



## TECHNICAL ADVISORY COMMITTEE

### AGENDA

Monday, July 22, 2024, 1:30 PM

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#### To join the meeting:

The virtual meeting access information will be emailed.

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#### **DRAFT COMMISSION AGENDA REVIEW**

#### **CONSENT CALENDAR**

- 1.** MINUTES FOR THE JUNE 6, 2024, COMMISSION MEETING (KEFFER)  
REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes for the June 6, 2024, Commission meeting.
- 2.** MAY - JUNE 2024 CHECK REGISTER (THOMPSON)  
REQUESTED ACTION: Receive and file the May through June 2024 Check Register.
- 3.** 2024 EL DORADO COUNTY TRANSPORTATION COMMISSION TITLE VI AND PUBLIC PARTICIPATION PLAN (KEFFER)  
REQUESTED ACTION: Adopt Resolution 24/25.01 approving the El Dorado County Transportation Commission Title VI and Public Participation Plan.
- 4.** SURFACE TRANSPORTATION BLOCK GRANT PROGRAM FISCAL YEAR 2023/24 EXCHANGE APPORTIONMENT AND FUNDING AGREEMENTS BETWEEN EDCTC AND THE CITY OF PLACERVILLE AND EDCTC AND EL DORADO COUNTY (KEFFER)  
REQUESTED ACTION:
  1. Adopt Resolution 24/25.02 approving the Surface Transportation Block Grant Program FY 2023/24 Exchange Apportionment and Allocation.
  2. Authorize the Executive Director to sign the 2023/24 Exchange Recipient Agreement between El Dorado County Transportation Commission and the City of Placerville.
  3. Authorize the Executive Director to sign the 2023/24 Exchange Recipient Agreement between EDCTC and El Dorado County.
- 5.** OVERALL WORK PROGRAM BUDGET VS. ACTUAL COMPARISON FISCAL YEAR 2023/24 REPORT (THOMPSON)  
REQUESTED ACTION: Receive and file the Overall Work Program Budget vs. Actual Comparison Fiscal Year 2023/24 July-March Report.

#### **BUSINESS ITEMS**

- 6.** URBAN SURFACE TRANSPORTATION BLOCK GRANT PROGRAM RE-PROGRAMMING (BARTON)  
REQUESTED ACTION: Adopt Resolution 24/25.03 reprogramming \$320,700 in Urban Surface Transportation Block Grant Program funds from the US 50 Camino Safety Project to The City of Placerville for the Broadway Sidewalks Project.
- 7.** URBAN SURFACE TRANSPORTATION BLOCK GRANT PROGRAM RE-PROGRAMMING (BARTON)  
REQUESTED ACTION: Adopt Resolution 24/25.04 reprogramming \$61,652 in Urban Surface Transportation Block Grant Program funds from the Missouri Flat Road Trail Connection Project to El Dorado County Department of Transportation for the Missouri Flat Road Bicycle and Pedestrian Overcrossing Project.

- 8.** URBAN SURFACE TRANSPORTATION BLOCK GRANT PROGRAM RE-PROGRAMMING (BARTON)  
REQUESTED ACTION: Adopt Resolution 24/25.05 reprogramming \$489,140 in Urban Surface Transportation Block Grant Program funds from the US 50 Camino Safety Project to El Dorado County Department of Transportation for the Mound Springs Creek Bridge Replacement Project.

### **INFORMATION ITEMS**

- 9.** EL DORADO COUNTY REGIONAL TRANSPORTATION PLAN 2045 DRAFT FINANCIAL FORECAST (DELORIA)  
REQUESTED ACTION: None. This item is for information only.

- 10.** DRAFT HARVEST SEASON STANDARD OPERATING PROCEDURES (DELORIA)  
REQUESTED ACTION: None. This item is for information only.

### **MEMBER SHARING**

### **ADJOURNMENT**

*The next TAC meeting is scheduled for August 26, 2024.*

**CONSENT CALENDAR**

**STAFF REPORT**

**DATE: AUGUST 1, 2024**  
**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**  
**FROM: DANA KEFFER, ADMINISTRATIVE ANALYST/SECRETARY TO THE COMMISSION**  
**SUBJECT: JUNE 6, 2024 COMMISSION MEETING**

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REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes (Attachment A) for the June 6, 2024 Commission meeting.

Approved for Agenda:



Woodrow Deloria, Executive Director

Attachment A: June 6, 2024 Minutes



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

**Councilmembers Representing City of Placerville:** John Clerici, Jackie Neau, David Yarbrough

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

Woodrow Deloria, Executive Director

## ACTION MINUTES

Regular Meeting, Thursday, June 6, 2024, 2:00 PM

### CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Thomas called the meeting to order at 2:24 PM and Vice Chair Neau led the Pledge of Allegiance.

ATTENDANCE: Chair Thomas, Vice Chair Neau, Commissioners Clerici, Hidahl, Parlin, Turnboo, Yarbrough, and Caltrans Ex Officio Mandeep Lally. ABSENT: South Lake Tahoe Ex Officio Cody Bass.

### ADOPTION OF AGENDA AND CONSENT CALENDAR

There were no public comments received.

**ACTION: Commissioner Parlin made a motion to adopt the agenda and to approve or adopt items 1 and 2 on the Consent Calendar. The motion was seconded by Commissioner Clerici which carried as follows:**

**MOTION/SECOND: Parlin/Clerici**

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

**ABSTAIN: None**

**NOES: None**

**ABSENT: None**

1. MINUTES FOR THE MAY 2, 2024, COMMISSION MEETING

REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes for the May 2, 2024, Commission meeting.

2. APRIL 2024 CHECK REGISTER

REQUESTED ACTION: Receive and file the April 2024 Check Register.

### OPEN FORUM

There were no public comments received.

### BUSINESS ITEMS

3. SENATE BILL 1: STATE OF GOOD REPAIR FISCAL YEAR 2024/25 FUNDING ALLOCATION PROJECT LIST

REQUESTED ACTION: Adopt Resolution 23/24.27 allocating Senate Bill 1 State of Good Repair Fiscal Year 2024/25 Funds to the El Dorado County Transportation Commission.

There were no public comments received.

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

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

4. FINAL GREATER PLACERVILLE WILDFIRE EVACUATION PREPAREDNESS, COMMUNITY SAFETY, AND RESILIENCY STUDY

REQUESTED ACTION: Accept the Final Greater Placerville Wildfire Evacuation Preparedness, Community Safety, and Resiliency Study.

There were no public comments received.

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

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

5. PROFESSIONAL SERVICES AGREEMENT: 2025-2045 REGIONAL TRANSPORTATION PLAN ENVIRONMENTAL IMPACT REPORT

REQUESTED ACTION: Authorize the Executive Director to enter into a professional services agreement between El Dorado County Transportation Commission and DeNovo Planning Group, to develop the 2025-2045 Regional Transportation Plan Environmental Impact Report for a not-to-exceed amount of \$99,537.

There were no public comments received.

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

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

6. DRAFT POLICY ELEMENT: 2025-2045 REGIONAL TRANSPORTATION PLAN

REQUESTED ACTION: Approve the El Dorado County Regional Transportation Plan 2025-2045 *DRAFT* Goals, Objectives, and Strategies which establishes the framework of the Policy Element of the Regional Transportation Plan.

There were no public comments received.

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

**MOTION/SECOND: Neau/Clerici**  
**AYES: Clerici, Hidahl, Neau, Parlin, Thomas, Turnboo, Yarbrough**

**ABSTAIN: None**  
**NOES: None**  
**ABSENT: None**

7. URBAN SURFACE TRANSPORTATION BLOCK GRANT PROGRAM RE-PROGRAMMING  
REQUESTED ACTION: Adopt Resolution 23/24.28 reprogramming \$465,332 in Urban Surface Transportation Block Grant Program funds from the Silva Valley/Harvard Way Intersection Project to El Dorado County Department of Transportation for the Missouri Flat Road Bicycle and Pedestrian Overcrossing Project.

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

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

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

#### EXECUTIVE DIRECTOR'S REPORT

#### SOUTH LAKE TAHOE - CALTRANS – COMMISSIONER COMMENTS

#### ADJOURNMENT

The meeting was adjourned at 3:57pm.

The next regular meeting is scheduled for 2:00pm on August 1, 2024, at 330 Fair Lane Placerville, California.

CONSENT CALENDAR

STAFF REPORT

DATE: AUGUST 1, 2024
TO: EL DORADO COUNTY TRANSPORTATION COMMISSION
FROM: KAREN THOMPSON, FISCAL OFFICER
SUBJECT: MAY - JUNE 2024 CHECK REGISTER

REQUESTED ACTION

Receive and file the May - June 2024 Check Register (Attachment A).

BACKGROUND AND DISCUSSION

The attached check listing includes payments that merit further explanation:

- Extreme Towing... \$13,439.66
Extreme Towing... \$13,952.51
Apr - May 2024 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.
Fehr & Peers... \$6,539.45
March 2024 professional services for the Next Generation Transportation Investments Strategy, Work Element 263. The contract was approved at the February 1, 2024, EDCTC meeting.
DKS Associates... \$570.51
DKS Associates... \$25,335.88
April 2024, May 2024 final payment and release of retention withheld to consultant for the Wildfire Evacuation Preparedness Plan, Work Element 265. The contract was approved at the March 3, 2022, EDCTC meeting.
DKS Associates... \$2,261.31
DKS Associates... \$7,883.17
April 2024, May 2024 final payment and release of retention withheld to consultant for public outreach services for the Wildfire Evacuation Preparedness Plan, Work Element 265SHA. The contract was approved at the March 2, 2023, EDCTC meeting.
Found Design LLC/Merje... \$21,634.84
February - April 2024 professional services for the US 50 Camino Signage and Wayfinding - Access Mitigation Plan, Work Element 282. The contract was approved at the February 1, 2024, EDCTC meeting.

Approved for Agenda:

Woodrow Deloria (handwritten signature)

Woodrow Deloria, Executive Director

Attachment A: May - June 2024 Check Register

**El Dorado County Transportation Commission  
Check Register  
May - June 2024**

<b>Date</b>	<b>Name</b>	<b>Payment</b>	<b>Memo</b>
05/01/2024	CalPERS Retirement System	4,242.41	May 2024 Contribution #1
05/01/2024	CalPERS Retirement System	537.77	May 2024 PEPRA Contribution #1
05/02/2024	Airespring	658.81	May 2024 Fiber optic internet
05/02/2024	Ameritas Life Insurance Corp.	543.00	May 2024 Dental
05/02/2024	Ameritas Life Insurance Corp.	72.20	May 2024 Vision
05/02/2024	Benefit Coordinators Corporation	234.96	May 2024 Life/Disability Premiums
05/02/2024	CalPERS Health	7,945.65	May 2024 Health Premiums
05/02/2024	De Lage Landen Financial Services	203.78	May 2024 Copy Machine Lease Payment
05/02/2024	ISU - Atwood Insurance Agency	5,671.00	Directors & Officers Insurance Renewal
05/02/2024	RTS IT, Inc.	1,070.00	May 2024 ITCare Silver Service Plan
05/07/2024	Century Building Maintenance	500.00	April 2024 Building Maintenance
05/07/2024	JS West Propane Gas	85.84	April 2024 Propane
05/07/2024	Rimrock Water Company	31.80	May 2024 Water
05/10/2024	Elan Financial Services - Visa DB	155.96	Hotel for wildfire conference
05/10/2024	Elan Financial Services - Visa DK	344.51	ADA Compliant Website, Office Phones, Office Expenses
05/10/2024	Elan Financial Services - Visa JB	8.96	Office Expense
05/10/2024	Elan Financial Services - Visa KT	60.74	Zoom Meetings and March Office Expenses
05/10/2024	Elan Financial Services - Visa WD	881.21	Cap to Cap
05/15/2024	CalPERS Retirement System	4,242.41	May 2024 Contribution #2
05/15/2024	CalPERS Retirement System	537.77	May 2024 PEPRA Contribution #2
05/16/2024	Extreme Towing	13,439.66	* April 2024 Freeway Service Patrol
05/16/2024	Fehr & Peers	6,539.45	* 2/24/24-03/29/24 Next Gen Transp Inv Strategy
05/17/2024	QuickBooks Payroll Service	474.00	Quickbooks Payroll Annual Subscription
05/17/2024	QuickBooks Payroll Service	24.00	April 2024 Payroll Fee
05/21/2024	Umpqua Bank	80.16	April 2024 Analyzed Checking Fee
05/23/2024	DKS Associates	570.51	* April 2024 Wildfire Evac Preparedness
05/23/2024	DKS Associates	2,261.31	* April 2024 Public Outreach -WF Evac Preparedness
05/23/2024	PG&E	409.67	04/12/24-05/12/24 Utilities
05/23/2024	Rimrock Water Company	12.00	April 2024 Water Tank Rental
05/28/2024	Sharon Petersen	4,608.00	June 2024 Office Rent
05/29/2024	CalPERS Retirement System	4,242.41	May 2024 Contribution #3
05/29/2024	CalPERS Retirement System	537.77	May 2024 PEPRA Contribution #3
06/03/2024	Airespring	665.56	June 2024 Fiber optic internet
06/03/2024	Ameritas Life Insurance Corp.	543.00	June 2024 Dental
06/03/2024	Ameritas Life Insurance Corp.	72.20	June 2024 Vision
06/03/2024	Benefit Coordinators Corporation	234.96	June 2024 Life/Disability Premiums
06/03/2024	CalPERS Health	7,945.65	June 2024 Health Premiums
06/03/2024	Century Building Maintenance	500.00	May 2024 Building Maintenance
06/03/2024	RTS IT, Inc.	1,070.00	June 2024 ITCare Silver Service Plan
06/03/2024	De Lage Landen Financial Services	203.78	June 2024 Copy Machine Lease Payment
06/11/2024	Elan Financial Services - Visa DK	312.05	ADA Compliant Website, Office Phones, Office Expenses
06/11/2024	Elan Financial Services - Visa KT	725.95	Zoom meetings and replace outdated office laptop
06/11/2024	Elan Financial Services - Visa WD	24.00	Parking SACOG Funding Group
06/11/2024	JS West Propane Gas	7.44	May 2024 Propane
06/11/2024	Rimrock Water Company	31.80	June 2024 Water
06/12/2024	CalPERS Retirement System	4,242.41	June 2024 Contribution #1
06/12/2024	CalPERS Retirement System	537.77	June 2024 PEPRA Contribution #1
06/17/2024	CalPERS CERBT	5,522.00	* Annual Other Post Employment Benefits Target Amount less Retiree Payments
06/17/2024	DKS Associates	25,335.88	* May 2024 Wildfire Evac Preparedness - Final/Release Retention
06/17/2024	DKS Associates	7,883.17	* May 2024 Public Outreach Wildfire Evac Prep Final/Release Retention
06/17/2024	Extreme Towing	13,952.51	* May 2024 Freeway Service Patrol
06/17/2024	Found Design, LLC/Merje	21,634.84	* Feb-Apr 2024 Camino Signage and Wayfinding
06/17/2024	Mountain Democrat	51.00	Public Notice Triennial Performance Audit Request for Proposals
06/17/2024	QuickBooks Payroll Service	24.00	May 2024 Payroll Fee
06/21/2024	Umpqua Bank	81.14	May 2024 Analyzed Checking Fee
06/24/2024	PG&E	593.63	05/13/24-06/10/24 Utilities
06/24/2024	Rimrock Water Company	24.00	May and June Dispenser Rental
06/24/2024	Sloan Sakai Yeung & Wong LLP	145.00	May 2024 Legal Services
06/26/2024	CalPERS Retirement System	4,242.41	June 2024 Contribution #2
06/26/2024	CalPERS Retirement System	537.77	June 2024 PEPRA Contribution #2
06/28/2024	CalPERS Fiscal Services Division	312.00	1959 Survivor Benefits FY 2023/24
		<u>158,683.64</u>	
		<u><b>158,683.64</b></u>	



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

**DATE:** AUGUST 1, 2024  
**TO:** EL DORADO COUNTY TRANSPORTATION COMMISSION  
**FROM:** DANA KEFFER, EXECUTIVE ASSISTANT  
**SUBJECT:** 2024 EL DORADO COUNTY TRANSPORTATION COMMISSION  
TITLE VI AND PUBLIC PARTICIPATION PLAN

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**REQUESTED ACTION**

Adopt Resolution 24/25.01 (Attachment A) approving the El Dorado County Transportation Commission (EDCTC) Title VI and Public Participation Plan.

**BACKGROUND**

The purpose of EDCTC Title VI and Public Participation Plan is to provide a public framework to include all citizens in the transportation efforts undertaken by EDCTC.

As a direct recipient of federal funds, the California Department of Transportation (Caltrans) must comply with Federal Circular 4702.1B which set new guidelines for compliance with Title VI of the Civil Rights Act of 1964. Caltrans is also charged with the responsibility of verifying that the subrecipients of these federal funds also comply with these requirements. EDCTC must submit a Title VI Plan every three years to ensure compliance with these requirements.

**DISCUSSION**

Consistent with Caltrans' request, EDCTC staff prepared the 2024 EDCTC Title VI Plan in accordance with Federal Circular 4702.1B and the 2021 Title VI Program Checklist. Completion of the EDCTC Title VI Plan allows EDCTC to continue to receive federal funding for future plans, programs, and projects. The Title VI Plan will be posted on the EDCTC website in English and Spanish.

Approved for Agenda:



Woodrow Deloria, Executive Director

Attachments: A) EDCTC Resolution 24/25.01  
B) 2024 El Dorado County Transportation Commission  
Title VI and Public Participation Plan



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

**Councilmembers Representing City of Placerville:** John Clerici, Jackie Neau, David Yarbrough

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

**RESOLUTION 24/25.01**

**RESOLUTION OF THE EL DORADO COUNTY TRANSPORTATION COMMISSION  
ADOPTING THE 2024 EL DORADO COUNTY TRANSPORTATION COMMISSION  
TITLE VI AND PUBLIC PARTICIPATION PLAN**

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

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

**WHEREAS**, EDCTC is responsible for the administration of federal funds; and

**WHEREAS**, EDCTC must comply with Federal Circular 4702.1B which set new guidelines for compliance with Title VI of the 1964 Civil Rights Act to receive federal funds; and

**WHEREAS**, EDCTC previously adopted Title VI and Public Participation Plans on August 2, 2018, and August 5, 2021; and

**WHEREAS**, in accordance with Federal Circular 4702.1B, an updated Title VI Plan meeting federal requirements is required to be submitted every three years; and

**NOW THEREFORE, BE IT RESOLVED**, that EDCTC has approved the revised El Dorado County Transportation Commission Title VI and Public Participation Plan.

**PASSED AND ADOPTED**, by the El Dorado County Transportation Commission at their regular meeting on August 1, 2024, by the following vote:

*Vote Pending*

Attest:

\_\_\_\_\_  
Wendy Thomas, Chairperson

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



EL DORADO COUNTY  
TRANSPORTATION COMMISSION  
TITLE VI PROGRAM, PUBLIC  
PARTICIPATION PLAN, AND  
LANGUAGE ASSISTANCE PLAN

2024

**EL DORADO COUNTY TRANSPORTATION COMMISSION**

2828 Easy Street, Suite 1  
Placerville, California 95667  
(530) 642-5260  
[www.edctc.org](http://www.edctc.org)

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## EDCTC Title VI Program

### Plan Statement

The following program was developed to guide the El Dorado County Transportation Commission (EDCTC) in its administration and management of Title VI-related activities, and details how EDCTC meets the requirements as set forth in FTA Circular 4702.1B.

Section 601 under Title VI of the Civil Rights Act of 1964 states the following:

“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

### Policy

EDCTC is committed to ensuring that no person on the basis of race, color, or national origin will be excluded from participation or subjected to discrimination with regard to the transportation planning and programming activities conducted by EDCTC’s employees, affiliates, and contractors.

### Governing Board

The governing board for EDCTC is made up of seven members. Four members are appointed by the El Dorado County Board of Supervisors and three are appointed by the Placerville City Council. The City of South Lake Tahoe shall appoint one City Council Member to serve as ex-officio, non-voting member and the District Director for the California Department of Transportation shall designate one ex-officio, non-voting member.

### General Reporting Requirements

Chapter III of FTA Circular 4702.1B addresses the general reporting requirements for recipients and sub-recipients of Federal Transit Administration (FTA) funding to ensure that their activities comply with Department of Transportation (DOT) Title VI regulations. Below are summaries of each requirement and how EDCTC’s Title VI Program fulfills that requirement.

1. REQUIREMENT TO PROVIDE TITLE VI ASSURANCES

In accordance with 49 CFR Section 21.7(a), every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with DOT’s Title VI regulations. This requirement shall be fulfilled when the applicant/recipient submits its annual certifications and assurances to FTA.

**EDCTC annually submits its Certifications and Assurances to the California Department of Transportation.**

2. REQUIREMENT TO PREPARE AND SUBMIT A TITLE VI PROGRAM

Sub-recipients shall submit Title VI Programs to the primary recipient from whom they receive funding in order to assist the primary recipient in its compliance efforts.

**Once the Title VI Program is approved by the El Dorado County Transportation Commission, it will be submitted to the California Department of Transportation. The effective date will be the date of the Resolution.**

3. REQUIREMENT TO NOTIFY BENEFICIARIES OF PROTECTION UNDER TITLE VI

The Title VI Program shall include recipient's Title VI notice to the public that indicates the recipient complies with Title VI and informs members of the public of the protections against discrimination afforded to them by Title VI, include a list of locations where the notice is posted.

**EDCTC has developed a public Title VI Notice to Beneficiaries following the guidelines of Circular FTA C 4702.1B, Appendix B. A copy of the notice is found in Appendix 1 of this Title VI Program.**

4. REQUIREMENT TO HAVE TITLE VI COMPLAINT PROCEDURES AND A COMPLAINT FORM

All recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public. Recipients must also develop a Title VI complaint form, and the form and procedure for filing a complaint shall be available on the recipient's website.

**EDCTC has developed a Title VI complaint procedure and form. In this Title VI Program, Appendix 2 outlines EDCTC's Title VI Complaint Procedures, and Appendix 3 is a copy of EDCTC's Title VI Complaint form.**

**The complaint procedures and form are available in English and Spanish on EDCTC's website, <https://www.edctc.org/> as well as in the EDCTC office, 2828 Easy Street, Suite 1, Placerville, CA 95667. Individuals may request that EDCTC mail them a paper copy of the procedures and form.**

5. REQUIREMENT TO RECORD AND REPORT TRANSPORTATION-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS

In order to comply with the reporting requirements of 49 CFR Section 21.9(b), FTA requires all recipients to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin: active investigations conducted by entities other than FTA, lawsuits, and complaints naming the recipient. This list shall include the date that the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to, the investigation, lawsuit, or complaint.

**EDCTC will maintain a list of all investigations, lawsuits, and complaints naming EDCTC according to the guidelines of Circular FTA C 4702.1B, Appendix E. A copy of this list is provided in Appendix 4 of this Title VI Program. In addition, EDCTC will maintain permanent records of all related documents. EDCTC has not received any Title VI complaints of discrimination and therefore does not have any investigations or lawsuits to report; however, the processes are in place in the event that complaints are made.**

6. REQUIREMENT TO PROMOTE INCLUSIVE PUBLIC PARTICIPATION

The content and considerations of Title VI, the Executive Order on Limited English Proficiency (LEP), and the DOT LEP Guidance shall be integrated into each recipient's established public participation plan or process (i.e., the document that explicitly describes the proactive strategies, procedures, and desired outcomes that underpin the recipient's public participation activities).

**EDCTC's Public Participation Policy is shown in Appendix 5 of this Title VI Program. EDCTC ensures that minority and LEP populations, as with all members of the public, will be empowered to participate in decisions involved with EDCTC's transportation planning and programming activities.**

7. REQUIREMENT TO PROVIDE MEANINGFUL ACCESS TO LIMITED-ENGLISH PROFICIENT (LEP) PERSONS

Consistent with Title VI of the Civil Rights Act of 1964, DOT's implementing regulations, and Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" (65 FR 50121, Aug. 11, 2000), recipients shall take reasonable steps to ensure meaningful access to benefits, services, information, and other important portions of their programs and activities for individuals who are LEP.

**Please see EDCTC Language Assistance Plan attached to this Title VI Program. EDCTC's Four Factor Analysis and Action Plan are contained therein.**

Title 49 CFR Section 21.5(b)(1)(vii) states that a recipient may not, on the grounds of race, color, or national origin, "deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program." Recipients that have transportation-related, non-elected planning boards, advisory councils, or committees, or similar committees, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees.

**Appendix 6 shows EDCTC's Table Depicting Minority Representation on Committees and Councils Selected by EDCTC.**

8. REQUIREMENT TO PROVIDE ADDITIONAL INFORMATION UPON REQUEST

FTA may request, at its discretion, information other than that required by this Circular from a recipient in order for FTA to investigate complaints of discrimination or to resolve concerns about possible noncompliance with DOT's Title VI regulations.

**EDCTC will fully cooperate with any FTA investigation of discrimination complaints to the extent required by Title VI regulations.**

## **Appendix 1: Title VI Notice to Beneficiaries**

The El Dorado County Transportation Commission (EDCTC) operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with EDCTC.

For more information on EDCTC's Civil Rights Program and the procedures to file a complaint, contact (530) 642-5260; go online at <https://www.edctc.org/>; or visit our office at 2828 Easy Street, Suite 1, Placerville, CA 95667.

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE, Washington DC 20590.



## Appendix 2: Title VI Complaint Procedures

Any person who believes they have been discriminated against on the basis of race, color, or national origin by the El Dorado County Transportation Commission (hereinafter referred to as “EDCTC”) may file a Title VI complaint by completing and submitting the agency’s Title VI Complaint Form. EDCTC investigates complaints received no more than 180 days after the alleged incident. EDCTC will process complaints that are complete.

Complaints must be in writing and signed by the complainant on the form provided. Complaints must include the complainant’s name, address, phone number, and be detailed to specify all issues and circumstances of the alleged discrimination. Allegations must be based on issues involving race, color, or national origin. Title VI Complaints of Discrimination may be filed with:

EDCTC  
Attn: Title VI Coordinator  
2828 Easy Street, Suite 1  
Placerville, CA 95667

Once the complaint is received, EDCTC will review it to determine if its office has jurisdiction. The complainant will receive an acknowledgement letter informing them whether the complaint will be investigated by EDCTC.

EDCTC has 30 days to investigate the complaint. If more information is needed to resolve the case, EDCTC may contact the complainant. The complainant has 15 business days from the date of the letter to send requested information to EDCTC. If EDCTC is not contacted by the complainant or does not receive the additional information within 15 business days, EDCTC can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After EDCTC reviews the complaint, it will issue one of two letters to the complainant: a closure letter or a Letter of Finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, they have 30 days after the date of the letter, or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Avenue SE, Washington, DC 20590.

### Appendix 3: Title VI Complaint Form

Section 601, under Title VI of the Civil Rights Act of 1964 states that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” **If you feel you have been discriminated against, please provide the following information in order to assist EDCTC in processing your complaint.**

**SECTION 1** (Please print clearly):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_(Home) \_\_\_\_\_(Work)

Accessible format requirements? \_\_\_\_ (Large print) \_\_\_\_ (Audiotape) \_\_\_\_ (TDD) \_\_\_\_ (Other)

**SECTION 2**

Are you filing this complaint on your own behalf? \_\_\_\_ (Yes) \_\_\_\_ (No)

If you answered yes to this question, go to Section 3.

If not, please supply the name and relationship of the person for whom you are filing this complaint:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Please explain why you have filed for a third party: \_\_\_\_\_

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of the third party. \_\_\_\_ (Yes) \_\_\_\_ (No)

**SECTION 3**

I believe the discrimination I experienced was based on (check all that apply):

\_\_\_\_\_ Race \_\_\_\_\_ Color \_\_\_\_\_ National Origin

Date and Place of Occurrence: \_\_\_\_\_

Name (s) and Title(s) of the person (s) who I believe discriminated against me:

\_\_\_\_\_

The action or decision which caused me to believe I was discriminated against is as follows:  
*(Please include a description of what happened and how your benefits were denied, delayed or affected):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any and all witnesses' names and phone numbers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What type of corrective action would you like to see taken?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 4**

Have you previously filed a Title VI complaint with this agency? \_\_\_\_ (Yes) \_\_\_\_ (No)

**SECTION 5**

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State Court? \_\_\_\_ (Yes) \_\_\_\_ (No)

If yes, check all that apply:

Federal Agency \_\_\_\_ Federal Court \_\_\_\_ State Agency \_\_\_\_ State Court \_\_\_\_ Local Agency \_\_\_\_

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

You may attach any written materials or other information that you think is relevant to your complaint.

I believe the above information is true and correct to the best of my knowledge.

Signature and date required below:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Please submit this form in person at the address below or mail this form to:**

EDCTC  
Attn: Title VI Coordinator  
2828 Easy Street, Suite 1  
Placerville, CA 95667

### Appendix 4: List of Transit-Related Title VI Investigations, Complaints, and Lawsuits

Per FTA Circular 4702.1B, “all recipients are required to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin”:

- Active investigations conducted by FTA and entities other than FTA
- Lawsuits, and
- Complaints naming the recipient

Thus far, EDCTC has not received Title VI Investigations, Complaints or Lawsuits. Below is the list that will be used for tracking these incidents:

#### Investigations, Lawsuits and Complaints

	Date (Month, Day, Year)	Summary (Include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
<b>Investigations</b>				
1.	N/A			
2.	N/A			
<b>Lawsuits</b>				
1.	N/A			
2.	N/A			
<b>Complaints</b>				
1.	N/A			
2.	N/A			

## Appendix 5: Public Participation Plan

### EL DORADO COUNTY TRANSPORTATION COMMISSION PUBLIC PARTICIPATION PLAN

#### **GOALS**

To communicate the many functions of the El Dorado County Transportation Commission (EDCTC) to the general public, local interest groups, and partnering agencies with the intent of increasing awareness and involvement in transportation planning and projects, cultivating community and working relationships, and enhancing the effort of the EDCTC. EDCTC makes a concerted effort to solicit public input from all El Dorado County residents including under-represented groups in many aspects of transportation planning within the western slope of El Dorado County. Specific examples are listed below.

#### **BACKGROUND**

The EDCTC serves as the Regional Transportation Planning Agency (RTPA) for El Dorado County. As the RTPA, the Transportation Commission is the forum for making decisions about the regional transportation system in El Dorado County. The decisions made are reflected in the Commission's planning and programming of state and federal transportation funds and the Regional Transportation Plan. Transportation plays a major role in the lives of every citizen in El Dorado County. An effective public outreach plan using systematic methods of communication will assist EDCTC in effectively achieving the desires of the public.

#### **OBJECTIVE**

Increase interest, awareness, and involvement of transportation funding, planning, projects, and processes in El Dorado County and neighboring regions.

#### **STRATEGIES**

The strategies below are designed to inform, educate, and involve the citizens of El Dorado County and will reinforce the EDCTC Goals and Objectives by:

- Increasing public understanding of transportation planning and programming
- Encouraging proactive involvement of the community
- Establishing healthy relationships with our partners and citizens

#### **OUTREACH**

- The EDCTC website will provide details and offer resources on projects, programming, and functions of the EDCTC
- The EDCTC Facebook page will identify meetings, events, and offer real-time updates with the opportunity for the community to comment, ask questions, make suggestions, and be involved in the processes
- Various email distribution lists will be maintained for specific groups interested in a particular project or area of projects
- Copies of the Draft RTP are made available for review at the main public libraries in western El Dorado County, as well as on the EDCTC website.
- Press releases are sent to the media establishments in western El Dorado County notifying them that the Draft RTP is available for review and comment and noting some key findings.
- Public hearings are held and noticed in the main newspapers in western El Dorado County prior to adoption of the RTP and RTIP.

- Each year, public notifications are sent out to encourage participation in transportation planning processes, such as the annual unmet transit needs public hearing held by the Social Services Transportation Advisory Council (SSTAC) and numerous public workshops relating to the transportation projects and planning activities of EDCTC
- Citizens are encouraged to attend and speak at EDCTC Board meetings on any matter included for discussion on the agenda for that meeting
- Public meetings will be held during project outreaches in the area of the project
- Outreach materials will be translated in accordance with the EDCTC LAP
- Meetings will be held in accessible facilities
- EDCTC staff will make presentations as requested to local organizations
- Public notices will be posted on buses, at community locations, in the local newspaper as well as on the Agency Facebook page and website
- EDCTC will meet with focus groups to discuss a specific project or area discussions
- Staff will present information at regional workshops and include partner agencies
- The EDCTC will meet with local leaders to involve a variety of constituents
- Surveys will be done project specific to determine needs and desires of community vision
- Advisory committees will be formed to involve the community and regional partners
- Vision workshops may be held to reach out in innovative ways to encourage participation
- The EDCTC will make every effort to reach out to the traditionally underserved, Native American Tribes, and other specific stakeholders
- The EDCTC is committed to timely responses to questions, comments, and requests

### **Media Relations**

The EDCTC is diligent in being transparent through the media.

- Project Managers create a strategy for media releases for each project and schedule press releases into project timelines for milestones
- Press Releases for grant awards and other major accomplishments
- Public Hearing Notices

### **Other**

- The EDCTC reviews statistics of website usage and Facebook comments for outreach planning
- Comment forms are provided for questions and comments on projects and planning
- Staff produces Project Monitoring Reports semi-annually providing updates on current, pending, or stalled projects

### **Summary**

The El Dorado County Transportation Commission believes transparency in operations, using a diverse assortment of outreach tools, and utilizing the input of informed citizens will provide meaningful involvement and success in transportation planning goals.

The El Dorado County Transportation Commission will evaluate the effectiveness of the Public Outreach Plan on a regular basis.

## Appendix 6: Table Depicting Minority Representation on Committees and Councils Selected by EDCTC

This is a required table depicting racial breakdown of transit-related, non-elected planning boards, advisory councils, or committees. Also, a description of efforts made to encourage minority participation.

### SOCIAL SERVICE TRANSPORTATION ADVISORY COUNCIL

Body	Caucasian	Hawaiian/ Pacific Islander	African American	Asian American	Native American	Other
Population	82.5%	0.2%	0.7%	5.2%	0.6%	10.9%
SSTAC	11					
Language Group	English	Spanish	Asian Pacific	Indo / European	Other	
Population	88.3%	6.1%	2.9%	2.5%	0.3%	
SSTAC	10	1				

EDCTC has welcomed all who are interested in serving on the Social Services Transportation Advisory Council (SSTAC) who meet the mandates of the Transportation Development Act (TDA). EDCTC has appointed all members seeking to participate and will continue to do so. Outreach efforts are focused on the primary intent of the SSTAC, which is to meet the mandates of the TDA.

Per section 99238 of the Transportation Development Act, each transportation planning agency shall provide for the establishment of a social services transportation advisory council for each county, or counties operating under a joint powers agreement, which is not subject to the apportionment restriction established in Section 99232.

**Subdivision A:** The Social Services Transportation Advisory Council shall consist of the following members:

- One representative of potential transit users who is 60 years of age or older
- One representative of potential transit users who is disabled
- Two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists
- Two representatives of local social service providers for the disabled, including one representative of a social service transportation provider, if one exists
- One representative of a local social service provider for persons of limited means
- Two representatives from the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, if one exists, including one representative from an operator, if one exists

The transportation planning agency may appoint additional members in accordance with the procedure prescribed in subdivision (b).

## **Appendix 7: Employee Education Form**

### **Title VI Policy**

No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

All employees of EDCTC and its affiliates are expected to consider, respect, and observe this policy. Citizen questions or complaints shall be directed to EDCTC Title VI Coordinator.



**Appendix 8: Acknowledgement of Receipt of Title VI Plan**

I hereby acknowledge receipt of EDCTC’s Title VI Plan. I have read the plan and am committed to ensuring that no person is excluded from participation in, or denied the benefits or services delivered by the El Dorado County Transportation Commission on the basis of race, color, or national origin, as protected by Title VI.

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Print your name

\_\_\_\_\_  
Date

## Appendix 9: Letter Acknowledging Receipt of Title VI Complaint

Today's Date

Ms. Jane Doe  
1234 Main St.  
Placerville, CA 95667

Dear Ms. Doe:

This letter is to acknowledge receipt of your complaint against EDCTC alleging

\_\_\_\_\_.

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by telephoning (530) 642-5260, or write to:

El Dorado County Transportation Commission  
Attn: Title VI Coordinator  
2828 Easy Street, Suite 1  
Placerville, CA 95667

Sincerely,

EDCTC Title VI Coordinator

## Appendix 10: Letter of Finding (Notifying Complainant that Complaint is Substantiated)

Today's Date

Ms. Jane Doe  
1234 Main St.  
Placerville, CA 95667

Dear Ms. Doe:

The matter referenced in your letter of \_\_\_\_\_ (date) against EDCTC alleging a Title VI violation has been investigated.

(An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of this matter. ***(If a hearing is requested, the following sentence may be appropriate.)*** You may be hearing from this office, or from Federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,

EDCTC Title VI Coordinator

**Appendix 11: Closure Letter (Notifying Complainant that the Complaint is Not Substantiated)**

Today's Date

Ms. Jane Doe  
1234 Main St.  
Placerville, CA 95667

Dear Ms. Doe:

The matter referenced in your complaint of \_\_\_\_\_ (date) against the El Dorado County Transportation Commission, (EDCTC) alleging \_\_\_\_\_ has been investigated.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964, have in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving Federal financial assistance.

EDCTC has analyzed the materials and facts pertaining to your case for evidence of EDCTC's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

I therefore advise you that your complaint has not been substantiated, and that I am closing this matter in our files.

You have the right to appeal this decision within 30 calendar days of receipt of this final written decision from EDCTC.

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to contact me.

Sincerely,

EDCTC Title VI Coordinator

## EDCTC Language Assistance Plan

### **Background**

The purpose of this Language Assistance Plan is to clarify the responsibilities of EDCTC, as a recipient of federal financial assistance from the U.S. Department of Transportation (DOT) to persons with Limited English Proficiency (LEP), pursuant to Title VI of the Civil Rights Act of 1964 and implementing regulations. It was prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq., and its implementing regulations provide that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives federal financial assistance.

### **Executive Order 13166**

Executive Order 13166 "Improving Access to Services for Persons with Limited English Proficiency," reprinted at 65 FR 50121 (August 11, 2000), directs each Federal agency that is subject to the requirements of Title VI to publish guidance for its respective recipients clarifying that obligation. Executive Order 13166 further directs that all such guidance documents be consistent with the compliance standards and framework detailed in the Department of Justice's (DOJ's) Policy Guidance entitled "Enforcement of Title VI of the Civil Rights Act of 1964--National Origin Discrimination Against Persons with Limited English Proficiency." (See 65 FR 50123, August 16, 2000, DOJ's General LEP Guidance). Different treatment based upon a person's inability to speak, read, write, or understand English may be a type of national origin discrimination.

Executive Order 13166 applies to all federal agencies and all programs and operations of entities that receive funding from the federal government, including state agencies, local agencies, and governments (such as EDCTC), private and non-profit entities, and sub-recipients.

### **Plan Summary**

EDCTC has developed this Language Assistance Plan (LAP) to help identify reasonable steps to provide language assistance for LEP persons who seek meaningful access to EDCTC services as required by Executive Order 13166. As defined by this order, a person with Limited English Proficiency is one who does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English.

This plan details procedures for identifying a person who may need language assistance, the ways in which assistance may be provided, staff training, how to notify LEP persons that assistance is available, and potential future updates to the plan.

### **Four Factor Analysis**

The U. S. Department of Transportation (DOT) issued its Policy Guidance Concerning Recipient's Responsibilities to Limited English Proficient (LEP) Persons [Federal Register: December 14, 2005 (Volume 70, Number 239)]. This policy states that DOT recipients are required to take reasonable steps to ensure meaningful access to programs by LEP persons. This coverage extends to the recipient's entire program. There are four factors for agencies to consider when assessing language needs and determining what steps they should take to ensure access for LEP persons, regardless of whether or not the agency chooses not to prepare a written LEP plan. A brief description of the self-assessment undertaken in each of these areas follows.

In developing the plan, EDCTC undertook a Four Factor Analysis as required by U.S. DOT. This considers the following factors:

- 1) The number or proportion of LEP persons eligible to be served or likely to be encountered by EDCTC; and
- 2) The frequency with which LEP persons come into contact with EDCTC programs, activities, or services;
- 3) The nature and importance of the programs, activities or services provided by EDCTC to the population; and
- 4) The resources available to EDCTC for LEP outreach, as well as the costs associated with that outreach.

A summation of these considerations is provided in the following section.

### **1. The number or proportion of LEP persons eligible to be served or likely to be encountered by EDCTC.**

In order to understand the proportion of LEP persons eligible to be served or likely to be encountered by EDCTC, EDCTC examined the *2015-2019 American Community Survey Five-Year Estimates: Language Spoken at Home by Ability to Speak English for the Population Five years and Over, 2015-2019 Demographic and Housing Estimates for El Dorado County, California*. Per the *2015-2019 American Community Survey Five-Year Estimates*, the population five years and over is 179,893, or 95.4% of the population.

Using the percentages in “Languages Spoken at Home” from the *2015-2019 American Community Survey Five-Year Estimates*, EDCTC has determined the following about the Counties’ population over age five.

- 87.8% or 157,990 people speak English only.
- Approximately 12.2% or 21,903 people speak a language other than English; 3.6% or an estimated 6,432 people speak English less than “very well”.
- The largest proportion of non-English speaking language groups is Spanish: 6.3% or an estimated 11,419 people speak Spanish and 3,354 of this language group or 29.4% of the total group speak English less than “very well”.
- 2.7% or an estimated 4,946 people speak other Indo-European languages, and of these 23.9% or 1,183 people speak English less than “very well”.
- 2.7% or an estimated 4,896 people speak Asian and Pacific Island languages, and of these 35.6% or 1,742 people speak English less than “very well”.

“The ‘Safe Harbor Provision’ as defined by Department of Justice, stipulates that if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be encountered, then such action will be considered strong evidence of compliance with the recipient’s written translation obligations.”

EDCTC further examined specific languages using the *2015-2019 American Community Survey Five-Year Estimates: Language Spoken at Home by Ability to Speak English for the Population Five Years and Over*. This data allowed EDCTC to determine whether or not those speaking languages other than Spanish fall under the ‘Safe Harbor Provision.’

All language groups other than Spanish have estimated populations of less than five percent of the total population. EDCTC will further examine providing services to these language groups in annual reviews of the Title VI Program.

**2. The frequency with which LEP persons come into contact with EDCTC programs, activities, or services.**

EDCTC regularly assesses the frequency at which staff have or could possibly have contact with LEP persons. EDCTC staff have had infrequent interactions with Spanish speakers for the planning and programming processes, regarding provision of interpretive services for persons that are not proficient in English.

**3. The nature and importance of the programs, activities or services provided by EDCTC to the population.**

Access to the transportation planning and programming processes are essential service for EDCTC's residents. EDCTC's 'transit-dependent' population includes elderly persons, people with disabilities, youth, and individuals below the poverty line and without vehicles.

According to the *2015-2019 American Community Survey Five-Year Estimates: Language Spoken at Home*, the largest geographic concentration of LEP individuals in EDCTC's service area is Spanish-speaking.

**4. The resources available to EDCTC for LEP outreach, as well as the costs associated with that outreach.**

EDCTC has assessed its available resources that could be used for providing LEP assistance. EDCTC makes provision to have translators available at transportation needs workshops.

**Language Assistance Plan Outline**

After analyzing the four factors, EDCTC developed the following Language Assistance Plan to assist persons of Limited English Proficiency.

**How EDCTC staff may identify an LEP person who needs language assistance:**

- Examine records of requests for language assistance from past meetings and events to determine the possible need for assistance at future events;
- When EDCTC-sponsored workshops or conferences are held, EDCTC provides a notice that interpretive services will be provided per request.
- Survey staff, on an annual basis at the beginning of each fiscal year regarding their experience on having any direct or indirect contact with LEP individuals.

**Language Assistance Measures**

EDCTC will continue to implement the following procedures:

- When an interpreter is needed, in person or on the telephone, EDCTC staff will first attempt to determine what language is required, and then seek services of an interpreter or utilize the telephone interpreter service – Language Line Services at <http://www.language.com/>.

**EDCTC Staff Training**

All EDCTC staff will be provided with the LAP Plan and will be educated on the following procedures. This information will also be part of the staff orientation process for new hires. Training topics are listed below:

- Understanding the Title VI policy and LEP responsibilities
- Language assistance services EDCTC offers
- How to use the "Language Line" interpretation and translation services
- Documentation of language assistance requests
- How to handle a Title VI and/or LEP complaint

### **Outreach Techniques**

EDCTC will use the following outreach techniques:

- When staff will be hosting a meeting or workshop or will be presenting a pertinent topic, all meeting notices and flyers and agendas will give notice that interpretive service can be provided.
- When running a general public meeting notice, staff will state that a translator will be available in Spanish, or in another language as determined to be necessary. The included clause will be similar to, "A (insert alternative Language) translator will be available". For example: "Un traductor del idioma español estará disponible", or "A Spanish translator will be available".

### **Monitoring and Updating the Language Assistance Plan**

EDCTC's Language Assistance Plan is designed to be easily updated. At a minimum, EDCTC will follow the Title VI Program update schedule of submission every three years.

Each update of the LEP Plan will examine plan components including:

- How many LEP persons were encountered annually?
- Were the needs of these LEP persons met?
- What is the current LEP population in EDCTC's service area?
- Is a change needed in the types of language translation services provided?
- Is there still a need for continued language assistance for previously identified EDCTC programs? Are there other programs that should be included?
- Have EDCTC's available resources, such as technology, staff, and financial costs changed?
- Has EDCTC fulfilled the goals of the LAP Plan?
- Were any complaints received?

### **Dissemination of EDCTC Language Assistance Plan**

EDCTC will include the Language Assistance Plan along with the Title VI Program on the EDCTC website (edctc.org). Any person, including social service, non-profit, and law enforcement agencies and other community partners with internet access will be able to access the plan. Copies of the Language Assistance Plan will be provided, on request, to any person(s) requesting the document via phone, in person, by mail or email. LEP persons may obtain copies/translations of the plan upon request.

Any questions regarding this plan should be directed to EDCTC Title VI Coordinator:

EDCTC Title VI Coordinator  
2828 Easy Street, Suite 1  
Placerville, CA 95667  
Phone: (530) 642-5260  
<https://edctc.org/>



## CONSENT CALENDAR

### STAFF REPORT

**DATE:** AUGUST 1, 2024

**TO:** EL DORADO COUNTY TRANSPORTATION COMMISSION

**FROM:** DANA KEFFER, ADMINISTRATIVE ANALYST

**SUBJECT:** SURFACE TRANSPORTATION BLOCK GRANT PROGRAM FISCAL YEAR 2023/24 EXCHANGE APPORTIONMENT AND FUNDING AGREEMENTS BETWEEN EDCTC AND THE CITY OF PLACERVILLE AND EDCTC AND EL DORADO COUNTY

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### REQUESTED ACTION

1. Adopt Resolution 24/25.02 (Attachment A) approving the Surface Transportation Block Grant Program (STBG) FY 2023/24 Exchange Apportionment and Allocation.
2. Authorize the Executive Director to sign the 2023/24 Exchange Recipient Agreement between El Dorado County Transportation Commission (EDCTC) and the City of Placerville (Attachment C).
3. Authorize the Executive Director to sign the 2023/24 Exchange Recipient Agreement between EDCTC and El Dorado County (Attachment D).

### BACKGROUND

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

### DISCUSSION

El Dorado County Transportation Commission (EDCTC) distributes the STBG Exchange funds to the City of Placerville and El Dorado County as part of its responsibilities as the Regional Transportation Planning Agency (RTPA) for the Western Slope of El Dorado County. The funds are allocated according to the formula-based distribution policy approved April 4, 2024, with Resolution 23/24.12 (Attachment E). EDCTC executes agreements between EDCTC and the STBG Exchange recipients to provide contract management and oversight of the program funds.

EDCTC's share is 15% per the formula-based distribution policy approved at the April 4, 2024 Commission meeting.

The City of Placerville approved their 2023/24 exchange appropriation of \$100,000 for the following project on June 25, 2024:

1. Smith Flat Road Storm Drain and Paving
2. The 2023/24 STBG Exchange Apportionment and Allocation includes \$200,000 for the US 50 Trip to Green Congestion Management and Resiliency Strategy Local Transportation Climate Adaptation Program (LTCAP) Grant Fund Match. Both the City and the County agreed to allocate \$100,000 towards this match.

El Dorado County approved their 2023/24 exchange appropriation of \$560,513 on June 25, 2024 for the following projects:

1. Diamond Springs Parkway – Phase 1B
2. Green Valley Road at Indian Creek – Bridge Replacement
3. Green Valley Road at Mound Springs Creek – Bridge Replacement
4. Latrobe West Connector

Approved for Agenda:



Woodrow Deloria, Executive Director

Attachments: A: EDCTC STBG Resolution 24/25.02  
B: 2023/24 STBG Exchange Apportionment and Allocation  
C: City of Placerville FY 2023/24 STBG Exchange Recipient Agreement  
D: El Dorado County FY 2023/24 STBG Exchange Recipient Agreement  
E: EDCTC Resolution 23/24.12 Surface Transportation Block Grant Program Exchange Funding Formula-Based Distribution Policy



2828 Easy Street, Suite 1, Placerville, CA 95667 [www.edctc.org](http://www.edctc.org) 530.642.5260

**Councilmembers Representing City of Placerville:** John Clerici, Jackie Neau, David Yarbrough

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

## RESOLUTION NO. 24/25.02

### RESOLUTION OF THE EL DORADO COUNTY TRANSPORTATION COMMISSION APPROVING THE SURFACE TRANSPORTATION BLOCK GRANT PROGRAM FISCAL YEAR 2023/24 EXCHANGE APPORTIONMENT AND FUNDING AGREEMENTS BETWEEN EDCTC AND THE CITY OF PLACERVILLE AND EDCTC AND EL DORADO COUNTY

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

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

**WHEREAS**, the El Dorado County Transportation Commission, as the Regional Transportation Planning Agency, distributes the Surface Transportation Block Grant Program (STBG) funds using the formula-based distribution policy adopted on April 4, 2024, after an agreement is executed between EDCTC and the STBG recipient; and

**WHEREAS**, both the City and the County have agreed to contribute \$100,000 each towards the matching requirement for this grant; and

**WHEREAS**, The City of Placerville approved their 2023/24 exchange appropriation of \$100,000 for the following project at the City Council meeting on June 25, 2024:

- Smith Flat Road Storm Drain and Paving;
- The 2023/24 STBG Exchange Apportionment and Allocation includes \$200,000 designated for the US 50 Trip to Green Congestion Management and Resiliency Strategy Local Transportation Climate Adaptation Program (LTCAP) Grant Fund Match; and

**WHEREAS**, El Dorado County approved their 2023/24 exchange appropriation of \$560,513 for the following projects at the Board of Supervisor's meeting on June 25, 2024:

- Diamond Springs Parkway – Phase 1B
- Green Valley Road at Indian Creek – Bridge Replacement
- Green Valley Road at Mound Springs Creek – Bridge Replacement
- Latrobe West Connector

**NOW THEREFORE, BE IT RESOLVED**, that the El Dorado County Transportation Commission make the following apportionment and allocation of FY 2023/24 STBG Exchange funds:

- To El Dorado County Transportation Commission in the amount of \$151,855
- To the City of Placerville for the Trip to Green Congestion Management and Resiliency Strategy Local Transportation Climate Adaptation Program Grant Fund Match in the amount of \$200,000
- To the City of Placerville in the amount of \$100,000
- To El Dorado County in the amount of \$560,513

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

**PASSED AND ADOPTED**, by the El Dorado County Transportation Commission at their regular meeting on August 1, 2024, by the following vote:

*Vote Pending*

Attest:

\_\_\_\_\_  
Wendy Thomas, Chairperson

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

<b>SURFACE TRANSPORTATION BLOCK GRANT PROGRAM (RURAL STBG EXCHANGE)</b>
<b>FY 2023/24 APPORTIONMENT AND ALLOCATION</b>

El Dorado County West Slope STBG Allocation 1,012,368.00

**Total Balance Available for Apportionment 1,012,368.00**

**ALLOCATIONS**

EDCTC Rural STBG Planning and Programming (15% of Rural STBG Exchange Funds) 151,855.00

**Subtotal 151,855.00**

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

860,513.00

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

19.2% of Available Funds =	165,218.50	or Minimum \$200,000	
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200,000.00

*Trip to Green LTCAP Grant Match Funding* (100,000.00)

**Total City of Placerville 100,000.00**

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

660,513.00

*Trip to Green LTCAP Grant Match Funding* (100,000.00)

**Total EDC Department of Transportation 560,513.00**

**Regional Project - Trip to Green LTCAP Grant Match Funding Total 200,000.00**

**Total City of Placerville & El Dorado County Allocations**

860,513.00

**Total All Allocations 1,012,368.00**

**AGREEMENT BETWEEN THE  
EL DORADO COUNTY TRANSPORTATION COMMISSION  
AND CITY OF PLACERVILLE FOR FY 2023/24  
SURFACE TRANSPORTATION BLOCK GRANT PROGRAM  
EXCHANGE FUNDS**

This agreement is made on June 25, 2024 by and between the El Dorado County Transportation Commission, hereinafter referred to as “EDCTC,” and City of Placerville, hereinafter referred to as “STBG Exchange Recipient.”

WHEREAS, as authorized by section 182.6(g) of the Streets and Highways Code, EDCTC has entered into agreement X24-6157(086) with the State of California, through the Department of Transportation (Caltrans), to assign a defined portion of its annual Surface Transportation Block Grant Program (STBG) apportionment to Caltrans in exchange for fiscal year (FY) 2023/24 nonfederal State Highway Account funds; and

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

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

WHEREAS, the FY 2023/24 STBG Exchange funds will be paid to the City of Placerville per the formula-based distribution policy adopted by the EDCTC on April 4, 2024 after approval by the El Dorado County Transportation Commission and execution of this agreement; and

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

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

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



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

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

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

#### 10. ACCOUNTING SYSTEM

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

#### 11. RIGHT TO AUDIT

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

#### 12. TRAVEL AND SUBSISTENCE

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

#### 13. PROJECT COMPLETION

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

#### 14. TERMINATION DATE

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



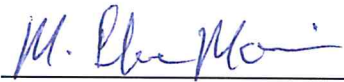
IN WITNESS WHEREOF, EDCTC and STBG Exchange Recipient execute this Agreement as follows:


EL DORADO COUNTY TRANSPORTATION COMMISSION

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

\_\_\_\_\_  
Date

STBG Exchange Recipient:  
CITY OF PLACERVILLE

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

  
\_\_\_\_\_  
Date

# EXHIBIT A

## FY 2023/24

El Dorado County Transportation Commission  
 Agreement # X24-6157(086)  
 Surface Transportation Block Grant Program - Exchange Funds

Allocation to the City of Placerville approved by the Commission on \_\_\_\_\_: \$200,000

Agency	Commission Approval Date	Fund Expiration Date	Project	Project Cost Estimate
City of Placerville			Smith Flat Road Storm Drain and Paving (CIP #42213)	\$100,000
			US 50 Trip to Green Congestion Management and Resiliency Strategy (CIP #42502-Local Matching Funds)*	\$200,000
Total				<u>\$300,000</u>

\*El Dorado County contributed \$100,000 of its STBGP funds towards the US 50 Trip to Green Congestion Management and Resiliency Strategy project (CIP #42502) as local matching funds.

**AGREEMENT BETWEEN THE  
EL DORADO COUNTY TRANSPORTATION COMMISSION  
AND EL DORADO COUNTY DEPARTMENT OF TRANSPORTATION  
FOR FY 2023/24 SURFACE TRANSPORTATION BLOCK GRANT PROGRAM  
EXCHANGE FUNDS**

This agreement is made on 6-25-24 by and between the El Dorado County Transportation Commission, hereinafter referred to as “EDCTC,” and El Dorado County Department of Transportation, hereinafter referred to as “STBG Exchange Recipient.”

WHEREAS, as authorized by section 182.6(g) of the Streets and Highways Code, EDCTC has entered into agreement X24-6157(086) with the State of California, through the Department of Transportation (Caltrans), to assign a defined portion of its annual Surface Transportation Block Grant Program (STBG) apportionment to Caltrans in exchange for fiscal year (FY) 2023/24 nonfederal State Highway Account funds; and

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

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

WHEREAS, the FY 2023/24 STBG Exchange funds will be paid to El Dorado County Department of Transportation per the formula-based distribution policy adopted by EDCTC on April 4, 2024 after approval by the El Dorado County Transportation Commission and execution of this agreement; and

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

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

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

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

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

- B. STBG Exchange Recipient agrees that any subcontract or agreement entered into by STBG Exchange Recipient using Funds received pursuant to this Agreement shall contain all of the fiscal provisions of this Agreement; and shall mandate that travel and per diem reimbursements and third-party contract reimbursements to subcontractors will be allowable as project costs only after those costs are incurred and paid for by the subcontractors and only if consistent with Paragraph 12, below.
- C. In addition to the above, the pre-award requirements of third-party contractor/consultants with STBG Exchange Recipient shall be consistent with Local Program Procedures as published by Caltrans.

#### 10. ACCOUNTING SYSTEM

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

#### 11. RIGHT TO AUDIT

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

#### 12. TRAVEL AND SUBSISTENCE

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

#### 13. PROJECT COMPLETION

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



14. TERMINATION DATE

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

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

EL DORADO COUNTY TRANSPORTATION COMMISSION

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

\_\_\_\_\_  
Date

STBG Exchange Recipient:  
EL DORADO COUNTY

Wendy Thomas  
Wendy Thomas, Chair  
El Dorado County Board of Supervisors

6-25-24  
Date

EXHIBIT A

FY 2023/24

El Dorado County Transportation Commission  
 Agreement # X24-6157(086)  
 Surface Transportation Block Grant Program - Exchange Funds

Allocation to El Dorado County Department of Transportation approved by the Commission on \_\_\_\_\_: \$ 560,513.00

Agency	Commission Approval Date	Fund Expiration Date	Project	Cost Estimate-STBG Share
El Dorado County			36105011 Diamond Springs Parkway - Phase 1B	\$13,000
El Dorado County			36105014 Green Valley Road at Indian Creek - Bridge Replacement	\$200,000
El Dorado County			36105015 Green Valley Road at Mound Springs Creek - Bridge Replacement	\$222,513
El Dorado County			36105084 Latrobe West Connector	\$125,000
			Total	<u>\$560,513</u>



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

Councilmembers Representing City of Placerville: John Clerici, Jackie Neau, David Yarbrough

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

**RESOLUTION 23/24.12**

**RESOLUTION OF THE EL DORADO COUNTY TRANSPORTATION COMMISSION APPROVING THE REVISED STATE SURFACE TRANSPORTATION BLOCK GRANT PROGRAM EXCHANGE FORMULA-BASED DISTRIBUTION POLICY**

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

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

**WHEREAS**, Caltrans exchanges federal Surface Transportation Block Grant Program (STBG) Funds for state funds for EDCTC as a Regional Transportation Planning Agency (RTPA); and

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

- To EDCTC for Overall Work Program, including planning, programming, project monitoring, and grant matching funds, up to a maximum of 15% of available STBG Exchange; and
- To a regional project, as determined by EDCTC jurisdictions, annually, when applicable; and
- To the City of Placerville utilizing two times the City’s STBG-eligible centerline mileage, applied as a percentage to available funds, or \$200,000, whichever is greater; and
- To the El Dorado County Department of Transportation, all remaining funds; and

**WHEREAS**, the formula shall be applied annually upon EDCTC’s receipt of actual funding amounts for STBG Exchange; and

**WHEREAS**, should available STBG Exchange funding decrease below a three-year average, the formula will be reviewed by EDCTC and partner agencies for consideration of any adjustments due to declining revenue; and

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

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

**PASSED AND APPROVED**, by the El Dorado County Transportation Commission governing body at the regular meeting held on April 4, 2024, by the following vote:

*Vote pending*

Attest:

\_\_\_\_\_  
Wendy Thomas, Chairperson

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



**CONSENT CALENDAR**

**STAFF REPORT**

**DATE: AUGUST 1, 2024**  
**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**  
**FROM: KAREN THOMPSON, FISCAL OFFICER**  
**SUBJECT: OVERALL WORK PROGRAM BUDGET VS. ACTUAL COMPARISON FISCAL YEAR 2023/24 REPORT**

**REQUESTED ACTION**

Receive and file the Overall Work Program Budget vs. Actual Comparison Fiscal Year (FY) 2023/24 July-March Report (Attachment A).

**BACKGROUND**

This budget vs. actual comparison is for the third quarter of fiscal year 2023/24. 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 relative to 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 March are provided in the table below.

**Fiscal Year Cash Balances**

Public Funds Money Market and Checking Account Balances at July 1, 2023	\$1,572,234
Receipts	\$1,382,875
Disbursements	\$2,251,302
Public Funds Money Market and Checking Account Balances at March 31, 2024	\$703,807

Approved for Agenda:



Woodrow Deloria, Executive Director

Attachment A: OWP Budget vs. Actual Comparison FY 2023/24 July-March

**EL DORADO COUNTY TRANSPORTATION COMMISSION  
OWP BUDGET VS. ACTUAL COMPARISON JULY-MARCH FY 2023/24**

	Indirect Costs		Administration & Implementation 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
<b>Income</b>														
LTF Funds			-	-	-	-	61,787.64	49,886.46	-	-	15,840.54	8,191.86		
LTF Funds-SACOG Payment														
TIRCP and ZETCP Admin									29,985.78	16,970.54				
Rural Planning Assistance (RPA)			71,579.82	55,503.65	128,492.81	105,195.41	-	-			-	-	-	-
Rural Planning Assistance (RPA) Grants														
STIP Planning, Programming, & Monitoring (PPM)			-	-	-	-	-	-			-	-	-	-
Surface Transp Block Grant Prog (Exchange)			-	-	-	-	-	-			-	-	-	-
Sustainable Communities-FTA 5304														
State Highway Account (SHA) 2023/24														
State Highway Account (SHA) 2022/23														
Freeway Service Patrol													193,059.03	127,993.45
Misc Income/Interest		61.83												
<b>Total Income</b>	-	61.83	71,579.82	55,503.65	128,492.81	105,195.41	61,787.64	49,886.46	29,985.78	16,970.54	15,840.54	8,191.86	193,059.03	127,993.45
				-		-		-		-		-		-
<b>Expense</b>														
Permanent Employees/Benefits	267,557.42	197,604.53	42,831.21	35,969.74	73,373.80	66,656.40	25,722.52	20,389.34	17,942.59	10,154.70	6,486.66	5,262.46	10,207.63	7,163.82
Fringe Benefit 22-23 Correction	-	(14,648.63)		(2,799.42)		(5,049.05)		(1,615.65)				(366.11)		(780.12)
Building Lease & Utilities	68,296.00	54,650.43												
Office Expense	57,073.00	34,459.17	-	-	5,870.00	2,111.99	400.00	71.80	-	-	-	-	-	63.53
Professional Services	53,600.00	21,954.00	-	-	-	-	18,400.00	18,400.00	-	-	5,000.00	-	176,000.00	117,242.15
Indirect Cost Allocation	(443,146.77)	(328,981.27)	28,748.61	24,142.88	49,249.02	44,739.78	17,265.13	13,685.33	12,043.19	6,815.84	4,353.89	3,532.17	6,851.42	4,808.35
Indirect Costs Carryover from Prior Year	(3,379.64)													
Indirect Cost 22-23 Correction	-	22,851.16		(1,809.55)		(3,263.71)		(1,044.36)				(236.66)		(504.28)
<b>Total Expense</b>	0.01	(12,110.61)	71,579.82	55,503.65	128,492.82	105,195.41	61,787.65	49,886.46	29,985.78	16,970.54	15,840.55	8,191.86	193,059.05	127,993.45
Retention								-		-				
<b>OWP Budget vs. Actual Expenses</b>			<b>77.5%</b>		<b>81.9%</b>		<b>80.7%</b>		<b>56.6%</b>		<b>51.7%</b>		<b>66.3%</b>	

**EL DORADO COUNTY TRANSPORTATION COMMISSION  
OWP BUDGET VS. ACTUAL COMPARISON JULY-MARCH FY 2023/24**

	Regional Transportation Plan		Transit Planning		50 Corridor System User Analysis		Hwy 49 Confluence		Next Generation Transportation Investments Strategy		Greater Placerville Wildfire Evacuation, Community Safety, Resiliency Plan Public Outreach		Greater Placerville Wildfire Evacuation, Community Safety, Resiliency Plan		US 50 Camino Signage and Wayfinding Mitigation Plan	
	Budget 200	Actual 200	Budget 221	Actual 221	Actual 253	Actual 259	Budget 263	Actual 263	Budget 265SHA	Actual 265SHA	Budget 265	Actual 265	Budget 282	Actual 282		
<b>Income</b>																
LTF Funds	75,110.84	45,066.50	31,478.34	19,941.31		(220.31)	-	-			7,828.71	6,014.69	-	-		
LTF Funds-SACOG Payment	174,358.74	174,358.74														
TIRCP and ZETCP Admin																
Rural Planning Assistance (RPA)	60,874.71	45,656.03	-	-			-	-			-					
Rural Planning Assistance (RPA) Grants	-	-											85,000.00	5,248.31		
STIP Planning, Programming, & Monitoring (PPM)	-	-	-	-			-	-			-					
Surface Transp Block Grant Prog (Exchange)	33,889.18	20,758.54	-	-	(723.23)		42,811.00	1,251.08			11,054.06	4,297.50	9,400.00	583.14		
Sustainable Communities-FTA 5304							217,124.00	6,345.08								
State Highway Account (SHA) 2023/24											98,138.32	79,593.58	-	-		
State Highway Account (SHA) 2022/23									50,544.73	40,375.03						
Freeway Service Patrol																
Misc Income/Interest											-	-	-	-		
<b>Total Income</b>	<b>344,233.47</b>	<b>285,839.81</b>	<b>31,478.34</b>	<b>19,941.31</b>	<b>(723.23)</b>	<b>(220.31)</b>	<b>259,935.00</b>	<b>7,596.16</b>	<b>50,544.73</b>	<b>40,375.03</b>	<b>117,021.09</b>	<b>89,905.77</b>	<b>94,400.00</b>	<b>5,831.45</b>		
		-		-				-								
<b>Expense</b>																
Permanent Employees/Benefits	101,647.91	71,116.94	18,835.68	13,182.41			35,623.96	4,512.54			-	3,237.42	2,952.74	5,385.33	3,455.15	
Fringe Benefit 22-23 Correction		(4,618.89)		(1,268.89)	(439.28)	(133.81)					-		(313.95)			
Building Lease & Utilities																
Office Expense	-	235.00	-	-			400.00	54.80			250.00	38.53	400.00	57.20		
Professional Services	174,358.74	174,358.74	-	-			200,000.00	-	50,544.73	40,375.03	111,360.69	85,449.51	85,000.00	-		
Indirect Cost Allocation	68,226.81	47,733.69	12,642.65	8,848.02			23,911.05	3,028.82			2,172.98	1,981.88	3,614.67	2,319.10		
Indirect Costs Carryover from Prior Year																
Indirect Cost 22-23 Correction		(2,985.67)		(820.23)	(283.95)	(86.50)					-		(202.94)			
<b>Total Expense</b>	<b>344,233.46</b>	<b>285,839.81</b>	<b>31,478.33</b>	<b>19,941.31</b>	<b>(723.23)</b>	<b>(220.31)</b>	<b>259,935.01</b>	<b>7,596.16</b>	<b>50,544.73</b>	<b>40,375.03</b>	<b>117,021.09</b>	<b>89,905.77</b>	<b>94,400.00</b>	<b>5,831.45</b>		
Retention		-								4,486.12		9,494.40				
<b>OWP Budget vs. Actual Expenses</b>	<b>83.0%</b>		<b>63.3%</b>				<b>2.9%</b>		<b>88.8%</b>		<b>84.9%</b>		<b>6.2%</b>			

**EL DORADO COUNTY TRANSPORTATION COMMISSION  
OWP BUDGET VS. ACTUAL COMPARISON JULY-MARCH FY 2023/24**

	State & Federal Programming		Transportation Project Delivery & Oversight		Active & Alternative Transportation Programs		Public Education & Outreach		Transportation Advocacy		Actual 22-23 Corr	Caltrans Indirect Cost Allocation Plan (ICAP) Excluded Costs		OWP Total	Total	
	Budget 300	Actual 300	Budget 310	Actual 310	Budget 330	Actual 330	Budget 400	Actual 400	Budget 410	Actual 410		Budget	Actual	Budget	Actual	
<b>Income</b>																
LTF Funds	142,104.41	110,352.82	103,083.98	74,917.99	69,749.23	52,311.92	-	-	71,516.31	44,391.38		1,500.00	940.21	580,000.00	411,794.83	
LTF Funds-SACOG Payment															174,358.74	174,358.74
TIRCP and ZETCP Admin															29,985.78	16,970.54
Rural Planning Assistance (RPA)	-	-	-	-	-	-	76,052.66	54,955.44	-	-		-	-		337,000.00	261,310.53
Rural Planning Assistance (RPA) Grants															85,000.00	5,248.31
STIP Planning, Programming, & Monitoring (PPM)	39,000.00	30,000.00	39,000.00	30,000.00	-	-	-	-	-	-		-	-		78,000.00	60,000.00
Surface Transp Block Grant Prog (Exchange)	-	-	-	-	23,789.62	15,846.69	-	-	-	-		-	-		120,943.86	42,013.72
Sustainable Communities-FTA 5304															217,124.00	6,345.08
State Highway Account (SHA) 2023/24															98,138.32	79,593.58
State Highway Account (SHA) 2022/23															50,544.73	40,375.03
Freeway Service Patrol															193,059.03	127,993.45
Misc Income/Interest					1,500.00	834.78			-	-			-		1,500.00	896.61
<b>Total Income</b>	181,104.41	140,352.82	142,083.98	104,917.99	95,038.85	68,993.39	76,052.66	54,955.44	71,516.31	44,391.38		1,500.00	940.21	1,965,654.46	1,226,900.42	
		-		-		-		-		-					-	0.00
															-	0.00
<b>Expense</b>																
Permanent Employees/Benefits	99,930.42	81,002.51	84,958.95	66,889.37	56,150.34	43,256.94	45,507.62	36,097.03	32,381.58	22,076.84		-	-	927,781.04	687,743.46	
Fringe Benefit 22-23 Correction		(5,628.38)		(4,244.76)		(2,821.11)		(3,261.62)		(2,010.33)	50,000.00				-	0.00
Building Lease & Utilities															68,296.00	54,650.43
Office Expense	9,100.00	9,287.99	100.00	121.04	1,200.00	1,347.03	-	-	17,400.00	10,806.37		1,500.00	940.21	93,693.00	59,594.66	
Professional Services	5,000.00	4,960.00	-	-	-	-	-	-	-	-			-		879,264.16	462,739.43
Indirect Cost Allocation	67,074.01	54,368.88	57,025.05	44,896.15	37,688.51	29,034.05	30,545.04	24,228.33	21,734.74	14,818.00			-	(0.00)	0.00	
Indirect Costs Carryover from Prior Year															(3,379.64)	0.00
Indirect Cost 22-23 Correction		(3,638.18)		(2,743.81)		(1,823.52)		(2,108.30)		(1,299.50)					-	0.00
<b>Total Expense</b>	181,104.43	140,352.82	142,084.00	104,917.99	95,038.85	68,993.39	76,052.66	54,955.44	71,516.32	44,391.38	50,000.00	1,500.00	940.21	1,965,654.56	1,264,727.98	
Retention										-					-	13,980.52
															-	0.00
<b>OWP Budget vs. Actual Expenses</b>	<b>77.5%</b>		<b>73.8%</b>		<b>72.6%</b>		<b>72.3%</b>		<b>62.1%</b>			<b>62.7%</b>		<b>65.1%</b>		
	<b>75% of FY Complete</b>															

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

**DATE: AUGUST 1, 2024**

**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**

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

**SUBJECT: URBAN SURFACE TRANSPORTATION BLOCK GRANT PROGRAM RE-PROGRAMMING**

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**REQUESTED ACTION**

Adopt Resolution 24/25.03 reprogramming \$320,700 in Urban Surface Transportation Block Grant Program (STBG) funds from the US 50 Camino Safety Project (Attachment A) to The City of Placerville for the Broadway Sidewalks Project.

**BACKGROUND**

As the Regional Transportation Planning Agency charged with programming federal and state transportation funding for the west slope of El Dorado County, El Dorado County Transportation Commission (EDCTC) is responsible for the programming of STBG funds to projects or programs on the west slope of El Dorado County. Urban STBG funds are reimbursable federal aid funds, subject to all the requirements of Title 23, United States Code. The Urban STBG is the most flexible among all federal-aid highway programs. Eligible costs include planning, preliminary engineering, environmental, right-of-way acquisition, capital costs, and construction costs associated with an eligible activity.

**DISCUSSION**

In June of 2018, EDCTC programmed an additional \$950,000 (Reso 17/18.26) in STBG funding to El Dorado County Department of Transportation (DOT) to support necessary right-of-way costs for the US Highway 50 Camino Safety Project. The Camino Safety project is now complete and right-of-way costs came in lower than expected. Caltrans, as the project manager for the US 50 Camino Safety project, recently completed project close out and de-obligated \$809,840 in unutilized STBG funds which are now available for re-programming to another project. Since EDCTC was responsible for programming these funds prior to the Caltrans corrective action that changed the programming authority for Urban STBG funds to SACOG, EDCTC has the authority to re-program these funds.

On June 19, 2024, the City of Placerville submitted a funding request letter to EDCTC to help fully fund construction of the Broadway Sidewalks Project. A construction contract was awarded by the Placerville City Council to Doug Veerkamp General Engineering, Inc. on December 12, 2023, in the amount of \$1,874,466. Construction of the project began on March 15, 2024.

As construction commenced, a significant number of unforeseen conditions were encountered that resulted in additional project costs. The project budget originally held a 10% contingency for unforeseen changes, but the changes necessary to date exceed the contingency and a funding shortfall has been identified. Securing the additional Urban STBG funds will ensure that the City can successfully move the project forward.

The additional un-funded project costs are itemized below:

- Rock Excavation: \$22,000
- Unsuitable Subgrade Material for Sidewalks: \$25,000
- Relocate (5) Unknown Shallow Water Services in Conflict: \$115,000
- Additional Sidewalk Conform Paving and Grade Correction: \$55,000
- Unforeseen Retaining Wall/Sidewalk Modifications (1277 Broadway): \$20,000
- Unforeseen Retaining Wall/Sidewalk Modifications (1283 Broadway): \$15,000
- Additional Parking Bumpers at Sidewalk: \$5,000
- Additional PG&E Vault Relocation (Sidewalk Conflict) Costs at City Expense: \$50,000

*Subtotal: \$307,000*

Contingency (10%): \$30,700

Construction Engineering Support (Design of Changes): \$25,000

**Total Additional Cost: \$362,700**

To meet the required local match of the federal funds, the City is proposing to provide \$42,000 of Measure L funds and the STBG funding need is \$320,700.

Broadway is classified as a minor arterial in the City's General Plan and is eligible to receive Urban STBG funding for delivery of the project improvements which include paving, new sidewalks, underground utility improvements, and roadway striping. With this programming action, the remaining available EDCTC Urban STBG balance available for re-programming will be \$489,140.

Approved for Agenda:



Woodrow Deloria, Executive Director

Attachments: A) EDCTC Resolution 24/25.03  
B) Funding Request Letter



2828 Easy Street, Suite 1, Placerville, CA 95667 [www.edctc.org](http://www.edctc.org) 530.642.5260

**Councilmembers Representing City of Placerville:** John Clerici, Jackie Neau, David Yarbrough

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

**RESOLUTION 24/25.03**

**RESOLUTION OF THE EL DORADO COUNTY TRANSPORTATION COMMISSION  
RE-PROGRAMMING URBAN SURFACE TRANSPORTATION BLOCK GRANT PROGRAM FUNDING  
FROM THE US 50 CAMINO SAFETY PROJECT TO THE BROADWAY SIDEWALKS PROJECT**

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

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

**WHEREAS**, it is the responsibility of EDCTC, under the provisions of the Memorandum of Understanding with the Sacramento Area Council of Governments (SACOG), to program and track projects to be funded with Urban Surface Transportation Block Grant Program (STBG) funds; and

**WHEREAS**, on June 19, 2024, the City of Placerville submitted a request to EDCTC to consider the re-programming of STBG funding to help fully fund the Broadway Sidewalks Project located in the City of Placerville; and

**WHEREAS**, in May of 2022, EDCTC programmed \$1,000,000 in STBG funding to the Broadway Sidewalks Project which is funded through a combination of STBG and Highway Safety Improvement Program funds; and

**WHEREAS**, in May of 2024, Caltrans closed out the US 50 Camino Safety Project and de-obligated \$809,840 in STBG funding which was unutilized in the right-of-way phase of the project and that funding remains unutilized and available for re-programming; and

**WHEREAS**, the Broadway Sidewalks Project has an immediate funding need to fully fund construction; and

**NOW THEREFORE, BE IT RESOLVED**, that the El Dorado County Transportation Commission approves the re-programming of \$320,700 in STBG funds from the US 50 Camino Safety Project to the Broadway Sidewalks Project.

**BE IT FURTHER RESOLVED**, that the projects shall be submitted to SACOG for amendment into the Metropolitan Transportation Improvement Program, as required.

**BE IT FURTHER RESOLVED**, that any remaining unutilized STBG funds shall return to EDCTC for re-programming, as required.

**PASSED AND APPROVED**, by the El Dorado County Transportation Commission governing body at the regular meeting held on August 1, 2024, by the following vote:

Vote Pending

Attest:

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Wendy Thomas, Chairperson

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Dana N. Keffer, Secretary to the Commission



## City of Placerville

3101 Center Street  
Placerville, California 95667  
(530) 642-5200, Fax: (530) 642-5538

June 19, 2024

Mr. Woodrow Deloria  
Executive Director  
El Dorado County Transportation Commission  
2828 Easy Street, Suite 1  
Placerville, California 95667

**SUBJECT: City of Placerville – Broadway Sidewalks Project, Federal Project 5015(028)  
STBGP Additional Funding Request**

Dear Mr. Deloria,

The purpose of this letter is to respectfully request El Dorado County Transportation Commission's (EDCTC) consideration and assistance in funding the shortfall on the Broadway Sidewalks Project in the amount of \$320,700 in Urban Surface Transportation Block Grant Program (STBGP) Funds. The Broadway Sidewalks project is currently funded by the Highway Safety Improvement Program (HSIP), as well as Urban STBGP. Broadway is classified as a minor arterial in the City's General Plan and thus eligible to receive Urban STBGP funding for delivery of the project improvements which include paving, new sidewalks, underground utility improvements, and roadway striping. A construction contract was awarded by the Placerville City Council to Doug Veerkamp General Engineering, Inc. on December 12, 2023, in the amount of \$1,874,466. Construction of the project began on March 15, 2024.

As construction commenced, a significant number of unforeseen conditions were encountered that would result in additional project costs. The project budget originally held a 10% contingency for unforeseen changes, but the changes necessary to date exceed the contingency and a funding shortfall has been identified. Securing the additional Urban STBGP funds will ensure that the project successfully moves forward.

The additional un-funded project costs are itemized below:

- Rock Excavation: \$22,000
- Unsuitable Subgrade Material for Sidewalks: \$25,000
- Relocate (5) Unknown Shallow Water Services in Conflict: \$115,000
- Additional Sidewalk Conform Paving and Grade Correction: \$55,000
- Unforeseen Retaining Wall/Sidewalk Modifications (1277 Broadway): \$20,000
- Unforeseen Retaining Wall/Sidewalk Modifications (1283 Broadway): \$15,000



- Additional Parking Bumpers at Sidewalk: \$5,000
- Additional PG&E Vault Relocation (Sidewalk Conflict) Costs at City Expense: \$50,000
- *Subtotal: \$307,000*
- Contingency (10%): \$30,700
- Construction Engineering Support (Design of Changes): \$25,000
- ***Total Additional Cost: \$362,700***

To meet the required local match of the federal funds, the City is proposing to provide \$42,000 of Measure L funds. The requested amount of Urban STBGP funds then amounts to \$320,700. Thank you very much for your consideration of this request. This project has been in development for many years, and we are looking forward to the completion of these important safety improvements on Broadway. If you have any questions or need additional information, please do not hesitate to contact me at (530) 642-5200.

Sincerely,



Cleve Morris  
City Manager

Cc: Melissa McConnell, City Engineer

## BUSINESS ITEM

### STAFF REPORT

**DATE:** AUGUST 1, 2024  
**TO:** EL DORADO COUNTY TRANSPORTATION COMMISSION  
**FROM:** JERRY BARTON, SENIOR TRANSPORTATION PLANNER  
**SUBJECT:** URBAN SURFACE TRANSPORTATION BLOCK GRANT PROGRAM RE-PROGRAMMING

---

### REQUESTED ACTION

Adopt Resolution 24/25.04 reprogramming \$61,652 in Urban Surface Transportation Block Grant Program (STBG) funds from the Missouri Flat Road Trail Connection Project (Attachment A) to El Dorado County Department of Transportation for the Missouri Flat Road Bicycle and Pedestrian Overcrossing Project.

### BACKGROUND

As the Regional Transportation Planning Agency charged with programming federal and state transportation funding for the west slope of El Dorado County, El Dorado County Transportation Commission (EDCTC) is responsible for the programming of STBG funds to projects or programs on the west slope of El Dorado County. Urban STBG funds are reimbursable federal aid funds, subject to all the requirements of Title 23, United States Code. The STBG is the most flexible among all federal-aid highway programs. Eligible costs include planning, preliminary engineering, environmental, right-of-way acquisition, capital costs, and construction costs associated with an eligible activity.

### DISCUSSION

In September of 2021, EDCTC programmed \$356,000 in STBG funding to El Dorado County Department of Transportation (DOT) to support construction of the Missouri Flat Road Trail Connection Project. The Missouri Flat Road Trail Connection Project is now complete and closed out, and project costs were lower than anticipated. As a result, \$61,652 in Urban STBG funding remains available for re-programming. Since EDCTC was responsible for programming these funds prior to the Caltrans corrective action which changed the programming authority for Urban STBG funds to SACOG, EDCTC has the authority to re-program these funds.

On July 12, 2024, DOT submitted a funding request letter to EDCTC to help fully fund construction of the Missouri Flat Road Bicycle and Pedestrian Overcrossing Project at the same location along the El Dorado Trail in Diamond Springs. El Dorado County DOT first opened bids for the project on March 18, 2024. Two bids were received and each of them were considerably higher than the engineers' estimate and both exceeded available funding for construction. The county made minor modifications to the construction specifications and re-advertised for bids. The effort did bring in more competitive lower bids but additional funding is still required for construction, contingency, and construction management for the project. Construction is anticipated to begin in August 2024.

In 2023, the Missouri Flat Overcrossing project was awarded SACOG Cycle 6 Regional Active Transportation Program (ATP) funding in the amount of \$3,271,000. EDCTC has previously programmed STBG, Congestion Mitigation Air Quality (CMAQ) and TDA/LTF Pedestrian and Bicycle funds to support the project. Successful and timely project delivery is critical for ATP projects for jurisdictions to remain eligible for future funding opportunities in the highly competitive program.

Approved for Agenda:



Woodrow Deloria, Executive Director

Attachments: A) EDCTC Resolution 24/25.04  
B) Funding Request Letter



2828 Easy Street, Suite 1, Placerville, CA 95667 [www.edctc.org](http://www.edctc.org) 530.642.5260

**Councilmembers Representing City of Placerville:** John Clerici, Jackie Neau, David Yarbrough

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

## RESOLUTION 24/25.04

### RESOLUTION OF THE EL DORADO COUNTY TRANSPORTATION COMMISSION RE-PROGRAMMING URBAN SURFACE TRANSPORTATION BLOCK GRANT PROGRAM FUNDING FROM THE MISSOURI FLAT ROAD EL DORADO TRAIL CONNECTION PROJECT TO THE MISSOURI FLAT ROAD BICYCLE AND PEDESTRIAN OVERCROSSING PROJECT

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

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

**WHEREAS**, it is the responsibility of EDCTC, under the provisions of the Memorandum of Understanding with the Sacramento Area Council of Governments (SACOG), to program and track projects to be funded with Urban Surface Transportation Block Grant Program (STBG) funds; and

**WHEREAS**, on July 12, 2024, the El Dorado County Department of Transportation (DOT) submitted a request to EDCTC to consider the re-programming of STBG funding to help fully fund the Missouri Flat Road Bicycle and Pedestrian Overcrossing Project located along the El Dorado Trail in Diamond Springs; and

**WHEREAS**, in September of 2021, EDCTC programmed \$356,000 in STBG funding to the Missouri Flat Road El Dorado Trail Connection project; and

**WHEREAS**, in 2024, El Dorado County DOT was able to complete the necessary improvements to the Missouri Flat Road El Dorado Trail Connection project, and \$61,652 in STBG funding remains unutilized and available for re-programming; and

**WHEREAS**, the Missouri Flat Road Bicycle and Pedestrian Overcrossing Project has an immediate funding need to fully fund construction; and

**NOW THEREFORE, BE IT RESOLVED**, that the El Dorado County Transportation Commission approves the re-programming of \$61,652 in STBG funds from the Missouri Flat Road El Dorado Trail Connection project to the Missouri Flat Road Bicycle and Pedestrian Overcrossing Project.

**BE IT FURTHER RESOLVED**, that the projects shall be submitted to SACOG for amendment into the Metropolitan Transportation Improvement Program, as required.

**BE IT FURTHER RESOLVED**, that any remaining unutilized STBG funds shall return to EDCTC for re-programming, as required.

**PASSED AND APPROVED**, by the El Dorado County Transportation Commission governing body at the regular meeting held on August 1, 2024, by the following vote:

Vote Pending

Attest:

\_\_\_\_\_  
Wendy Thomas, Chairperson

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



# COMMUNITY DEVELOPMENT SERVICES

## DEPARTMENT OF TRANSPORTATION

<http://www.edcgov.us/government/DOT>

2850 Fairlane Court, Placerville, CA 95667

Phone (530) 621-5900, Fax (530) 626-0387

July 12, 2024

Woodrow Deloria  
El Dorado County Transportation Commission  
2828 Easy Street, Suite 1  
Placerville, CA 95667

**RE: Funding Request for the El Dorado Trail-Missouri Flat Road Bicycle and Pedestrian Overcrossing**

Dear Mr. Deloria,

The purpose of this letter is to respectfully request that El Dorado County Transportation Commission (EDCTC) program \$61,652 in STBGP funds that were remaining on the Missouri Flat Class I Trail Connection Project, to cover higher than expected bids received for the El Dorado Trail-Missouri Flat Road Bicycle and Pedestrian Overcrossing Project (Project). As demonstrated in previous programmed funds, the Project meets the criteria for funding set forth in the STBGP guidance.

This request is due to unexpected high bids received on May 15, 2024. The County made minor modifications to the construction specifications and readvertised for bids. This effort did bring in more competitive and lower bids but will still require additional funding beyond the current budget for construction, contingency, and construction management of this complex project. We are anticipating a notice to proceed with construction to be issued the second week of August, 2024.

Thank you for considering this programming request for Urban STBG funding for the Project. If you have any questions or need any additional information, please contact me at (530) 621-5912 or [matt.smeltzer@edcgov.us](mailto:matt.smeltzer@edcgov.us).

Sincerely,

A handwritten signature in blue ink, appearing to read "Matthew Smeltzer".

Matthew Smeltzer  
Deputy Director, Engineering  
Department of Transportation

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

**DATE:** AUGUST 1, 2024  
**TO:** EL DORADO COUNTY TRANSPORTATION COMMISSION  
**FROM:** JERRY BARTON, SENIOR TRANSPORTATION PLANNER  
**SUBJECT:** URBAN SURFACE TRANSPORTATION BLOCK GRANT PROGRAM RE-PROGRAMMING

---

**REQUESTED ACTION**

Adopt Resolution 24/25.05 reprogramming \$489,140 in Urban Surface Transportation Block Grant Program (STBG) funds from the US 50 Camino Safety Project (Attachment A) to El Dorado County Department of Transportation (DOT) for the Mound Springs Creek Bridge Replacement Project.

**BACKGROUND**

As the Regional Transportation Planning Agency charged with programming federal and state transportation funding for the west slope of El Dorado County, El Dorado County Transportation Commission (EDCTC) is responsible for the programming of STBG funds to projects or programs on the west slope of El Dorado County. Urban STBG funds are reimbursable federal aid funds, subject to all the requirements of Title 23, United States Code. The Urban STBG is the most flexible among all federal-aid highway programs. Eligible costs include planning, preliminary engineering, environmental, right-of-way acquisition, capital costs, and construction costs associated with an eligible activity.

**DISCUSSION**

In June of 2018, EDCTC programmed an additional \$950,000 (Resolution 17/18.26) in STBG funding to El Dorado County Department of Transportation (DOT) to support necessary right-of-way costs for the US Highway 50 Camino Safety Project. The Camino Safety project is now complete and right-of-way costs came in lower than expected. Caltrans, as the project manager for the US 50 Camino Safety project recently completed project close out and de-obligated \$809,840 in unutilized STBG funds which are now available for re-programming to another project. Since EDCTC was responsible for programming these funds prior to the Caltrans corrective action that changed the programming authority for Urban STBG funds to SACOG, EDCTC has the authority to re-program these funds.

On July 12, 2024, the El Dorado County DOT submitted a funding request letter to EDCTC to help fully fund construction of the Mound Springs Creek Bridge Replacement Project. Additional funding is necessary to cover inflation increases to the construction cost estimate and for higher-than-expected right-of-way costs. Construction of the project is anticipated in Fiscal Year 2025/26.

Consistent with STBG guidance outlined in 23 U.S.C. 133(b) and (c), bridge projects are eligible to receive STBG funding. With this programming action, and the re-programming of additional de-obligated funds to the City of Placerville for the Broadway Sidewalks Project, all remaining unutilized STBG funds from the US 50 Camino Project will be utilized.

Approved for Agenda:



Woodrow Deloria, Executive Director

Attachments: A) EDCTC Resolution 24/25.05  
B) Funding Request Letter



2828 Easy Street, Suite 1, Placerville, CA 95667 [www.edctc.org](http://www.edctc.org) 530.642.5260

**Councilmembers Representing City of Placerville:** John Clerici, Jackie Neau, David Yarbrough

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

**RESOLUTION 24/25.05**

**RESOLUTION OF THE EL DORADO COUNTY TRANSPORTATION COMMISSION  
RE-PROGRAMMING URBAN SURFACE TRANSPORTATION BLOCK GRANT PROGRAM FUNDING  
FROM THE US50 CAMINO SAFETY PROJECT TO THE MOUND SPRINGS CREEK BRIDGE  
REPLACEMENT PROJECT**

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

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

**WHEREAS**, it is the responsibility of EDCTC, under the provisions of the Memorandum of Understanding with the Sacramento Area Council of Governments (SACOG), to program and track projects to be funded with Urban Surface Transportation Block Grant Program (STBG) funds; and

**WHEREAS**, on July 12, 2024, the El Dorado County Department of Transportation (DOT) submitted a request to EDCTC to consider the re-programming of STBG funding to help fully fund the Mound Springs Creek Bridge Replacement Project; and

**WHEREAS**, in May of 2024, Caltrans closed out the US 50 Camino Safety Project and de-obligated \$809,840 in STBG funding which was unutilized in the right-of-way phase of the project and that funding remains unutilized and available for re-programming; and

**WHEREAS**, the Mound Springs Creek Bridge Replacement Project has an immediate funding need to cover inflation increases to the construction cost estimate and for higher-than-expected right-of-way costs; and

**WHEREAS**, consistent with STBG guidance outlined in 23 U.S.C. 133(b) and (c), bridge projects are eligible to receive STBG funding; and

**NOW THEREFORE, BE IT RESOLVED**, that the El Dorado County Transportation Commission approves the re-programming of \$489,140 in STBG funds from the US 50 Camino Safety Project to the Mound Springs Creek Bridge Replacement Project.

**BE IT FURTHER RESOLVED**, that the projects shall be submitted to SACOG for amendment into the Metropolitan Transportation Improvement Program, as required.

**BE IT FURTHER RESOLVED**, that any remaining unutilized STBG funds shall return to EDCTC for re-programming, as required.

**PASSED AND APPROVED**, by the El Dorado County Transportation Commission governing body at the regular meeting held on August 1, 2024, by the following vote:

Vote Pending

Attest:

\_\_\_\_\_  
Wendy Thomas, Chairperson

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





# COMMUNITY DEVELOPMENT SERVICES

## DEPARTMENT OF TRANSPORTATION

<http://www.edcgov.us/government/DOT>

2850 Fairlane Court, Placerville, CA 95667  
Phone (530) 621-5900, Fax (530) 626-0387

July 12, 2024

Woodrow Deloria  
El Dorado County Transportation Commission  
2828 Easy Street, Suite 1  
Placerville, CA 95667

**RE: Funding Request for the Green Valley at Mound Springs Creek-Bridge Replacement Project**

Dear Mr. Deloria,

The purpose of this letter is to respectfully request that El Dorado County Transportation Commission (EDCTC) program \$489,140 in STBGP funds that were remaining on the US50 Camino Safety Project to cover inflation increases to the construction cost estimate, and higher than expected right of way costs for the Green Valley at Mound Springs Creek-Bridge Replacement Project (Project). As demonstrated in previous programmed funds, the Project meets the criteria for funding set forth in the STBGP guidance.

This request is due to current unfavorable right of way negotiations and expenses, and higher than anticipated inflation increases to the construction cost estimate. The County is working through these issues and anticipates bidding and construction for the project to start in FY 25/26. We anticipate this effort will keep this needed safety improvement project fully funded and on schedule.

Thank you for considering this programming request for Urban STBG funding for the Project. If you have any questions or need any additional information, please contact me at (530) 621-5912 or [matt.smeltzer@edcgov.us](mailto:matt.smeltzer@edcgov.us).

Sincerely,

A handwritten signature in blue ink, appearing to read "Matthew Smeltzer".

Matthew Smeltzer  
Deputy Director, Engineering  
Department of Transportation

**INFORMATION ITEM****STAFF REPORT**

**DATE:** AUGUST 1, 2024  
**TO:** EL DORADO COUNTY TRANSPORTATION COMMISSION  
**FROM:** WOODROW DELORIA, EXECUTIVE DIRECTOR  
**SUBJECT:** EL DORADO COUNTY REGIONAL TRANSPORTATION PLAN 2045 *DRAFT*  
FINANCIAL FORECAST

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**REQUESTED ACTION**

None. This is for information only.

**BACKGROUND**

The El Dorado County RTP 2025-2045 fulfills the State requirements of AB 402 (Government Code Title 7, Chapter 2.5, Sections 65080-65082). To qualify for funding in the State Transportation Improvement Program (STIP), projects included in a Regional Transportation Improvement Program (RTIP), or the Interregional Transportation Improvement Program (ITIP) must be consistent with adopted RTPs. In compliance with Government Code Section 65080(c), the California Transportation Commission will only consider STIP funding for projects consistent with an RTP adopted within five years (in rural regions) of STIP adoption.

The El Dorado County RTP 2025-2045 outlines the long-term vision and strategy for transportation infrastructure and services in the region. The RTP must be fiscally constrained within a long-term financial forecast based upon current transportation funding and policy. This financial forecast considers various funding sources, transportation policies, and economic conditions. Given that much of the transportation funding is generated through fuel and sales taxes, estimation of revenue is challenging. However, this forecasting is essential to ensure that the investments proposed in the RTP are realistic and fiscally constrained within the 20-year horizon.

**DISCUSSION**

Staff has developed four financial forecast scenarios based on varying assumptions about future funding levels, economic conditions, and policy changes. These scenarios are designed to provide a range of potential outcomes, allowing the Commission to make informed decisions about the prioritization and feasibility of transportation projects. The first scenario, Status Quo: Maintain Historic Funding Levels, sets the baseline from which the other scenarios decrease funding based on three sets of assumptions.

**Financial Forecast Scenarios:****1. Status Quo: Maintain Historic Funding Levels**

- Assumes continuation of historic funding levels from federal, state, and local sources.
- Anticipates moderate economic growth of 2.7% consistent with the SACOG MTP/SCS.
- Is consistent with the financial assumptions used over the past three RTP cycles dating back to 2005.
- Does not reflect changes in transportation policy directing funding away from capacity increasing projects such as additional lanes, new alignments etc...

**2. Scenario 1: Policy Shift Moderate**

- Retains all funding of Status Quo but reduces all competitive State and Federal funding opportunities by 50%.
  - Reflects the shift in transportation policy toward investments which combat climate change and no longer support capacity-increasing transportation projects.
  - Reflects the focus to invest in urban communities with concentrations of underserved and disadvantaged persons.
  - Reflects shift toward more investment in transit and active transportation.
- 3. **Scenario 2: Policy Shift and Corrective Action**
  - Retains all funding in Scenario 1 but also reduces the amount of CMAQ and STBG funding by 25%.
    - Reflects changes to how CMAQ and STBG are administered, now by SACOG versus EDCTC, due to the corrective action imposed by FHWA on Caltrans in 2021.
    - Assumes CMAQ and STBG funding will become more competitive across the six-county SACOG region and thus will not be available at the levels historically realized.
- 4. **Scenario 3: Policy Shift Extreme**
  - Retains all funding of Status Quo but eliminates competitive State and Federal funding opportunities completely.
    - Reflects the implementation of CAPTI and CSIS which further limit and/or challenge traditional transportation investments in rural California.
    - Presents a financial projection which is not dependent upon or does not assume highly competitive grant funding would support the types of projects needed to advance the transportation network of the RTP.
    - Presents a “worst case” scenario placing the burden of funding on regional and local competitive sources along with formulaic State and Federal funding and local revenue only.

Each of these scenarios has been coordinated with the City of Placerville, El Dorado County, El Dorado Transit, Caltrans, and SACOG. While any one of the scenarios, or combination thereof, could become the financial future of the RTP, it is important to identify one to work within when developing a list of transportation investments to include in the 20-year plan. It is important to note that the RTP is updated every 5 years as will the financial forecast. As was observed during the coronavirus pandemic, financial estimates are just that, estimates. For example, at the onset of the pandemic transportation planning experts expected Local Transportation Fund revenue, generated through sales taxes, to decline significantly due to decreased spending. In fact, it increased drastically as spending ramped up rapidly in a short period of time in the first year of the pandemic.

### **Scenario 1: Policy Shift Moderate**

Based on the status and trajectory of the State and Federal transportation policies, such as the Climate Action Plan for Transportation Infrastructure (CAPTI) and Caltrans System Investment Strategy (CSIS) in California, and the Justice 40 initiative at the Federal level, EDCTC staff believes competitive transportation funding administered by state and federal agencies will be roughly 50% lower than long-term historic averages. These would include programs administered under Senate Bill 1 in California and the Investing in Infrastructure and Jobs Act at the federal level. This does not mean that large transformative projects will not secure competitive state or federal funding over the 20-year life of the RTP, in fact we anticipate some will. This approach simply looks over the past 20+ years and recognizes that policies in place today are not reflective of those that shaped funding programs in the late 90's. Large capacity projects, interchanges, and other traditional transportation investments are no longer supported by the agencies that administer the funding programs available. Until such a time that those policies revert to more traditional objectives. The focus of funding will remain on new emerging investments that combat climate change and focus on mostly urban disadvantaged regions.

Staff is confident that competitive funding managed at the regional and local level will still be available to support projects submitted by partner agencies in amounts similar if not equal to historic levels. This would include the CMAQ and STBGP funding administered now by SACOG due to the 2021 FHWA corrective action imposed on Caltrans. EDCTC has worked closely with SACOG and all the jurisdictions within the six-county region to develop a competitive funding round structure that should provide fair and equitable opportunity for all jurisdictions to continue to receive funding at historic levels. That said, the amounts received may not be as consistent as in years past. For example, in each funding cycle the City of Placerville and El Dorado County may receive 125% of historic average and the following cycle receive 75%. Ultimately, staff is confident that these funding programs will, over time, remain consistent with years past. Again, this RTP and financial forecast is updated every five years and will allow this assumption to be adjusted if necessary.

### **Scenario 2: Policy Shift and Corrective Action**

This scenario assumes the federal funding programs now administered by SACOG, CMAQ and STBGP, would no longer support investments in the RTP 2045 at historic levels by anticipating a reduction of 25%. This would mean that other jurisdictions in the SACOG region were outcompeting El Dorado County and the City of Placerville. That is not an assumption that EDCTC staff believe is going to be realized over the life of this plan because in 2022, EDCTC was able to program CMAQ and STBG funding out to Fiscal Years 2026/27. However, it will be closely monitored in an open and transparent way with EDCTC and partner agencies. Should this scenario appear to be coming to fruition, EDCTC staff and leadership would work closely with SACOG and regional partners to come up with solutions and regain those investments in critical projects.

### **Scenario 3: Policy Shift Extreme**

This scenario is the most extreme of all the scenarios. This scenario assumes that none of the competitive state or federal funding programs would support transportation investments in El Dorado County or the City of Placerville. The assumption is based on the direction of the state and federal funding programs becoming more competitive, more restrictive in how funds are used, and less supportive of rural and more traditional roadway and highway investments. While it is unlikely that this scenario would come to fruition, it was presented as somewhat of the worst case to consider.

For the reasons outlined in the paragraphs above, staff believes moving forward with **Scenario 1: Policy Shift Moderate** presents a logical path toward developing a financial forecast for the RTP 2045. This scenario provides the rightsizing necessary in those funding programs which have been most impacted by transportation policy changes over the past eight to ten years. It allows for adjustments to those programs while retaining funding levels in other programs that may have changed to one degree or another but are expected to continue supporting transportation investments needed and detailed in the RTP 2045.

Approved for Agenda:



Woodrow Deloria, Executive Director

Attachment A: RTP 2045 *Draft* Financial Forecast Scenarios

Anticipated Revenues 2025-2045 - Status Quo					
Funding	Applicable Uses	Short Term 2025-2035	Long Term 2036-2045	Total	Annual Average
<b>Federal Programs</b>					
CMAQ - Urban	Highways, Roads, Transit, ATP, TDM, TCM	\$21,215,481	\$25,203,432	\$46,418,913	\$2,320,946
STBG	Highways, Roads, Transit, ATP, TDM, TCM	\$30,773,053	\$36,573,123	\$67,346,176	\$3,367,309
Federal Competitive Programs	All Modes	\$18,890,000	\$22,240,000	\$41,130,000	\$2,056,500
<b>State Programs</b>					
STIP	Highways and roads	\$10,761,543	\$8,972,000	\$19,733,543	\$986,677
Road Maintenance and Rehabilitation Account	Road Maintenance	\$61,331,332	\$74,824,225	\$136,155,557	\$6,807,778
Exchange STBG	Roads	\$9,763,933	\$9,763,933	\$19,527,865	\$976,393
County Direct Exchange STBG	Roads	\$4,591,640	\$4,591,640	\$9,183,280	\$459,164
<b>Senate Bill 1 Competitive State Programs</b>					
Active Transportation Program	Bicycle and pedestrian improvements	\$25,904,545.00	\$25,904,545.00	\$51,809,090.00	\$2,590,454.50
Local Partnership Program	Roads	\$9,128,570.00	\$9,128,570.00	\$18,257,140.00	\$912,857.00
<b>Transit Funding</b>					
STA (99313&99314)	Transit	\$16,797,963.00	\$13,886,930.00	\$30,684,893.00	\$1,534,244.65
STA State of Good Repair	Transit	\$2,843,767.00	\$2,350,951.00	\$5,194,718.00	\$259,735.90
SB 125 TIRCP	Transit	\$18,193,898.00	\$0.00	\$18,193,898.00	N/A
SB 125 ZETCP	Transit	\$1,308,915.00	\$0.00	\$1,308,915.00	N/A
FTA 5307 Urbanized Area Formula	Transit	\$2,990,000	\$3,200,000	\$6,190,000	\$309,500
FTA 5311/5340 Rural Assistance Program	Transit	\$9,052,386	\$10,758,731	\$19,811,117	\$990,556
FTA 5309 c Bus Allocations	Transit	\$5,100,000	\$7,700,000	\$12,800,000	\$640,000
Freeway Service Patrol	TDM	\$1,100,000	\$1,100,000	\$2,200,000	\$110,000
<b>Local Programs</b>					
LTF	Transit, Highways, and Roads	\$45,609,170	\$62,712,600	\$108,321,770	\$5,416,089
Local Streets and Roads TIM and MC&FP	Roads				
City of Placerville ½ Cent Sales Tax	Roads	\$38,624,373	\$4,291,597	\$42,915,970	\$2,145,799
<b>Total</b>		<b>\$333,980,569</b>	<b>\$323,202,277</b>	<b>\$657,182,845</b>	<b>\$31,884,002</b>

**Anticipated Revenues 2025-2045 - 50% Reduction in State/Federal Competitive**

Funding	Applicable Uses	Short Term 2025-2035	Long Term 2036-2045	Total	Annual Average
<b>Federal Programs</b>					
CMAQ - Urban	Highways, Roads, Transit, ATP, TDM, TCM	\$21,215,481	\$25,203,432	\$46,418,913	\$2,320,946
STBG	Highways, Roads, Transit, ATP, TDM, TCM	\$30,773,053	\$36,573,123	\$67,346,176	\$3,367,309
Federal Competitive Programs	All Modes	\$9,445,000	\$11,120,000	\$20,565,000	\$1,028,250
<b>State Programs</b>					
STIP	Highways and roads	\$10,761,543	\$8,972,000	\$19,733,543	\$986,677
Road Maintenance and Rehabilitation Account	Road Maintenance	\$61,331,332	\$74,824,225	\$136,155,557	\$6,807,778
Exchange STBG	Roads	\$9,763,933	\$9,763,933	\$19,527,865	\$976,393
County Direct Exchange STBG	Roads	\$4,591,640	\$4,591,640	\$9,183,280	\$459,164
<b>Senate Bill 1 Competitive State Programs</b>					
Active Transportation Program	Bicycle and pedestrian improvements	\$12,952,272.50	\$12,952,272.50	\$25,904,545.00	\$1,295,227.25
Local Partnership Program	Roads	\$4,564,285.00	\$4,564,285.00	\$9,128,570.00	\$456,428.50
<b>Transit Funding</b>					
STA (99313&99314)	Transit	\$16,797,963.00	\$13,886,930.00	\$30,684,893.00	\$1,534,244.65
STA State of Good Repair	Transit	\$2,843,767.00	\$2,350,951.00	\$5,194,718.00	\$259,735.90
SB 125 TIRCP	Transit	\$18,193,898.00	\$0.00	\$18,193,898.00	N/A
SB 125 ZETCP	Transit	\$1,308,915.00	\$0.00	\$1,308,915.00	N/A
FTA 5307 Urbanized Area Formula	Transit	\$2,990,000	\$3,200,000	\$6,190,000	\$309,500
FTA 5311/5340 Rural Assistance Program	Transit	\$9,052,386	\$10,758,731	\$19,811,117	\$990,556
FTA 5309 c Bus Allocations	Transit	\$5,100,000	\$7,700,000	\$12,800,000	\$640,000
Freeway Service Patrol	TDM	\$1,100,000	\$1,100,000	\$2,200,000	\$110,000
<b>Local Programs</b>					
LTF	Transit, Highways, and Roads	\$45,609,170	\$62,712,600	\$108,321,770	\$5,416,089
Local Streets and Roads TIM and MC&FP	Roads				
City of Placerville ½ Cent Sales Tax	Roads	\$38,624,373	\$4,291,597	\$42,915,970	\$2,145,799
<b>Total</b>		<b>\$307,019,011</b>	<b>\$294,565,719</b>	<b>\$601,584,730</b>	<b>\$29,104,096</b>

**Anticipated Revenues 2025-2045 - 50% reduction in State/Federal Competitive - 25% Reduction in CMAQ/STBG**

Funding	Applicable Uses	Short Term 2025-2035	Long Term 2036-2045	Total	Annual Average
<b>Federal Programs</b>					
CMAQ - Urban	Highways, Roads, Transit, ATP, TDM, TCM	\$15,911,611	\$18,902,574	\$34,814,185	\$1,740,709
STBG	Highways, Roads, Transit, ATP, TDM, TCM	\$23,079,790	\$27,429,842	\$50,509,632	\$2,525,482
Federal Competitive Programs	All Modes	\$9,445,000	\$11,120,000	\$20,565,000	\$1,028,250
<b>State Programs</b>					
STIP	Highways and roads	\$10,761,543	\$8,972,000	\$19,733,543	\$986,677
Road Maintenance and Rehabilitation Account	Road Maintenance	\$61,331,332	\$74,824,225	\$136,155,557	\$6,807,778
Exchange STBG	Roads	\$9,763,933	\$9,763,933	\$19,527,865	\$976,393
County Direct Exchange STBG	Roads	\$4,591,640	\$4,591,640	\$9,183,280	\$459,164
<b>Senate Bill 1 Competitive State Programs</b>					
Active Transportation Program	Bicycle and pedestrian improvements	\$12,952,272.50	\$12,952,272.50	\$25,904,545.00	\$1,295,227.25
Local Partnership Program	Roads	\$4,564,285.00	\$4,564,285.00	\$9,128,570.00	\$456,428.50
<b>Transit Funding</b>					
STA (99313&99314)	Transit	\$16,797,963.00	\$13,886,930.00	\$30,684,893.00	\$1,534,244.65
STA State of Good Repair	Transit	\$2,843,767.00	\$2,350,951.00	\$5,194,718.00	\$259,735.90
SB 125 TIRCP	Transit	\$18,193,898.00	\$0.00	\$18,193,898.00	N/A
SB 125 ZETCP	Transit	\$1,308,915.00	\$0.00	\$1,308,915.00	N/A
FTA 5307 Urbanized Area Formula	Transit	\$2,990,000	\$3,200,000	\$6,190,000	\$309,500
FTA 5311/5340 Rural Assistance Program	Transit	\$9,052,386	\$10,758,731	\$19,811,117	\$990,556
FTA 5309 c Bus Allocations	Transit	\$5,100,000	\$7,700,000	\$12,800,000	\$640,000
Freeway Service Patrol	TDM	\$1,100,000	\$1,100,000	\$2,200,000	\$110,000
<b>Local Programs</b>					
LTF	Transit, Highways, and Roads	\$45,609,170	\$62,712,600	\$108,321,770	\$5,416,089
Local Streets and Roads TIM and MC&FP	Roads				
City of Placerville ½ Cent Sales Tax (Sunsets March 31, 2037)	Roads	\$38,624,373	\$4,291,597	\$42,915,970	\$2,145,799
<b>Total</b>		<b>\$294,021,878</b>	<b>\$279,121,580</b>	<b>\$573,143,458</b>	<b>\$27,682,032</b>

Anticipated Revenues 2025-2045 - 100% Reduction in State/Federal Competitive					
Funding	Applicable Uses	Short Term 2025-2035	Long Term 2036-2045	Total	Annual Average
<b>Federal Programs</b>					
CMAQ - Urban	Highways, Roads, Transit, ATP, TDM, TCM	\$21,215,481	\$25,203,432	\$46,418,913	\$2,320,946
STBG	Highways, Roads, Transit, ATP, TDM, TCM	\$30,773,053	\$36,573,123	\$67,346,176	\$3,367,309
Federal Competitive Programs	All Modes	\$0	\$0	\$0	\$0
<b>State Programs</b>					
STIP	Highways and roads	\$10,761,543	\$8,972,000	\$19,733,543	\$986,677
Road Maintenance and Rehabilitation Account	Road Maintenance	\$61,331,332	\$74,824,225	\$136,155,557	\$6,807,778
Exchange STBG	Roads	\$9,763,933	\$9,763,933	\$19,527,865	\$976,393
County Direct Exchange STBG	Roads	\$4,591,640	\$4,591,640	\$9,183,280	\$459,164
<b>Senate Bill 1 Competitive State Programs</b>					
Active Transportation Program	Bicycle and pedestrian improvements	\$0.00	\$0.00	\$0.00	\$0.00
Local Partnership Program	Roads	\$0.00	\$0.00	\$0.00	\$0.00
<b>Transit Funding</b>					
STA (99313&99314)	Transit	\$16,797,963.00	\$13,886,930.00	\$30,684,893.00	\$1,534,244.65
STA State of Good Repair	Transit	\$2,843,767.00	\$2,350,951.00	\$5,194,718.00	\$259,735.90
SB 125 TIRCP	Transit	\$18,193,898.00	\$0.00	\$18,193,898.00	N/A
SB 125 ZETCP	Transit	\$1,308,915.00	\$0.00	\$1,308,915.00	N/A
FTA 5307 Urbanized Area Formula	Transit	\$2,990,000	\$3,200,000	\$6,190,000	\$309,500
FTA 5311/5340 Rural Assistance Program	Transit	\$9,052,386	\$10,758,731	\$19,811,117	\$990,556
FTA 5309 c Bus Allocations	Transit	\$5,100,000	\$7,700,000	\$12,800,000	\$640,000
Freeway Service Patrol	TDM	\$1,100,000	\$1,100,000	\$2,200,000	\$110,000
<b>Local Programs</b>					
LTF	Transit, Highways, and Roads	\$45,609,170	\$62,712,600	\$108,321,770	\$5,416,089
Local Streets and Roads TIM and MC&FP	Roads				
City of Placerville ½ Cent Sales Tax	Roads	\$38,624,373	\$4,291,597	\$42,915,970	\$2,145,799
<b>Total</b>		<b>\$280,057,454</b>	<b>\$265,929,162</b>	<b>\$545,986,615</b>	<b>\$26,324,190</b>



**INFORMATION ITEM****STAFF REPORT**

**DATE:** AUGUST 1, 2024

**TO:** EL DORADO COUNTY TRANSPORTATION COMMISSION

**FROM:** WOODROW DELORIA, EXECUTIVE DIRECTOR

**SUBJECT:** DRAFT HARVEST SEASON STANDARD OPERATING PROCEDURES

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**REQUESTED ACTION**

None. This item is for information only.

**BACKGROUND**

The Apple Hill™ region is a significant draw for tourists during the fall harvest season, attracting thousands of visitors to the area. This influx of traffic has historically led to congestion, safety concerns, and negative impacts on the local community. The need for a comprehensive traffic management plan has become increasingly critical to address these challenges. In late 2023, EDCTC facilitated a meeting with Caltrans, El Dorado County, and the Apple Hill™ growers to discuss harvest season traffic. Through discussions with these partners, it was determined that Standard Operating Procedures (SOP) were needed to outline the specific details of traffic management each fall. EDCTC staff has developed a Draft SOP to serve this purpose.

**DISCUSSION**

The Draft SOP were developed through extensive collaboration with local stakeholders, including Caltrans, El Dorado County DOT, the City of Placerville, and members from the Apple Hill™ growers. The SOP outlines specific measures and strategies to manage traffic effectively and mitigate the adverse effects of increased visitor numbers.

Key Components of the Draft SOP include:

1. Roles and Responsibilities
2. Implementation Schedule
3. Messaging
4. Traffic Control Measures

The Draft SOP is being reviewed by all partner agencies to garner more feedback. The Final SOP will be presented to the EDCTC at the September 5, 2024, meeting. Between now and September, EDCTC will begin facilitating the necessary elements of the Draft SOP to prepare for this coming harvest season.

Approved for Agenda:



Woodrow Deloria, Executive Director

Attachment A: Draft Harvest Season Standard Operating Procedures

# STANDARD OPERATING PROCEDURES (SOP) FOR TRAFFIC MANAGEMENT DURING FALL HARVEST SEASON IN APPLE HILL™, CAMINO COMMUNITY, EL DORADO COUNTY, CALIFORNIA

## Section 1. Introduction

### Purpose

The purpose of this Standard Operating Procedures (SOP) is to outline the management and response of the high volume of traffic on US Highway 50 and local roads during the peak harvest season in El Dorado County, specifically the agricultural region east of the City of Placerville, often referred to as Apple Hill™. This SOP will assist with the safe and efficient traffic flows on US Highway 50 and local roads during the fall harvest season. This SOP outlines the series of events to occur during fall harvest season including identification of partner agencies, the roles of each partner agency, pre-planning and coordination efforts, traffic control measures, signage and messaging, timing, and follow up.

### Key Objectives

Given the importance of the agritourism sector in El Dorado County, protecting safety and preserving the quality of the visitors' experience is of utmost importance. This SOP focuses on strategic traffic management to maintain the safety and quality of experience. Given harvest season is an annual event, implementation of this SOP will evolve over time given changing conditions, traffic patterns, or other disruptions to how and where people travel through the region. Changing Conditions may require this SOP to adapt, however, there are key objectives which will likely remain as foundational to the implementation. These key objectives include:

- Maintain a safe and accessible local road network throughout harvest season.
- Assist US 50 to remain accessible and operational throughout harvest season.
- Establish and maintain strong partnerships between Caltrans, CHP, El Dorado County DOT, City of Placerville, and other SOP partners to coordinate implementation of the SOP effectively and efficiently.
- Monitor, manage, and prioritize primary arterials which serve as likely evacuation routes during peak visitation weekends.
- Work closely with ranches, farms, and agricultural businesses to identify and resolve any localized traffic impacts quickly, efficiently, and safely.
- Monitor, document, and analyze the performance of all SOP elements each year to inform implementation for future years.

### Partners

This SOP will refer to the "Partners" as the primary agencies involved in the implementation of this SOP and will include public agencies responsible for transportation planning, local and state roadways, transportation project delivery, and enforcement. Other local groups or organizations may also be involved in traffic management or other traffic and parking related activities on privately owned ranches and agritourism destinations. The Partners involved in this SOP will coordinate with those private parties to assist with the most comprehensive approach to managing the transportation facilities throughout this agritourism region. Within this SOP, unless called out specifically, the term "Partners" will refer to those agencies responsible for implementation of this SOP comprised of:

- **Caltrans**
- **California Highway Patrol (CHP)**
- **Placerville Police Department**
- **El Dorado County Department of Transportation (DOT)**

- **City of Placerville**
- **EI Dorado County Transportation Commission (EDCTC)**

## **Section 2. Roles and Responsibilities**

The following outlines the general roles and responsibilities of each agency involved as they apply specifically to the implementation of this SOP. One overarching responsibility of all Partners is to maintain open lines of contact throughout the harvest season to assist with flexibility in the implementation. Conditions can vary greatly throughout the season and coordination and flexibility will be critical to the success of this SOP.

### **Caltrans**

1. **State Highway Messaging**
  - Manage and oversee messaging projected on permanent or fixed changeable message signs (CMSs) located along US 50 in coordination with traffic management objectives and real-time traffic conditions consistent with the predetermined rotation schedules identified in Section 4 of this SOP.
2. **Message Monitoring and Coordination**
  - Monitor the performance and functionality of CMSs along US 50 for optimal operation and readability.
  - Promptly communicate with all Partners any updates to message content or schedules to maintain consistency and effectiveness in conveying information to motorists.
3. **Documentation and Reporting**
  - Maintain records of message deployment, content, updates, and feedback regarding messaging on changeable message boards along US 50.

### **California Highway Patrol (CHP)**

1. **Traffic Management Responsibilities**
  - Officers patrol US 50 to monitor traffic conditions, enforce traffic laws, and implement necessary traffic control measures.
2. **Traffic Enforcement**
  - Officers will conduct proactive enforcement activities to support operations of US 50 and maintain safety on roadways.
3. **Incident Response**
  - CHP will coordinate with local emergency services and maintain reasonable response capability to address traffic incidents, accidents, and emergencies within the Apple Hill™ area.
4. **Increased Patrols**
  - Based on traffic or other conditions, CHP may choose to deploy additional patrol units at key locations to improve traffic operations and safety.
  - Should the Partners determine additional CHP presence is desired and Officers are available, funding may need to be allocated from one or more Partner agencies to support the additional CHP patrols, and necessary agreements may need to be executed.

### **Placerville Polic Department**

1. **Traffic Management Responsibilities**
  - Officers patrol US 50 in Placerville to monitor traffic conditions, enforce traffic laws, and implement necessary traffic control measures.

**2. Traffic Enforcement**

- Officers will conduct proactive enforcement activities to support operations of US 50 in Placerville and maintain safety on roadways.

**3. Increased Patrols**

- Based on traffic or other conditions, Placerville Police Department may choose to deploy additional patrol units at key locations to improve traffic operations and safety.

**EI Dorado County Department of Transportation (DOT)****1. Infrastructure Maintenance and Improvement**

- Maintain, repair, and improve County roads, rights-of-way, and bike/ped facilities.
- Roadways leading to Apple Hill are in satisfactory condition to manage increased traffic volumes during the peak fall harvest season.
- Limit or eliminate construction or maintenance impacts during harvest season.

**2. Traffic Control and Signage**

- Identify bottlenecks, intersections, and other conflict points to deploy traffic management.
- To the extent possible, install and maintain temporary CMSs, signage, road markings, other traffic control devices, and traffic management personnel to inform, direct, and manage traffic at known bottlenecks and conflict points.
- Ensure traffic control, directional, or other signage is safe, clear, visible, and compliant with established standards.

**3. Data Collection and Analysis**

- Collect and analyze data to identify trends, evaluate the effectiveness of traffic management measures, and inform future planning efforts.

**City of Placerville****1. Infrastructure Maintenance and Improvement**

- Ensure City maintained roadways used to access Apple Hill are in satisfactory condition to manage increased traffic volumes during the peak fall harvest season.
- Limit or eliminate construction or maintenance during harvest season that would impact primary routes into and out of Apple Hill during harvest season.

**2. Traffic Control and Signage**

- To the extent possible support EI Dorado County DOT through securing encroachment permits for the deployment of any available Portable CMS to increase messaging along US 50 and/or local arterials used to access Apple Hill.

**3. Local Impacts**

- Monitor the impacts of harvest season traffic on local streets and roads to communicate with all Partners during weekly check in meetings.
- As conditions change and traffic increases prepare suggested changes to the messaging strategy language to better inform traffic on local streets.

**EI Dorado County Transportation Commission (EDCTC)****1. External Coordinator**

- Schedule, coordinate, and facilitate planning and other meetings as needed.
- Engage with the agricultural community, businesses, and other stakeholders.

**2. Resources**

- Identify and secure competitive or other State and Federal funding to support implementation of additional elements deemed necessary for future years.

### 3. **Communication and Reporting**

- Develop and implement an online visitor travel experience survey to better inform future implementation of the SOP.
- Provide annual SOP summary report to inform decision-making and evaluation of future SOP deployment.

### 4. **Continuous Improvement and Adaptation**

- Foster continuous improvement and adaptation in the deployment of SOP for traffic management, incorporating lessons learned, feedback from stakeholders, and emerging best practices into future planning and operations.
- Ensure the SOP and Partners remain responsive to changing traffic patterns, technological advancements, and community needs to ensure that SOP deployment meets evolving challenges and opportunities.

## **Ranches, Farms, and Other Agriculture Businesses**

Given the ranches, farms, and other agricultural related businesses in the area are privately owned, they will not be signatories to this SOP. However, the ingress, egress, and parking at their locations are important for successful implementation of this SOP. Therefore, the Partners will work with these local businesses to monitor and manage traffic at these locations to better serve the greater circulation of the region. These businesses are expected to work with the Partners through the following means:

#### 1. **Infrastructure Maintenance and Improvement**

- Ensure ingress, egress, emergency exits, and other access points are well marked, signed, and in good condition to keep traffic moving freely.
- Ensure parking capacity is consistent with visitor volumes.

#### 2. **Traffic Control**

- When high visitation persists, local businesses will deploy traffic control personnel on their location to keep traffic from queuing onto local roads.
- Work with traffic enforcement agencies to provide traffic control services at key intersections or locations during high traffic periods.

## **Section 3. Implementation Schedule**

The following section outlines the schedule of events that need to occur to execute this SOP. This includes planning, coordination, and meetings pre-harvest season, harvest season implementation, and post-harvest season follow up. This is to be used as a fluid framework which is scalable to the given year and adapts to variations from typical conditions in the community, along US 50 or other critical routes. Individual agencies who feel any need to adjust the schedule or implementation elements detailed below should discuss this with the Partners during the two pre-season meetings. If those agreed upon changes were deemed by all Partners to be of value for all future years those changes would be amended into this SOP. Should changes be deemed only necessary for that given year, they would only be amended into implementation of the SOP for that year and documented accordingly.

### **Schedule of Events**

#### **July: Pre-Season Partners Meeting #1**

##### **Agenda**

- Review previous year's traffic management SOP performance.
- Identify key areas for improvement based on past years or new developments.
- Review and set objectives for the upcoming harvest season.

- Finalize messaging strategy to include specific messaging language to be used.
- Revisit roles and responsibilities for implementation of all elements of the SOP.
- Identify any new Partners or changes in key contacts or critical staff.
- Discuss new conflicts, issues, or opportunities such as construction, social events, new technologies, or useful equipment/personnel.
- Establish a preliminary schedule for tasks and meetings.
- Determine what permitting and/or agreements are necessary to implement SOP.
- Request additional CHP patrols during the weekends beginning Labor Day through the weekend following Thanksgiving.

### **Deliverables**

- Meeting summary detailing the following:
  - Identified improvements or changes to previous year's SOP.
  - Proposed updates to Section 3 Key Objectives.
  - Messaging strategy to include CMS language, social media campaigns, and other public outreach including local news outlets and agency PIOs.
  - Detail of any changes to roles, responsibilities, staff, or key contacts.
  - Updated contact database of all Partners involved in implementation.
  - Draft schedule of planning, meeting, and implementation.
    - Responsible Party: EDCTC
  - List of permits and/or agreements needed to include type, grantor, signatories, timeline for approval, and cost if applicable.
    - Responsible Parties: DOT and Caltrans
  - Submit request to CHP for additional patrols.
    - Responsible Party: DOT

## **August: Pre-Season Partners Meeting #2**

### **Agenda**

- Approve final messaging strategy and establish locations and timing.
- Confirm operational readiness of traffic control measures/personnel.
- Establish timing of traffic control measure deployment and removal.
- Discuss contingency plans for emergencies or unexpected issues.
- Schedule weekly or bi-weekly calls to address issues and opportunities.
- Schedule follow-up/lessons learned meeting for early December.

### **Deliverables**

- Final SOP ready for implementation.
- Key contacts list of all Partners involved in implementation.
- Final implementation schedule.
  - Responsible Party: EDCTC

## **Week Before Labor Day Weekend**

- Launch US 50 CMS messaging strategy on the Thursday before Labor Day weekend concluding on the Sunday after Thanksgiving.
  - Any emergency or traffic event requiring use of the US 50 CMSs will always take priority during implementation of the messaging strategy and this SOP.
  - The US 50 CMSs messaging strategy outlined here will continue Friday through Sunday evening every weekend through the weekend after Thanksgiving.
- Prepare and position any portable traffic control devices and/or traffic control personnel effective on the Saturday morning of Labor Day weekend.

## **Labor Day Weekend through the Last Weekend of November**

- Any portable CMSs and/or other traffic control devices and resources, positioned either along US 50 or local roads, will be staged, pre-programmed, and ready for deployment on the Friday before Labor Day weekend.
- The portable CMS deployment and traffic controls may continue concurrently with the US 50 CMS deployment or may be removed the Monday morning following each weekend from Labor Day through the weekend after Thanksgiving.
  - This will be at the discretion of Partners and/or agencies responsible for deployment and management of temporary CMSs and traffic controls and whether those CMSs or traffic controls are needed elsewhere.
  - The agency who owns and operates the CMSs and/or traffic controls will be responsible for deployment and removal regardless of the schedule and timing.
    - An example could include, El Dorado County has a construction project in the vicinity that has CMSs for traffic control during the week. They shut down construction during the week due to impacts on visitor traffic. Those CMSs could possibly be relocated to serve as messaging tools for the weekend harvest season traffic and relocated to the project site the following Monday morning.
- Traffic control personnel, excluding CHP or other law enforcement, will be deployed on an as needed basis as determined by the Partners subject to this SOP.
  - Should traffic control personnel, excluding CHP or other law enforcement, be determined necessary, Partners will convene a call and develop a traffic control plan to identify the persons, resources, locations, timing, security, and support necessary to deploy personnel into the field.
    - For example, El Dorado County, Caltrans, and CHP decide flagging and traffic control are necessary at the intersection of Carson Road and Pondorado Road due to backups under US 50. Consequently, these agencies meet and determine the personnel needs, identify personnel and resources, and direct staff to the field.
- Local ranches and businesses in the Apple Hill™ area will work with El Dorado County DOT and other Partners to maximize traffic flow, parking, and safety into, on, and out of ranch properties.
  - Partner agencies will get involved with traffic management at the cost to the ranch or business if any safety hazard or circulation issue is identified due to a lack of coordination.
- Partner agencies will work closely with ranches and businesses to continue to monitor and improve traffic management throughout the season.

## Section 4: Messaging

### US 50 Messaging – Changeable Message Signs (CMSs)

#### **Objective:**

Populating existing CMSs along US 50 to provide clear and timely guidance to visitors traveling on US 50 towards the Apple Hill™ region, directing them to the most appropriate exits to access the area.

#### **Message Content:**

Messages displayed on changeable message signs (CMBs) along US 50 will include clear and concise instructions directing visitors to the three or four recommended exits leading to the Apple Hill region. Each message will prioritize simplicity and clarity to ensure easy comprehension by drivers approaching the area.

Caltrans will populate CMS boards with the agreed upon messaging strategy. The CMS boards displaying this messaging will, at a minimum, include:



Eastbound US 50 154 – Exit 22 Aerojet Rd
Eastbound US 50 002 – El Dorado Hills Blvd/Latrobe Rd
Eastbound US 50 078 – Greenstone Rd
Eastbound US 50 001 – Exit 49 Broadway
Westbound US 50 near Snows Road
Current US 50 CMS boards as of 8/1/2024 As future CMSs are added to this segment of the US 50 corridor that could assist with this SOP, those CMSs will be added to this list

**Recommended Message Content:**

“APPLE HILL EXITS 49, 54, 57”

**Local Roadway Messaging – Portable CMSs**

**Objective:**

Local partner agencies deploy portable CMSs to provide clear and timely guidance to visitors traveling on local and interregional roadways to access the Apple Hill™ region.

**Message Content:**

Messages displayed on portable CMSs along local roadways will include clear and concise instructions directing visitors to appropriate locations, intersections, and routes that can accommodate high volumes of traffic and away from narrow residential neighborhoods. Each message will prioritize simplicity and clarity to ensure easy comprehension by drivers approaching the area.

**Messaging Strategy**

**Rotation and Timing:**

Messages will rotate sequentially on CMSs along US 50, to highlighted exits in a timely manner as drivers approach the Apple Hill region. Rotation frequency and timing of messages will be determined based on guidelines.

**Visual Presentation:**

Messages will be displayed in high-contrast colors and large font sizes to enhance visibility and legibility, especially under varying weather and lighting conditions. Simple graphical elements such as apple icons or directional arrows, when and where appropriate, may accompany the text to further aid comprehension.

**Coordination with Traffic Management:**

The messaging strategy for CMS on US 50 will be coordinated with overall traffic management efforts to ensure alignment with traffic flow patterns, congestion levels, and any ongoing incidents or road closures. Updates to message content or rotation schedules may be made in real-time based on changing traffic conditions and operational requirements.

**Feedback and Evaluation:**

Feedback from drivers, residents, and stakeholders will be solicited to assess the effectiveness of the messaging strategy and identify opportunities for improvement. Evaluation criteria will include message clarity, visibility, and impact on driver behavior in terms of exit usage and traffic distribution within the Apple Hill™ region.

**Documentation and Reporting:**

Records of message content, rotation schedules, and any adjustments made to the messaging strategy will be documented and maintained for future reference and reporting purposes. Regular reports summarizing the performance of CMS messaging on US 50 will be provided to relevant authorities and stakeholders for review and analysis.

**Section 5: Traffic Control Measures**



In addition to the messaging, traffic control measures may be implemented during peak visitation to the Apple Hill region. These may vary depending on conditions, availability of resources and equipment or other variables. The following is a general list of traffic control measures that may be considered during implementation of this SOP.

**US Highway 50**

- Three Traffic Signals: Implement “Trip to Green” green phase signal timing.
- Lane Closures: Schedule any necessary construction or closures during off-peak hours.
- Position local agency or contracted traffic control personnel at key exits/intersections if operations degrade to unsafe conditions along US 50 and at key intersections.

**Local Roads**

- Temporary Traffic Control: Install flaggers, signs, or other traffic control elements at key intersections.
- Roadside Barriers: Use to guide traffic and enhance safety.
- Pedestrian Crossings: Provide clear and safe pedestrian access to popular sites.
- Parking Management: Designate and clearly mark parking areas for visitors.
- Ranch Traffic Management: Work with ranch owners to implement on-ranch traffic management, parking enforcement, and ranch access traffic enforcement