49 American River Confluence Study as complete.

Public comment was received from Shelley Wiley from Supervisor Parlin's office, Mike Howard from California State Parks, and Joanne Thornton.

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

MOTION/SECOND: Saragosa/Turnboo
AYES: Clerici, Hidahl, Neau, Saragosa, Turnboo
ABSTAIN: None
NOES: None
ABSENT: Parlin, Thomas

INFORMATION ITEMS

7. MARCH 2023 PROJECT MONITORING REPORT
REQUESTED ACTION: None. This item is for information only.

Public comment was received from Michael Drobesh, Rebecca Neves City of Placerville City Engineer, and Kathi Lishman.

8. DRAFT US 50 CORRIDOR ACTION PLAN
REQUESTED ACTION: None. This item is for information only.

Public comment was received from Michael Drobesh and Kathi Lishman.

EXECUTIVE DIRECTOR'S REPORT

SOUTH LAKE TAHOE - CALTRANS – COMMISSIONER COMMENTS

ADJOURNMENT

The meeting was adjourned at 4:20pm.

The next regular meeting is scheduled for 2:00 PM on April 6, 2023, at 330 Fair Lane Placerville, California.

CONSENT CALENDAR

STAFF REPORT

DATE: APRIL 6, 2023
TO: EL DORADO COUNTY TRANSPORTATION COMMISSION
FROM: KAREN THOMPSON, ADMINISTRATIVE SERVICES OFFICER
SUBJECT: FEBRUARY 2023 CHECK REGISTER

REQUESTED ACTION

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

BACKGROUND AND DISCUSSION

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

- David Turch & Associates*..... \$5,417.00
January 2023 Federal advocacy services, Work Element 410. This contract was approved at the April 2, 2020, EDCTC meeting.
- Extreme Towing*..... \$12,967.69
January 2023 professional services for the Freeway Service Patrol Program, Work Element 130. The contract with Extreme Towing was approved at the May 6, 2021, EDCTC meeting.
- I.S. Tours*..... \$4,495.00
Payment for the 2023 Capitol to Capitol program for Executive Director Deloria. This payment was approved at the December 1, 2022, EDCTC meeting.
- Wood Rodgers*..... \$11,466.31
January 2023 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.
- CalPERS Retirement System* \$20,000.00
Deposit into EDCTC’s CalPERS California Employer’s Pension Prefunding Trust (CEPPT) account. The FY 2022/23 budget includes \$50,000 to be deposited into this trust. The first deposit of \$30,000 was made in December 2022. The funds in the CEPPT account can be used to pay down the unfunded liability or be used for future pension obligations. The resolution to open and fund the CEPPT was approved June 3, 2021.

Approved for Agenda:



Woodrow Deloria, Executive Director

Attachment A: February 2023 Check Register

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

Date	Name	Payment	Memo
02/01/2023	Ameritas Life Insurance Corp.	529.80	February 2023 Dental
02/01/2023	Ameritas Life Insurance Corp.	78.88	February 2023 Vision
02/01/2023	Benefit Coordinators Corporation	226.92	February 2023 Life/Disability Premiums
02/01/2023	CalPERS Health	8,036.08	February 2023 Health Premiums
02/01/2023	RTS IT, Inc.	738.00	February 2023 ITCare Silver Service Plan
02/03/2023	Airespring	660.37	February 2023 Fiber Optic Internet
02/03/2023	American Leadership Forum	300.00	Woodrow Deloria 2023 Dues
02/03/2023	Century Building Maintenance	500.00	January 2023 Building Maintenance
02/03/2023	De Lage Landen Financial Services	203.78	February 2023 Copy Machine Lease Payment
02/07/2023	Cardmember Service - Visa DK	176.52	January ADA Website and Misc Office Expense
02/07/2023	Cardmember Service - Visa JB	395.00	VMT Metrics Training Class
02/07/2023	Cardmember Service - Visa KT	55.43	Zoom Meetings and December Office Expenses
02/07/2023	Sacramento Metro Chamber	1,000.00	Annual Membership Investment 3/1/23-02/28/24
02/08/2023	CalPERS Retirement System	3,725.52	February 2023 Contribution #1
02/08/2023	CalPERS Retirement System	390.67	February 2023 PEPRAs Contribution #1
02/09/2023	David Turch and Associates	5,417.00	* January 2023 Federal Advocacy
02/09/2023	Extreme Towing	12,967.69	* January 2023 Freeway Service Patrol
02/09/2023	I.S. Tours	4,495.00	* 2023 Cap to Cap Woodrow Deloria
02/09/2023	JS West Propane Gas	316.57	January 2023 Propane
02/17/2023	RTS IT, Inc.	2,016.00	Annual Office 365 licenses/RTS Cloud Backup
02/17/2023	RTS IT, Inc.	1,352.04	Computer Replacement-Woody
02/17/2023	Sloan Sakai Yeung & Wong LLP	1,909.50	Dec 2022-Jan 2023 Legal Services
02/17/2023	Wood Rodgers	11,466.31	* January 2023 US 50 Corridor System User Analysis
02/22/2023	CalPERS Retirement System	3,609.16	February 2023 Contribution #2
02/22/2023	CalPERS Retirement System	410.13	February 2023 PEPRAs Contribution #2
02/23/2023	Umpqua Bank	73.22	January 2023 Analyzed Checking Fee
02/28/2023	CalPERS Retirement System	20,000.00	* 2022/23 California Employers' Pension Prefunding Trust Deposit
02/28/2023	Liberty Mutual Insurance	2,919.00	Commerical Liability Insurance 3/7/23-3/6/24
02/28/2023	PG&E	306.95	01/11/23-02/09/23 Utilities
02/28/2023	RTS IT, Inc.	660.00	Quickbooks Hosting 3/1/23-2/29/24
02/28/2023	Sharon Petersen	4,517.00	March 2023 Office Rent
	Total	<u>89,452.54</u>	

CONSENT CALENDAR**STAFF REPORT**

DATE: APRIL 6, 2023
TO: EL DORADO COUNTY TRANSPORTATION COMMISSION
FROM: DAN BOLSTER, SENIOR TRANSPORTATION PLANNER
SUBJECT: CALIFORNIA LOW CARBON TRANSIT OPERATIONS PROGRAM FISCAL YEAR 2022/23 FUNDING ALLOCATION

REQUESTED ACTION

Adopt Resolution 22/23.19 (Attachment A) allocating \$455,959 in Fiscal Year (FY) 2022/23 California Low Carbon Transit Operations Program Funds to the El Dorado County Transit Authority (EDCTA).

BACKGROUND

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862. The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. Approved projects in the LCTOP will support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance, and other costs to operate those services or facilities, with each project required to reduce greenhouse gas emissions.

DISCUSSION

El Dorado County Transportation Commission (EDCTC) received notification of FY 2022/23 LCTOP allocation amounts in the State Controller's Office letter dated March 1, 2023. As the Regional Transportation Planning Agency, it is EDCTC's role to allocate LCTOP funding to each project sponsor under the authority of EDCTC. According to Public Utilities Code (PUC) 99313 and 99314, EDCTC's allocation for FY 2022/23 LCTOP is \$455,959. Since EDCTA is the only transit operator in the EDCTC region, staff is recommending the funds be allocated to EDCTA for implementation of two eligible projects, consistent with the LCTOP Guidelines.

EDCTA plans to use the \$455,959 in FY 2022/23 LCTOP funds to deliver two (2) projects that are consistent with LCTOP program guidelines and are based on recommendations contained in the 2019 Western El Dorado County Short- and Long- Range Transit Plan. The two projects are:

1. Provide a free or discounted fare fixed route program
2. Purchase of zero-emission buses, including installation of the equipment and infrastructure necessary to operate and support zero-emission buses

Per the LCTOP FY 2022/23 Program Guidelines, new or expanded bus services, including providing a free or discounted fare fixed-route program to increase transit mode share, and purchases related to zero-emission buses are considered new projects if they are within five (5) years from the date of implementation. Both projects meet the five-year criteria: The free or discounted fare fixed-route program is in the fourth year, and the purchase of zero-emission buses, including installation of the equipment and infrastructure necessary to operate and support zero-emission buses, is in the third year of what will be a four-year project to accumulate funds for the purchase of zero-emission buses.

The estimated annual cost of the free or discounted fare fixed-route program is \$75,000 and the estimated annual cost of the zero-emission bus purchase program is \$380,959, for a combined annual total cost of \$455,959. Subject to approval by Caltrans Division of Mass Transportation, El Dorado Transit will utilize the \$455,959 in FY 2022/23 LCTOP PUC 99313 and 99314 funding towards payment for the two projects.

Approved for Agenda:



Woodrow Deloria, Executive Director

Attachment A: EDCTC Resolution 22/23.19



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

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

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

RESOLUTION 22/23.19

RESOLUTION OF THE EL DORADO COUNTY TRANSPORTATION COMMISSION ALLOCATING FISCAL YEAR 2022/23 CALIFORNIA LOW CARBON TRANSIT OPERATIONS PROGRAM FUNDING TO THE EL DORADO COUNTY TRANSIT AUTHORITY

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, on March 1, 2023, the California State Controller issued allocation amounts from the Greenhouse Gas Reduction Fund according to the requirements of the Low Carbon Transit Operations Program (LCTOP) for the 2022/23 fiscal year; and

WHEREAS, EDCTC is responsible for allocating LCTOP funds to each project sponsor under the authority of EDCTC; and

WHEREAS, EDCTC has determined that a total of \$455,959 in Public Utilities Code 99313 and 99314 funds are available for transit purposes, subject to consistency with the Department of Transportation's LCTOP Guidelines; and

WHEREAS, the El Dorado County Transit Authority (EDCTA) is an eligible project sponsor and may receive state funding from the LCTOP for transit projects; and

WHEREAS, EDCTA has determined two appropriate LCTOP projects consistent with the 2019 Western El Dorado County Short- and Long-Range Transit Plan and LCTOP Guidelines; and

WHEREAS, EDCTA, as the sole transit operator in the EDCTC region, is designated the project sponsor; and

WHEREAS, the EDCTC wishes to delegate authorization to execute documents and any amendments thereto to the EDCTA Executive Director.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the El Dorado County Transportation Commission that the fund recipient, EDCTA, agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations, and guidelines for all LCTOP funded transit projects.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the EDCTA Executive Director be authorized to execute all required documents of the LCTOP and any Amendments thereto with the California Department of Transportation.

PASSED AND ADOPTED, by the El Dorado County Transportation Commission's governing body at the regular meeting held on April 6, 2023, by the following vote:

Vote Pending

Attest:

John Clerici, Chairperson

Dana Keffer, Secretary to the Commission

CONSENT CALENDAR**STAFF REPORT**

DATE: APRIL 6, 2023
TO: EL DORADO COUNTY TRANSPORTATION COMMISSION
FROM: KAREN THOMPSON, ADMINISTRATIVE SERVICES OFFICER
SUBJECT: TRANSPORTATION DEVELOPMENT ACT LOCAL TRANSPORTATION FUND
CONTINGENCY POLICY

REQUESTED ACTION

Approve the revised maximum amount in the Transportation Development Act (TDA) Local Transportation Fund (LTF) Contingency Policy (Attachment A) to \$2,000,000 and a one-time contribution of \$1,250,000 in Fiscal Year (FY) 2023/24.

BACKGROUND

The TDA was enacted to improve existing public transportation services and encourage regional transportation coordination. The TDA LTF is derived from ¼ cent general sales tax. One of the requirements of the TDA is a Triennial Performance Audit (TPA). The TPA approved in 2013, recommended El Dorado County Transportation Commission (EDCTC) create a LTF Contingency Policy specifically for transit. The LTF Contingency Policy was recommended to set aside funds in the event there is a decline in the sales tax collected in the LTF or an unexpected financial need for transit services.

DISCUSSION

In 2014, EDCTC and El Dorado County Transit Authority (EDCTA) worked together to develop the LTF Contingency policy to set aside 3% of Transit's Article 4 allocation up to a maximum amount of \$500,000. On May 5, 2022, a revision to the policy was approved by the Commission, increasing the maximum amount to \$750,000 with a one-time contribution of \$250,000 to the contingency fund in FY 2022/23. After review of the fund balance that has accumulated in the LTF fund, Management of EDCTC and EDCTA are proposing increasing the maximum amount to \$2,000,000 and a one-time contribution of \$1,250,000 to the contingency fund in FY 2023/24. The LTF Contingency will provide a cushion to minimize the impact of a decline in revenue, an unexpected financial need, or replacement of the transit bus fleet with zero-emission buses.

Approved for Agenda



Woodrow Deloria
Executive Director

Attachment A: TDA LTF Contingency Policy



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Transportation Development Act
Local Transportation Fund Contingency Policy
 Approved June 19, 2014
 Revised May 5, 2022
 Revised April 6, 2023

A Local Transportation Fund (LTF) contingency account is allowed under the Transportation Development Act (TDA) as long as the correct procedures are followed in administering the fund, as set forth in Sections 6655.1 and 6655.5 of the Act.

Based on the April 2013 Triennial Performance Audit recommendation, El Dorado County Transportation Commission (EDCTC) has determined that a Local Transportation Fund (LTF) contingency for Transit shall be established and maintained. The fund shall be named "LTF Contingency."

The LTF Contingency shall be administered as follows:

TDA Compliance: EDCTC shall administer the LTF Contingency according to all applicable sections of the Transportation Development Act, including Sections 6655.1 and 6655.5.

Contingency Balance: The maximum fund balance in the LTF Contingency will be increased from \$750,000 to \$2,000,000 in FY 2023/24. The balance shall be evaluated annually when the prior year's fiscal audits are completed, the Auditor's estimate is known, and before the new budget is adopted.

Deposits: A one-time contribution of \$1,250,000 of the LTF Transit Article 4 allocation shall be deposited to the LTF Contingency to increase the balance to \$2,000,000 in FY 2023/24.

Eligible Withdrawals and Uses: The LTF Contingency shall be used for transit services, operating or capital, provided by El Dorado County Transit Authority (EDCTA) that have been funded through the annual transit claim process, when 1) actual LTF revenues fall short of LTF budget allocations, 2) extreme or unusual circumstances warrant an additional allocation.

Procedure for Claims: the LTF Contingency may be expended by one of two methods:

1) *Revenues Short of Allocation:* Upon the Board's review and concurrence, the EDCTC Executive Director may instruct the County Auditor to make a funds transfer to EDCTA if actual revenues fall short of EDCTC's estimated allocation for transit operations at fiscal year-end.

2) *Additional Allocation:* EDCTA may submit a written request to EDCTC, justifying and documenting the need for additional funds to ensure continuance of existing funded transit services, for the Board's consideration at a regular EDCTC meeting.

CONSENT CALENDAR**STAFF REPORT**

DATE: APRIL 6, 2023
TO: EL DORADO COUNTY TRANSPORTATION COMMISSION
FROM: KAREN THOMPSON, ADMINISTRATIVE SERVICES OFFICER
SUBJECT: REVISED TRANSPORTATION DEVELOPMENT ACT FISCAL YEAR 2022/23 APPORTIONMENT AND ALLOCATION FOR LOCAL TRANSPORTATION FUNDS, STATE TRANSIT ASSISTANCE FUNDS, STATE OF GOOD REPAIR FUNDS, AND REVISED CLAIM FOR EL DORADO TRANSIT

REQUESTED ACTION

Adopt Resolution 22/23.20 (Attachment A) approving the Revised Transportation Development Act Fiscal Year (FY) 2022/23 Apportionment and Allocation for Local Transportation Funds, State Transit Assistance Funds, State of Good Repair Funds, and revised claim for El Dorado Transit.

BACKGROUND and DISCUSSION

The Transportation Development Act (TDA) provides three funding sources:

1. Local Transportation Fund (LTF) from a quarter cent of the general sales tax collected statewide.
2. State Transit Assistance fund (STA) from the statewide sales tax on diesel fuel.
3. State of Good Repair (SGR) from a portion of the Transportation Improvement Fee included in Senate Bill (SB) 1, the Road Repair and Accountability Act of 2017.

The California Department of Tax and Fee Administration (CDTFA), based on sales tax collected in each county, returns the general sales tax revenues to each county's LTF. The State Controller's Office (SCO) allocates the STA tax and the SGR revenue, by formula, to planning agencies and other eligible agencies. Statute requires that 50% of STA and SGR funds be allocated according to population and 50% be allocated according to operator revenues from the prior fiscal year.

The El Dorado County Transportation Commission (EDCTC) is the Regional Transportation Planning Agency (RTPA) responsible for apportioning and administering these funds for this region. The attached Findings of Apportionment summarizes the estimates for FY 2022/23.

The LTF allocation purposes, in order of priorities, as identified by law, are as follows:

1. Transportation Development Act fund administration (by EDCTC and the County Auditor);
2. Planning and programming undertaken by EDCTC (up to 3% of the fund);
3. Pedestrian and bicycle projects (optional, up to 2% of the funds remaining, after administration and planning);
4. Public transportation operations (including new transit services that have been identified by the Commission as "unmet transit needs" that are "reasonable to meet"); and,
5. Other transportation purposes (including additional transit and bicycle facilities, and streets and roads). The Commission may only apportion (and subsequently may only approve claims for) "other transportation purposes" when all other uses of the funds, to the limits described above, have been exhausted.

EDCTC allocates the LTF funds, as determined by population, for the western slope region of El Dorado County and the Tahoe Regional Planning Agency allocates the LTF funds, as determined

by population, for the eastern slope of El Dorado County. For FY 2022/23, the County Auditor estimates EDCTC’s share of LTF revenues for apportionment available to program is \$7,029,319.00.

Administration, Planning, Programming

The County Auditor has estimated \$10,000.00 for administration from the estimated FY 2022/23 LTF revenue total. This amount is reimbursed to the County Auditor and is not included in EDCTC’s Overall Work Program.

The EDCTC FY 2022/23 Overall Work Program and Budget includes administration, planning, programming, and the annual payment to Sacramento Area Council of Governments (SACOG) for a total of \$608,170.65. EDCTC LTF funds are used throughout the work program to support planning and as a required local match for state and federal grant funds. Under the Commission’s Memorandum of Understanding with SACOG, EDCTC is obligated to allocate 2% of TDA funds for SACOG federal transportation planning and programming activities after administration and any non-motorized allocations. The SACOG allocation equals \$128,170.65 for FY 2022/23.

Non-Motorized – Pedestrian and Bicycle Facilities (Article 3)

State law offers EDCTC an option to apportion up to 2% of the LTF (after administration and planning) to the City and County for facilities provided for the exclusive use of pedestrians and bicycles. The Commission primarily uses these non-motorized funds to provide matching funds for federal and state grants, such as Congestion Mitigation and Air Quality and Active Transportation Program (ATP) grants. The 2022/23 allocation totals \$130,786.38.

Public Transportation – Transit (Article 4)

The El Dorado County Transit Authority notified the Commission staff that their claim for FY 2022/23 LTF funds will be \$6,030,361.97 for operating expenses.

At the end of FY 2021/22, the total deferred LTF allocation was \$1,649,704. The Revised Apportionment and Allocation adds the deferred LTF revenue to the FY 2022/23 amount available to EDCTA. The deferred LTF was claimed in FY 2021/22 but will be used for operations in FY 2022/23.

For FY 2022/23, the total amount available to EDCTA is \$6,030,361.97 in LTF and \$1,649,704 in FY 2021/22 deferred LTF allocations.

A Transit contingency of \$750,000.00 is retained in the LTF fund’s unreserved fund balance for transit’s future needs.

Other Transportation (Article 8)

No LTF funds remain available for Article 8 – Other Transportation purposes. If LTF funds were available for the fiscal year, the funds would be apportioned to the City of Placerville and the County of El Dorado by population for all purposes necessary and convenient to the development and operation of the public transportation system, including road rehabilitation, maintenance, and repair.

State Transit Assistance Funds (STA)

The revised total of FY 2022/23 STA funds available for the El Dorado County Transit Authority is summarized below:

FY 2021/22 STA actual amount received over the estimated amount	\$400,618.00
FY 2021/22 interest	\$273.13
FY 2022/23 revised estimate as of August 2022	\$2,272,519.00
FY 2022/23 estimated interest	<u>\$500.00</u>
Revised total to be paid to EDCTA as funds are received	\$2,673,910.13

State of Good Repair (SGR)

The estimated FY 2022/23 SGR funds available for the El Dorado County Transit Authority is \$286,825.00. Funds will be reimbursed to EDCTA after Commission approval of a claim for an approved SGR project.

Approved by:



Woodrow Deloria, Executive Director

- Attachments
- A: EDCTC Resolution 22/23.20
 - B: Revised Allocation and Apportionment for FY 2022/23 – LTF
 - C: Revised Allocation and Apportionment for FY 2022/23 – STA
 - D: Revised Allocation and Apportionment for FY 2022/23 – SGR
 - E: Revised 2022/23 Claim from EDCTA



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

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

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

RESOLUTION 22/23.20

RESOLUTION OF THE EL DORADO COUNTY TRANSPORTATION COMMISSION APPROVING THE TRANSPORTATION DEVELOPMENT ACT FISCAL YEAR 2022/23 APPORTIONMENT AND ALLOCATION FOR REVISED LOCAL TRANSPORTATION FUNDS, STATE TRANSIT ASSISTANCE FUNDS, STATE OF GOOD REPAIR FUNDS, AND REVISED CLAIM FOR EL DORADO TRANSIT

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, the County of El Dorado, the City of Placerville, and the El Dorado County Transit Authority are each required to file annual transportation claims for the funds, if any, from the Local Transportation Fund (LTF), the State Transit Assistance Fund (STA) and the State of Good Repair Fund (SGR) of the Western Slope of the County, as apportioned to them by the EDCTC, pursuant to the TDA; and

WHEREAS, it is the responsibility of EDCTC, under the provisions of the TDA, to review the annual transportation claims and to make allocations of monies from the LTF, STA, and SGR funds based on the estimated revenue upon approving said claim; and

WHEREAS, the Auditor of said County is instructed to pay monies in the fund to the claimants pursuant to allocation instructions received from EDCTC; and

WHEREAS, the County Auditor issued a report of estimated revenues for LTF for Fiscal Year (FY) 2022/23 and the State Controller's Office issued a report of revised estimated revenues for STA and SGR Funds.

WHEREAS, the El Dorado County Transit Authority had deferred LTF revenue of \$1,649,704.00 at the end of FY 2021/22 and has submitted a revision to their FY 2022/23 claim.

NOW THEREFORE, BE IT RESOLVED, that EDCTC shall review the claims as they are received, approve same for the FY 2022/23 funds estimated to be available in the LTF, STA, and the SGR funds, and make the following allocations:

1. To the El Dorado County Auditor-Controller for administrative costs in the amount of \$10,000.00, per Section 99233.1.
2. To EDCTC for TDA administration and for planning and programming in the amount of \$608,170.65, per Section 99233.1 and 99233.2.

3. To be reserved by the El Dorado County Auditor's Office for future reimbursements to the City and County for pedestrian and bicycle facilities as programmed and claimed in the amount of \$130,786.38, per Sections 99233.3 and 99234.
4. A Transit contingency of \$750,000.00 is retained in the LTF fund's unreserved fund balance for transit's future needs.
5. To the El Dorado County Transit Authority (EDCTA) for Article 4 purposes, the total amount available of \$6,030,361.97, per Sections 99233.8, 99260(a), and 99262. At the end of FY 2021/22, the total deferred LTF allocation was \$1,649,704. The Revised Apportionment and Allocation adds the deferred LTF revenue to the FY 2022/23 amount available to EDCTA. The deferred LTF was claimed in FY 2021/22 but will be used for operations in FY 2022/23.
6. State Transit Assistance Funds – To EDCTA for STA Funds in the amount of \$2,673,910.13. This includes \$400,618 of the FY 2021/22 STA actual amount received over the estimated amount, FY 2021/22 interest of \$273.13, the FY 2022/23 revised estimate of STA of \$2,272,519.00 and an estimated amount of \$500.00 in interest for FY 2022/23, for capital improvements, per Section 99314.6. The total allocation of \$2,673,410.13 plus an estimate of \$500.00 in interest is to be paid to EDCTA by the County Auditor as FY 2022/23 revenues are received and available for payment.
7. State of Good Repair Funds – To be reserved by the El Dorado County Auditor's Office for future reimbursements to EDCTA for SGR Funds in the estimated amount of \$286,825.00 plus interest. This allocation will be paid out after a reimbursement claim for an eligible project is approved by EDCTC.

BE IT FURTHER RESOLVED, EDCTC has requested that approved claims be paid in full, provided the funds are available.

BE IT FURTHER RESOLVED, that allocation instructions shall be prepared for each claimant in accordance with the above, and pursuant to EDCTC rules and regulations. The Executive Director, appointed by the Commission, is authorized to sign the allocation instructions and to issue the instructions to the County Auditor to pay the claimants in accordance with the above allocations and conditions.

BE IT FURTHER RESOLVED, that the claimants are to be notified by EDCTC of action on their claims.

PASSED AND ADOPTED, by the El Dorado County Transportation Commission at their regular meeting on April 6, 2023 by the following vote:

Vote Pending

Attest:

John Clerici, Chairperson

Dana Keffer, Secretary to the Commission

**TRANSPORTATION DEVELOPMENT ACT (TDA)
 LOCAL TRANSPORTATION FUND (LTF)
 FINDINGS OF APPORTIONMENT
 FY 2022/23 APPORTIONMENT AND ALLOCATION**

FY 2022/23 LTF AVAILABLE FOR ALLOCATION

Estimated 2022/23 LTF Receipts per El Dorado County Auditor	\$	7,029,319.00
Less: County Auditor Fees (PUC Section 99233.1)	\$	(10,000.00)
 Total EDCTC Area Share		 \$ 7,019,319.00
Total FY 2022/23 balance for apportionment		<u>\$ 7,019,319.00</u>

FY 2022/23 CLAIMANT ALLOCATIONS

TDA Administration (PUC Section 99233.1)

EDCTC TDA Administration	\$	<u>269,420.43</u>
TDA Administration subtotal	\$	269,420.43

Planning / Programming (PUC Section 99233.2)

EDCTC Planning and Programming (up to 3% of Revenue)	\$	210,579.57
EDCTC Contribution to SACOG Federal Planning and Programming	\$	<u>128,170.65</u>
<small>(Note: per 12/15/16 MOU between EDCTC and SACOG, equal to 2% of LTF Apportionment after Administration, Planning & Programming, Pedestrian & Bicycle Facilities, and Community Transit Services apportionment, if any)</small>		
Planning / Programming subtotal	\$	338,750.22

Pedestrian and Bicycle Facilities-Discretionary (PUC Sections 99233.3 and 99234)

Bicycle and Pedestrian Facilities	\$	<u>130,786.38</u>
<small>(Note: up to 2% of remaining funds after Administration and Planning/Programming)</small>		
Pedestrian / Bicycle Facilities subtotal	\$	130,786.38

Public Transportation - Transit (Article 4) (PUC Sections 99233.8, 99260(a) and 99262)

EDCTA - Continuation of Existing Service	\$	6,030,361.97
EDCTA - Contingency	\$	250,000.00
EDCTA - Excess Carryover-Deferred	\$	<u>1,649,704.00</u>
Transit subtotal	\$	<u>7,930,065.97</u>

Other Transportation (Article 8) (PUC 99233.9, 99400(a), 99402 and 99407)

City of Placerville: 10,888 = 6.73% of total County population	\$	-
El Dorado County Unincorporated: 151,012 = 93.27% of total County population	\$	<u>-</u>
Other Transportation subtotal	\$	-

Total FY 2022/23 claimant allocations	\$	8,669,023.00
Total EDCTA Excess Deferred	\$	<u>(1,649,704.00)</u>
Total Apportionment	\$	<u>7,019,319.00</u>

2014/15 Transit Contingency	\$	111,767.28
2015/16 Transit Contingency	\$	111,709.60
2016/17 Transit Contingency	\$	116,944.34
2017/18 Transit Contingency	\$	128,628.96
2018/19 Transit Contingency	\$	30,949.82
Total	\$	500,000.00
2022/23 Transit Contingency	\$	250,000.00
Total after 2022/23 Reserve to Contingency	\$	750,000.00

TRANSPORTATION DEVELOPMENT ACT (TDA) STATE TRANSIT ASSISTANCE (STA) FINDINGS OF APPORTIONMENT
FY 2022/23 APPORTIONMENT AND ALLOCATION

FY 2022/23 ESTIMATED STA AVAILABLE FOR ALLOCATION

Estimated 2022/23 STA Receipts per State Controller's Office *	\$ 2,272,519.00	
Additional amount received in FY 2021/22	\$ 400,618.00	
FY 2021/22 Interest	\$ 273.13	
FY 2022/23 estimated interest	\$ 500.00	
		Total FY 2022/23 balance for apportionment \$ 2,673,910.13

El Dorado County Transit Authority (PUC 99313 and 99314)

EDCTA - Continuation of Existing Service	\$ 2,673,910.13	
Public Transportation subtotal		\$ 2,673,910.13

Subtotal FY 2022/23 claimant allocations \$ 2,673,910.13

Total FY 2022/23 claimant allocations \$ 2,673,910.13

* This is an estimate. The actual amount of STA funds collected for the fiscal year will be paid to El Dorado County Transit Authority.

TRANSPORTATION DEVELOPMENT ACT (TDA)
STATE OF GOOD REPAIR (SGR)
FINDINGS OF APPORTIONMENT

FY 2022/23 APPORTIONMENT AND ALLOCATION

FY 2022/23 ESTIMATED SGR AVAILABLE FOR ALLOCATION

Estimated 2022/23 SGR Receipts per State Controller's Office August 2022 \$ 286,825.00

Total FY 2022/23 balance for apportionment \$ 286,825.00

El Dorado County Transit Authority (PUC 99313 and 99314)

Project approved at the 8/4/22 EDCTC meeting - Bus Parking Lot Repair and Rehabilitation \$ 286,825.00

Public Transportation subtotal \$ 286,825.00

Subtotal FY 2022/23 claimant allocations \$ 286,825.00

Total FY 2022/23 claimant allocations \$ 286,825.00

El Dorado County Transportation Commission

Transportation Development Act Claim

**TDA – 1
TRANSPORTATION DEVELOPMENT ACT CLAIM**

To: El Dorado County Transportation Commission
 2828 Easy Street, Suite 1
 Placerville, California 95667-3907
 Attn: Administrative Services Officer

From: Claimant: El Dorado County Transit Authority
 Address: 6565 Commerce Way
 Diamond Springs, CA 95619-9454
 Contact: Julie Petersen, Finance Manager
 Phone: (530) 642-5383 extension 206

The above claimant hereby requests, in accordance with authority granted under the Transportation Development Act and applicable rules and regulations adopted by the El Dorado County Transportation Commission, that its request for funding be approved as follows:

Local Transportation Fund/State Transit Assistance Fund:

LTF or STA	Amount	Fiscal Year
LTF	\$ 6,030,361.97	2022/23
LTF	\$ 1,649,704.00	2021/22
STA	\$ 2,673,910.13	2022/23

Submitted by: Matthew C. Mauk

Title: Executive Director

Date: March 2, 2023

EDCTC Date of Approval: _____

EDCTC Resolution #: _____

CONSENT CALENDAR

STAFF REPORT

DATE: APRIL 6, 2023
TO: EL DORADO COUNTY TRANSPORTATION COMMISSION
FROM: WOODROW DELORIA, EXECUTIVE DIRECTOR
SUBJECT: AMEND EDCTC PERSONNEL POLICIES AND PROCEDURES MANUAL

REQUESTED ACTION

Approve amendments to the El Dorado County Transportation Commission (EDCTC) Personnel Policies and Procedures Manual.

BACKGROUND

The purpose of the EDCTC Personnel Policies and Procedures Manual (Personnel Manual) is to provide fair and systematic procedures for the administration of all matters affecting the status and activities of EDCTC employees. At the time of hire, and with each amendment of the Personnel Manual, employees sign an acknowledgement form which states that it is their responsibility to read and comply with the policies contained in the manual. The Personnel Manual was last amended on August 6, 2020.

All proposed additions, deletions, or revisions to the Personnel Manual are reviewed by EDCTC Legal Counsel in order to keep the manual current and compliant with various personnel-related legislation and standard practices. A summary of the changes is provided in the table below. Detailed changes are highlighted in the “track changes” included in Attachment A.

DISCUSSION

The Personnel Manual is regularly reviewed and updated as needed to remain current with best practices in the areas of public administration related to personnel management, professional development, and compliance with state and federal law and guidance. The proposed updates to the Personnel Manual range from basic formatting and structural changes to substantive changes that reflect updates or new interpretations of the state and federal guidance including the Fair Labor Standards Act (FLSA).

Changes proposed to the Personnel Manual are listed below:

Manual Reference #	Summary of Revisions
Throughout document	<ul style="list-style-type: none"> • Minor format and punctuation changes made throughout the document • All references to Appeal “Panel” changed to Administrative and Human Resources “Committee” • Table of Contents numbering changed to accommodate additions and deletions
2	Updated the definition of immediate family to reflect Kin Care leave
3	Updated the definition of a Retired Employee to read “means an employee who elects to retire after five (5) years employment with the Commission and has reached the age of 55. ”

3.2	Added language regarding annual review schedule to include: <i>This evaluation will occur on the employee's anniversary date for the first year and then in January the following years. Evaluations will occur in January for all employees.</i>
4.6	Removed this section as advised by legal counsel that information would be better suited as an internal memo.
5.1.2	Added language to include: <i>Attendance may be through virtual or remote telecommuting means upon approval of the Executive Director.</i>
5.1.3	Replaced "Timecards" with Timesheets
5.3	Added language regarding breaks to read: <i>The breaks are not cumulative and cannot be combined.</i>
5.5	Added language to reflect working hours: <i>In the event of loss of power due to a Pacific Gas and Electric Public Safety Power Shutoff, or weather-related event, the EDCTC office will be closed. During such outages, EDCTC staff will, whenever possible, work remotely or telework from a place of residence.</i>
5.6 a.	Language revised to read: When an employee does not report for duty when scheduled for three consecutive days or shifts, or in the opinion of the Executive Director, an employee has abandoned his/her position.
5.6 b.	Language revised to read: Abandonment of position may include, but is not limited to: situations where an employee fails to respond within five two (52) working days of notice of abandonment of position;
5.11	Added language to include <i>vaping</i> .
5.12	Edited language to comply with recent updates in the Lactation Accommodation law to include access to electrical sources and refrigeration for expressed milk.
5.15	Added language to address cyber security to include: <i>The EDCTC password management plan requires passwords be changed every 90 days. This includes passwords related to accessing Microsoft Office 365, computers located in the EDCTC office, and EDCTC owned computers located in each employee's residence.</i>
5.16	Added language to identify employees principal work location: <i>within the EDCTC physical office.</i> Deleted Eligibility c. <i>They have passed probation. Special circumstances may be addressed by the Director.</i> Added language under Evaluation to read: Evaluation measurements will include, but are not limited to, <i>staff retention and morale</i> , productivity, quality of work, responsiveness, sick leave use, and availability/flexibility to agency needs.
7	Added "Employees must comply with the applicable limitations and reporting requirements of the California Political Reform Act, and Government Code section 1090 <i>et seq.</i> "
8.4.4	Revised language to the Cost-of-Living Adjustment Policy to read: The Commission in- The annual Draft Overall Work Program and Budget shall consider include cost-of-living salary increases for employees in full-time, part-time, and extra-help classifications to be considered by the EDCTC. Cost-of-living increases shall be computed using the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for the Western Region.
8.11 b.	Revised language to read: All prior service shall be credited for the purpose of determining sick leave and vacation earning rates, longevity pay increases , and time in step.

9.1	Edited language to allow for an employee's attorney to review employee personnel file.
9.2	Deleted Policy 9.2 Petty Cash as this is no longer needed for operations of EDCTC
10.1.1	Removed Special holidays proclaimed by the President of the United States, or the Governor of the State of California may be granted upon approval of the Executive Director.
10.2.3	Changed the Vacation Scheduling Policy to reflect the following: It shall be the responsibility of the Executive Director to require request vacation leave be taken in order to avoid excessive accumulation or forfeiture.
10.3.3 d.	Removed The employee's preparation for or attendance at the funeral of a member of the immediate family. Immediate family means parent, spouse, son, daughter, sibling, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents or grandchildren by blood or marriage. As this is addressed under the Bereavement section.
10.3.7	Language revised to read: If the Executive Director has reasonable cause to believe that an employee is not capable of properly performing the duties of the position, the appointing authority may require <i>the employee submit to a fitness for duty determination.</i> The employee to absent himself/herself from work until the incapacity is remedied.
10.4	Replaced "Management" Leave with Administrative Leave
10.9	Edited language to comply with Bereavement Leave law effective January 2023.
10.13	Added language <i>for classic members and the 2% @ 62, highest three-year compensation retirement plan for employees hired after January 1, 2013.</i>
10.14	Revised Section 457 Deferred Compensation Plan contract with <i>Mission Square Retirement (formerly International City/County Management Association (ICMA) Retirement Corporation).</i>
10.16	<p>Increased the annual tuition allowance per employee from \$400 to \$800 to reflect the increase in tuition rates and inflation since 2002.</p> <p>Added the following language: <i>The Commission will pay for the approved courses at the time payment is due for said courses. Should the employee not complete the course(s) for any reason the employee will reimburse the Commission the full course expense including books, materials, or other ancillary costs. Should the employee receive scoring or grading as a measure of successful completion of the course work, the employee must receive a grade of "A or B", satisfactory, or higher. Should the employee receive any grade lower than an "B", the employee will reimburse the Commission as follows:</i></p> <ul style="list-style-type: none"> <i>a. C – 50% reimbursement to the Commission</i> <i>b. D or F - 100% reimbursement to the Commission</i> <p><i>Should the employee resign from employment with the Commission within 18 months of satisfactorily completing the education course work, the employee will reimburse the Commission the full percentage of the costs for said course work incurred by the Commission. Any reimbursements not made by an employee shall be paid to employer prior to separation. All employees participating in this program shall sign an acknowledgement agreeing to repayment of any funds owed to the Commission.</i></p>

10.18.1	Removed "Pay Phones" as eligible reimbursable expenses from Meeting and Conferences Policy
11.2 k.	Revised language to read: <i>Misuse of Commission resources, property, equipment, phones, or supplies for personal use or private business personal business.</i>
11.3	Added "The Executive Director retains the right to skip steps of the progressive discipline set forth below in cases of significant misconduct. This may include immediate termination subject to the appeals process in cases of especially egregious conduct." This makes it clear that the Executive Director has greater flexibility to address significant or egregious misconduct without having to move through the steps of progressive discipline.
12.6.2 f.	Added language to read: The proceedings of the Committee may be recorded by either party <i>with the consent of all parties present.</i>
13.2 e.	Revised language to read: As a condition of employment, each employee must: (1) abide by the Commission's Substance Abuse and Drug Free Workplace policy;
14.1	Added the following language: <i>All employees are required to complete harassment prevention training every other year. The online course will be provided by the Commission.</i>
14.2	<p>Added the following language:</p> <ul style="list-style-type: none"> <i>i. Verbal conduct such as derogatory jokes or comments, slurs, offensive remarks, or unwanted sexual advances/invitations or comments;</i> <i>ii. Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures;</i> <i>iii. Physical conduct including unwelcomed touching or threat of unwelcomed touching including shoving, kicking, poking, hugging, intentionally blocking normal movement; or</i> <i>iv. Communications via electronic media of any type that includes any conduct that is prohibited by state and/or federal law, or by organization policy.</i>
14.3	<p>Added the following language:</p> <ul style="list-style-type: none"> <i>c. If the Commission determines that harassment or other prohibited conduct has occurred, action will be taken in accordance with the circumstances involved. Any employee determined by the Commission to be responsible for harassment or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees can be personally liable for unlawful harassment of coworkers, regardless of whether the Commission knows, or should have known, about the harassment.</i> <i>d. A Commission representative will advise all parties concerned of the results of the investigation.</i> <i>e. To ensure protection of the complainant and/or others involved in the investigation from retaliation, any person who engages in retaliating or confronting behavior will be subject to disciplinary action, up to and including immediate discharge from employment.</i>

	<p>(continued)</p> <ul style="list-style-type: none"> f. The Commission encourages all employees to report any incidents of harassment or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved. g. The employee may also contact state (Civil Rights Department) or federal (Equal Employment Opportunity Commission) agencies for assistance with a complaint of unlawful harassment.
14.4	<p>Added:</p> <p>14.4 Anti-Bullying</p> <ul style="list-style-type: none"> a. <i>The Commission does not tolerate “bullying” or other abusive conduct. “Bullying” under this policy includes threatening, humiliating, or intimidating conduct; interfering with or “sabotaging” another’s work; and verbal abuse. Examples of conduct that may be prohibited by this policy include:</i> <ul style="list-style-type: none"> i. <i>Mocking, ridiculing, name-calling</i> ii. <i>Yelling, shouting, screaming</i> iii. <i>Deliberately excluding or isolating a person</i> iv. <i>Spreading rumors or malicious gossiping</i> v. <i>Withholding information or resources</i> vi. <i>Unwanted physical contact or invasion of personal space</i> b. <i>If an employee experiences or witnesses conduct the employee believe violates this policy, they should report it immediately to the Executive Director or Chair of the Commission so the Commission can take appropriate steps to investigate and address the situation.</i>
16.1	Updated language to reflect all characteristics protected under the law
Appendix B	Replaced Non-Exempt Status with Exempt Status for the Executive Assistant and Administrative Services Officer to reflect definitions outlined in Section 13(a)(1) the Fair Labor Standards Act, updated July 23, 2021.

Approved for Agenda:

Woodrow Deloria, Executive Director

Attachment A: Draft Personnel Policies and Procedures Manual

CONSENT CALENDAR**STAFF REPORT**

DATE: APRIL 6, 2023
TO: EL DORADO COUNTY TRANSPORTATION COMMISSION
FROM: DAN BOLSTER, SENIOR TRANSPORTATION PLANNER
SUBJECT: SECTION 5311 (f) FISCAL YEAR 2023 GRANT APPLICATION
CERTIFICATIONS AND ASSURANCES

REQUESTED ACTION

Adopt Resolution 22/23.21 (Attachment A) to:

1. Authorize the El Dorado County Transit Authority (EDCTA) to submit a Section 5311 (f) grant application for Federal Fiscal Year (FY) 2023, stating that:
The El Dorado County Transportation Commission does hereby authorize the EDCTA to execute all standard agreements or amendments necessary to obtain the aforementioned FTA Section 5311(f) grant in the amount of \$165,000 through Caltrans.
2. Authorize the Executive Director to sign the regional agency Certifications and Assurances.

BACKGROUND

The EDCTA, as the sole eligible recipient for these funds, has prepared an application for a Section 5311 (f) grant application in the amount of \$165,000. The grant application is an effort to obtain additional funds for bus service between Sacramento and South Lake Tahoe. Local match funds for the grant were included in the EDCTA budget for FY 2023/24, and it is anticipated the grant funding will be received in FY 2023/24.

DISCUSSION

Under California law, the Regional Transportation Planning Agencies are responsible for transportation planning and for the allocation or programming of transportation funds from various federal, state, and local sources. The El Dorado County Transportation Commission's responsibility is to provide documentation to assure Caltrans that the project has the programming approval of the regional agency and to provide supporting documentation for the assurances that Caltrans is required to give the Federal Transit Administration when approving a project. The regional agency certifications and assurances (Attachment B) are to be signed by an authorized representative of the El Dorado County Transportation Commission.

Approved for Agenda:



Woodrow Deloria, Executive Director

Attachments A: EDCTC Resolution 22/23.21
B: Section 5311 (f) Project Application Certifications and Assurances



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

Councilmembers Representing City of Placerville: : John Clerici, Jackie Neau, Michael Saragosa
Supervisors Representing El Dorado County: John Hidahl, Lori Parlin, Wendy Thomas, George Turnboo

RESOLUTION 22/23.21

**RESOLUTION OF THE EL DORADO COUNTY TRANSPORTATION COMMISSION
APPROVING THE EL DORADO COUNTY TRANSIT AUTHORITY
SECTION 5311 (f) (49 U.S.C. SECTION 5311) FEDERAL FISCAL YEAR 2023
GRANT APPLICATION CERTIFICATION AND ASSURANCES**

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 U.S. Department of Transportation, Federal Transit Administration (FTA) provides grants through 49 U.S.C. Section 5311 (f); and

WHEREAS, the regional agency approves the programming of Section 5311 (f) for operating costs in the amount of \$165,000 for coordinating the rural transit connection between Sacramento and South Lake Tahoe; and

WHEREAS, El Dorado County Transit Authority has included local match funds in their fiscal year 2023/24 budget; and

WHEREAS, the proposed project is consistent with the El Dorado County Regional Transportation Plan and included in the Federal Transportation Improvement Program; and

WHEREAS, the applicant has conducted public outreach as necessary, and to the maximum extent feasible, coordinated with other transportation providers and users in the region, including social service agencies capable of purchasing service.

NOW THEREFORE, BE IT RESOLVED, that the EDCTC does hereby authorize the El Dorado County Transit Authority to execute all standard agreements or amendments necessary to obtain the aforementioned FTA Section 5311 (f) grant in the amount of \$165,000 through Caltrans.

PASSED AND ADOPTED, by the El Dorado County Transportation Commission at their regular meeting on April 6, 2023, by the following vote:

Vote Pending

Attest:

John Clerici, Chairperson

Dana Keffer, Secretary to the Commission



Certifications and Assurances of the MPO's and RTPA's

General Information:			
Regional Agency Name:		Contact Person:	
Contact Email:		Contact Phone:	
Name of Subrecipient:		Project Description:	

Project Amount and Fund Type:				
Federal Share	Local Share	Fares	Toll Credits (if any)	Total Project Cost

Local Share Types:	
Local Share Type (LTF, STA, etc.)	Amount
Total:	
Please reach out to your Liaison if you need more entries	



Federal Transportation Improvement Program - Metropolitan Planning Organizations and Regional Transportation Planning Agency. Rural non-MPO agencies do not need to provide this information; the State will provide this information.


Document (or Amendment) Number	Document (or Amendment) Year	FHWA/FTA Federally Approved TIP (Date)

Check all that apply below:

<input type="checkbox"/>	Some combination of state, local, or private funding sources have been or will be committed to provide the required local share.
<input type="checkbox"/>	The subrecipient has coordinated with other transportation providers and users in the region, including social service agencies capable of purchasing service.
<input type="checkbox"/>	The amount requested does not exceed the Federal funds provided to this agency in the approved Federal TIP or Federal Statewide TIP (FSTIP)
<input type="checkbox"/>	The regional agency or TPA has approved, by resolution, the programming of funds for this Project and Project has met all Statewide Transportation Improvement Program (STIP) requirements.

Certifying Representative:

By signing below, I have read and acknowledge that my agency is in compliance with certifications and assurances as stated above.

Name:		Title:	
Signature:		Sign Date:	

Electronic signatures are accepted

NOTICED PUBLIC HEARING

Time Allocation: 2:00 PM

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

STAFF REPORT

DATE: APRIL 6, 2023

TO: EL DORADO COUNTY TRANSPORTATION COMMISSION

FROM: DAN BOLSTER, SENIOR TRANSPORTATION PLANNER

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

REQUESTED ACTION

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

BACKGROUND

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

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

DISCUSSION

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

Approved for Agenda:



Woodrow Deloria, Executive Director

BUSINESS ITEM**STAFF REPORT**

DATE: APRIL 6, 2023
TO: EL DORADO COUNTY TRANSPORTATION COMMISSION
FROM: WOODROW DELORIA, EXECUTIVE DIRECTOR
SUBJECT: CALIFORNIA ASSOCIATION OF COUNCILS OF GOVERNMENTS

REQUESTED ACTIONS

Designate a voting delegate to represent El Dorado County Transportation Commission (EDCTC) on the California Association of Councils of Governments Governing Council (CalCOG). The Commission may choose to reaffirm Commissioner Wendy Thomas or select a new representative.

BACKGROUND

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

Commissioner Wendy Thomas has served as a voting delegate to the organization. The Executive Director participates on the CalCOG Directors Association of California (CDAC). CDAC meets on a regular basis (approximately every other month) to examine and discuss relevant regional, state, and federal issues, and serves as a staff resource and advisory body to the CalCOG Governing Council. EDCTC's annual CalCOG dues for 2023 are \$3,850, which is based on a population factor.

DISCUSSION

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

On February 2, 2023, Commissioner Saragosa was appointed to serve as the CalCOG representative for EDCTC. However, Commissioner Saragosa also serves as the CalCOG representative for SACOG. One representative cannot serve for two separate agencies on the CalCOG board. Therefore, a new representative needs to be appointed.

Approved for Agenda:



Woodrow Deloria, Executive Director