



TECHNICAL ADVISORY COMMITTEE

AGENDA

Monday, August 28, 2023, 1:30 PM

To join the meeting:

The virtual meeting access information will be emailed.

DRAFT COMMISSION AGENDA REVIEW

CONSENT CALENDAR

- 1.** MINUTES FOR THE AUGUST 3, 2023, COMMISSION MEETING (KEFFER)
REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes for the August 3, 2023, Commission meeting.
- 2.** JULY 2023 CHECK REGISTER (THOMPSON)
REQUESTED ACTION: Receive and file the July 2023 Check Register.
- 3.** TRANSPORTATION DEVELOPMENT ACT FISCAL YEAR 2022/23 STATE OF GOOD REPAIR FUNDS ACTUAL ALLOCATION AND CLAIM (THOMPSON)
REQUESTED ACTION: Adopt Resolution 23/24.04 to approve the Transportation Development Act Fiscal Year 2022/23 State of Good Repair Funds Actual Allocation and Claim.
- 4.** TRANSPORTATION DEVELOPMENT ACT FISCAL YEAR 2023/24 APPORTIONMENT AND ALLOCATION FOR LOCAL TRANSPORTATION FUNDS, REVISED STATE TRANSIT ASSISTANCE FUNDS, AND REVISED STATE OF GOOD REPAIR FUNDS (THOMPSON)
REQUESTED ACTION: Adopt Resolution 23/24.05 approving the Transportation Development Act Fiscal Year 2023/24 Apportionment and Allocation for Local Transportation Funds, Revised State Transit Assistance Funds, and Revised State of Good Repair Funds.

BUSINESS ITEM

- 5.** AMEND APPENDIX A AND APPENDIX B JOB DESCRIPTIONS FOR THE EXECUTIVE ASSISTANT/SECRETARY TO THE COMMISSION AND ADMINISTRATIVE SERVICES OFFICER OF THE EDCTC PERSONNEL POLICIES AND PROCEDURES MANUAL (DELORIA)
REQUESTED ACTION: Approve draft amendments to Appendix A and Appendix B Job Descriptions for the Executive Assistant/Secretary to the Commission and the Administrative Services Officer of the El Dorado County Transportation Commission Personnel Policies and Procedures Manual.

INFORMATION ITEM

- 6.** SEPTEMBER 2023 PROJECT MONITORING REPORT (BARTON, BOLSTER, TESFAGABR)
REQUESTED ACTION: None. This item is for information only.

MEMBER SHARING

ADJOURNMENT

The next TAC meeting is scheduled for September 25, 2023.

CONSENT CALENDAR

STAFF REPORT

DATE: SEPTEMBER 7, 2023
TO: EL DORADO COUNTY TRANSPORTATION COMMISSION
FROM: DANA KEFFER, EXECUTIVE ASSISTANT/SECRETARY TO THE COMMISSION
SUBJECT: AUGUST 3, 2023 COMMISSION MEETING

REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes (Attachment A) for the August 3, 2023 Commission meeting.

Approved for Agenda:



Woodrow Deloria, Executive Director

Attachment A: August 3, 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, August 3, 2023, 2:00 PM

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Clerici called the meeting to order at 2:30 PM and Vice Chair Thomas led the Pledge of Allegiance.

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

ADOPTION OF AGENDA AND CONSENT CALENDAR

There were no public comments received.

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

MOTION/SECOND: Thomas/Neau

AYES: Clerici, Hidahl, Neau, Parlin, Thomas, Turnboo

ABSTAIN: None

NOES: None

ABSENT: Saragosa

1. MINUTES FOR THE JUNE 1, 2023, COMMISSION MEETING

REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes for the June 1, 2023, Commission meeting.

2. MAY THROUGH JUNE 2023 CHECK REGISTER

REQUESTED ACTION: Receive and file the May through June 2023 Check Register.

3. SURFACE TRANSPORTATION BLOCK GRANT PROGRAM FISCAL YEAR 2022/23 EXCHANGE APPORTIONMENT AND FUNDING AGREEMENTS BETWEEN EDCTC AND THE CITY OF PLACERVILLE AND EDCTC AND EL DORADO COUNTY

REQUESTED ACTION:

1. Adopt Resolution 23/24.01 approving the Surface Transportation Block Grant Program FY 2022/23 Exchange Apportionment and Allocation.
2. Authorize the Executive Director to sign the 2022/23 Exchange Recipient Agreement between El Dorado County Transportation Commission and the City of Placerville.
3. Authorize the Executive Director to sign the 2022/23 Exchange Recipient Agreement between EDCTC and El Dorado County.

OPEN FORUM

There was no public comment.

BUSINESS ITEMS

4. HIGHWAY INFRASTRUCTURE PROGRAM AND TRANSPORTATION DEVELOPMENT ACT BICYCLE PEDESTRIAN FUNDS PROGRAMMING

REQUESTED ACTION: Adopt Resolution 23/24.02 programming \$130,777 in Federal Highway Infrastructure Program funds and Resolution 23/24.03 programming \$84,223 in Transportation Development Act Local Transportation Fund Pedestrian and Bicycle funds to El Dorado County Department of Transportation for Intersection Safety Improvements.

Public comment received from El Dorado County Transportation Director Martinez and Senior Civil Engineer Ghimire.

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

MOTION/SECOND: Thomas/Turnboo

AYES: Clerici, Hidahl, Neau, Parlin, Thomas, Turnboo

ABSTAIN: None

NOES: None

ABSENT: Saragosa

EXECUTIVE DIRECTOR'S REPORT

SOUTH LAKE TAHOE - CALTRANS – COMMISSIONER COMMENTS

ADJOURNMENT

The meeting was adjourned at 2:30pm.

The next regular meeting is scheduled for 2:00pm on September 7, 2023, at 330 Fair Lane Placerville, California.

CONSENT CALENDAR

STAFF REPORT

DATE: AUGUST 3, 2023
TO: EL DORADO COUNTY TRANSPORTATION COMMISSION
FROM: KAREN THOMPSON, ADMINISTRATIVE SERVICES OFFICER
SUBJECT: JULY 2023 CHECK REGISTER

REQUESTED ACTION

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

BACKGROUND AND DISCUSSION

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

- DKS Associates... \$23,834.56
DKS Associates... \$9,057.75
May through June 2023 professional services for the Wildfire Evacuation Preparedness Plan, Work Element 265. The contract was approved at the March 3, 2022, EDCTC meeting.
DKS Associates... \$15,763.93
DKS Associates... \$2,926.49
May through June 2023 public outreach services for the Wildfire Evacuation Preparedness Plan, Work Element 265A. The contract was approved at the March 2, 2023, EDCTC meeting.
Sacramento Transportation Authority... \$2,070.00
FY 2022/23 shared costs for the Freeway Service Patrol Program, Work Element 130. The contract with STA was approved at the June 1, 2023, EDCTC meeting.
Extreme Towing... \$13,266.28
June 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.
CalPERS Retirement System... \$34,878.00
Prepayment of the 2023/24 CalPERS retirement unfunded liability. CalPERS separates the contribution amount from the unfunded portion and offers the option to prepay a discounted amount. This payment was included in the Overall Work Program, Budget, and Goals and Objectives approved at the May 4, 2023, EDCTC meeting.

Approved for Agenda:

Woodrow Deloria (handwritten signature)

Woodrow Deloria, Executive Director

Attachment A: July 2023 Check Register

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

Date	Name	Payment	Memo
07/03/2023	Ameritas Life Insurance Corp.	529.80	July 2023 Dental
07/03/2023	Ameritas Life Insurance Corp.	78.88	July 2023 Vision
07/03/2023	CalPERS Health	8,036.08	July 2023 Health Premiums
07/03/2023	Benefit Coordinators Corporation	231.55	July 2023 Life/Disability Premiums
07/03/2023	Airespring	666.52	July 2023 Fiber Optic Internet
07/05/2023	CalPERS Fiscal Services Division	115.20	FY 2022/23 1959 Survivor Benefits
07/05/2023	CalPERS Fiscal Services Division	28.80	FY 2022/23 1959 Survivor Benefits-PEPRA
07/05/2023	Century Building Maintenance	500.00	June 2023 Building Maintenance
07/05/2023	De Lage Landen Financial Services	203.78	July 2023 Copy Machine Lease Payment
07/05/2023	DKS Associates	23,834.56	* May 2023 Wildfire Evac Preparedness
07/05/2023	DKS Associates	15,763.93	* May 2023 Public Outreach -WF Evac Preparedness
07/05/2023	RTS IT, Inc.	1,070.00	July 2023 ITCare Silver Service Plan
07/05/2023	Sacramento Transportation Authority	2,070.00	* FY 2022/23 Freeway Service Patrol Shared Costs
07/05/2023	Mountain Democrat	129.90	Annual Subscription Acct 452310
07/05/2023	Sharon Petersen	4,608.00	July 2023 Office Rent
07/10/2023	Elan Financial Services - Visa DB	28.84	Entry to fair to provide wildfire grant information
07/10/2023	Elan Financial Services - Visa DK	398.25	June ADA Website, Office Phones and Misc Office Expense
07/10/2023	Elan Financial Services - Visa KT	40.17	Zoom Meetings and June Office Expenses
07/10/2023	Elan Financial Services - Visa WD	19.81	Caltrans Meeting Expenses
07/10/2023	Extreme Towing	13,266.28	* June 2023 Freeway Service Patrol
07/10/2023	Roberts & Company, Inc.	50.00	June 2023 Accounting Oversight
07/10/2023	Sloan Sakai Yeung & Wong LLP	798.00	May 2023 Legal Services
07/12/2023	CalPERS Retirement System	4,187.27	July 2023 Contribution #1
07/12/2023	CalPERS Retirement System	473.83	July 2023 PEPRA Contribution #1
07/20/2023	Umpqua Bank	60.55	June 2023 Analyzed Checking Fee
07/24/2023	CALCOG	200.00	21/22 CMR-Woodrow Deloria EDCTC
07/24/2023	CALCOG	200.00	22/23 CMR-Woodrow Deloria EDCTC
07/24/2023	CALCOG	3,850.00	EDCTC 23/24 Organization Dues
07/24/2023	CalPERS Retirement System	34,878.00	* Prepayment 2023/24 Unfunded Accrued Liability
07/24/2023	CalPERS Retirement System	324.00	Prepayment 2023/24 PEPRA Unfunded Accrued Liability
07/24/2023	DKS Associates	9,057.75	* June 2023 Wildfire Evac Preparedness
07/24/2023	DKS Associates	2,926.49	* June 2023 Public Outreach -WF Evac Preparedness
07/24/2023	PG&E	561.69	06/12/23-07/12/23 Utilities
07/24/2023	Sloan Sakai Yeung & Wong LLP	145.00	June 2023 Legal Services
07/26/2023	CalPERS Retirement System	4,187.27	July 2023 Contribution #2
07/26/2023	CalPERS Retirement System	473.83	July 2023 PEPRA Contribution #2
07/31/2023	Sharon Petersen	4,608.00	August 2023 Office Rent
07/31/2023	Sierra Office Supply & Printing	65.61	July 2023 Office Supplies
	Total	138,667.64	

CONSENT CALENDAR**STAFF REPORT**

DATE: SEPTEMBER 7, 2023
TO: EL DORADO COUNTY TRANSPORTATION COMMISSION
FROM: KAREN THOMPSON, ADMINISTRATIVE SERVICES OFFICER
SUBJECT: TRANSPORTATION DEVELOPMENT ACT FISCAL YEAR 2022/23
STATE OF GOOD REPAIR FUNDS ACTUAL ALLOCATION AND CLAIM

REQUESTED ACTION

Adopt Resolution 23/24.04 to approve the Transportation Development Act (TDA) Fiscal Year (FY) 2022/23 State of Good Repair (SGR) Funds Actual Allocation and Claim.

BACKGROUND and DISCUSSION

The Transportation Development Act provides three funding sources:

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

The California Department of Tax and Fee Administration, based on sales tax collected in each county, returns the general sales tax revenues to each county's LTF. The State Controller's Office appropriates and allocates STA and SGR tax revenue, by formula, to planning agencies and other selected agencies.

The El Dorado County Transportation Commission is the Regional Transportation Planning Agency responsible for apportioning and administering the TDA funds for the Western Slope of El Dorado County.

The SGR is a funding source from a portion of the SB 1 Transportation Improvement Fee. The actual amount received for FY 2022/23 is \$XXXXX plus \$2,828.46 in interest and El Dorado County Transit Authority (EDCTA) is the only eligible recipient on the Western Slope of El Dorado County. EDCTA's approved 2022/23 SGR project is Bus Parking Lot Repair and Rehabilitation. EDCTA will consider approval of a claim for this project on September 7, 2023, in the amount of \$XXXXX to be submitted to the El Dorado County Transportation Commission for payment.

Approved by:



Woodrow Deloria, Executive Director

- Attachments: A) EDCTC Resolution 23/24.04
B) FY 2022/23 Actual Apportionment – SGR (*pending*)
C) FY 2022/23 SGR Claim from EDCTA (*pending*)



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 23/24.04

RESOLUTION OF THE EL DORADO COUNTY TRANSPORTATION COMMISSION APPROVING THE TRANSPORTATION DEVELOPMENT ACT FISCAL YEAR 2022/23 STATE OF GOOD REPAIR FUNDS ACTUAL ALLOCATION AND CLAIM

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 (EDCTA) are each required to file annual transportation claims for the funds, if any, from the Local Transportation Fund (LTF) 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 the EDCTC, under the provisions of the TDA, to review the annual transportation claims and to make allocations of monies from the LTF, State Transit Assistance (STA) fund and State of Good Repair (SGR) fund based on the estimated revenue upon approving said claim; and

WHEREAS, the SGR fund was established due to funding from Senate Bill (SB) 1, The Road Repair and Accountability Act of 2017; and

WHEREAS, the State Controller's Office issued a report of the estimated revenues for SGR funds; and

WHEREAS, on August 4, 2022, the EDCTC authorized the EDCTA's Bus Parking Lot Repair and Rehabilitation as the primary project and Fleet Repair and Rehabilitation as a backup project to be funded by the Fiscal Year (FY) 2022/23 SGR Program; and

WHEREAS, the FY 2022/23 SGR fund estimated allocation of \$286,825.00 was approved at the EDCTC meeting on April 6, 2023; and

WHEREAS, the State Controller's Office issued the FY 2022/23 SGR fund report of the actual amount received of \$XXXXXX; and

WHEREAS, interest earned in the SGR fund for FY 2022/23 was \$2,828.46; and

WHEREAS, the EDCTA is the only eligible applicant; and

WHEREAS, the EDCTA will consider approval of a claim for Bus Parking Lot Repair and Rehabilitation on September 7, 2023, in the amount of \$XXXXXX to be submitted to EDCTC for payment; and

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

NOW THEREFORE, BE IT RESOLVED, the SGR funds are reserved in a designated account by the Auditor’s Office until a reimbursement claim from EDCTA has been approved by the Commission.

BE IT FURTHER RESOLVED, that EDCTC shall review the claims as they are received, approve same for the FY 2022/23 funds available in the SGR fund, and make the following allocation:

1. **State of Good Repair** – To be paid to El Dorado County Transit Authority in the amount of \$XXXX for Bus Parking Lot Repair and Rehabilitation, per Sections 99313 and 99314.

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 claimant in accordance with the above allocations and conditions.

PASSED AND ADOPTED, by the El Dorado County Transportation Commission at their regular meeting on September 7, 2023, by the following vote:

Attest:

John Clerici, Chairperson

Dana Keffer, Secretary to the Commission

CONSENT CALENDAR**STAFF REPORT**

DATE: SEPTEMBER 7, 2023

TO: EL DORADO COUNTY TRANSPORTATION COMMISSION

FROM: KAREN THOMPSON, ADMINISTRATIVE SERVICES OFFICER

SUBJECT: TRANSPORTATION DEVELOPMENT ACT FISCAL YEAR 2023/24
APPORTIONMENT AND ALLOCATION FOR LOCAL TRANSPORTATION FUNDS,
REVISED STATE TRANSIT ASSISTANCE FUNDS, AND REVISED STATE OF
GOOD REPAIR FUNDS

REQUESTED ACTION

Adopt Resolution 23/24.05 approving the Transportation Development Act (TDA) Fiscal Year (FY) 2023/24 Apportionment and Allocation for Local Transportation Funds (LTF), Revised State Transit Assistance (STA) Funds, and Revised State of Good Repair (SGR) Funds.

BACKGROUND and DISCUSSION

The TDA provides three funding sources:

1. LTF from a quarter cent of the general sales tax collected statewide.
2. STA from the statewide sales tax on diesel fuel.
3. 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, based on sales tax collected in each county, returns the general sales tax revenues to each county's LTF. The State Controller's Office 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% percent 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 2023/24.

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

1. TDA fund administration (by EDCTC and the County Auditor);
2. Planning and programming undertaken by EDCTC (up to three percent of the fund);
3. Pedestrian and bicycle projects (optional, up to two percent 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 2023/24, the County Auditor estimates EDCTC's share of LTF revenues for apportionment available to program is \$9,475,854.00.

Administration, Planning, Programming

The County Auditor has estimated \$10,000.00 for administration from the estimated FY 2023/24 LTF revenue total. This amount is reimbursed to the County Auditor and is not included in EDCTC's Overall Work Program.

The EDCTC FY 2023/24 Overall Work Program and Budget includes administration, planning, programming, and the annual payment to Sacramento Area Council of Governments (SACOG) for a total of \$754,358.74. 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 two percent of TDA funds for SACOG federal transportation planning and programming activities after administration and any non-motorized allocations. The SACOG allocation equals \$174,358.74 for FY 2023/24.

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

State law offers EDCTC an option to apportion up to two percent 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 grants. The 2023/24 allocation totals \$177,917.08.

Public Transportation – Transit (Article 4)

El Dorado County Transit Agency's (EDCTA) claim for FY 2023/24 LTF funds is \$7,293,578.18 for operating expenses. A contingency of the Article 4 funds up to a maximum of \$2,000,000.00 is retained in the LTF fund's unreserved fund balance for transit's future needs. The transit contingency balance will be increased with a one-time deposit of \$1,250,000.00.

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) - Revised

The revised total of FY 2023/24 STA funds available for EDCTA is summarized below:

FY 2022/23 STA actual amount received over the estimated amount	\$XXXXXXXXXX
FY 2022/23 interest	\$1,052.61
FY 2023/24 revised estimate as of August 2023	\$2,296,350.00
FY 2023/24 estimated interest	\$2,000.00
Revised total to be paid to EDCTA as funds are received	\$XXXXXXXXXX

State of Good Repair (SGR)

The revised estimated FY 2023/24 SGR funds available for EDCTA is \$XXXXXXX. 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 23/24.05
- B) Allocation and Apportionment for FY 2023/24 – LTF
- C) Revised Allocation and Apportionment for FY 2023/24 – STA (pending)
- D) Revised Allocation and Apportionment for FY 2023/24 – SGR (pending)



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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 23/24.05

RESOLUTION OF THE EL DORADO COUNTY TRANSPORTATION COMMISSION APPROVING THE TRANSPORTATION DEVELOPMENT ACT FISCAL YEAR 2023/24 APPORTIONMENT AND ALLOCATION FOR LOCAL TRANSPORTATION FUNDS, REVISED STATE TRANSIT ASSISTANCE FUNDS, AND REVISED STATE OF GOOD REPAIR FUNDS

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) 2023/24 and the State Controller's Office issued a report of revised estimated revenues for STA and SGR Funds.

NOW THEREFORE, BE IT RESOLVED, that EDCTC shall review the claims as they are received, approve same for the FY 2023/24 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 \$754,358.74, 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 \$177,917.08, per Sections 99233.3 and 99234.
4. Fund the LTF contingency in the amount of \$1,250,000.00 for future transit needs. The previous contingency balance was \$750,000.00 and the maximum amount was increased to \$2,000,000.00.
5. To the El Dorado County Transit Authority (EDCTA) for Article 4 purposes, the total amount available of \$7,293,578.18, per Sections 99233.8, 99260(a), and 99262.
6. Revised State Transit Assistance Funds – To EDCTA for STA Funds in the revised estimated amount of \$XXXXXX. This includes \$XXXX of the FY 2022/23 STA actual amount received over the estimated amount, FY 2022/23 interest of \$1,052.61, the FY 2023/24 revised estimate of STA of \$2,296,350.00 and an estimated amount of \$2,000.00 in interest for FY 2023/24, for capital improvements, per Section 99314.6. The total allocation of \$XXXX plus an estimate of \$2,000.00 in interest is to be paid to EDCTA by the County Auditor as FY 2023/24 revenues are received and available for payment.
7. Revised 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 \$299,414.00 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 September 7, 2023, by the following vote:

Vote Pending

Attest:

John Clerici, Chairperson

Dana Keffer, Secretary to the Commission

BUSINESS CALENDAR**STAFF REPORT**

DATE: SEPTEMBER 7, 2023
TO: EL DORADO COUNTY TRANSPORTATION COMMISSION
FROM: WOODROW DELORIA, EXECUTIVE DIRECTOR
SUBJECT: AMEND APPENDIX A AND APPENDIX B JOB DESCRIPTIONS FOR THE EXECUTIVE ASSISTANT/SECRETARY TO THE COMMISSION AND ADMINISTRATIVE SERVICES OFFICER OF THE EDCTC PERSONNEL POLICIES AND PROCEDURES MANUAL

REQUESTED ACTION

Approve draft amendments to Appendix A and Appendix B job descriptions for the Executive Assistant/Secretary to the Commission and Administrative Services Officer of 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 April 6, 2023.

Appendix A includes the Organizational Chart representing the staffing structure of EDCTC. Changes have been proposed to the titles of two job classifications requiring that the chart be amended to reflect these changes. Appendix B includes each position within EDCTC and the respective job title, classification, and job descriptions therein. The job classifications and job descriptions have not been reviewed or amended recently and need to be evaluated to reflect any changes to current roles, responsibilities, and duties performed in the current public agency administration environment.

DISCUSSION

The updates to the Personnel Manual Appendix B are proposed to revisit the duties performed by two of the current job classifications, the Executive Assistant/Secretary to the Commission (EA) and Administrative Services Officer (ASO). As the agency has evolved to meet the demands of public agency operations, so have the roles and responsibilities of the EA and ASO positions. Federal and State transportation funding programs have increased reporting, fiscal administration, coordination, and oversight required of public transportation agencies such as EDCTC, ultimately requiring more administration and fiscal reporting support. Additionally, over the past year the ASO has been working with the EA to cross train and develop a more integrated skill set to meet the demands of the current moment. This not only provides more redundancy of skills and abilities, but also provides for a more productive and effective path forward when looking at succession planning and the agencies longer term employment vision. Proposed changes are consistent with job descriptions for the same classifications from like agencies including the Placer County Transportation Planning Agency, Shasta Regional Transportation Agency, Amador County Transportation Commission, and the Nevada County Transportation Commission. The proposed changes to the two classifications are included in the "track changes" version of the attached Draft Appendix B. If approved, the Overall Work Program and Budget (OWP), Amendment 1 will be revised to reflect the duties performed by each job class affected by the proposed changes. Should the EDCTC approve the proposed changes to these job classifications, the salary schedule for the EA and ASO job will be revisited in the OWP to reflect the

duties now required of and performed in each respective role. Ensuring that each job classification accurately reflects the expectations, duties performed, and is compensated accurately will help maintain the current staffing levels and ensure future recruitments are successful.

Approved for Agenda:



Woodrow Deloria
Woodrow Deloria, Executive Director

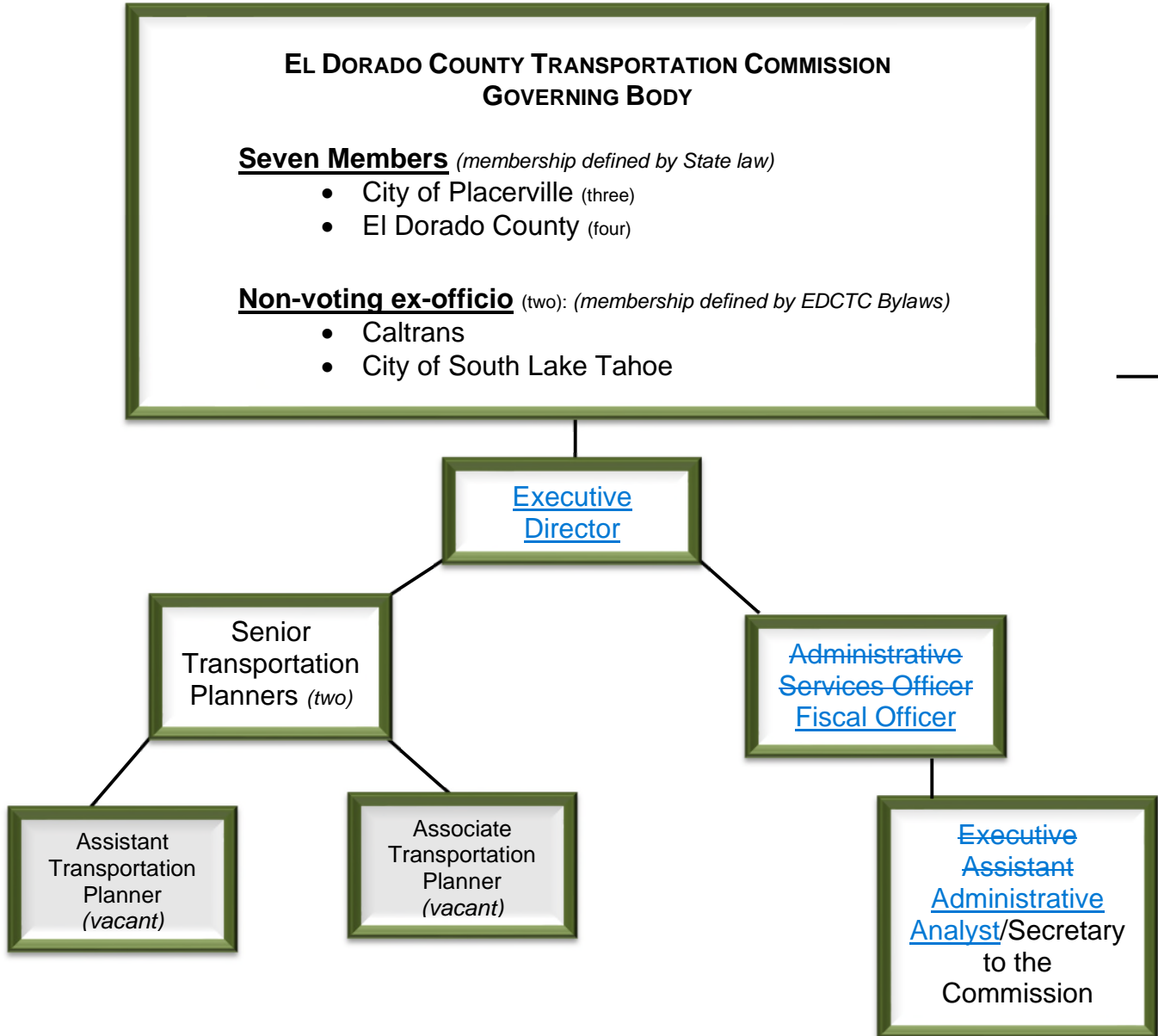
Attachment A: Draft Personnel Policies and Procedures Manual Appendix A

Attachment A: Draft Personnel Policies and Procedures Manual Appendix B job descriptions for the Executive Assistant/Secretary to the Commission and Administrative Services Officer

APPENDIX A

EL DORADO COUNTY TRANSPORTATION COMMISSION

ORGANIZATIONAL CHART





EL DORADO COUNTY TRANSPORTATION COMMISSION

~~ADMINISTRATIVE SERVICES~~ FISCAL OFFICER

FLSA –Exempt

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under general direction, plans, directs, and performs all duties related to accounting, funding and revenue collections, grant administration, billing, budgeting, and auditing; oversees all human resources functions, including benefits, recruitment and selection, and all related files; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The ~~Administrative Services-Fiscal~~ Officer is a single position supervisory class in which the incumbent is expected to perform work in all areas of accounting and human resources and coordinate work with outside contractors. This class is distinguished from the next higher class of Executive Director in that the latter has overall administrative and fiscal responsibility for the entire Agency.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from the Executive Director. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS *(include but are not limited to the following)*

Plans, organizes, and manages all accounting functions; implements, monitors, controls, and maintains accounting programs, including manages accounts payable, payroll, and accounts receivable; prepares regular and special financial reports; oversees human resource related activities, including benefits administration.

Prepares ~~a variety of~~ accounting reports; ~~prepares complex~~ financial reports, ~~on~~ special accounting and/or funding management assignments; ~~assists with and~~ oversees accounts receivable, accounts payable, ~~bank~~ deposits, billing, and payroll; oversees and coordinates with consultants for the annual audits; prepares the annual State Controller's Reportss.

Oversees the general development of reports and other fiscal functions performed by and documentation maintained by the Administrative Analyst.

Maintains general and subsidiary ledgers; reconciles a variety of computer reports; prepares work papers, financial statements, and other reports for federal, state, and other agencies; ~~signs purchase orders~~; monitors spending.

Assists in Oversees the annual budget preparation, including the development of spreadsheets;

works with staff to collect and compile budget information; develops the cost allocation plan; reviews budget expenditures; prepares budget revisions; ~~and supports the researches and provides budget information to~~ submittal of information, reports, and others materials to Caltrans as needed.

~~Prepares requests for proposals; conducts consultant selection process; monitors consultant billing.~~

Manages the financial aspects from fund agreement to quarterly reimbursement requests and certification of expenditures for a variety of transportation related program activities.

Participates in the recruitment and selection process; ~~develops advertisements~~; conducts new employee orientations; administers ~~health and dental~~ benefits.

Assists the Executive Director in the formation of administrative policies and practices.

Recommends human resource related policies, rules, and practices; maintains personnel files; ensures that pay increases are properly entered into the payroll system; keeps informed of all laws relating to human resources; coordinates and administers the Workers' Compensation program.

~~Establishes positive working relationships with representatives of community-based organizations, other agencies, Commission management and staff, and the public.~~

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper, and documents weighing up to twenty-five pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Fiscal Officer. A typical way of obtaining the required qualifications is:

~~Possession of a Bachelor's Degree and to possess the equivalent of one three-years of increasingly responsible professional accounting experience, including the maintenance of financial, budget, fiscal, and related statistical records.~~

OR

~~Possession of an Associate's Degree in Accounting and a bachelor's degree in accounting, business or public administration, or a related field and equivalent of three years of increasingly responsible professional accounting experience, including the maintenance of financial, budget, fiscal, and related statistical records.~~

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)***Knowledge of:**

Generally Accepted Accounting Principles (GAAP) and Basic Principles of Accounting as applied to Governmental Accounting Standards (GASB); principles and practices of government accounting, auditing, reporting and budgeting; grant and fund administration; principles and practices of financial programs; principles and practices of human resources, including recruitment, benefits, and personnel file management; methods and techniques of research and analysis of information and statistical data; basic principles of mathematics; applicable federal, state and local laws, codes and regulations relating to transportation programs; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Develop, examine and verify financial documents, reports and transactions; prepare a variety of budgets, financial statements, reports and analyses; analyze, post, balance and reconcile financial data, ledgers and accounts; oversee all recruitment and selection services; oversee benefit administration and all personnel files; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and a variety of ~~word processing and relevant~~ software applications, including QuickBooks® or related financial ~~and~~ accounting programs.



EL DORADO COUNTY TRANSPORTATION COMMISSION

EXECUTIVE ASSISTANT ADMINISTRATIVE ANALYST/SECRETARY TO THE COMMISSION FLSA –Exempt

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under general supervision, performs a wide variety of routine and complex office and administrative support tasks and duties in support of the Executive Director and other staff; acts as secretary to the Commission; assists the public and partnering agencies by providing information personally or directing information requests according to established procedures; sorts, logs, and maintains records and other documents; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Administrative Analyst/Secretary to the Commission is a single position classification in which the incumbent is expected to independently perform the full scope of assigned duties. Incumbent performs a full range of ~~office and~~ administrative and accounting support duties, including organization and coordination of workload, ~~maintenance of a calendar~~, scheduling of ~~meetings~~ appointments, contract administration, budget development, and preparation of reports and other documents. This classification is distinguished by the performance of sensitive and confidential duties related to the administrative support of the Executive Director, the Commission, and other professional staff.

SUPERVISION RECEIVED/EXERCISED

Receives general supervision from the Executive Director and oversight from the Fiscal Officer. The incumbent does not routinely exercise supervision.

ESSENTIAL FUNCTIONS *(included but are not limited to the following)*

Assists with accounting duties: cash receipts, deposit of receivables, ~~and reconciliation of petty cash~~ quarterly Caltrans and other invoicing as needed.

Assists the annual budget preparation, including the development of spreadsheets; compiles information and research and provides budget information to Caltrans as needed.

Prepares requests for proposals; conducts consultant selection process; monitors consultant billing.

Participates in the recruitment and selection process for all agency positions as well as request for proposals for planning related studies, plans, or related efforts.

Manages all office related contracts and agreements including the lease, cleaning and maintenance, information technology support, and all electronic, computer, hardware, and other EDCTC owned inventory.

Manages electronic and printed records retention and file organization for all agency documents, plans, studies, and other related materials.

Maintains and updates the Commission ~~web-site~~ and social media platforms; ~~reviews, updates, purges, writes, and edits copy for the site~~; posts agendas and meeting notices; oversees press and media coordination. ~~Maintains and updates the agency Facebook page.~~

Performs a wide variety of routine and complex office and administrative support tasks and duties in support of the Executive Director and Commission; assists the public by providing information personally or directing information requests according to established procedures.

Performs sensitive and confidential routine and complex office, clerical, and administrative support tasks and duties, including scheduling appointments, arranging meeting locations, and tracking project status.

Serves as Secretary to the Commission: records actions taken and arranges for recording actions in the official records; distributes documents resulting from Board action; certifies the authenticity of actions and Resolutions and prepares certified copies; prepares and publishes legal and informational notices on behalf of the Commission; prepares, distributes, and posts Board meeting agendas in accordance with legal requirements.

Demonstrates an understanding of applicable Commission policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as appropriate; receives visitors and telephone calls, directing them to the appropriate information source; represents the Commission to all callers and visitors in a professional and customer-friendly manner.

Uses computers to enter and prepare a variety of documents, including general correspondence, reports, memos, proposals and fliers from rough drafts or verbal instructions; assists in the formatting of reports; proofreads documents and correspondence; ~~operates other automated office equipment; types drafts, creates documents from draft or verbal instructions, and prepares a wide~~composes, edits, proofreads, and formats a variety of ~~finished~~ documents; independently responds to e-mail.

Establishes positive working relationships with representatives of community organizations, state/local agencies, Commission management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to twenty-five pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an Administrative Analyst/Secretary to the Commission. A typical way of obtaining the required qualifications is to possess the equivalent of five years of significant, directly related, and progressive administrative and clerical support experience, ~~and-or~~ an associate degree [in Public Administration and Governance or related field](#).

License/Certificate

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the knowledge, abilities, and skills necessary to perform essential duties of the position.)*

Knowledge of office, administrative and clerical policies and procedures; basic understanding of the principles of governing codes and ordinances; basic principles of mathematics; applicable federal, state, and local laws, codes and regulations; methods and techniques of prioritizing and organizing assignments; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to provide complex administrative support to the Executive Director and other Commission staff; take action minutes and prepare related resolutions, and documents; read, understand, and review documents for accuracy and relevant information; use applicable office terminology, forms, documents, and procedures in the course of the work; maintain complex office and confidential records and files; meet critical deadlines; deal successfully with the public, in person and over the telephone; respond to community issues, concerns, and needs; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes and regulations, including open meeting requirements; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze complex issues, develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to operate standard office equipment, including a computer and variety of relevant software applications including website platform.

INFORMATION ITEM

STAFF REPORT

DATE: **SEPTEMBER 7, 2023**

TO: **EL DORADO COUNTY TRANSPORTATION COMMISSION**

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

SUBJECT: **SEPTEMBER 2023 PROJECT MONITORING REPORT**

REQUESTED ACTION

None. This item is for information only.

BACKGROUND

To identify regional transportation project delivery issues and challenges, El Dorado County Transportation Commission (EDCTC) staff performs Planning, Programming, and Monitoring (PPM) duties for regionally significant projects in the EDCTC region. EDCTC conducts its PPM duties in collaboration with the El Dorado County Department of Transportation, City of Placerville Engineering Division, El Dorado Transit Authority, the Sacramento Area Council of Governments, and the Caltrans Department of Local Assistance.

DISCUSSION

The report includes projects funded with State Transportation Improvement Program, State Highway Operations and Protection Program, the Road Repair and Accountability Act of 2017 (Senate Bill 1) Programs, Congestion Mitigation and Air Quality, Surface Transportation Block Grant Program, Active Transportation Program, Highway Infrastructure Program, Local Transportation Fund, Bicycle/Pedestrian funds, Coronavirus Response and Relief Supplemental Appropriations Act funds, and at times, regionally significant projects funded with local funds, such as Traffic Impact Fees.

The report includes “project status symbols” to indicate whether a project:

- Is within current cost and schedule ✓
- Has potential cost and/or schedule impacts ?
- Has known cost and/or schedule impacts X

As a result of discussions between members of the El Dorado County Board of Supervisors, the public, Caltrans, and EDCTC staff about the need for the public to have ready access to information about Caltrans’ State Highway Operations and Protection Program (SHOPP) projects in El Dorado County, the report contains a map and information detailing Caltrans’ SHOPP projects in El Dorado County. The report also contains a spreadsheet that shows current grant-funded projects and studies.

Staff will provide the Commission with a brief oral summary of the Project Monitoring Report and Caltrans Project Management staff will discuss the SHOPP project map.

Approved for Agenda:

Woodrow Deloria, Executive Director

Attachment A: September 2023 Project Monitoring Report *(provided under separate cover)*