



El Dorado County Transportation Commission
2828 Easy Street, Suite 1
Placerville, CA 95667
(530)642-5260
www.edctc.org

PCM AGENDA

Partner Coordination Meeting

To join the meeting:

The virtual meeting access information will be emailed.

Monday, March 23, 2026, 1:30 PM

DRAFT COMMISSION AGENDA REVIEW

CONSENT CALENDAR

1. MINUTES FOR THE MARCH 5, 2026, COMMISSION MEETING (KEFFER)
REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes for the March 5, 2026, Commission meeting.
2. FEBRUARY 2026 CHECK REGISTER (KEFFER)
REQUESTED ACTION: Receive and file the February 2026 Check Register.
3. OVERALL WORK PROGRAM BUDGET VS. ACTUAL COMPARISON FISCAL YEAR 2025/26 REPORT (THOMPSON)
REQUESTED ACTION: Receive and file the Overall Work Program Budget vs. Actual Comparison Fiscal Year 2025/26 July-December Report.

BUSINESS ITEMS

4. AMEND THE EL DORADO COUNTY TRANSPORTATION COMMISSION BYLAWS (DELORIA)
REQUESTED ACTION: Approve the proposed revisions to the El Dorado County Transportation Commission Bylaws.
5. AMEND EDCTC PERSONNEL POLICIES AND PROCEDURES MANUAL (DELORIA)
REQUESTED ACTION: Approve amendments to the El Dorado County Transportation Commission Personnel Policies and Procedures Manual.

INFORMATION ITEM

6. DRAFT NEXT GENERATION TRANSPORTATION INVESTMENTS STRATEGY (BARTON)
REQUESTED ACTION: None. This item is for information only.

PARTNER AGENCY UPDATES

ADJOURNMENT

The next Partner Coordination Meeting is scheduled for Monday, April 27, 2026.

CONSENT CALENDAR

STAFF REPORT

DATE: APRIL 2, 2026
TO: EL DORADO COUNTY TRANSPORTATION COMMISSION
FROM: DANA KEFFER, ADMINISTRATIVE ANALYST/SECRETARY TO THE COMMISSION
SUBJECT: MARCH 5, 2026 COMMISSION MEETING

REQUESTED ACTION

The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes (Attachment A) for the March 5, 2026, Commission meeting.

Approved for Agenda:



Woodrow Deloria, Executive Director

Attachment A: March 5, 2026, Minutes

DRAFT



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ACTION MINUTES

Regular Meeting

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

Thursday, March 5, 2026 2:00 PM

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

COMMISSIONERS

Council Members Representing the City of Placerville

John Clerici, Jackie Neau, David Yarbrough

Supervisors Representing the County of El Dorado

Greg Ferrero, Lori Parlin, George Turnboo, Brian Veerkamp

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

ATTENDANCE: Chair Parlin, Vice Chair Clerici, Commissioners Ferrero, Turnboo, Veerkamp, Yarbrough, and Caltrans Ex Officio Alex Fong. ABSENT: Commissioner Neau and Ex Officio Cody Bass

ADOPTION OF AGENDA AND CONSENT CALENDAR

There were no public comments received.

ACTION: Vice Chair Clerici made a motion to adopt the agenda and to approve or adopt items 1 through 3 on the Consent Calendar. The motion was seconded by Commissioner Veerkamp which carried as follows:

MOTION/SECOND: Clerici/Veerkamp

AYES: Clerici, Ferrero, Parlin, Turnboo, Veerkamp, Yarbrough

ABSTAIN: None

NOES: None

ABSENT: Neau

1. MINUTES FOR THE FEBRUARY 5, 2026, COMMISSION MEETING

REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes for the February 5, 2026, Commission meeting.

2. JANUARY 2026 CHECK REGISTER

REQUESTED ACTION: Receive and file the January 2026 Check Register.

3. US HIGHWAY 50 WILDLIFE VEHICLE COLLISION MITIGATION PROJECT FUNDING APPLICATION RESOLUTION

REQUESTED ACTION: Adopt Resolution 25/26.14 approving the application of grant funding from the California Wildlife Conservation Board for the US Highway 50 Wildlife Vehicle Collision Mitigation Project.

OPEN FORUM

There were no public comments received

BUSINESS ITEMS4. ADJUSTMENT TO EXECUTIVE DIRECTOR COMPENSATION

REQUESTED ACTION: Discussion and potential action regarding adjustment to Executive Director compensation.

There were no public comments received.

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

MOTION/SECOND: Yarbrough/Turnboo

AYES: Clerici, Ferrero, Parlin, Turnboo, Veerkamp, Yarbrough

ABSTAIN: None

NOES: None

ABSENT: Neau

5. AMEND EDCTC PERSONNEL POLICIES AND PROCEDURES MANUAL

REQUESTED ACTION: Approve amendments to the El Dorado County Transportation Commission Personnel Policies and Procedures Manual.

There were no public comments received.

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

MOTION/SECOND: Veerkamp/Clerici

AYES: Clerici, Ferrero, Parlin, Turnboo, Veerkamp, Yarbrough

ABSTAIN: None

NOES: None

ABSENT: Neau

6. FISCAL YEAR 2025/26 OVERALL WORK PROGRAM AND BUDGET, AMENDMENT 2

REQUESTED ACTION: Adopt Resolution 25/26/15 approving the Fiscal Year 2025/26 Overall Work Program and Budget, Amendment 2.

There were no public comments received.

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

MOTION/SECOND: Turnboo/Yarbrough

AYES: Clerici, Ferrero, Parlin, Turnboo, Veerkamp, Yarbrough

ABSTAIN: None

NOES: None

ABSENT: Neau

7. 2026 FEDERAL ADVOCACY PLATFORM

REQUESTED ACTION:

1. Adopt the 2026 Federal Advocacy Platform as the Commission's official federal legislative and policy framework.

2. Authorize the Executive Director to communicate the platform to the region's federal delegation, federal agencies, and partner organizations.

There were no public comments received.

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

MOTION/SECOND: Ferrero/Turnboo

AYES: Clerici, Ferrero, Parlin, Turnboo, Veerkamp, Yarbrough

ABSTAIN: None

NOES: None

ABSENT: Neau

INFORMATION ITEM

8. PROJECT MONITORING REPORT

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

Public comment was received from Matt Smeltzer, Deputy Director of Engineering with El Dorado County Department of Transportation.

EXECUTIVE DIRECTOR'S REPORT

SOUTH LAKE TAHOE - CALTRANS - COMMISSIONER COMMENTS

ADJOURNMENT

The meeting was adjourned at 3:16 PM.

The next regular meeting is scheduled for 2:00 PM on April 2, 2026, at 330 Fair Lane Placerville, California.

CONSENT CALENDAR

STAFF REPORT

DATE: APRIL 2, 2026
TO: EL DORADO COUNTY TRANSPORTATION COMMISSION
FROM: DANA KEFFER, ADMINISTRATIVE ANALYST/SECRETARY TO THE COMMISSION
SUBJECT: FEBRUARY 2026 CHECK REGISTER

REQUESTED ACTION

Receive and file the February 2026 Check Register (Attachment A).

BACKGROUND AND DISCUSSION

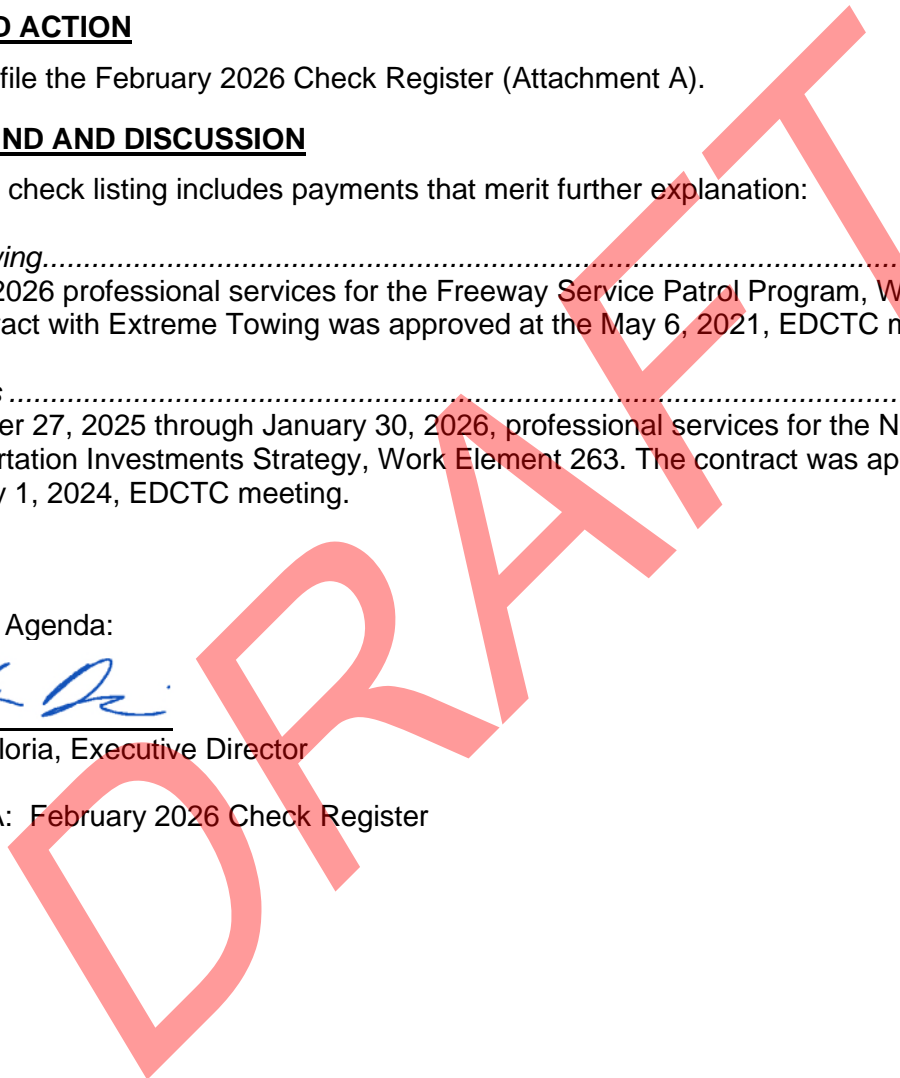
The attached check listing includes payments that merit further explanation:

<i>Extreme Towing</i>	\$13,123.95
January 2026 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>Fehr & Peers</i>	\$4,189.91
December 27, 2025 through January 30, 2026, professional services for the Next Generation Transportation Investments Strategy, Work Element 263. The contract was approved at the February 1, 2024, EDCTC meeting.	

Approved for Agenda:

Woodrow Deloria, Executive Director

Attachment A: February 2026 Check Register



**El Dorado County Transportation Commission
Check Register
February 2026**

Date	Name	Payment	Memo
02/02/2026	Ameritas Life Insurance Corp.	72.20	February 2026 Vision
02/02/2026	Ameritas Life Insurance Corp.	580.96	February 2026 Dental
02/02/2026	Benefit Coordinators Corporation	230.62	February 2026 Life/Disability Premiums
02/02/2026	CalPERS Health	8,956.20	February 2026 Health Premiums
02/02/2026	Century Building Maintenance	550.00	January 2026 Building Maintenance
02/02/2026	Elan Financial Services - Visa DK	359.90	Office phones & office expenses
02/02/2026	Elan Financial Services - Visa KT	55.85	Zoom meetings/ream of paper
02/02/2026	Elan Financial Services - Visa WD	1,856.86	Computer Replacement/Conf Room Screen
02/02/2026	RTS IT, Inc.	1,412.75	February 2026 ITCare Silver Service Plan
02/11/2026	JS West Propane Gas	215.82	January 2026 Propane
02/11/2026	Roberts & Company, Inc.	100.00	January 2026 Accounting Oversight
02/12/2026	De Lage Landen Financial Services	189.11	February 2026 Copy Machine Lease Payment
02/12/2026	Extreme Towing	13,123.95 *	January 2026 Freeway Service Patrol
02/17/2026	QuickBooks Payroll Service	28.00	January 2026 Payroll Fee
02/20/2026	Columbia Bank (Umpqua)	74.32	January 2026 Analyzed Checking Fee
02/24/2026	ACC Business	486.90	01/11/26-02/10/26 Internet
02/24/2026	Fehr & Peers	4,189.91 *	12/27/25-01/30/26 Next Gen Transp Inv Strategy
02/24/2026	PG&E	365.33	01/12/26-02/10/26 Utilities
02/24/2026	Sharon Frances Petersen Rev Trust	4,608.00	March 2026 Office Rent
02/24/2026	Sloan Sakai Yeung & Wong LLP	1,639.00	January 2026 Legal Services
02/24/2026	WiZiX Technology Group, Inc.	21.95	01/21/26-02/20/26 Copy Machine Copies/Maintenance
		<u>39,117.63</u>	

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CONSENT CALENDAR

STAFF REPORT

DATE: APRIL 2, 2026
TO: EL DORADO COUNTY TRANSPORTATION COMMISSION
FROM: KAREN THOMPSON, FISCAL OFFICER
SUBJECT: OVERALL WORK PROGRAM BUDGET VS. ACTUAL COMPARISON FISCAL YEAR 2025/26 REPORT

REQUESTED ACTION

Receive and file the Overall Work Program Budget vs. Actual Comparison Fiscal Year (FY) 2025/26 July-December Report (Attachment A).

BACKGROUND

This budget vs. actual comparison is for the second quarter of fiscal year 2025/26. The purpose of this report is to compare the budgeted revenues and expenditures to the actual for the fiscal year by work element and to provide information on the financial position of the agency.

DISCUSSION

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

A summary of the Commission’s total funds on hand, disbursements, and receipts for July through December are provided in the table below. The total balance in bank accounts and LAIF is \$1,220,027.

Fiscal Year Cash Balances

Public Funds Money Market and Checking Account Balances as of July 1, 2025	\$1,866,362
Receipts	\$1,177,237
Disbursements	\$2,125,856
Public Funds Money Market and Checking Account Balances as of December 31, 2025	\$917,743
Local Agency Investment Fund (LAIF) Balance as of July 1, 2025	\$0
Deposits	\$300,000
Interest	\$2,284
Local Agency Investment Fund (LAIF) Balance as of December 31, 2025	\$302,284

Approved for Agenda:

Woodrow Deloria, Executive Director

Attachment A: OWP Budget vs. Actual Comparison FY 2025/26 July-December

**EL DORADO COUNTY TRANSPORTATION COMMISSION
OWP BUDGET VS. ACTUAL COMPARISON JULY-DECEMBER FY 2025/26**

	Indirect Costs		Administration of Overall Work Program		Intergovernmental Coordination		Transportation Development Act & Transit Administration		TIRCP & ZETCP Administration		Airport Land Use Commission		Freeway Service Patrol	
	Budget 50	Actual 50	Budget 100	Actual 100	Budget 110	Actual 110	Budget 120	Actual 120	Budget 122	Actual 122	Budget 125	Actual 125	Budget 130	Actual 130
Income														
LTF Funds			-	-	-	-	61,009.28	39,637.10	-	-	7,966.48	754.36		
LTF Funds-SACOG Payment														
TIRCP and ZETCP Admin									22,068.94	12,781.57				
Rural Planning Assistance (RPA)			51,752.49	16,204.94	213,610.60	109,767.57	-	-			-	-	-	-
Rural Planning Assistance (RPA) Carryover														
Rural Planning Assistance (RPA) Grants														
STIP Planning, Programming, & Monitoring (PPM)														
Surface Transp Block Grant Prog (Exchange)														
Sustainable Communities-FTA 5304														
Freeway Service Patrol													207,383.78	103,538.89
Misc Income/Interest/HOV Lane Fines		8,261.59										-		
Total Income	-	8,261.59	51,752.49	16,204.94	213,610.60	109,767.57	61,009.28	39,637.10	22,068.94	12,781.57	7,966.48	754.36	207,383.78	103,538.89
				-		-		-		-		-		-
Expense														
Permanent Employees/Benefits	299,590.11	143,406.74	30,518.20	9,555.93	122,149.78	64,041.41	23,557.90	11,135.93	12,070.44	6,593.68	1,749.32	444.84	17,327.47	10,930.59
Building Lease & Utilities	68,296.00	37,844.70												
Office Expense	62,361.00	24,636.84	-	-	7,370.00	1,166.15	400.00	92.80	-	-	-	-	-	728.63
Professional Services	47,000.00	21,165.00	-	-	-	-	20,660.00	20,660.00	1,600.00	1,600.00	5,000.00	-	177,000.00	84,274.18
Indirect Cost Allocation	(460,220.88)	(211,626.52)	21,234.31	6,649.01	84,990.84	44,560.01	16,391.39	7,748.37	8,398.51	4,587.89	1,217.16	309.52	12,056.31	7,605.49
Indirect Costs Carryover from Prior Year	(17,026.24)													
	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expense	(0.01)	15,426.76	51,752.51	16,204.94	214,510.62	109,767.57	61,009.29	39,637.10	22,068.95	12,781.57	7,966.48	754.36	206,383.78	103,538.89
Current year contract retention accrued but not paid								-						
Prior year retention paid and billed to grant														
OWP Budget vs. Actual Expenses			31.3%		51.2%		65.0%		57.9%		9.5%		50.2%	

**EL DORADO COUNTY TRANSPORTATION COMMISSION
OWP BUDGET VS. ACTUAL COMPARISON JULY-DECEMBER FY 2025/26**

	Regional Transportation Plan		Regional Transportation Plan Environmental Impact Report		Transit Planning		Next Generation Transportation Investments Strategy		State & Federal Programming		Transportation Project Delivery & Oversight	
	Budget 200	Actual 200	Budget 200EIR	Actual 200EIR	Budget 221	Actual 221	Budget 263	Actual 263	Budget 300	Actual 300	Budget 310	Actual 310
Income												
LTF Funds	5,295.09	12,271.00	29,923.08	25,112.44	65,165.98	35,117.95	27,946.68	4,063.98	127,183.01	37,483.76	108,790.87	11,222.97
LTF Funds-SACOG Payment	103,000.00	103,000.00	-	-								
TIRCP and ZETCP Admin												
Rural Planning Assistance (RPA)	175,527.58	87,763.77										
Rural Planning Assistance (RPA) Carryover												
Rural Planning Assistance (RPA) Grants	-	-	13,396.73	13,396.73								
STIP Planning, Programming, & Monitoring (PPM)	-	-	-	-	-	-	-	-	34,500.00	27,000.00	30,817.22	29,817.22
Surface Transp Block Grant Prog (Exchange)	1,163.99	-	-	4,305.37	-	-	-	-	-	-	-	-
Sustainable Communities-FTA 5304							42,475.85	20,611.03				
Freeway Service Patrol												
Misc Income/Interest/HOV Lane Fines												
Total Income	284,986.66	203,034.77	43,319.81	42,814.54	65,165.98	35,117.95	70,422.53	24,675.01	161,683.01	64,483.76	139,608.09	41,040.19
Expense												
Permanent Employees/Benefits	106,137.22	58,797.66	9,915.98	9,617.98	38,428.04	20,708.78	20,836.34	12,554.17	95,255.19	37,944.81	82,237.74	24,201.09
Building Lease & Utilities												
Office Expense		325.70	-	-	-	-	-	-	150.00	136.94	150.00	-
Professional Services	105,000.00	103,000.00	26,504.37	17,758.87	-	-	35,088.44	3,385.65	-	-	-	-
Indirect Cost Allocation	73,849.44	40,911.41	6,899.46	6,692.19	26,737.93	14,409.17	14,497.75	8,735.19	66,277.81	26,402.01	57,220.36	16,839.10
Indirect Costs Carryover from Prior Year												
Total Expense	284,986.66	203,034.77	43,319.81	34,069.04	65,165.97	35,117.95	70,422.53	24,675.01	161,683.00	64,483.76	139,608.10	41,040.19
Current year contract retention accrued but not paid		-		1,333.38				376.18				
Prior year retention paid and billed to grant				7,412.12								
OWP Budget vs. Actual Expenses	71.2%		81.7%		53.9%		35.6%		39.9%		29.4%	

**EL DORADO COUNTY TRANSPORTATION COMMISSION
OWP BUDGET VS. ACTUAL COMPARISON JULY-DECEMBER FY 2025/26**

	Active & Alternative Transportation Programs		Public Education & Outreach		Transportation Advocacy		Caltrans Indirect Cost Allocation Plan (ICAP) Excluded Costs		OWP Total	Total
	Budget 330	Actual 330	Budget 400	Actual 400	Budget 410	Actual 410	Budget	Actual	Budget	Actual
Income										
LTF Funds	71,330.77	23,241.58	-	-	72,878.76	28,494.03	2,000.00	746.86	579,490.00	218,146.03
LTF Funds-SACOG Payment									103,000.00	103,000.00
TIRCP and ZETCP Admin									22,068.94	12,781.57
Rural Planning Assistance (RPA)	-	-	25,609.33	918.85	-	-	-	-	466,500.00	214,655.13
Rural Planning Assistance (RPA) Carryover			13,529.11	13,529.11					13,529.11	13,529.11
Rural Planning Assistance (RPA) Grants									13,396.73	13,396.73
STIP Planning, Programming, & Monitoring (PPM)	-	-	-	-	-	-	-	-	65,317.22	56,817.22
Surface Transp Block Grant Prog (Exchange)	456.54	-	-	-	-	-	-	-	1,620.53	4,305.37
Sustainable Communities-FTA 5304									42,475.85	20,611.03
Freeway Service Patrol									207,383.78	103,538.89
Misc Income/Interest/HOV Lane Fines	4,000.00	1,985.61			-	-			4,000.00	10,247.20
Total Income	75,787.31	25,227.19	39,138.44	14,447.96	72,878.76	28,494.03	2,000.00	746.86	1,518,782.16	771,028.28
									-	0.00
									-	0.00
Expense										
Permanent Employees/Benefits	44,602.94	14,806.11	23,079.74	8,506.64	33,568.24	14,308.87	-	-	961,024.65	447,555.23
Building Lease & Utilities									68,296.00	37,844.70
Office Expense	250.00	119.00	-	22.40	15,954.00	4,229.00	2,000.00	746.86	88,635.00	32,204.32
Professional Services	-	-	-	-	-	-	-	-	417,852.81	251,843.70
Indirect Cost Allocation	31,034.37	10,302.08	16,058.70	5,918.92	23,356.52	9,956.16			(0.02)	0.00
Indirect Costs Carryover from Prior Year									(17,026.24)	0.00
									-	0.00
Total Expense	75,887.31	25,227.19	39,138.44	14,447.96	72,878.76	28,494.03	2,000.00	746.86	1,518,782.20	769,447.95
Current year contract retention accrued but not paid									-	1,709.56
Prior year retention paid and billed to grant									-	7,412.12
OWP Budget vs. Actual Expenses	33.2%		36.9%		39.1%		37.3%		50.8%	
	50% of FY Complete									

BUSINESS ITEM

STAFF REPORT

DATE: APRIL 2, 2026
TO: EL DORADO COUNTY TRANSPORTATION COMMISSION
FROM: WOODROW DELORIA, EXECUTIVE DIRECTOR
SUBJECT: AMEND THE EL DORADO COUNTY TRANSPORTATION COMMISSION BYLAWS

REQUESTED ACTION

Approve the proposed revisions to the El Dorado County Transportation Commission Bylaws.

BACKGROUND

The last revision to the Bylaws was approved February 3, 2011. To ensure that the Bylaws remain relevant and up to date, EDCTC staff recently began review of this guiding document.

DISCUSSION

The proposed revisions listed below were made to the document to reflect changes or corrections.

Document Page #	Summary of Revisions
	Change document title from Rules and Bylaws to Bylaws
	Minor format and punctuation changes made throughout the document Commission changed to EDCTC throughout the document Table of Contents numbering changed to accommodate additions and deletions
3	The meeting location was changed to the Board of Supervisors Chambers
3	The meeting agenda section was changed to the current format
5	Administrative Code was corrected to the California Code of Regulations
5	Local Transportation Fund and State Transit Assistance Fund were changed to Transportation Development Act to include all funding in the Transportation Development Act
5	Transportation and Housing Agency of the State of California was changed to the California State Transportation Agency
9	Intermodal Surface Transportation was changed to the current federal transportation act
10	Previous roles by the El Dorado County Auditor and Information Technology Departments were corrected or deleted

In accordance with Article XIII – Amendments, Section 13.1 – Amendments to Bylaws, the bylaws may be amended by the unanimous vote of all duly appointed and qualified members of the Commission at any regular or special meeting without previous notice, or upon a vote of the majority of all the duly appointed and qualified members of the Commission at any regular or special meeting when at least seven (7) days' written notice thereof has been previously given to all of the members of the Commission.

A redline version of the proposed amended Bylaws is attached for review.

Approved for Agenda:



Woodrow Deloria, Executive Director

Attachment A: EDCTC Bylaws

DRAFT



BYLAWS

DRAFT

El Dorado County Transportation Commission
2828 Easy Street, Suite 1
Placerville, CA 95667-3907
(530) 642-5260
www.edctc.org

ARTICLE I – NAME AND COMPOSITION

Section 1.1 *Name*

The name of this body shall be the El Dorado County Transportation Commission hereinafter referred to as EDCTC.

Section 1.2 *Composition*

The EDCTC shall be composed of the following members: four Supervisors appointed by the El Dorado County Board of Supervisors; two City Council Members appointed by the City Council of each incorporated city within El Dorado County outside of the Tahoe Basin, except that if only one incorporated city exists, that city shall appoint three Council Members.

The City Council of the City of South Lake Tahoe shall appoint one City Council Member to serve as an ex officio, non-voting member. The Caltrans District 3 Director shall designate one ex officio, non-voting member.

Each appointing jurisdiction may also appoint a Supervisor or Council Member to serve as an alternate representative.

ARTICLE II – OFFICERS

Section 2.1 *Election of Chairperson and Vice Chairperson*

The EDCTC shall elect a Chairperson and Vice Chairperson at the first meeting of each calendar year.

Section 2.2 *Rights of Presiding Officer*

The Chairperson, Vice Chairperson, or other presiding member, shall retain all rights and privileges of EDCTC membership while presiding, including the right to make motions, and participate in debate, subject to the same rules governing all members.

Section 2.3 *Chairperson Duties*

The Chairperson shall preside over all regular and special meetings of the EDCTC and shall preserve order. The Chairperson shall state all questions before the EDCTC, announce all decisions, and rule on questions of order without debate, subject to appeal to the EDCTC. On appeals of ruling, each member may speak once, with the Chairperson having precedence.

Section 2.4 *Vice Chairperson Duties*

In the absence of the Chairperson, the Vice Chairperson shall assume and perform the duties and obligations of the Chairperson.

Section 2.5 *Term of Office*

Commissioners shall serve concurrent with their elected or appointed terms, or until successor appointments are made pursuant to Section 1.2 above.

Section 2.6 *Removal and Vacancies*

The EDCTC may remove the Chairperson or Vice Chairperson from their position

as Chairperson or Vice Chairperson by majority vote at any time. Vacancies shall be filled by majority vote of the EDCTC.

ARTICLE III – MEETINGS

Section 3.1 *Regular Meetings*

Regular meetings shall be held on the first Thursday of the month at 2:00 p.m. or immediately following the El Dorado County Transit Authority meeting, whichever occurs later, unless otherwise called by the Chairperson. Meeting shall be held at 330 Fair Lane, Board of Supervisors Chambers.

Section 3.2 *Special Meetings*

Special meetings may be called in accordance with applicable state law.

Section 3.3 *Quorum*

Four members, including at least one member from each member jurisdiction, shall constitute a quorum. In the absence of a quorum, the Chairperson or any member shall adjourn the meeting to the next regular meeting.

Section 3.4 *Conduct of Meeting*

The Chairperson, or in the Chairperson's absence the Vice Chairperson, shall call meetings to order. In the absence of both officers, the Executive Director shall call the meeting to order and a temporary Chairperson shall be elected. Upon arrival of the Chairperson or Vice Chairperson, the temporary Chairperson shall relinquish the chair upon conclusion of the pending agenda item.

Section 3.5 *Meeting Agenda*

The agenda for regular meetings shall include the following:

1. Adoption of the Agenda and Consent Calendar
2. Open Forum
3. Noticed Public Hearings
4. Agenda Business Items
5. Presentations or Information Items
6. Closed Session Items
7. Adjournment

Section 3.6 *Preparation of Agenda*

The Executive Director is authorized to prepare meeting agendas, based on matters necessary or appropriate to carry out the EDCTC's work program and objectives.

Any Commissioner or designated alternate may request placement of an item on a future agenda by notifying the Executive Director. Commissioner-requested items shall be identified as such on the agenda.

The Executive Director may prepare supporting background materials within existing resources and shall not expend additional resources not currently available without prior approval of the EDCTC.

During Adoption of the Consent Calendar, the EDCTC may continue, defer, or remove any item as it deems appropriate.

These provisions do not apply to special meeting agendas, which are governed by the EDCTC's bylaws and applicable state law.

All agenda items shall be noticed in compliance with applicable laws and regulations, including the Ralph M. Brown Act.

Section 3.7 *Voting*

1. Manner of Voting

All non-unanimous actions shall be recorded by roll call vote. Members present but not voting shall be noted in the minutes.

2. Vote Required

EDCTC actions require an affirmative vote of a majority of the EDCTC, defined as at least four members with at least one affirmative vote from each member jurisdiction.

Section 3.8 *Minutes*

The Secretary, as designated by the EDCTC, shall maintain accurate minutes documenting meeting time and place, members present, official actions, and recorded votes. Minutes shall be presented for approval or amendment at the next regular meeting.

Section 3.9 *Rules of Order*

Matters not addressed in these bylaws shall be governed by Robert's Rules of Order, unless superseded by these bylaws, EDCTC resolutions, or applicable law.

Section 3.10 *Ralph M. Brown Act*

All EDCTC meetings shall be conducted in compliance with the Ralph M. Brown Act (Chapter 9, commencing with Section 54940, Part 1, Division 2, Title 5 of the Government Code.) or as amended.

Section 3.11 *Adjourned Meeting*

The EDCTC may adjourn any meeting to a specified time and place. No business other than adjournment may be conducted in the absence or a quorum.

ARTICLE IV – COMPENSATION OF COMMISSIONERS

Section 4.1 EDCTC members and alternates shall be reimbursed for mileage at the current federal rate and for actual and necessary expenses incurred in the performance of official duties and responsibilities.

ARTICLE V – OFFICES

Section 5.1 The principal office of the EDCTC shall be located at 2828 Easy Street, Suite 1, Placerville, CA 95667. The EDCTC may establish or relocate offices as necessary.

ARTICLE VI – DUTIES AND POWERS

Section 6.1 It shall be the duty of the EDCTC to establish rules and regulations to provide for administrating transportation planning and allocating the Local Transportation Fund and State Transit Assistance Fund in accordance with the applicable sections of the Government Code, Public Utilities Code and California Code of Regulations included within the Transportation Development Act (TDA), or as each may be amended. It shall be the duty of the EDCTC to adhere to the applicable rules and regulations promulgated by the Secretary of the Business, California State Transportation Agency (CalSTA) as addressed in the TDA, Title 3, Division 3, Chapter 2, Article II, Section 29535, or as amended.

Section 6.2 The EDCTC shall have the common power of the member jurisdictions to engage in regional transportation planning and the allocation of funds for transportation purposes, and in the exercise of said power, the EDCTC is authorized in its own name to:

- 6.2.1 Serve as the Local Transportation Commission for El Dorado County, excluding the Tahoe Basin
- 6.2.2 Serve as the Regional Transportation Planning Agency for El Dorado County, excluding the Tahoe Basin
- 6.2.3 Serve as the Airport Land Use Commission for El Dorado County, excluding the Tahoe Basin
- 6.2.4 Employ agents and employees, establish salaries and benefits, and contract for professional services
- 6.2.5 Acquire and convey real and personal property
- 6.2.6 Make and enter into contracts
- 6.2.7 Acquire, convey, construct, manage, maintain, and operate buildings and improvements
- 6.2.8 Design and implement service changes or new services
- 6.2.9 Incur debts, obligations, and liabilities
- 6.2.10 Adopt capital and operating budgets
- 6.2.11 Promote and coordinate intra- and inter-agency cooperation
- 6.2.12 Analyze service alternatives
- 6.2.13 Assist partner agencies in preparing and submitting grant applications
- 6.2.14 Purchase insurance, join insurance pooling programs, and/or develop and maintain a self-insurance reserve
- 6.2.15 Conduct surveys

- 6.2.16 Accept contributions, grants, or loans from any public agency or other source for the purpose of financing the planning, acquisition, construction, maintenance, or operation of transportation facilities and/or services
- 6.2.17 Invest money that is not needed for immediate necessities, as the EDCTC determines advisable, in the same manner and upon the same conditions as other local entities, in accordance with Section 53601 of the Government Code
- 6.2.18 Apply for and execute contracts of financial assistance from state and federal agencies and to obligate the EDCTC to operate the improvements, equipment, or transportation system in accordance with the terms and conditions of any assistance
- 6.2.19 Review significant development proposals and recommend traffic mitigation measures
- 6.2.20 Establish advisory committees to provide input and recommendations on transportation-related issues
- 6.2.21 Appoint an Executive Director who has his or her own powers and duties
- 6.2.22 Do all other acts reasonable and necessary to carry out the EDCTC's duties and responsibilities
- 6.2.23 Sue and be sued

ARTICLE VII – BUDGET AND CLAIMS

Section 7.1 The annual TDA claims filed by an applicant shall include a description of the project, an estimate of the cost, and a statement of any supplemental financing proposed.

In conformance with Section 6646 of the California Code of Regulations (CCR), EDCTC may allocate funds for implementation of the annual work program of the transportation planning process by such governmental agencies as EDCTC designates. EDCTC may authorize the county auditor to pay funds from the TDA allocation directly to EDCTC.:

Section 7.2 Within 90 days of receipt of a TDA Claim, the EDCTC shall transmit allocation instructions to the County Auditor, including the EDCTC approved claim, a certified copy of the resolution authorizing the action, and identification of allocations made to the claimant for purposes authorized under the applicable sections of the TDA.

Section 7.2 The claims filed by the applicant shall include a description of the projects, an estimate of the cost, and a statement of any supplemental financing proposed.

Section 7.3 The EDCTC shall contract for a certified fiscal audit of each claimant of TDA funds., following the end of each fiscal year. Furthermore, the EDCTC shall contract for a triennial performance audit of each public transportation operator within its jurisdiction, as well as a performance audit of the EDCTC itself.

Section 7.4 In connection with the approval of any claim or amended claim, the EDCTC shall convey an Allocation Instruction for each applicant to the County Auditor by written memorandum. Allocations made to an applicant for the purposes authorized under different sections of the TDA shall be identified separately.

ARTICLE VIII – GENERAL

Section 8.1 State law and applicable rules of the California Code of Regulations are incorporated into the rules of the EDCTC; and where conflicts exist, state law or the rules of the California Code of Regulations shall supersede those of the EDCTC and their respective amendments.

Section 8.2 The Regional Transportation Plan shall be forwarded to all partner agencies and proposed annual apportionments of the TDA shall be forwarded to eligible claimants.

Section 8.3 Public hearings held pursuant to the TDA are for the purpose of gathering information and ascertaining public opinion unless determining "Unmet Transit Needs". Therefore, any properly noticed hearing may be conducted by one or more Commissioners, with the Executive Director serving as secretary. Information gathered at the hearing, along with previously prepared materials related to the subject, shall be presented to a quorum of the EDCTC at a properly noticed regular or special meeting for the purpose of taking acting on the information and/or making the findings required under the TDA, Article 5, Section 6658.

ARTICLE IX – COMMITTEES

Section 9.1 *Creation of Committees*

Committees of the EDCTC may be established by majority vote of the EDCTC.

Section 9.2 *Appointment*

Committee appointments shall be made by the Chairperson with EDCTC concurrence and need not be limited to EDCTC members.

ARTICLE X – EXECUTIVE DIRECTOR

Section 10.1 The Executive Director shall serve at the pleasure of or upon the terms prescribed by the EDCTC. Under rules and regulations provided by the EDCTC, the powers and the duties of the Executive Director include:

1. Preparing agenda material for all regular and special meetings of the EDCTC.

2. Acting as directed by the EDCTC and performing such other duties as necessary to carryout the EDCTC's policies and directives.
3. Administering EDCTC funds, including but not limited to procurement, annual budget development, Overall Work Program preparation, and grant administration as defined in the El Dorado County Transportation EDCTC Administrative Operating Procedures and in accordance with applicable laws.
4. Hiring, terminating, conducting performance evaluations, taking appropriate disciplinary actions, and proposing salary increases as dictated in the annual budget, the EDCTC Personnel Policies and Procedures Manual, the El Dorado County Transportation Commission Administrative Policies and Procedures, and in accordance with applicable laws.
5. Administering and implementing the contractual obligations of the EDCTC in accordance with applicable laws.
6. Leading and coordinating the transportation planning functions of the EDCTC and being accountable for the proper administration of its affairs.
7. Supervising and directing the preparation of the annual operating and capital improvement budgets of the EDCTC and being accountable for their administration after adoption by the EDCTC.
8. Formulating and presenting to the EDCTC plans for facilities and/or services under the EDCTC's purview, along with means of financing them.
9. Supervising the planning, acquisition, construction, maintenance, and operation of the facilities and/or services of the EDCTC.
10. Attending all meetings of the EDCTC and acting as the Secretary of the EDCTC.
11. Preparing regional transportation plans under Government Code Section 65080.
12. Executive transfers within major budget units, ensuring the total expenditures of each major budget unit remain unchanged.
13. Purchasing or leasing items, fixed assets, or services within the levels authorized by these Bylaws of the EDCTC.
14. Maintaining accountability for all responsibilities under the current federal transportation act, the Federal Clean Air Act, state transportation laws and other state and federal laws as applicable.
15. Adopting a budget, including the allocation of funds to other agencies participating in transportation programs, as provided by law.
16. Preparing, submitting and executing grant applications for planning and capital funds, that are available or may become available to the EDCTC.

17. Serving as the auditor and treasurer of the EDCTC, having custody of all EDCTC funds from any source, and performing the following functions until the EDCTC designates an alternative treasurer:
 - a. Receiving all funds on behalf of the EDCTC, providing receipts for such funds, and depositing them into the designated depository to the credit of the EDCTC;
 - b. Being responsible for his or her official bond for the safekeeping, investment, and disbursement of all EDCTC funds held by him or her;
 - c. Disbursing funds owed by the EDCTC or its assigns, in whole or in part, only upon issuance of a payment by the designated Executive Director;
 - d. To pay demands against the EDCTC when the demands have been approved by the EDCTC;
 - e. Maintaining accountability for all funds, receipts, and disbursements, with regular reporting to the EDCTC. The EDCTC shall arrange for an independent audit of its accounts and records EDCTC at least annually. Each audit shall, at a minimum, meet the requirements prescribed by the State Controller for special districts under Section 26909 of the Government Code and shall conform to generally accepted auditing standards. The books of account shall include records of assets, liabilities, and contributions made by each party.
18. To perform such other duties as the EDCTC may require in carrying out the policies and directives of the EDCTC.

ARTICLE XI – MISCELLANEOUS

Section 11.1 *Execution of Contracts*

The EDCTC may adopt such guidelines or policies as it deems appropriate with respect to the adoption and execution of contracts. The EDCTC may authorize any officer of the EDCTC, staff member of the EDCTC, or agent of the EDCTC to execute any contract in the name of and on behalf of the EDCTC, and such authorization may be general or specific in nature. Unless so authorized, no officer, staff member, or agent shall have any power to bind the EDCTC to contract.

Section 11.2 *Compliance with Federal Standards*

In the performance of its function, the EDCTC shall comply with Title VI of the Civil Rights Act of 1964, as amended (Public Law 88-352), and all requirements imposed by the US Department of Transportation.

The EDCTC shall not discriminate on the grounds of race, religion, color, sex, age (over 40), national origin, or disability with regard to all activities, direct or indirect (i.e., through contracting and subcontracting), involving the EDCTC.

ARTICLE XII – FISCAL YEAR AND BUDGETS

Section 12.1 The fiscal year of the EDCTC shall be from July 1 to June 30. For each fiscal year, the EDCTC shall adopt capital and operating budgets consistent with the funding capacity of the member jurisdictions and in compliance with the current federal transportation act, the Federal Clean Air Act, as amended from time to time, and all other applicable funding and regulatory agencies involved in carrying out the purposes of the EDCTC.

Section 12.2 Preliminary and final capital and operating budgets for services described in these Bylaws of the EDCTC, shall be prepared in accordance with any deadlines established herein. EDCTC

Adoption of a budget and amendments shall require an affirmative vote of a majority of the EDCTC, vote, including at least one affirmative vote from each member jurisdiction.

Section 12.3 The EDCTC shall actively pursue maximum utilization of federal, state, and other available revenues, which shall be applied toward operating and capital expenditures in determining local funding requirements.

ARTICLE XIII – AMENDMENTS

Section 13.1 *Amendments to the Bylaws*

These bylaws may be amended by the unanimous vote of all duly appointed and qualified members of the EDCTC at any regular or special meeting without prior notice, or by a majority vote of all duly appointed and qualified members of the EDCTC at any regular or special meeting, provided that at least seven (7) days' written notice of the proposed amendment has been given to all members of the EDCTC.

CERTIFICATE OF THE EXECUTIVE DIRECTOR

I, the undersigned, certify that I am presently the Executive Director of the EDCTC and that the above Bylaws, consisting of 100 pages, are the Bylaws of the EDCTC as amended at a meeting of the EDCTC held on April 2, 2026.

Date

Woodrow Deloria, Executive Director

BUSINESS ITEM

STAFF REPORT

DATE: APRIL 2, 2026
TO: EL DORADO COUNTY TRANSPORTATION COMMISSION
FROM: WOODROW DELORIA, EXECUTIVE DIRECTOR
SUBJECT: AMEND THE EL DORADO COUNTY TRANSPORTATION COMMISSION ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

REQUESTED ACTION

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

BACKGROUND

The EDCTC Administrative Policies and Procedures are intended to guide the Executive Director of the Commission in administrative practices, including procurement, contract administration, securing professional services, grant application and grant administration. These policies are established by the Executive Director of the Commission and may be modified by the Executive Director. However, due to the nature of the modifications, the Director is requesting that the Commission review and approve this amendment. The Administrative Policies and Procedures Manual (Manual) was last amended on August 4, 2022.

DISCUSSION

The amendments proposed to the Manual reflect updates in how the agency operates and administers financial functions of the Commission. The proposed changes are listed below in the summary of revisions.

Document Page #	Summary of Revisions
	Minor format and punctuation changes made throughout the document Table of Contents numbering changed to accommodate additions and deletions
2	Revised Disposal of Surplus Property section
2	Revised the Cash Management Policy to change the amount needing a second approval from a Commissioner from \$15,000 to \$25,000
3	Corrections to the bank account names and LAIF information in the Acceptable Investment Instruments section
4	Executive Director purchase authority changed from \$5,000 to \$15,000
5	Changed contracts to electronic signatures and digital copies
8	Moved the Grant Applications section above Grant Administration

Approved for Agenda:



Woodrow Deloria, Executive Director

Attachment A: EDCTC Administrative Policies and Procedures Manual



ADMINISTRATIVE POLICIES AND PROCEDURES

Amended: [April 2, 2026](#)

Prepared by: El Dorado County Transportation Commission
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TABLE OF CONTENTS

I. PROCUREMENT 1

A. Policies 1

B. Procedures 1

C. Depreciation Policy 2

D. Disposal of Surplus Property 2

II. CASH MANAGEMENT POLICY 2

III. INVESTMENT POLICY 2

A. Introduction 2

B. Basic Policy and Statement of Objectives 3

C. Prudence 3

D. Acceptable Investment Instruments 3

E. Prohibited Investment Practices and Instruments 4

F. Summary 4

IV. CONTRACT ADMINISTRATION 4

A. Contracting Procedures 4

V. PROFESSIONAL SERVICES, POLICIES, AND PROCEDURES 5

A. Policies 5

B. Form and Content of a Request for Proposals 5

C. Request for Proposals Distribution 6

D. Awarding of Contracts 7

E. Contract Modifications 7

VI. GRANT APPLICATION POLICIES AND PROCEDURES 7

A. Development 7

VII. GRANT ADMINISTRATION 8

A. Grant Agreements 8

B. Third Party Agreements with Participating Agencies 8

C. Third Party Agreements with Consultants 8

VII. GRANT APPLICATION POLICIES AND PROCEDURES 8

A. Development 8

VIII. RECORDS MANAGEMENT 9

A. Public Records Policy 9

IX. SOCIAL MEDIA MANAGEMENT..... 9
A. Internal Agency Social Media Policy.....9
B. External Agency Social Media Policy10

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These Administrative Policies and Procedures are intended to guide the Executive Director of the Commission in administrative practices, including procurement, contract administration, securing professional services, [grant application and grant administration](#), [grant application](#), [personnel recruitment and selection](#), and [interview guidelines](#). These procedures may be modified if warranted by extraordinary conditions. These policies are established by the Executive Director of the Commission and may be modified by the Executive Director as he or she deems necessary.

I. PROCUREMENT

The following policies and procedures shall be followed by the El Dorado County Transportation Commission (EDCTC) staff in securing equipment and supplies and in the award and execution of contracts for professional services.

A. POLICIES

1. The Executive Director's [office](#) shall be responsible for EDCTC procurement administration.
2. All items or services over \$1,000 shall be purchased from the lowest bidder in a competitive process unless a sole source procurement is justified.
3. A sole source justification must be approved by the Executive Director. Sole source is justified when: 1) only one firm or vendor can provide the product or service, 2) time would prevent a formal bidding process, 3) a previously provided service is being continued.
4. Items shall be purchased on the basis of the lowest price except from a Disadvantaged Business Enterprise (DBE) provided that the DBE price is within 5% of the overall low price with a difference not to exceed \$2,000. In all cases, the item shall be purchased from a responsible, qualified vendor.
5. The item or service to be procured shall be included in the approved EDCTC budget.
6. "Open" purchase orders, i.e., "master bids" may be issued provided that the procedures described below are followed.

B. PROCEDURES

1. Purchases of \$1,000 or less
 - a. Items purchased by staff member shall be authorized by the Executive Director.
 - b. Submit documentation (i.e. receipts) to the [Administrative ServicesFiscal](#) Officer.
2. Purchases of \$1,001-\$5,000
 - a. Unless sole source is justified, a minimum of two vendors should be contacted to obtain bids before the purchase.
 - b. Approval of Executive Director required together with the rationale for the purchase.
 - c. Item or service shall be purchased by staff member authorized by the Executive Director.
 - d. Documentation shall be submitted to the [Administrative ServicesFiscal](#) Officer.
3. Contracts and Purchases over \$15,000
 - a. Must obtain Commission approval. If special conditions arise relative to health, safety, or essential operating needs, it may be necessary to enter contracts for amounts over \$15,000 without prior approval of the Commission. The Commission shall be informed and shall ratify any action taken under special

conditions at the first available meeting of the Commission.

- b. Procedures for the selection and contracting of professional services are detailed in the Professional Services Policies and Procedures section.

C. DEPRECIATION POLICY

EDCTC in accordance with 2 CFR 225 Cost Principles for State, Local and Indian Tribal Governments, Appendix B Selected Items of Costs, item 15 a. (2), utilizes a depreciation policy as follows:

“15 a. (2) “Equipment” means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the governmental unit for financial statement purposes, or (b) \$5000.”

- EDCTC’s fixed assets are defined as assets with a useful life greater than one year and costing \$1,000 or more in aggregate.
- Depreciation will generally be calculated on the straight-line method using the estimated useful life of the assets as determined by the Internal Revenue Service.

D. DISPOSAL OF SURPLUS PROPERTY

~~The Commission shall dispose of surplus property through a negotiated contract with an auction company. The auction company shall be responsible for the transportation, sales, and advertisement of the property for the purpose of selling at a public auction.~~

~~The Executive Director will bring to the Commission a list of property to be designated as surplus property. Commission members and staff are not eligible to bid on Commission property designated as surplus property for auction unless otherwise determined by the Commission.~~

The Commission may make available to community-based organizations engaged in the pursuit of public purposes those items of surplus property found by the Commission not required or adequate for EDCTC use. The transfer of personal property to such organizations shall be made in accordance with Government Code §25365 and §25372 and pursuant to a written agreement.

Property found to be beyond economical repair or of no value shall, at the discretion of the Executive Director, be disposed of in any manner the Executive Director deems appropriate. Such determination of no value shall exempt items from placement in the surplus pool.

II. CASH MANAGEMENT POLICY

The Executive Director is authorized to approve payments for scheduled, budgeted, and approved expenses up to ~~\$15,000~~ 25,000. All payments over ~~\$15,000~~ 25,000 require a second approval by email from a Commissioner. Commission approval is required to increase this amount. This section, Cash Management Policy, may be taken as a lone agenda item without the full Administrative Policies and Procedures to request the increase.

III. INVESTMENT POLICY

A. INTRODUCTION

The following is the investment policy and guidelines of the El Dorado County Transportation Commission presented in accordance with §53600 et seq of the California Government Code.

This investment policy is intended to provide a guideline for the prudent investment of EDCTC money not immediately required to meet the financial obligations of the Commission and applies to all activities of the EDCTC with regard to investing the financial assets of the Administrative and Trust Funds.

B. BASIC POLICY AND STATEMENT OF OBJECTIVES

It is the objective of this policy to provide a system which will accurately monitor and forecast revenues and expenditures so the EDCTC can invest funds to the fullest extent possible. Funds of the EDCTC will be invested in accordance with sound treasury principles with the following priorities:

1. **Safety of Principal:** Investments shall be undertaken in a manner which first seeks to ensure the preservation of principal. The Executive Director shall evaluate, or cause to be evaluated, each potential investment, seeking both quality in issuer and in underlying security or collateral.
2. **Liquidity:** Investments shall be made whose maturity dates are compatible with cash flow requirements and which will permit easy, rapid conversion into cash without substantial loss of value.
3. **Return on Investment:** Investments shall be undertaken to attain market rates of return, consistent with constraints imposed by the safety objectives and cash flow consideration.

C. PRUDENCE

The Executive Director will put forth his or her best efforts to forecast accurately the revenues and cash needs of the Commission, in order to provide for investment of monies to the fullest extent possible.

EDCTC shall manage the investment portfolio under the Prudent Person Rule which states, in essence, that "a Trustee shall exercise the judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived." The application of this rule opens up a broad spectrum of investment opportunities as long as the investment is deemed prudent and is permissible under currently effective legislation of the State of California and this policy.

Specifically, investments will be made only in securities and with financial institutions in which EDCTC is legally empowered to invest such funds, in accordance with the terms and conditions of §53600 through §53693 of the Government Code of California.

D. ACCEPTABLE INVESTMENT INSTRUMENTS

The Commission's portfolio may include investments only in the following instruments:

1. ~~Passbook Savings, Accounts and Money Market, and/ Management Checking~~

- Accounts:** These ~~savings~~ accounts may be maintained in local branches of commercial banks ~~and/or savings and loans associations~~. Amounts maintained in such accounts shall be fully insured by the United States Government or collateralized in a manner acceptable to the EDCTC.
2. **State Local Agency Investment Fund (LAIF):** The LAIF was established by the State of California ~~to offer local agencies the opportunity to participate in a major portfolio using the investment expertise of the State Treasurer's Office investment staff. to enable treasurers to place funds in a pool for investments. There is a limitation of \$40 million per agency subject to a maximum of fifteen (15) total transactions per month.~~
 3. **Certificates of Deposit:** Cash may be invested only in federally insured or fully collateralized certificates of deposit. Collateral for given investment, when applicable, must be in accordance with California Government Code §53600 et seq.

The investment institution must meet the following criteria to be considered by EDCTC:

- The institution must not be less than four (4) years old;
- The institution must maintain a new worth-to-asset ratio of at least 3.5%, and a positive earnings record;
- The institution must be located in California.

E. PROHIBITED INVESTMENT PRACTICES AND INSTRUMENTS

Certain investment practices and instruments are inconsistent with the first objective of this policy – safety of invested ~~funds, and funds and~~ therefore are prohibited.

The EDCTC shall not engage in leveraged investing, such as margin accounts or any form of borrowing for the purpose of investment.

F. SUMMARY

The EDCTC will strive to maintain the level of investment of funds not immediately active as near to 100% as possible. However, the basic premise underlying the Commission's investment policy is to ~~insure~~ensure the safety of principal and to provide funds when needed.

In order that the EDCTC Board may monitor the handling of invested funds, a full report detailing all investments will be submitted on an annual basis.

The Executive Director will review this Policy at least once a year and may modify the Policy as appropriate to the EDCTC needs and current law.

IV. CONTRACT ADMINISTRATION

A. CONTRACTING PROCEDURES

1. **Overall Coordination:** The lead staff member for the particular project, under the direction of the Executive Director, coordinates and manages the Request for Proposals (RFP) process; this includes the development of a schedule for the RFP process, organization of a consultant selection committee, development of a bidders list, and preparation of an advertisement.
2. **RFP Preparation:** The lead staff member, under the direction of the Executive Director, prepares the RFP according to the procedures described in Professional Services Policies and Procedures, Section IV.
3. **Issuance of RFP:** After Executive Director approval, the lead staff member issues the

- RFP in accordance with Professional Services Policies and Procedures, Section IV.
4. **Close of RFP Deadline:** Upon close of the RFP deadline, the lead staff member:
 - a. Coordinates an evaluation of the proposal and checks references as outlined in Professional Services Policies and Procedures, Section IV. Interviews with applicants will be held if deemed necessary
 - b. Notifies the successful bidder and the unsuccessful bidders of the results of the selection process. The Commission reserves the right to reject all bids.
 - c. Upon completion of contract negotiation, prepares consultant contract agreement and submits such agreement to legal counsel for review and approval. Upon approval by legal counsel, the agreement is then transmitted to the consultant for execution ~~with an electronic signature, with the consultant returning two signed copies. Both signed agreements shall then be executed by the Executive Director of EDCTC, and one signed agreement shall be returned to the consultant. The other signed~~ A fully executed agreement shall be ~~saved entered~~ in the EDCTC ~~project contract~~ file directory.

V. PROFESSIONAL SERVICES, POLICIES, AND PROCEDURES

These policies and procedures pertain to any and all agreements for services including services of attorneys, planners, engineers, consultants, or other individuals or organizations possessing a high degree of technical skill, and all other types of agreements under which the contract provides services that are required by the EDCTC but not furnished by EDCTC staff.

The purpose of this procedure is to ensure an open, fair, and competitive process for selection of qualified professional consultants to perform work for the EDCTC.

A. POLICIES

1. A Request for Proposal (RFP) ~~will~~ be issued whenever there is a need for work to be performed by other than EDCTC staff.
2. The RFP shall contain all information necessary for a prospective bidder to adequately submit a proposal for the completion of the project. An RFP should contain sufficient information as to the required form and particulars of the service sought so that the proposals received can be equitably compared on the basis of the same facts and information.
3. Contracts for services anticipated to cost less than \$5,000 may be awarded through direct negotiation. At the discretion of the Executive Director, the RFP process may be omitted in such circumstances.
4. EDCTC will take all reasonable steps to ensure that disadvantaged business enterprises (DBEs) have the maximum opportunity to compete for and perform contracts.

B. FORM AND CONTENT OF THE REQUEST FOR PROPOSALS

An RFP should contain, but not be limited to, all of the following:

1. **Introduction:** ~~This section of the RFP should sets~~ sets forth and describes, as appropriate, the agency requesting the services.
2. **Background:** ~~This section of the RFP should p~~ rovides pertinent background information relative to the project.

3. **Project Summary and Description:** ~~This section of the RFP should provide~~ provides summary information about the agreement, including the source of funds, invoicing requirements, and the contract award process.
4. **Scope of Work and Services:** ~~This section of the RFP should provide~~ provides a detailed description of the scope of work necessary to complete the project. The focus should be on the types of activities and results expected. The scope of work and services may be stated such that the proposer may develop a creative approach to the work.
5. **Contract Deliverables:** ~~This section of the RFP should describe~~ describes the tasks, schedules, and intermediate products that are expected. This section will describe the expected end result of the work effort.
6. **Contact Persons:** ~~This section of the RFP should include~~ includes information relative to the EDCTC lead staff member.
7. **Project Timetable:** ~~This section of the RFP should include~~ includes all dates pertinent to the RFP, including: issuance of the RFP, closing date for receipt of proposals, date finalists are to be contacted to schedule interviews, interview schedule, anticipated contract award, and start of project.
8. **General Conditions:** ~~This section of the RFP should include~~ includes information relative to EDCTC limitations, contract award process, RFP Addendum requirements, and contract arrangements.
9. **Proposal Content and Organization:**
 - a. **Transmittal Letter:** The transmittal letter should include the name, title, address, phone number, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the consulting firm, and who may be contacted during the period of proposal evaluation.
 - b. **Table of Contents:** A listing of the major sections in the proposal and the associated page number.
 - c. **Introduction:** In this section, the proposer should demonstrate an adequate understanding of the role and relationships of EDCTC.
 - d. **Technical Approach:** This should include a summary of the proposed approach, and explanation of the consultant's intended role as related to the project, a thorough explanation of the consultant's proposed course of action, and an itemized description of the proposed project schedule and the deliverables to be produced.
 - e. **Project Management:** The proposer must explain the project management system and practices designed to assure that the project is completed within the scheduled time frame and that the quality of the required products will meet the requirements.
 - f. **Consultant and Subcontractor Staff:** The proposal must describe the qualifications and experience of each professional who will participate in the project, including a resume for each member of the project team. A project manager must be designated, and an organizational chart showing the manager and all project staff must be included. If a subcontractor will be used, the proposer must include a letter from the subcontractor committing to perform the work.
 - g. **Consultant Qualifications and References:** The proposal must describe the nature and outcome of projects previously conducted by the consultant that are related to the work described within the RFP. Descriptions should include client contact names, addresses, and phone numbers. Up to two samples of the consultant's work on closely related projects may be included with the proposal, if available.
 - h. **Cost Proposal:** The cost proposal shall describe both the total and the detailed

price for which the consultant will commit to complete the total scope of work and end products.

10. **Proposal Evaluation and Selection:** ~~This section of the RFP should~~ describes the process for the evaluation of contracts detailed in the Awarding of Contracts section.
11. **Payment Schedule:** ~~This section of the RFP should~~ include the process for invoicing EDCTC for payment for work performed. EDCTC may withhold ten percent (10%) of all payments until the successful completion of the project and delivery and acceptance of all final products.

C. REQUEST FOR PROPOSALS DISTRIBUTION

The RFP will be issued and posted on the EDCTC website, social media, and advertised in newspapers of general circulation as necessary. Firms identified as having potential for selling the item or providing the service, including those in established EDCTC consultant files, will be notified of the intentions of EDCTC to accept proposals. Any qualified firm or consultant requesting an RFP will be provided one and placed on a consultant list for future distribution. EDCTC will take all reasonable steps to ensure that Disadvantaged Business Enterprises (DBEs) are afforded a maximum opportunity to participate in the proposal process.

D. AWARDING OF CONTRACTS

1. **Evaluation of Proposals:** A panel of technically competent persons, including appropriate staff members, will be formed to evaluate the proposals. Each proposal will be evaluated for its responsiveness to the RFP and the established evaluation criteria. The panel will formulate a recommendation for selection to the Executive Director. The evaluation panel's analysis of proposals will be documented.
2. **Interviews and Reference Checks:** Based upon the recommendation of the evaluation panel, consulting firms may be interviewed pending further consideration. Regardless of whether interviews are conducted, professional references provided by the consultant will be contacted.
3. **Contract Negotiations and Execution:** Based on the recommendation of the review panel and the reference checks, the Executive Director shall select and notify one bidder who has been selected for contract negotiations. Contracts of \$5,000 or more must be approved by the Commission.

Once approval is granted, the Executive Director has the authority to approve and sign any and all necessary documentation on behalf of the EDCTC.

E. CONTRACT MODIFICATIONS

Occasionally, situations may arise in which the EDCTC or consultant may wish to modify the cost, scope, or products of a contract.

1. **Modification Proposal:** Modifications may be proposed by the EDCTC or the consultant.
2. **Analysis:** The lead staff member, in conjunction with the consultant and Executive Director, performs an analysis of the proposed modification, including change to timelines, products, and costs.
3. **Determination:** Based on the analysis, the Executive Director makes a determination on the proposed modification.
 - a. Minor Modifications. Minor changes may be executed on the decision of the Executive Director, which is considered final.
 - b. Major Modifications. Major changes, including those which increase contract costs by \$5,000 or more, must be approved by the Commission.

4. **Execution:** Based on the determination of the Executive Director or Commission action, the modification is executed after review and approval of legal counsel.

VI. GRANT APPLICATION POLICIES AND PROCEDURES

A. DEVELOPMENT

1. **Initiation:** EDCTC staff initiates development of the concept for a new grant by the staff member transmitting the proposal to the Executive Director. The proposal should include:
 - a. A brief description of the grant activity
 - b. Relationship of the grant activity to EDCTC planning program
 - c. EDCTC capacity to perform
 - d. Total budget estimate
2. **Application Development:** Once the grant concept is approved, the application is developed. Under the direction of the Executive Director, the lead staff member coordinates the development of the grant. The staff member prepares the proposal development schedule and the budget, the administrative "boiler plate", and transmittal letter. The staff member also prepares the detailed grant program description (i.e., work program, estimate of resources, staff weeks, and direct costs).
3. **Application Approval:** The Executive Director reviews and finalizes the grant proposal and transmits the grant application to the funding agency.

VII. GRANT ADMINISTRATION

A. GRANT AGREEMENTS

1. **Receipt:** EDCTC receives agreements to perform work as specified in the approved Overall Work Program (OWP).
2. **Administration:** Each grant will have a Project Manager designated by the Executive Director.
3. **Administrator Responsibilities:** The designated Project Manager:
 - a. Records receipt of agreement
 - b. Reviews grant conditions
 - c. Obtains review by legal counsel
 - d. Obtains authorized EDCTC signatures
 - e. Transmits executed agreement to appropriate parties
 - f. Notifies appropriate staff of agreement approval
 - g. Files agreement in EDCTC Agreement file

B. THIRD PARTY AGREEMENTS WITH PARTICIPATING AGENCIES

Third party agreements with participating agencies describe grants which are awarded to and administered by EDCTC, but whose tasks are performed by another government agency.

1. **Agreement Preparation:** Project Manager prepares agreement including:
 - a. Continuing cooperative agreement
 - b. Resolution for Performance of Services, including an authorization to incur costs
2. **Agreement Documentation:** Project Manager enters agreement into pending file

and transmits agreement to third party for execution. In order for costs to be incurred on a project (work element), there must be a management authorization letter countersigned by the appropriate EDCTC project manager and the participating agency manager.

The Project Manager receives and files executed agreements and management letters from the participants.

C. THIRD PARTY AGREEMENTS WITH CONSULTANTS

Third party agreements with consultants describe grants which are awarded to and administered by EDCTC, but whose tasks are performed by a consultant.

1. **Determination to Contract:** Prior to soliciting bids for consultant to perform work specified in the OWP, the lead staff member assigned to the work and the Executive Director develop a recommendation whether to use a consultant or EDCTC staff to perform the work.
2. **Requests for Proposals (RFP):** When the use of a consultant contract is deemed necessary, procedures outlined in the Contract Administration section shall be followed.

VII. GRANT APPLICATION POLICIES AND PROCEDURES

A. DEVELOPMENT

~~Initiation: EDCTC staff initiates development of the concept for a new grant by the staff member transmitting the proposal to the Executive Director. The proposal should include:~~

~~A brief description of the grant activity~~

~~Relationship of the grant activity to EDCTC planning program~~

~~EDCTC capacity to perform~~

~~Total budget estimate~~

~~Concept Approval: The Executive Director evaluates the grant application concept and makes a recommendation to the Commission. Commission approval is required for all grant funded projects as specified in the approved Overall Work Program.~~

~~Application Development: Once the grant concept is approved, the application is developed.~~

~~Under the direction of the Executive Director, the lead staff member coordinates the development of the grant. The staff member prepares the proposal development schedule and the budget, the administrative "boiler plate", and transmittal letter. The staff member also prepares the detailed grant program description (i.e., work program, estimate of resources, staff weeks, and direct costs).~~

~~Application Approval: The Executive Director reviews and finalizes the grant proposal and transmits the grant application to the funding agency.~~

VIII. RECORDS MANAGEMENT

The purpose of a records management program is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation, and disposal of all EDCTC records. Files shall be reviewed for purging once each year by the Executive Director. A record of purged files shall be maintained. The adopted Retention Schedule will be followed.

A. PUBLIC RECORDS POLICY

A component of the records management system is the procedure for providing access to public records. The EDCTC will follow the Procedure for Disclosure of Public Records adopted by the Commission, [Resolution 93/94-03 consistent with the current adopted resolution](#) pursuant to Government Code Section 6250.

IX. SOCIAL MEDIA MANAGEMENT

The purpose of a social media policy for EDCTC is to address ever advancing communication and outreach technologies in a manner which is professional and protects the intent and purpose of media outreach and information dissemination for EDCTC. EDCTC has embraced the use of online social media and virtual interface tools to reach a broader audience and ensure the public is informed, involved, and engaged in all planning activities. EDCTC encourages the use of social media to further the goals and the objectives of the agency, when and where appropriate. The management of social media, as used for agency and personal staff purposes, is critical to the success of these valuable outreach tools. EDCTC has an overriding interest and responsibility for maintaining a high level of professionalism and appropriateness on its behalf on social media sites. This policy establishes guidelines for the use of social media representing the agency and any related business of the agency.

A. INTERNAL SOCIAL MEDIA POLICY

EDCTC employees may have personal social media sites. These sites are the sole responsibility of employees and shall remain personal in nature and shall only be used to share personal opinions of non-EDCTC or EDCTC related information. Following this principle helps ensure a distinction between sharing personal and EDCTC views, opinions, or business and enterprise. EDCTC employees must never use their EDCTC email account or password in conjunction with a personal social media site.

The following guidance is for EDCTC employees who have personal social media accounts and may decide to comment or post about official EDCTC business as can any member of the public:

1. State your name and, if relevant, role with EDCTC, when discussing EDCTC business;
2. State that you are posting not as an EDCTC employee but member of the public wishing to share a thought or idea relevant to the information being presented on the EDCTC authorized social media account;
3. When choosing to comment on a post made through an official EDCTC social media account, the employee shall disclaim that they are commenting on their own behalf and not on the behalf of EDCTC.

All official EDCTC related communication through social media shall always be conducted in accordance with EDCTC's personnel policies and procedures and the highest level of professionalism. Employees must not use official EDCTC social media for political purposes, to conduct private correspondence, or to engage in private business activities.

EDCTC employees shall be mindful that inappropriate usage of official EDCTC social media can

be grounds for disciplinary action. If social media is used for official EDCTC business, the entire agency, regardless of personal views, is subject to best practices, guidelines, and standards.

Only individuals authorized by the EDCTC Executive Director may publish content to an EDCTC website or social media site. All postings are to first be discussed with and reviewed by the Executive Director or their designee.

All EDCTC social media sites shall be (1) approved by Executive Director; (2) published using commonly recognized social media platforms and tools; and (3) administered by the Executive Director or their designee.

Employees representing EDCTC through social media outlets or participating in social media features on EDCTC websites must maintain a high level of ethical conduct and professionalism. Failure to do so is grounds for revoking access to EDCTC social media sites, blogs, or social media features, or further disciplinary action.

EDCTC employees recognize that the content and messages posted on EDCTC's social media are public and may be cited as official EDCTC statements and must be made available upon request to any citizen, partner agency, or elected official. Social media shall not be used to circumvent other agency communication policies, including news media policy requirements. EDCTC employees may not publish information on agency social media sites that includes:

1. Confidential, personal, or other sensitive information
2. Copyright violations including text, photographs, or other media content
3. Profanity, racist, sexist, or derogatory content or comments
4. Political views, positions, or candidate endorsements
5. Threatening, vulgar, or otherwise inappropriate language or statements

B. EXTERNAL SOCIAL MEDIA POLICY

EDCTC's social media serves as an open and transparent public forum to provide information on transportation planning and programming efforts and related content. To ensure the highest level of professionalism and candor, all content published through EDCTC's social media outlets is subject to monitoring and oversight through the guidance of this policy framework. In some cases, posts or comments made by the public or other external sources may violate EDCTC's standards for content on EDCTC-sanctioned social media sites. Therefore, to preserve the efficacy of social media tools EDCTC reserves the right to restrict or remove any comments, content, or postings when said content:

1. is off-subject or out of context from transportation planning and programming efforts
2. contains obscenity, nudity, vulgarity, or otherwise offensive material
3. contains personal identifying information or sensitive personal information
4. contains offensive terms targeting protected classes, individuals, government staff or elected officials
5. is threatening, harassing or discriminatory in any way
6. contains defamatory statements or material that could subject an individual or group of people to public ridicule, embarrassment, or is libelous
7. incites or promotes violence or illegal activities
8. contains information that reasonably could compromise individual or public safety
9. advertises or promotes a commercial product or service, or any entity or individual
10. promotes, endorses, or in any way discusses political campaigns, views, or candidates
11. contains malicious software (malware) such as viruses, spyware, adware, etc.

INFORMATION ITEM**STAFF REPORT**

DATE: APRIL 2, 2026
TO: EL DORADO COUNTY TRANSPORTATION COMMISSION
FROM: JERRY BARTON, PRINCIPAL TRANSPORTATION PLANNER
SUBJECT: DRAFT NEXT GENERATION TRANSPORTATION INVESTMENTS STRATEGY

REQUESTED ACTION

None. This item is for information only.

BACKGROUND

The El Dorado County Transportation Commission (EDCTC) was awarded \$217,124 in Sustainable Communities Competitive Grant funding to prepare the Next Generation Transportation Investments Strategy (Next Gen Strategy or Strategy) to provide data, analytics, and information to support transportation investments across the western slope of El Dorado County. Changes in transportation funding policies at the state and federal levels combined with a paradigm shift in performance outcomes toward equity, adaptation and resiliency, and combating climate change have presented new challenges in the regional transportation planning space. Consequently, EDCTC is ever more challenged by these performance metrics due to low population densities, expansive geography, and widely dispersed disadvantaged cohorts, each of which are key metrics in all transportation funding programs. To overcome some of these challenges and develop a data-driven, performance-based transportation investment strategy which aligns with these new policies and performance outcomes, EDCTC pursued Caltrans Sustainable Transportation Competitive Grant funding to work with proven subject area experts. This will support EDCTC efforts to advance statewide goals related to land use, multi-modal transportation, climate and equity, and continue to deliver transportation projects that meet the needs of today's rural residents.

DISCUSSION

The Draft Next Gen Strategy which was prepared over the last two years with a consultant team supported by EDCTC jurisdiction partners, stakeholder involvement, and specific targeted public outreach strategies. As part of this engagement, EDCTC and the consultant team launched the Social Pinpoint online engagement tool in October 2024, which remained available through early 2025 and provided an accessible platform for community members to share input and identify transportation needs and priorities.

The Draft Next Gen Strategy provides EDCTC with an updated framework for evaluating and prioritizing transportation investments on the Western Slope. The Strategy incorporates current federal and state transportation policy direction - including CAPTI and recent legislation such as SB 743, SB 375, and AB 1279—to ensure that EDCTC's planning and programming practices remain aligned with evolving funding criteria and statewide transportation priorities. By integrating data-driven analysis and performance-based evaluation methods, the Next Gen Strategy is intended to strengthen EDCTC's ability to compete for discretionary funding while continuing to address the mobility needs of a largely rural region.

The Next Gen Strategy is intended to function as a planning and project prioritization tool that helps guide transportation investments and funding strategy decisions for competitive transportation projects. In short, it serves the following purposes:

- **Supports project identification and prioritization** for potential transportation investments.
- **Serves as a reference document** for EDCTC and its partners when preparing competitive grant applications in an increasingly competitive transportation funding environment.
- **Supports the RTP and project planning** related to performance measurement, climate resiliency, disadvantaged communities, and equity considerations.
- **Informs future transportation planning efforts** by bringing together key policy and data considerations.
- **Supports project monitoring and planning efforts with an interactive map set** which allows EDCTC to visualize transportation needs and opportunities across the region and will serve as a platform for future public outreach and ongoing project monitoring.

Technical analysis prepared for the Next Gen Strategy includes an evaluation of existing travel patterns, vehicle miles traveled, greenhouse gas emissions, and the role of major corridors such as US 50 and State Route 49 in serving both local and regional travel demand. The analysis also examines climate vulnerability, disadvantaged community considerations, and emerging mobility trends, including the growth of electric vehicles, microtransit, and opportunities to support compact development patterns that may reduce trip lengths and expand multi-modal travel options.

Together, these analyses inform the development of a performance-based project evaluation and prioritization framework that considers mobility, safety, resilience, equity, and project readiness. The Strategy also includes a high-level financial overview that identifies funding options to support planned investments. As a result, the Strategy and accompanying mapping tool provides EDCTC with a forward-looking planning guide for transportation investment decisions and support the delivery of projects that improve mobility, enhance system resilience, and position the region for future funding opportunities.

Approved for Agenda:



Woodrow Deloria, Executive Director

Attachment A: Draft Next Generation Transportation Investments Strategy