



## COMMISSIONERS

**Council Members Representing the City of Placerville**  
Patty Borelli, Kara Taylor, Dennis Thomas

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

**Contact the EDCTC:** 2828 Easy Street, Placerville, CA, 530.642.5260 [www.edctc.org](http://www.edctc.org)

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## AGENDA

Regular Meeting

**Thursday, May 6, 2021, 2:00 PM**

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

### **IMPORTANT NOTICE:**

Those that would like to observe or listen to the meeting may access it either on a computer or by phone. If you are using a computer or mobile device with video, you can make a comment by using the “raise your hand” option. If you are joining the meeting by phone, press \*9 to indicate a desire to make a comment. The Secretary to the Commission will call you by the last three digits of your phone number when it is your turn to speak. Note that your comments must pertain to the subject at hand and are limited to no more than three minutes.

If you would like to remain anonymous and not have your name or phone number posted in this public forum, you may use the “more” button to rename yourself.

By participating in this meeting, you acknowledge that you are being recorded.

If you choose not to observe or listen to the meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 4:00 p.m. Monday, May 3<sup>rd</sup> to the Secretary to the Commission [dkeffer@edctc.org](mailto:dkeffer@edctc.org). Your comment will be placed into the record and forwarded to the Commissioners. They may or may not be read at the meeting on your behalf.

The meeting will begin 15 minutes early. If you need assistance before 2:00, please call the Secretary to the Commission 530.642.5260.

### **[This is your Meeting Link](#)**

Webinar ID: 846 3985 3695

Passcode: 772090

Phone: 1-669-900-6833

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## **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

## **ADOPTION OF AGENDA AND CONSENT CALENDAR**

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

**CONSENT CALENDAR**

1. MINUTES FOR THE APRIL 1, 2021 COMMISSION MEETING (KEFFER)  
REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes for the April 1, 2021 Commission meeting.
2. MARCH 2021 CHECK REGISTER (THOMPSON)  
REQUESTED ACTION: Receive and file the March 2021 Check Register.
3. OVERALL WORK PROGRAM BUDGET VS. ACTUAL COMPARISON FISCAL YEAR 2020/2021 REPORT (THOMPSON)  
REQUESTED ACTION: Receive and file the Overall Work Program Budget vs. Actual Comparison Fiscal Year 2020/2021 July-March Report.
4. TRANSPORTATION DEVELOPMENT ACT FISCAL YEAR 2021/2022 APPORTIONMENT AND ALLOCATION FOR LOCAL TRANSPORTATION FUNDS, STATE TRANSIT ASSISTANCE FUNDS, AND STATE OF GOOD REPAIR FUNDS (THOMPSON)  
REQUESTED ACTION: Adopt Resolution 20/21.29 approving the Transportation Development Act Fiscal Year 2021/2022 Apportionment and Allocation for Local Transportation Funds, State Transit Assistance Funds, and State of Good Repair Funds.
5. EL DORADO COUNTY TRANSIT AUTHORITY'S FISCAL YEAR 2021/2022 TRANSPORTATION DEVELOPMENT ACT CLAIM (THOMPSON)  
REQUESTED ACTION: Adopt Resolution 20/21.30 approving the El Dorado County Transit Authority's Fiscal Year Transportation Development Act Claim in the amount of \$6,845,079.03.
6. FINAL AMENDMENT TO THE EL DORADO COUNTY TRANSPORTATION COMMISSION FUNDING POLICY AND GUIDANCE (DELORIA)  
REQUESTED ACTION: By motion, approve the Final Amendment to the El Dorado County Transportation Commission Funding Policy and Guidance.

**OPEN FORUM**

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

**BUSINESS ITEMS**

7. ACTIVE TRANSPORTATION PROGRAM FUNDING AUGMENTATION (DELORIA)  
REQUESTED ACTION: Consider support of Cycle 5 Active Transportation Program funding augmentation and direct the Executive Director to submit a letter on behalf of the El Dorado County Transportation Commission's support to the appropriate legislative committee leadership.
8. PROFESSIONAL SERVICES AGREEMENT FOR FREEWAY SERVICE PATROL (DELORIA)  
REQUESTED ACTION: Authorize the Executive Director to enter into a professional services agreement between El Dorado County Transportation Commission and Extreme Towing to operate a Freeway Service Patrol along US 50 starting July 1, 2021 and ending June 30, 2026 for an hourly rate as follows:
  - FY 2021/2022 - \$105.74
  - FY 2022/2023 - \$105.74
  - FY 2023/2024 - \$111.03

- FY 2024/2025 - \$116.58
- FY 2025/2026 - \$122.40

## **EXECUTIVE DIRECTOR'S REPORT**

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

## **ADJOURNMENT**

The next regular meeting is scheduled for 2:00 PM on June 3, 2021.

## CONSENT CALENDAR

### **STAFF REPORT**

**DATE: MAY 6, 2021**  
**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**  
**FROM: DANA KEFFER, EXECUTIVE ASSISTANT/SECRETARY TO THE COMMISSION**  
**SUBJECT: MINUTES FOR THE APRIL 1, 2021 COMMISSION MEETING**

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### **REQUESTED ACTION**

The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes for the April 1, 2021 Commission meeting.

Approved for Agenda:

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Woodrow Deloria, Executive Director

Attachment: April 1, 2021 Minutes



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

**Councilmembers Representing City of Placerville:** Patty Borelli, Kara Taylor, Dennis Thomas  
**Supervisors Representing El Dorado County:** John Hidahl, Lori Parlin, Wendy Thomas, George Turnboo  
Woodrow Deloria, Executive Director

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## **ACTION MINUTES**

Regular Meeting, Thursday, April 1, 2021, 2:00 PM

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### **IMPORTANT NOTICE:**

In Response to Coronavirus COVID-19 California Governor Gavin Newsom issued Executive Order N-29-20 on March 17, 2020, relating to the convening of public meetings in light of the COVID-19 pandemic, the El Dorado County Transportation Commission convened this regularly scheduled meeting using an online conference service and was not held at 330 Fair Lane, Placerville. Notice of the location change was made at least 72 hours in advance. All votes were completed with a roll call vote and public comment was accepted.

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### CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Taylor called the meeting to order at 2:09 PM and led the Pledge of Allegiance.

**ATTENDANCE:** Chair Taylor, Vice Chair Hidahl, Commissioners Borelli, Parlin, D. Thomas, W. Thomas, Turnboo, and Caltrans Ex Officio Kevin Yount. **ABSENT:** Ex Officio Councilmember Bass.

### ADOPTION OF AGENDA AND CONSENT CALENDAR

There was no public comment.

**ACTION: Commissioner Patty Borelli made a motion to adopt the agenda and to approve or adopt items 1-7 on the Consent Calendar. The motion was seconded by Commissioner Dennis Thomas which carried as follows:**

**MOTION/SECOND: Borelli/D. Thomas**

**AYES: Borelli, Hidahl, Parlin, Taylor, D. Thomas, W. Thomas, Turnboo**

**ABSTAIN: None**

**NOES: None**

**ABSENT: None**

1. MINUTES FOR THE MARCH 4, 2021 COMMISSION MEETING

REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes for the March 4, 2021 Commission meeting.

2. FEBRUARY 2021 CHECK REGISTER

REQUESTED ACTION: Receive and file the February 2021 Check Register.

3. CALIFORNIA LOW CARBON TRANSIT OPERATIONS PROGRAM FISCAL YEAR 2020/2021 FUNDING ALLOCATION

REQUESTED ACTION: Adopt Resolution 20/21.23 allocating \$190,523 in 2020/2021 California Low Carbon Transit Operations Program Funds to the El Dorado County Transit Authority.

4. SECTION 5311 FEDERAL FISCAL YEAR 2021 PROGRAM OF PROJECTS

REQUESTED ACTION: Adopt Resolution 20/21.24 authorizing the programming of \$558,840 in Federal Transit Administration 5311 funding for Federal Fiscal Year 2021, for operating assistance for the El Dorado County Transit Authority.

5. SECTION 5311 GRANT APPLICATION CERTIFICATIONS AND ASSURANCES

REQUESTED ACTION: Adopt Resolution 20/21.25 to:

1. Authorize the El Dorado County Transit Authority to submit a Section 5311 grant application for Federal Fiscal Year 2021, stating that:

*The El Dorado County Transportation Commission does hereby authorize the EDCTA to execute all standard agreements or amendments necessary to obtain the aforementioned FTA Section 5311 Operating Assistance grant in the amount of \$558,840 through Caltrans.*

2. Authorize the Executive Director to sign the regional agency Certifications and Assurances.

6. SECTION 5311 CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT FEDERAL FISCAL YEAR 2021 PROGRAM OF PROJECTS

REQUESTED ACTION: Adopt Resolution 20/21.26 authorizing the programming of \$1,477,434 in Federal Transit Administration 5311 Coronavirus Response and Relief Supplemental Appropriations Act funding for Federal Fiscal Year 2021, for operating assistance for the El Dorado County Transit Authority.

7. SECTION 5311 CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT GRANT APPLICATION CERTIFICATIONS AND ASSURANCES

REQUESTED ACTION: Adopt Resolution 20/21.27 to:

1. Authorize the El Dorado County Transit Authority to submit a Section 5311 grant application for Federal Fiscal Year 2021, stating that:

*The El Dorado County Transportation Commission does hereby authorize the EDCTA to execute all standard agreements or amendments necessary to obtain the aforementioned FTA Section 5311 Coronavirus Response and Relief Supplemental Appropriations Act grant in the amount of \$1,477,434 through Caltrans.*

2. Authorize the Executive Director to sign the regional agency Certifications and Assurances.

OPEN FORUM

Chair Taylor asked if anyone would like to speak from the audience. There were no public comments.

BUSINESS ITEMS

8. FISCAL YEAR 2020/2021 OVERALL WORK PROGRAM, BUDGET, AND GOALS AND OBJECTIVES, AMENDMENT #3

REQUESTED ACTION: Adopt Resolution 20/21.28 approving the Fiscal Year 2020/2021 Overall Work Program, Budget, and Goals and Objectives, Amendment #3.

There was no public comment.

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

**MOTION/SECOND: Parlin/W. Thomas**

**AYES: Borelli, Hidahl, Parlin, Taylor, D. Thomas, W. Thomas, Turnboo**

**ABSTAIN: None**

**NOES: None**

**ABSENT: None**

9. CONSIDER OPPOSING ASSEMBLY BILL 786 - CERVANTES

REQUESTED ACTION: Take an oppose position on Assembly Bill 786 (Cervantes) and direct the Executive Director to submit a letter on the behalf of the El Dorado County Transportation Commission’s position to the bill’s author and the appropriate legislative committees.

There was no public comment.

**ACTION: Vice Chair 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: Borelli, Hidahl, Parlin, Taylor, D. Thomas, W. Thomas, Turnboo**

**ABSTAIN: None**

**NOES: None**

**ABSENT: None**

INFORMATION ITEM

10. DRAFT AMENDMENT TO THE EL DORADO COUNTY TRANSPORTATION COMMISSION FUNDING POLICY AND GUIDANCE

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

There was no public comment.

EXECUTIVE DIRECTOR’S REPORT

After the Executive Director’s Report was presented, comments were shared in remembrance of the late community advocate, Bob Smart.

SOUTH LAKE TAHOE - CALTRANS – COMMISSIONER COMMENTS

ADJOURNMENT

The meeting was adjourned at 2:59 PM in honor of Bob Smart.

NOTE: The next regular meeting is scheduled for 2:00 PM on May 6, 2021; an online meeting.

CONSENT CALENDAR

**STAFF REPORT**

**DATE: MAY 6, 2021**  
**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**  
**FROM: KAREN THOMPSON, ADMINISTRATIVE SERVICES OFFICER**  
**SUBJECT: MARCH 2021 CHECK REGISTER**

**REQUESTED ACTION**

Receive and file the March 2021 Check Register (Attachment A).

**BACKGROUND AND DISCUSSION**

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

- David Turch & Associates*..... \$5,417.00  
February Federal advocacy services, Work Element 410. This contract was approved at the April 2, 2020 EDCTC meeting.
- Stantec Consulting Services*..... \$8,199.23  
February professional services for the El Dorado County Transit Authority Zero Emission Bus Fleet Conversion Plan, Work Element 228. This contract was approved at the November 5, 2020 EDCTC meeting.
- Wood Rodgers*..... \$8,832.09
- Wood Rodgers*..... \$7,135.69  
January-February professional services for the 50 Corridor System User Analysis, Investment Strategy, and Access Control Action Plan, Work Element 253. This contract was approved at the December 3, 2020 EDCTC meeting.
- Extreme Towing*..... \$10,094.18  
February professional services for the Freeway Service Patrol Program, Work Element 130. The contract with Extreme Towing was approved at the May 5, 2016 EDCTC meeting.
- Fehr & Peers* ..... \$2,379.19  
February professional services for the El Dorado Hills Business Park Community Transportation Plan, Work Element 261. This contract was approved at the April 4, 2019 EDCTC meeting.

Approved for Agenda:

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Woodrow Deloria, Executive Director

Attachment A: March 2021 Check Register



**El Dorado County Transportation Commission**  
**Check Register**  
**March 2021**

<b>Date</b>	<b>Name</b>	<b>Payment</b>	<b>Memo</b>
03/01/2021	Ameritas Life Insurance Corp.	643.08	March 2021 Dental and Vision Premiums
03/01/2021	AT&T	125.94	February 2021 Office Phones
03/01/2021	Benefit Coordinators Corporation	203.14	March 2021 Life/Disability Premiums
03/01/2021	CalPERS Health	7,973.44	March 2021 Health Premiums
03/01/2021	De Lage Landen Financial Services	203.78	February 2021 Copy Machine Lease Payment
03/01/2021	Liberty Mutual Insurance	2,686.00	Commercial Insurance 3/7/2021-3/6/2022
03/01/2021	National Access LD	32.69	February 2021 Long Distance
03/08/2021	Carbon Copy	15.94	February 2021 Copy Machine Maintenance/Copies
03/08/2021	Cardmember Service - Visa DB	54.11	Wireless mouse and keyboard
03/08/2021	Cardmember Service - Visa DK	209.49	Feb Office Supplies/Stamps.com/Offsite backup
03/08/2021	Cardmember Service - Visa KT	302.94	Training, Remote Access and Zoom Webinars February 2021
03/08/2021	Century Building Maintenance	450.00	February 2021 Building Maintenance
03/08/2021	David Turch and Associates	5,417.00	* February 2021 Federal Advocacy
03/08/2021	JS West Propane Gas	229.81	February 2021 Propane
03/08/2021	Roberts & Company, Inc.	90.00	February 2021 Accounting Oversight
03/08/2021	Stantec Consulting Services Inc.	8,199.23	* January 2021 EDCTA Zero Emission Bus Conversion Plan
03/08/2021	Wood Rodgers	8,832.09	* January 2021 50 Corridor System User Analysis
03/10/2021	CalPERS Retirement System	3,387.41	March 2021 Contribution #1
03/15/2021	Berkshire Hathaway HomeState Companies	781.80	Workers Comp Ins 2021 Remaining Balance
03/15/2021	Cal.net	94.87	April 2021 Internet Service Provider
03/15/2021	Mountain Democrat	51.90	Public Notice - Freeway Service Patrol Requests For Proposals
03/15/2021	Rimrock Water Company	56.24	November 2020 and February 2021 water
03/22/2021	Umpqua Bank	96.50	February 2021 Analyzed Checking Fee
03/23/2021	Liberty Mutual Insurance	127.00	Commercial Insurance Additional Coverage
03/23/2021	PG&E	222.22	February 2021 Utilities
03/23/2021	RTS IT, Inc.	600.00	April 2021 ITCare Silver Service Plan
03/23/2021	RTS IT, Inc.	450.00	Computer support
03/23/2021	Wood Rodgers	7,135.69	* February 2021 50 Corridor System User Analysis
03/24/2021	CalPERS Retirement System	3,387.41	March 2021 Contribution #2
03/24/2021	QuickBooks Payroll Service	8.00	February 2021 Payroll Fee
03/29/2021	AT&T	124.61	March 2021 Office Phones
03/29/2021	De Lage Landen Financial Services	203.78	April 2021 Copy Machine Lease Payment
03/29/2021	Extreme Towing	10,094.18	* February 2021 Freeway Service Patrol
03/29/2021	Fehr & Peers	2,379.19	* February 2021 El Dorado County Business Park Transportation Plan
03/29/2021	National Access LD	32.69	March 2021 Long Distance
03/29/2021	Steele Building Offices	4,517.00	April 2021 Office Rent
03/29/2021	The Sacramento Bee	131.99	Subscription 4/18/21-4/19/22
	<b>Total</b>	<b>69,551.16</b>	

**CONSENT CALENDAR**

**STAFF REPORT**

**DATE: MAY 6, 2021**  
**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**  
**FROM: KAREN THOMPSON, ADMINISTRATIVE SERVICES OFFICER**  
**SUBJECT: OVERALL WORK PROGRAM BUDGET VS. ACTUAL COMPARISON FISCAL YEAR 2020/2021 REPORT**

**REQUESTED ACTION**

Receive and file the Overall Work Program Budget vs. Actual Comparison Fiscal Year (FY) 2020/2021 July-March Report (Attachment A).

**BACKGROUND**

This budget vs. actual comparison is for the first three quarters of fiscal year 2020/2021. 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, 2020	\$762,404
Receipts	\$1,081,583
Disbursements	\$1,150,736
Public Funds Money Market and Checking Account Balances at March 31, 2021	\$693,251

Approved for Agenda:

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 Woodrow Deloria, Executive Director

Attachment A: OWP Budget vs. Actual Comparison FY 2020/2021 July-March

**EL DORADO COUNTY TRANSPORTATION COMMISSION  
OWP BUDGET VS. ACTUAL COMPARISON FY 2020/2021 JULY-MARCH**

	WE 50		WE 100		WE 110		WE 111		WE 112		WE 120	
	Indirect Costs		Overall Work Program Administration & Implementation		Intergovernmental Coordination		Rural Counties Task Force		Rural Counties Task Force Administrative Guidebook Training		Transportation Development Act & Transit Administration	
	Budget 50	Actual 50	Budget 100	Actual 100	Budget 110	Actual 110	Budget 111	Actual 111	Budget 112	Actual 112	Budget 120	Actual 120
<b>Income</b>												
Local Transportation Funds (LTF)			-	-	-	-	-	-	-	-	57,437	42,723
Rural Planning Assistance (RPA)			63,551	43,638	127,979	99,123	-	-	-	-	-	-
Rural Planning Assistance (RPA) Grants									10,000			
STIP Planning, Programing & Monitoring (PPM)			-	-	-	-	-	-	-	-	-	-
Surface Transp Block Grant Prog (STBGP)			-	-	-	-	-	-	-	-	-	-
Airport Land Use Commission Fees												
Sustainable Communities FTA 5304												
FHWA-State Planning & Research												
SB1 Sustainable Communities												
State Highway Account (SHA)												
Freeway Service Patrol												
Rural Counties Task Force							37,869	27,575	-	-		
Transit Matching Funds for ZEB Conversion Plan												
Misc Income/EDH CSD/EI Dorado County		234										
<b>Total Income</b>	-	234	63,551	43,638	127,979	99,123	37,869	27,575	10,000	-	57,437	42,723
<b>Expense</b>												
Permanent Employees/Benefits	191,050	147,255	39,612	27,199	79,599	61,782	23,323	17,040	312	-	25,853	16,684
Temporary Employee	-	-										
Building Lease & Utilities	65,004	52,921										
Office Expense	47,819	30,434	-	-	275	-	450	236	-	-	60	56
Professional Services	25,650	18,937	-	-	-	-	-	-	9,500	-	15,900	15,900
Indirect Cost Allocation	(337,046)	(239,330)	23,939	16,439	48,106	37,341	14,096	10,299	188	-	15,624	10,084
Indirect Costs Carryover from Prior Year	7,923											
Interest-Indirect Credit	(400)											
<b>Total Expense</b>	(0)	10,217	63,551	43,638	127,979	99,123	37,869	27,575	10,000	-	57,437	42,723
Current Year Retention												-
Prior Year Retention												
<b>OWP Budget vs. Actual Expenses</b>			<b>68.7%</b>		<b>77.5%</b>		<b>72.8%</b>		<b>0.0%</b>		<b>74.4%</b>	

**EL DORADO COUNTY TRANSPORTATION COMMISSION  
OWP BUDGET VS. ACTUAL COMPARISON FY 2020/2021 JULY-MARCH**

	WE 125		WE 130		WE 200		WE 202		WE 221		WE 228	
	Airport Land Use Commission		Freeway Service Patrol		Regional Transportation Plan		El Dorado County Travel Demand Model Update to SB743 Compliance		Transit Planning		El Dorado Transit Zero Emission Bus Fleet Conversion Plan	
	Budget 125	Actual 125	Budget 130	Actual 130	Budget 200	Actual 200	Budget 202	Actual 202	Budget 221	Actual 221	Budget 228	Actual 228
<b>Income</b>												
Local Transportation Funds (LTF)	11,638	9,456			86,887	86,887	-	-	26,940	20,332	12,500	4,189
Rural Planning Assistance (RPA)	-	-	-	-	75,443	67,899	1,101	1,101	-	-	-	-
Rural Planning Assistance (RPA) Grants					11,190	11,190	3,112	3,112				
STIP Planning, Programing & Monitoring (PPM)	-	-	-	-	-	-			-	-	-	-
Surface Transp Block Grant Prog (STBGP)	-	-	-	-	84,695	71,003	-	88	-	-	-	-
Airport Land Use Commission Fees												
Sustainable Communities FTA 5304												
FHWA-State Planning & Research												
SB1 Sustainable Communities											90,000	30,167
State Highway Account (SHA)												
Freeway Service Patrol			185,231	128,442								
Rural Counties Task Force												
Transit Matching Funds for ZEB Conversion Plan											10,000	3,352
Misc Income/EDH CSD/El Dorado County		-										
<b>Total Income</b>	<b>11,638</b>	<b>9,456</b>	<b>185,231</b>	<b>128,442</b>	<b>258,215</b>	<b>236,979</b>	<b>4,213</b>	<b>4,301</b>	<b>26,940</b>	<b>20,332</b>	<b>112,500</b>	<b>37,709</b>
<b>Expense</b>												
Permanent Employees/Benefits	4,137	3,040	23,830	17,286	74,240	58,586	693	1,347	16,792	12,673	9,256	8,228
Temporary Employee												
Building Lease & Utilities												
Office Expense	-	-	-	52	220	195	-		-	-	150	43
Professional Services	5,000	4,579	147,000	100,656	138,887	137,916	3,101	2,140	-	-	97,500	24,465
Indirect Cost Allocation	2,500	1,837	14,402	10,448	44,868	35,409	419	814	10,148	7,659	5,594	4,973
Indirect Costs Carryover from Prior Year												
Interest-Indirect Credit												
<b>Total Expense</b>	<b>11,638</b>	<b>9,456</b>	<b>185,231</b>	<b>128,442</b>	<b>258,215</b>	<b>232,106</b>	<b>4,213</b>	<b>4,301</b>	<b>26,940</b>	<b>20,332</b>	<b>112,500</b>	<b>37,709</b>
Current Year Retention						4,872		-				
Prior Year Retention						4,573		-				
<b>OWP Budget vs. Actual Expenses</b>	<b>81.2%</b>		<b>69.3%</b>		<b>93.5%</b>		<b>102.1%</b>		<b>75.5%</b>		<b>33.5%</b>	

**EL DORADO COUNTY TRANSPORTATION COMMISSION  
OWP BUDGET VS. ACTUAL COMPARISON FY 2020/2021 JULY-MARCH**

	WE 253		WE 254		WE 259		WE 261		WE 300		WE 310	
	US 50 Corridor System Analysis, Investment Strategy and Access Control Action Plan		US 50/Placerville Hot Spot Study Public Engagement		State Route 49 American River Confluence Study		El Dorado Hills Business Park Community Transportation Plan		State & Federal Programming		Transportation Project Delivery & Oversight	
	Budget 253	Actual 253	Budget 254	Actual 254	Budget 259	Actual 259	Budget 261	Actual 261	Budget 300	Actual 300	Budget 310	Actual 310
<b>Income</b>												
Local Transportation Funds (LTF)	-	-	9,242	9,248	-	-	-	-	44,818	27,365	45,733	24,745
Rural Planning Assistance (RPA)	-	-							-	-	-	-
Rural Planning Assistance (RPA) Grants			12,071	12,071	-	-						
STIP Planning, Programming & Monitoring (PPM)	-	-							47,000	41,048	47,000	37,117
Surface Transp Block Grant Prog (STBGP)	23,130	6,660	-	-	-	-	10,334	5,181	-	-	-	-
Airport Land Use Commission Fees												
Sustainable Communities FTA 5304												
FHWA-State Planning & Research	92,520	26,642					82,672	41,449				
SB1 Sustainable Communities												
State Highway Account (SHA)			393	393	175,000	-						
Freeway Service Patrol												
Rural Counties Task Force												
Transit Matching Funds for ZEB Conversion Plan												
Misc Income/EDH CSD/El Dorado County							10,334	5,181				
<b>Total Income</b>	<b>115,650</b>	<b>33,302</b>	<b>21,706</b>	<b>21,712</b>	<b>175,000</b>	<b>-</b>	<b>103,340</b>	<b>51,811</b>	<b>91,818</b>	<b>68,413</b>	<b>92,733</b>	<b>61,862</b>
<b>Expense</b>												
Permanent Employees/Benefits	14,336	8,500	1,136	1,141	15,520	-	5,282	3,599	57,199	42,641	57,770	38,558
Temporary Employee												
Building Lease & Utilities												
Office Expense	150	47	-	-	100	-	150	-	50	-	50	-
Professional Services	92,500	19,618	19,883	18,145	150,000	-	94,716	46,037		-	-	-
Indirect Cost Allocation	8,664	5,137	687	690	9,380	-	3,192	2,175	34,568	25,772	34,913	23,304
Indirect Costs Carryover from Prior Year												
Interest-Indirect Credit												
<b>Total Expense</b>	<b>115,650</b>	<b>33,302</b>	<b>21,706</b>	<b>19,977</b>	<b>175,000</b>	<b>-</b>	<b>103,340</b>	<b>51,811</b>	<b>91,818</b>	<b>68,413</b>	<b>92,733</b>	<b>61,862</b>
Current Year Retention		2,180		1,736				4,805				
Prior Year Retention				2,525								
<b>OWP Budget vs. Actual Expenses</b>	<b>30.7%</b>		<b>111.7%</b>		<b>0.0%</b>		<b>54.8%</b>		<b>74.5%</b>		<b>66.7%</b>	

**EL DORADO COUNTY TRANSPORTATION COMMISSION  
OWP BUDGET VS. ACTUAL COMPARISON FY 2020/2021 JULY-MARCH**

	WE 330		WE 400		WE 410					
	Active & Alternative Transportation Programs		Public Education & Outreach		Transportation Advocacy		Caltrans Indirect Cost Allocation Plan (ICAP) Excluded Costs		OWP Total	Total
	Budget 330	Actual 330	Budget 400	Actual 400	Budget 410	Actual 410	Budget	Actual	Budget	Actual
<b>Income</b>										
Local Transportation Funds (LTF)	44,982	32,000	-	-	75,910	71,030	800	348	416,887	328,323
Rural Planning Assistance (RPA)	-	-	68,926	48,488	-	-	-	-	337,000	260,249
Rural Planning Assistance (RPA) Grants									36,373	26,373
STIP Planning, Programing & Monitoring (PPM)	-	-	-	-	-	-	-	-	94,000	78,165
Surface Transp Block Grant Prog (STBGP)	15,670	7,150	-	-	-	-	-	-	133,829	90,082
Airport Land Use Commission Fees									-	-
Sustainable Communities FTA 5304									-	-
FHWA-State Planning & Research									175,192	68,091
SB1 Sustainable Communities									90,000	30,167
State Highway Account (SHA)									175,393	393
Freeway Service Patrol									185,231	128,442
Rural Counties Task Force									37,869	27,575
Transit Matching Funds for ZEB Conversion Plan									10,000	3,352
Misc Income/EDH CSD/EI Dorado County	2,500	1,429			39,000	19,500		-	51,834	26,345
<b>Total Income</b>	<b>63,152</b>	<b>40,579</b>	<b>68,926</b>	<b>48,488</b>	<b>114,910</b>	<b>90,530</b>	<b>800</b>	<b>348</b>	<b>1,743,608</b>	<b>1,067,556</b>
									-	0.00
<b>Expense</b>										
Permanent Employees/Benefits	39,269	25,283	42,962	30,222	26,575	22,172	-	-	748,745	543,235
Temporary Employee									-	-
Building Lease & Utilities									65,004	52,921
Office Expense	150	15	-	-	7,275	6,204	800	348	57,699	37,629
Professional Services	-	-			65,000	48,753			864,637	437,146
Indirect Cost Allocation	23,733	15,281	25,964	18,266	16,060	13,401			(0)	0
Indirect Costs Carryover from Prior Year									7,923	-
Interest-Indirect Credit									(400)	-
<b>Total Expense</b>	<b>63,152</b>	<b>40,579</b>	<b>68,926</b>	<b>48,488</b>	<b>114,910</b>	<b>90,530</b>	<b>800</b>	<b>348</b>	<b>1,743,608</b>	<b>1,070,931</b>
Current Year Retention										13,593
Prior Year Retention										7,098
<b>OWP Budget vs. Actual Expenses</b>	<b>64.3%</b>		<b>70.3%</b>		<b>78.8%</b>		<b>43.5%</b>		<b>62.6%</b>	
	<b>75% of FY Complete</b>									

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

**DATE: MAY 6, 2021**

**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**

**FROM: KAREN THOMPSON, ADMINISTRATIVE SERVICES OFFICER**

**SUBJECT: TRANSPORTATION DEVELOPMENT ACT FISCAL YEAR 2021/2022  
APPORTIONMENT AND ALLOCATION FOR LOCAL TRANSPORTATION  
FUNDS, STATE TRANSIT ASSISTANCE FUNDS, AND STATE OF GOOD  
REPAIR FUNDS**

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**REQUESTED ACTION**

Adopt Resolution 20/21.29 approving the Transportation Development Act Fiscal Year (FY) 2021/2022 Apportionment and Allocation for Local Transportation Funds, State Transit Assistance Funds, and State of Good Repair Funds.

**BACKGROUND and DISCUSSION**

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

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

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

The El Dorado County Transportation Commission (EDCTC) is the Regional Transportation Planning Agency (RTPA) responsible for apportioning and administering these funds for this region. The attached Findings of Apportionment summarizes the estimates for FY 2021/2022.

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

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

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

by population, for the eastern slope of El Dorado County. For FY 2021/2022, the County Auditor estimates EDCTC's share of LTF revenues for apportionment to be \$5,585,984, plus \$600,000 in fund balance available to program.

**Administration, Planning, Programming**

The County Auditor has estimated \$10,000 for administration from the estimated FY 2021/2022 LTF revenue total. This amount is reimbursed to the County Auditor and is not included in EDCTC's Overall Work Program.

EDCTC LTF funds are used throughout the work program to support planning and as a required local match for state and federal grant funds. Under the Commission's Memorandum of Understanding with Sacramento Area Council of Government (SACOG), EDCTC is obligated to allocate 2% of TDA funds for SACOG federal transportation planning and programming activities after administration and any non-motorized allocations. The SACOG allocation equals \$113,601.29 for FY 2021/2022. The EDCTC FY 2021/2022 Overall Work Program and Budget includes administration, planning, programming, and the annual payment to SACOG for a total of \$493,601.29.

**Active Transportation – Pedestrian and Bicycle Facilities (Article 3)**

State law offers EDCTC an option to apportion up to 2% of the LTF (after administration and planning) to the City and County for active transportation facilities provided for the exclusive use of pedestrians and bicycles. The Commission primarily uses these active transportation funds to provide matching funds for federal and state grants, such as Congestion Mitigation and Air Quality and Active Transportation Program (ATP) grants. The 2021/2022 allocation totals \$115,919.68.

**Public Transportation – Transit (Article 4)**

The El Dorado County Transit Authority notified the Commission staff that their claim for FY 2021/2022 LTF funds will be \$5,566,463.03 for operating expenses. A 3% contingency of the Article 4 funds up to a maximum of \$500,000.00 is retained in the LTF fund's unreserved fund balance for transit's future needs. The transit contingency balance is currently at the maximum amount of \$500,000.00.

**Other Transportation (Article 8)**

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

**State Transit Assistance Funds (STA)**

The estimated FY 2021/2022 STA funds available for the El Dorado County Transit Authority is \$1,278,616.00.

**State of Good Repair (SGR)**

The estimated FY 2021/2022 SGR funds available for the El Dorado County Transit Authority is \$273,467.00. Funds will be reimbursed to EDCTA after Commission approval of a claim for an approved SGR project.

Approved by:

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Woodrow Deloria, Executive Director

- Attachments: A) EDCTC Resolution 20/21.29  
B) Allocation and Apportionment for Fiscal Year 2021/22 – LTF  
C) Allocation and Apportionment for Fiscal Year 2021/22 – STA  
D) Allocation and Apportionment for Fiscal Year 2021/22 – SGR





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

**Councilmembers Representing City of Placerville:** Patty Borelli, Kara Taylor, Dennis Thomas

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

## **RESOLUTION 20/21.29**

### **RESOLUTION OF THE EL DORADO COUNTY TRANSPORTATION COMMISSION APPROVING THE TRANSPORTATION DEVELOPMENT ACT FISCAL YEAR 2021/2022 APPORTIONMENT AND ALLOCATION FOR LOCAL TRANSPORTATION FUNDS, STATE TRANSIT ASSISTANCE FUNDS, AND STATE OF GOOD REPAIR FUNDS**

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

**WHEREAS**, California Government Code Section 29532.1(g) identifies EDCTC as the designated Regional Transportation Planning Agency (RTPA) for El Dorado County, exclusive of the Lake Tahoe Basin; and is responsible for the planning, allocating and/or programming of funds and administration of the Transportation Development Act of 1971 (TDA), as amended thereafter; and

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

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

**WHEREAS**, the Auditor of said County is instructed to pay monies in the fund to the claimants pursuant to allocation instructions received from the El Dorado County Transportation Commission; and

**WHEREAS**, the County Auditor issued a report of estimated revenues for LTF for Fiscal Year (FY) 2021/2022 and the State Controller's Office issued a report of estimated revenues for STA and SGR Funds.

**NOW THEREFORE, BE IT RESOLVED**, that the El Dorado County Transportation Commission shall review the claims as they are received, approve same for the FY 2021/2022 funds estimated to be available in the LTF, STA, and the SGR funds, and make the following allocations:

1. To the El Dorado County Auditor-Controller for administrative costs in the amount of \$10,000.00, per Section 99233.1.
2. To the El Dorado County Transportation Commission for TDA administration and for planning and programming in the amount of \$493,601.29, per Section 99233.1 and 99233.2.

3. To be reserved by the El Dorado County Auditor's Office for future reimbursements to the City and County for pedestrian and bicycle facilities as programmed and claimed in the amount of \$115,919.68, per Sections 99233.3 and 99234.
4. Retain contingency in the amount of \$500,000.00 in the Local Transportation Fund for future transit needs. The previous contingency balance was \$500,000.00 and the maximum amount is \$500,000.00.
5. To the El Dorado County Transit Authority for Article 4 purposes, the total amount available of \$5,566,463.03, per Sections 99233.8, 99260(a), and 99262.
6. State Transit Assistance Funds – To the El Dorado County Transit Authority for State Transit Assistance Funds in the estimated amount of \$1,278,616.00 plus interest, for capital improvements, per Section 99314.6. This allocation is to be paid out as FY 2021/2022 revenues are received and available for payment by the County Auditor.
7. State of Good Repair Funds – To be reserved by the El Dorado County Auditor's Office for future reimbursements to the El Dorado County Transit Authority for State of Good Repair Funds in the estimated amount of \$273,467.00 plus interest. This allocation is to be paid out after a reimbursement claim for an eligible project is approved by the El Dorado County Transportation Commission.

**BE IT FURTHER RESOLVED**, the El Dorado County Transportation Commission has requested that approved claims be paid in full, provided the funds are available.

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

**BE IT FURTHER RESOLVED**, that the claimants are to be notified by the El Dorado County Transportation Commission of action on their claims.

**PASSED AND ADOPTED**, by the El Dorado County Transportation Commission at their regular meeting on May 6, 2021 by the following vote:

Vote Pending

Attest:

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Kara Taylor, Chairperson

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Dana Keffer, Secretary to the Commission

<p><b>TRANSPORTATION DEVELOPMENT ACT (TDA)</b>  <b>LOCAL TRANSPORTATION FUND (LTF)</b>  <b>FINDINGS OF APPORTIONMENT</b></p>
<p><b>FY 2021/22 APPORTIONMENT AND ALLOCATION</b></p>

**FY 2021/22 LTF AVAILABLE FOR ALLOCATION**

Estimated 2021/22 LTF Receipts per El Dorado County Auditor	\$ 5,585,984.00
Estimated LTF June 30, 2021 fund balance available to program	\$ 600,000.00
Less: County Auditor Fees (PUC Section 99233.1)	\$ (10,000.00)
 Total EDCTC Area Share	 <b>\$ 6,175,984.00</b>
<b>Total FY 2021/22 balance for apportionment <u>\$ 6,175,984.00</u></b>	

**FY 2021/22 CLAIMANT ALLOCATIONS**

**TDA Administration (PUC Section 99233.1)**

EDCTC TDA Administration	\$ 194,720.48
TDA Administration subtotal	\$ 194,720.48

**Planning / Programming (PUC Section 99233.2)**

EDCTC Planning and Programming (up to 3% of Revenue)	\$ 185,279.52
EDCTC Contribution to SACOG Federal Planning and Programming	\$ 113,601.29
<small>(Note: per 12/15/16 MOU between EDCTC and SACOG, equal to 2% of LTF Apportionment after Administration, Planning &amp; Programming, Pedestrian &amp; Bicycle Facilities, and Community Transit Services apportionment, if any)</small>	
Planning / Programming subtotal	\$ 298,880.81

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

Bicycle and Pedestrian Facilities	\$ 115,919.68
<small>(Note: up to 2% of remaining funds after Administration and Planning/Programming)</small>	
Pedestrian / Bicycle Facilities subtotal	\$ 115,919.68

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

EDCTA - Continuation of Existing Service	\$ 5,566,463.03
EDCTA - Contingency	\$ -
EDCTA - Excess Carryover	\$ -
Transit subtotal	<u>\$ 5,566,463.03</u>

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

City of Placerville: 10,917 = 6.85% of total County population	\$ -
El Dorado County Unincorporated: 148,398 = 93.15% of total County population	\$ -
Other Transportation subtotal	<u>\$ -</u>

<b>Total FY 2021/22 claimant allocations</b>	<b>\$ 6,175,984.00</b>
Total EDCTA Contingency	<u>\$ -</u>
<b>Total Apportionment</b>	<b><u>\$ 6,175,984.00</u></b>

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

TRANSPORTATION DEVELOPMENT ACT (TDA) STATE TRANSIT ASSISTANCE (STA) FINDINGS OF APPORTIONMENT
<b>FY 2021/22 APPORTIONMENT AND ALLOCATION</b>

**FY 2021/22 ESTIMATED STA AVAILABLE FOR ALLOCATION**

Estimated 2021/22 STA Receipts per State Controller's Office \* \$ 1,278,616.00

**Total FY 2021/22 balance for apportionment \$ 1,278,616.00**

**El Dorado County Transit Authority (PUC 99313 and 99314)**

EDCTA - Capital Improvements

\$ 1,278,616.00

Public Transportation subtotal \$ 1,278,616.00

**Subtotal FY 2021/22 claimant allocations \$ 1,278,616.00**

**Total FY 2021/22 claimant allocations \$ 1,278,616.00**

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

TRANSPORTATION DEVELOPMENT ACT (TDA) STATE OF GOOD REPAIR (SGR) FINDINGS OF APPORTIONMENT
<b>FY 2021/22 APPORTIONMENT AND ALLOCATION</b>

**FY 2021/22 ESTIMATED SGR AVAILABLE FOR ALLOCATION**

Estimated 2021/22 SGR Receipts per State Controller's Office \$ 273,467.00

	<b>Total FY 2021/22 balance for apportionment \$ 273,467.00</b>
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**El Dorado County Transit Authority (PUC 99313 and 99314)**

Approval of an eligible project will be on the 8/5/21 EDCTC meeting agenda	\$ 273,467.00	
Public Transportation subtotal		\$ 273,467.00

	<b>Subtotal FY 2021/22 claimant allocations \$ 273,467.00</b>
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	<b>Total FY 2021/22 claimant allocations \$ 273,467.00</b>
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**CONSENT CALENDAR****STAFF REPORT**

**DATE: MAY 6, 2021**  
**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**  
**FROM: KAREN THOMPSON, ADMINISTRATIVE SERVICES OFFICER**  
**SUBJECT: EL DORADO COUNTY TRANSIT AUTHORITY'S FISCAL YEAR 2021/2022  
TRANSPORTATION DEVELOPMENT ACT CLAIM**

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**REQUESTED ACTION**

Adopt Resolution 20/21.30 (Attachment A) approving the El Dorado County Transit Authority's (EDCTA) Fiscal Year (FY) 2021/2022 Transportation Development Act Claim (Attachment B) in the amount of \$6,845,079.03.

**BACKGROUND**

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

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

The El Dorado County Transportation Commission (EDCTC) is the Regional Transportation Planning Agency responsible for apportioning and administering these funds for this region.

**DISCUSSION**

EDCTA has submitted a TDA claim for FY 2021/2022 requesting \$5,566,463.03 in LTF and \$1,278,616.00 in STA. EDCTA's total claim in the amount of \$6,845,079.03 is consistent with the FY 2021/2022 Apportionment and Allocation for LTF and STA. The TDA claim was approved by the El Dorado County Transit Authority Board of Directors at the March 4, 2021 meeting. The LTF and STA funds will be paid by the El Dorado County Auditor's Office to EDCTA as the funds are received. The estimated FY 2021/2022 SGR funds are \$273,467.00 and SGR funds will be reimbursed to EDCTA after approval by the Commission of a claim for an approved SGR project.

Approved by:

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Woodrow Deloria, Executive Director

Attachments: A) EDCTC Resolution 20/21.30  
B) El Dorado County Transit Authority Claim for FY 2021/2022



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

**Councilmembers Representing City of Placerville:** Patty Borelli, Kara Taylor, Dennis Thomas

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

## RESOLUTION 20/21.30

### RESOLUTION OF THE EL DORADO COUNTY TRANSPORTATION COMMISSION APPROVING THE EL DORADO COUNTY TRANSIT AUTHORITY'S FISCAL YEAR 2021/2022 TRANSPORTATION DEVELOPMENT ACT CLAIM

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

**WHEREAS**, California Government Code Section 29532.1(g) identifies EDCTC as the designated Regional Transportation Planning Agency (RTPA) for El Dorado County, exclusive of the Lake Tahoe Basin; and is responsible for the planning, allocating and/or programming of funds and for the administration of the Transportation Development Act of 1971 (TDA), as amended thereafter; and

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

**WHEREAS**, it is the responsibility of EDCTC, under the provisions of the TDA, to review the annual transportation claims and to make allocations of monies from the Local Transportation Fund, the State Transit Assistance Fund and the State of Good Repair Fund based on the estimated revenue upon approving said claim; and

**WHEREAS**, the El Dorado County Transit Authority (EDCTA) submitted a Transportation Development Act claim based on the Fiscal Year 2021/2022 Apportionment and Allocation for LTF and STA.

**NOW THEREFORE, BE IT RESOLVED**, EDCTC has reviewed the claim received from EDCTA and the amount to be paid is \$5,566,463.03 in LTF and \$1,278,616.00 in STA for a total claim in the amount of \$6,845,079.03.

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

**PASSED AND ADOPTED**, by the El Dorado County Transportation Commission at their regular meeting on May 6, 2021 by the following vote:

*Vote pending*

Attest:

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Kara Taylor, Chairperson

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Dana Keffer, Secretary to the Commission

**TDA – 1**  
**TRANSPORTATION DEVELOPMENT ACT CLAIM**

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

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

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

Local Transportation Fund/State Transit Assistance Fund:

LTF or STA	Amount	Fiscal Year
LTF	\$ 5,566,463.03	2021/22
STA	\$ 1,278,616.00	2021/22

Submitted by: Matthew C. Mauk  
 Title: Executive Director  
 Date: March 4, 2021

EDCTC Date of Approval: \_\_\_\_\_

EDCTC Resolution #: \_\_\_\_\_



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**CONSENT ITEM****STAFF REPORT**

**DATE: MAY 6, 2021**  
**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**  
**FROM: WOODROW DELORIA, EXECUTIVE DIRECTOR**  
**SUBJECT: FINAL AMENDMENT TO THE EL DORADO COUNTY TRANSPORTATION COMMISSION FUNDING POLICY AND GUIDANCE**

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**REQUESTED ACTION**

By motion, approve the Final Amendment to the El Dorado County Transportation Commission Funding Policy and Guidance.

**BACKGROUND**

As the Regional Transportation Planning Agency for the western slope, the El Dorado County Transportation Commission (EDCTC) is responsible for administering state and federal transportation funding to those agencies responsible for project delivery, or “implementing agencies”. State and federal transportation funding programs vary in both the purpose and in the regulatory guidelines which must be met to ensure good stewardship of public funds. An implementing agency’s proven ability to meet state and federal funding program requirements and effectively deliver transportation projects funded with public funds is paramount to that agencies ability to retain existing and secure future transportation funding through both formulaic and competitive programs. All state and federal transportation funding administered through EDCTC requires detailed oversight, reporting, and other assurances to ensure the transportation funds are spent appropriately and in a timely manner. It is the responsibility of EDCTC to ensure the appropriate funding type is programmed to various projects. Once EDCTC has programmed funding, it is the responsibility of the implementing agency, with the support of EDCTC, to comply with the reporting and timely use of funds requirements. Without doing so, the agency would risk losing those funds, not only for their specific project, but also to the EDCTC for future programming. By programming appropriate funds and helping implementing agencies adhere to the state and federal funding administration and reporting requirements, EDCTC can ensure future transportation funding is secure and projects remain on schedule, within scope and budget.

On April 1, 2021 EDCTC received a presentation on the Draft Amendment to the EDCTC Funding Policy and Guidance. This was presented to the EDCTC to provide partner agencies and the public with an opportunity to review and comment on the Draft. EDCTC staff has worked with partner agencies to identify any necessary changes or updates to the proposed Draft, but no changes were deemed necessary.

**DISCUSSION**

Transportation project delivery is a challenging task which, more often than not, evolves as a project moves from concept to design and environmental clearance to construction. While this evolution can pose impacts to project scope, schedule, and budget, EDCTC can work with implementing agencies to stay within the regulatory confines of various funding programs, and often determine ways to see a project through to completion. The Final Amendment to the EDCTC Funding Policy and Guidance provides a framework to support EDCTC and implementing agencies with project delivery to make sure all state and federal transportation funding requirements are met. This Final Amendment will provide both EDCTC and partner agencies a distinct understanding of what is required of them to secure, retain, and expend transportation funding.

The Final Amendment establishes that implementing agencies receive transportation funding based on their demonstrated ability to deliver projects which includes meeting key benchmarks in delivery as well as reporting and invoicing deadlines. The Final Amendment provides agencies the ability to determine when circumstances may justify changes to the project programming. In such circumstances, the implementing agency would inform EDCTC within a timely manner that programmed funds will not be used or prepare a justification requesting additional funds. In selecting projects to receive additional or redirected funding, the EDCTC may use existing projects to program funding or retain the funding for future programming cycles. Final decisions regarding the reprogramming of available funds will be made by the EDCTC Board consistent with adopted EDCTC plans and policies.

Therefore, EDCTC staff is recommending the Final Amendment to the EDCTC Funding Policy and Guidance for state and federal transportation funding. Currently, this would apply to transportation programs including the following:

- Congestion Mitigation and Air Quality Improvement (CMAQ),
- Surface Transportation Block Grant Program (STBGP),
- Highway Infrastructure Program (HIP)
- State Transportation Improvement Program (STIP),
- State or Federal Stimulus Funding

EDCTC staff is proposing this Final Amendment to the EDCTC Funding Policy and Guidance for consideration to ensure timely and effective project delivery against state and federal funding deadlines and requirements. As new state and federal transportation funding programs become available, they too will be included within this guidance.

Approved for Agenda:

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Woodrow Deloria  
Executive Director

Attachment A: Final Amendment to the El Dorado County Transportation Commission Funding Policy and Guidance



# EL DORADO COUNTY TRANSPORTATION COMMISSION FUNDING POLICY AND GUIDANCE

Amended: May 6, 2021

**El Dorado County Transportation Commission**  
2828 Easy Street, Suite 1, Placerville, California 95667  
Email: [edctc@edctc.org](mailto:edctc@edctc.org) – Web: <https://edctc.org>

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# **EL DORADO COUNTY TRANSPORTATION COMMISSION** **FUNDING POLICY AND GUIDANCE**

## **FUNDING POLICY AND GUIDANCE INTENT**

The intent of the funding policy and guidance is to provide implementing agencies who receive funding through the El Dorado County Transportation Commission (EDCTC) a clear understanding of what is required of them to secure and retain funding and deliver transportation projects with that funding. This will ensure EDCTC and implementing agencies do not lose any funds due to unmet federal or state funding deadlines, while providing flexibility in the delivery of transportation projects. The policy and guidance will also help direct the investment of funds that will be performance driven, used efficiently and within a timely manner. Furthermore, the funding policy will aid in planning and budgeting for future projects and programs to ensure, to the greatest extent possible, funding availability aligns with project need and delivery schedules.

## **GENERAL POLICY**

As the Regional Transportation Planning Agency (RTPA) for the western slope, the EDCTC is responsible for overseeing transportation funding programming and administration to ensure funds are spent in accordance with various state and federal requirements. To provide a clear understanding of the state and federal requirements, EDCTC has adopted this guidance as a source for information on each state and federal transportation funding program and how each fund type must be administered and delivered. Furthermore, this guidance provides EDCTC and implementing agencies a clear path for how projects are chosen for funding based on funding source eligibility, project merit, consistency with plans and adopted performance measures, and deliverability within the established deadlines. This General Policy serves as an overarching structure or set of guidelines for all transportation funding programmed to implementing agencies. Additional, more specific policies and guidance will follow. The General Policy is to be applied to all funds programmed through EDCTC:

1. Any funding on a phase, component, or full project which is not needed for the phase or component of said project must return to the EDCTC for programming amendments or be returned to the balance of the fund source from which the original programming was made. EDCTC programs transportation funding to a specific project, not an implementing agency.
  - a. *Example: Phase 1 of an interchange project identified savings during construction. Phase 2 needs additional funding to complete construction. Savings from Phase 1 cannot be moved to Phase 2 without being presented to the EDCTC for re-programming consideration. If EDCTC staff determines the Phase 2 need is consistent with the funding program, the EDCTC can then decide if the savings from Phase 1 should be programmed to Phase 2.*
2. All funding programmed to a phase or component of a project must be expended on that phase or component for which the original programming was made.
  - a. *Example: An implementing agency cannot move funding programmed to support a Class I bike path to instead construct sidewalk in another location along the project limits.*
3. All matching funding programmed to an implementing agency to match a grant application that is not successful must be returned to the EDCTC for future programming.
  - a. *Example: EDCTC programs CMAQ to match an ATP statewide grant application and*

*the grant is not awarded, the CMAQ funding programmed as the match returns to the EDCTC CMAQ fund balance for a future programming action.*

4. For any project to receive funding through EDCTC it must be consistent with the current EDCTC Regional Transportation Plan and SACOG Metropolitan Transportation Plan/Sustainable Communities Strategies and should not impede the ability of the region to meet air quality conformity standards in the SACOG Transportation Improvement Program.
5. Any changes in scope, schedule and/or budget which have a direct connection to funding programmed through EDCTC will be reviewed by EDCTC staff and formal actions on program amendments will be taken to the EDCTC Board for consideration. Implementing agencies must justify how the revised scope, schedule, and/or budget remains consistent with the funding requirements and selection criteria included in the original programming action.
6. Should an implementing agency submit a delivery challenged project for consideration of programming additional funding, EDCTC will first review the submittal based on the original funding requirements used for project selection during the original programming action before considering further action.
  - a. *Example: Project X needs additional CMAQ funding due to increased cost of asphalt. The additional funding for Project X will be evaluated against the other projects, including a benefit cost analysis, that originally competed for the CMAQ funding during that initial programming action. If Project X still would have ranked among those projects that received funding, the additional funding would likely be recommended by staff for EDCTC consideration.*
7. All decisions regarding the programming, deprogramming, or reprogramming of available or future transportation funds will only be made at the discretion of the EDCTC Board.

## **POLICY I: PROJECT BUDGET**

Project delivery costs often fluctuate for many reasons that are difficult to predict or foresee when projects are developed in advance of construction. Project costs are often higher than anticipated, and even sometimes lower. Furthermore, as projects evolve there may be a change in scope resulting in a different project cost or may not proceed to implementation as planned. When such circumstances are presented and the implementing agency is facing delivery challenges, the implementing agency must inform EDCTC of this change within a timely manner. Based on these circumstances an implementing agency may be able to justify budgetary changes resulting in the need to revisit funding programmed to a given project.

In the event an implementing agency has clearly justified an **increase** in the cost of delivery or a given phase or component of a project, and EDCTC staff has reviewed and agrees with the agency's findings, formal actions on program amendments will be taken to the EDCTC Board for consideration.

In the event an implementing agency has identified **cost savings** on given phase or component of a project, formal actions on those savings will be taken to the EDCTC Board for consideration of re-programming or returning the funds to the appropriate fund balance.

## **POLICY II: PROJECT SCOPE**

As with project cost, the scope of a project often changes through the initial design and construction. As can be expected, changes in scope often directly impact the budget and/or schedule as well. While Policy I: Project Budget outlines the process for changes in budget, when a scope change is identified for a phase or component of a project for which EDCTC has programmed funding, a similar process must be followed. The implementing agency must again inform EDCTC of this change within

a timely manner to justify changes in scope. If EDCTC staff reviews the changes in scope and determines them to be consistent with the original programming action, no formal amendment to the programming is necessary. However, if the changes in scope are determined to be outside the intent of the initial programming action or are not consistent with current plans or the original funding source, the EDCTC Board will revisit funding programmed to that project. Depending on the circumstances, the EDCTC Board could make a formal amendment to the programming action in support of the scope change, or formally amend the programming to remove funds from the project.

### **POLICY III: PROJECT DELAY AND/OR DELIVERY FAILURES**

Agencies with proven and ongoing difficulty in delivering projects due to misuse of funds, missed funding deadlines, project requirements, lack of reporting or other known and avoidable challenges, may, at the discretion of the EDCTC Board, have future programming restricted for additional projects until the troubled project(s) are brought back on schedule, and the agency has demonstrated it can deliver projects within the funding deadlines and meet project requirements. EDCTC staff will actively follow the status of projects and present the Project Monitoring Report to the EDCTC Board biannually each year. EDCTC staff will also work directly with the project managers and other state, federal, and regional partners to first resolve the issues causing the project delay or failure.

### **POLICY IV: PROJECT INVOICING AND REIMBURSEMENT**

As the agency responsible for administering transportation funding statewide, Caltrans requires implementing agencies to submit invoices for reimbursement at least once every 6 months from the time of obligation. Projects that have not received a reimbursement of federal funds in the previous 6 months are considered inactive and are placed on a statewide inactive projects list. Once a project is on this list, it places future reimbursements for the project in jeopardy of being de-obligated by the Federal Highway Administration (FHWA) and redistributed to other regions or agencies that can utilize the funds in a timely manner. There is no guarantee the funds would be returned to the implementing agency to complete the project presenting delivery challenges.

A copy of the final invoice showing the reimbursement of the full amount of funding obligated to the project must be sent to EDCTC prior to project closeout. In the event de-obligated funds are made available, EDCTC will reprogram pursuant to the funding source requirements.

### **POLICY V: STATE LIQUIDATION DEADLINE**

California Government Codes 16304.1 and 16304.3 place additional restrictions on the liquidation of federal funds. Generally, federal funds must be liquidated (fully expended, invoiced, and reimbursed) within four state fiscal years following the fiscal year in which the funds were appropriated. California Transportation Commission (CTC)-administered funds must be expended within two state fiscal years following the fiscal year in which the funds were allocated. Funds that miss the state's liquidation/reimbursement deadline will lose State Budget Authority and will be de-obligated if not re-appropriated by the State Legislature or extended in a Cooperative Work Agreement (CWA) with the California Department of Finance. CTC-administered funds must also be extended by the CTC.

### **POLICY VI: PROJECT PROGRESS AND COMPLETION**

Federal regulations require advancement to the next phase of a project within ten years of initial federal authorization of any phase of the project. For example, if the preliminary engineering (PE) phase is authorized, an agency has ten years to start the right-of-way phase from the date the PE phase received federal authorization. Furthermore, if a project is canceled, or fails to proceed to construction or right of way acquisition in ten years, the FHWA will de-obligate any remaining funds, and the agency may be required to repay any reimbursed funds. Once funds are de-obligated, there is no guarantee replacement funding will be available for the project. Funds that have been obligated but



remain unexpended at the time of project close-out will be de-obligated and returned to EDCTC for future programming.

A CTC allocated project must fully expend those funds within 36 months of the CTC funding allocation. For funding administered by the CTC, such as State Transportation Improvement Program/STIP, and Active Transportation Program, or other Senate Bill 1 transportation funds, any unexpended funds at the time of project close-out are returned to the state rather than the EDCTC.

## **POLICY VII: MISSED DEADLINES**

Implementing agencies that fail to meet any or all the requirements included in these policies risk the complete and long-term loss of those funds to the region. To minimize losses to the region, and encourage timely project delivery, agencies that continue to be delivery-challenged or are out of compliance with federal-aid requirements and deadlines may have future EDCTC programming restricted until their current projects are brought back into good standing. Projects are selected to receive EDCTC funding based on the implementing agency's demonstrated ability to deliver the projects within deadlines, performance criteria and cost – as outlined in the sponsor's completed EDCTC Project Funding Application, and state and federal requirements. It is the responsibility of the implementing agency to ensure the deadlines and provisions of the funding policy and guidance can be met. It is EDCTC's responsibility to assist all partner agencies in project delivery to make sure these requirements are met and will preserve the opportunity for future funding.

### **Funding Specific Guidelines**

The following guidance is provided to illustrate specific guidelines for the current transportation funding programs administered by EDCTC. The intent is to provide information and reference material to assist in the application, delivery, and administration process for the funding made available through the EDCTC. Specific guidance for federal and state transportation funding programmed by EDCTC is described below.

## **FEDERAL TRANSPORTATION FUNDING**

### **CONGESTION MITIGATION AIR QUALITY (CMAQ)**

The Congestion Mitigation and Air Quality Program (CMAQ) was created under the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and was reauthorized under all Federal Transportation Acts since ISTEA, including the most recent Fixing America's Surface Transportation (FAST) Act. The 2015 FAST Act provides millions of CMAQ funds annually to California. The funds are distributed to Metropolitan Planning Organizations and Regional Transportation Planning Agencies in federally designated air quality nonattainment and maintenance areas within the state in accordance with the formula set forth in Section 182.7 of the Streets and Highways Code. The Program provides a funding source to state and local governments for transportation projects and programs to help meet the requirements of the Clean Air Act. The funding may be used for a transportation project or program that has a proven result of improving air quality and reducing emissions. The program targets bicycle and pedestrian projects, engine retrofits, and congestion reduction and traffic flow improvements.

### **CMAQ Eligibility Overview**

Eligible applicants include local government entities and transit operators within the western slope of El Dorado County.

1. The project must meet eligibility requirements included in 23 U.S.C.133 related to project location, eligibility, and planning. [https://www.fhwa.dot.gov/environment/air\\_quality/cmaq/](https://www.fhwa.dot.gov/environment/air_quality/cmaq/)
2. Project sponsors must provide the applicable non-federal match.
3. Project sponsors must provide a cost-effectiveness emissions reduction analysis on the project. [https://www.fhwa.dot.gov/environment/air\\_quality/cmaq/toolkit/](https://www.fhwa.dot.gov/environment/air_quality/cmaq/toolkit/)
4. Applicants must be able to comply with all federal and state laws, regulations, policies and procedures required to enter into a Master Agreement and follow the processes in the Caltrans Local Assistance Procedures Manual: <https://dot.ca.gov/programs/local-assistance/guidelines-and-procedures/local-assistance-procedures-manual-lapm>. Additional time should be included in the project timeline if there is not an existing Master agreement in place to illustrate funds will be obligated and expended in the appropriate fiscal year.
5. All phases of work are eligible: Environmental, Preliminary Engineering, Right of Way, Construction.

### **CMAQ Eligible Projects and Activities**

1. Diesel Engine Retrofits
2. Eligible Zero Emission Vehicles and Infrastructure
3. Congestion Reduction and Traffic Flow Improvements
4. Active Transportation Facilities and Programs
5. Ridesharing Programs
6. Public Education and Outreach Activities Related to CMAQ Projects

### **Implementation and Oversight Requirements**

CMAQ funded projects must also follow and be aware of the below requirements:

1. Applicants must work with Caltrans District Local Assistance to prepare the Request for Authorization (E76) process for obligation of the funds. Follow the processes in the Caltrans Local Assistance Procedures Manual: <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>
2. Applicants must follow the Caltrans CMAQ Guidance process: [http://www.dot.ca.gov/hq/transprog/federal/cmaq/CMAQ\\_Web\\_Page.html](http://www.dot.ca.gov/hq/transprog/federal/cmaq/CMAQ_Web_Page.html)
3. To ensure timely use of funds, EDCTC shall retain the right to redirect program funding to other agencies and projects so as not to lose funding to the EDCTC Region. For CMAQ funded projects, EDCTC will maintain a list of unfunded projects which align with CMAQ funding requirements for future funding. If an awarded project is not able to meet funding programming and authorization guidelines and milestones, funding may be moved to a project on the contingency list.

### **Local Match Requirements:**

The non- federal match requirement is 11.47%.

### **SURFACE TRANSPORTATION BLOCK GRANT PROGRAM URBAN (STBGP URBAN)**

STBGP Urban provides flexible funding that may be used by States and localities for projects to preserve and improve the conditions and performance on any Federal-aid highway, bridge and tunnel projects on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals. STBGP is one of the more flexible funding sources administered by EDCTC. EDCTC's goal for STBGP is to support the implementation of the Regional Transportation Plan (RTP) and supporting surface transportation improvements across the west slope.

## **STBGP Eligibility Overview**

Eligible applicants include local government entities and transit operators delivering projects that are within the current delineation of the contiguous Sacramento Urbanized area.

1. The project must meet eligibility requirements included in 23 U.S.C.133 related to project location, eligibility, and planning. <https://www.fhwa.dot.gov/fastact/factsheets/stbgfs.cfm>
2. Project sponsors must provide the applicable non-federal match.
3. Applicants must be able to comply with all federal and state laws, regulations, policies and procedures required to enter into a Master Agreement and follow the processes in the Caltrans Local Assistance Procedures Manual: <https://dot.ca.gov/programs/local-assistance/guidelines-and-procedures/local-assistance-procedures-manual-lapm>. Additional time should be included in the project timeline if there is not an existing Master agreement in place to illustrate funds will be obligated and expended in the appropriate fiscal year.
4. All phases of work are eligible: Environmental, Preliminary Engineering, Right of Way, Construction.

## **STBGP Eligible Projects and Activities**

STBGP supports construction, as defined in 23 U.S.C. 101(a)(4), of the following projects and activity.

1. Highways, bridges, and tunnels.
2. Ferry boats and terminal facilities eligible.
3. Transit capital.
4. Infrastructure-based intelligent transportation systems capital improvements, including the installation of vehicle-to-infrastructure communication equipment.
5. Truck parking facilities.
6. Operational improvements and capital and operating costs for traffic monitoring, management, and control facilities and programs.
7. Environmental measures.
8. Highway and transit safety infrastructure improvements and programs, including railway-highway grade crossings.
9. Fringe and corridor parking facilities and carpool projects
10. Recreational trails projects, pedestrian and bicycle projects and the Safe Routes to School Program.
11. Planning, design, or construction of boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways
12. Development and implementation of a State asset management plan for the National Highway System and a performance-based management program for other public roads.
13. Protection for bridges (including approaches to bridges and other elevated structures) and tunnels on public roads, and inspection and evaluation of bridges and tunnels.
14. Surface transportation planning programs, highway and transit research and development and technology transfer programs, and workforce development, training, and education.
15. Projects and strategies designed to support congestion pricing, including electronic toll collection and travel demand management strategies and programs.

## **Implementation and Oversight Requirements**

STBGP funded projects must also follow and be aware of the below requirements:

1. Applicants must work with Caltrans District Local Assistance to prepare the Request for Authorization (E76) process for obligation of the funds. Follow the processes in the Caltrans Local Assistance Procedures Manual: <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>
2. To ensure timely use of funds, EDCTC shall retain the right to redirect program funding to other agencies and projects so as not to lose funding to the EDCTC Region.

### **Local Match Requirements:**

The non- federal match requirement is 11.47%.

## **HIGHWAY INFRASTRUCTURE PROGRAM (HIP)**

HIP funding is apportioned to EDCTC by the Federal Highway Administration (FHWA) in accordance with the Federal FAST Act. The funding is allocated by the State of California to the Region. Funding must be awarded to projects in the western slope of El Dorado County. Programming capacity is determined based on the apportionment amount per federal fiscal year. The funds will be programmed according to the federal fiscal year of apportionment and must be obligated prior to the end of the federal fiscal year that is three years after the federal fiscal year in which the funds were apportioned.

### **HIP Eligibility Overview**

Eligible applicants include local government entities and transit operators.

1. Applicants must be able to comply with all federal and state laws, regulations, policies and procedures required to enter into a Master Agreement and follow the processes in the Caltrans Local Assistance Procedures Manual: <https://dot.ca.gov/programs/local-assistance/guidelines-and-procedures/local-assistance-procedures-manual-lapm>. Additional time should be included in the project timeline if there is not an existing Master agreement in place to illustrate funds will be obligated and expended in the appropriate fiscal year.
2. To ensure timely use of funds, EDCTC shall retain the right to redirect program funding to other agencies and projects so as not to lose funding to the EDCTC Region.

### **HIP Eligible Projects and Activities**

1. Project must be on the Federal-Aid System. No projects can be delivered on roads classified as a local road or rural minor collector unless:
  - o on a Federal-aid highway system on January 1, 1991
  - o for bridges (except new bridge at new location)
  - o approved by the US Secretary of Transportation
2. Construction of highways (a.k.a. Federal-aid system roads), bridges and tunnels.
3. HIP funds may also be used on preliminary engineering, right of way, and environmental phases of work, so long as the work leads directly to a constructed project.

## **Implementation and Oversight Requirements**

Programming and expenditure of funds must be consistent with 23 U.S.C. 133(b)(1) and 134(b)(4). HIP funded projects must also follow and be aware of the below requirements:

1. Applicants must work with Caltrans District Local Assistance to prepare the Request for

Authorization (E76) process for obligation of the funds. Follow the processes in the Caltrans Local Assistance Procedures Manual: <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>

2. To ensure timely use of funds, EDCTC shall retain the right to redirect program funding to other agencies and projects so as not to lose funding to the EDCTC Region.

### **Local Match Requirements:**

The non- federal match requirement for HIP is 11.47%.

For projects on the Interstate, the reimbursement ratio is 90%, unless the project adds non-high-occupancy-vehicle or auxiliary lanes. For projects that add single occupancy vehicle capacity, that portion of the project will revert to the 88.53% percent level. For certain types of safety projects, the reimbursement ratio is 100%

## **STATE TRANSPORTATION FUNDING**

### **STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP)**

STIP is a biennial five-year plan administered and adopted by the California Transportation Commission (CTC). While considered a statewide funding program, the CTC assumes that all projects meet federal requirements unless state-only (nonfederal) funding has been approved. The STIP serves as a statewide capital improvement program of transportation projects on and off the State Highway System, funded with revenues from the Transportation Investment Fund and other funding sources. The programming cycle begins with the release of a proposed fund estimate in July of odd-numbered years, followed by California Transportation Commission (CTC) adoption of the fund estimate in August (odd years). The fund estimate serves to identify the amount of new funds available for the programming of transportation projects. State law requires the CTC to update the STIP biennially, in even- numbered years, with each new STIP adding two new years to prior programming commitments. STIP funding is allocated to the EDCTC through a formula based upon resident population and lane miles.

EDCTC is responsible for working with partner agencies in selecting and prioritizing projects to utilize STIP funding. STIP funds are used to implement the projects identified in the current El Dorado County Regional Transportation Plan (RTP), and SACOG Metropolitan Transportation Plan (MTP).

### **STIP Eligibility Overview**

STIP funding supports state highway improvements, intercity rail projects, and regional highway and transit improvements. Transportation enhancement activities may also be funded through STIP but must have a direct relationship to the surface transportation system by function, proximity, or impact.

### **STIP Eligible Projects and Activities**

The intent of the STIP is to provide revenue for local agencies to deliver capital transportation projects. Routine maintenance, such as spot application projects (pothole repairs - other than removal and replacement of localized failures in areas to be resurfaced, cleaning drainage ditches and culverts, etc.), is not eligible. Each local road rehabilitation project proposed for funding from the STIP is subject to verification at the time of allocation that the project meets the standard for rehabilitation and does not include ineligible maintenance costs.

### **Implementation and Oversight Requirements**

STIP funded projects must comply with all of the requirements included in Chapter 23 of Local Assistance Program Guidelines Manual (<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapg/g23.pdf>) and also follow and be aware of the below requirements:

1. Applicants must work with EDCTC and Caltrans District Local Assistance to prepare an Allocation Request for obligation of the funds to be approved at a California Transportation Commission meeting. Follow the processes in the Caltrans Local Assistance Procedures Manual: <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>
2. To ensure timely use of funds, EDCTC shall retain the right to redirect program funding to other agencies and projects so as not to lose funding to the EDCTC Region.

### **Local Match Requirements:**

No match is required for STIP funding.

### **SURFACE TRANSPORTATION BLOCK GRANT PROGRAM (STBGP) EXCHANGE**

STBGP 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 STBGP funds for State Highway Account funds. The program was changed from Regional Surface Transportation Program (RSTP) to the Surface Transportation Block Grant Program (STBGP) with the FAST Act approved in December 2015.

### **Distribution of STBGP Exchange Funding**

The El Dorado County Transportation Commission (EDCTC) distributes the STBGP Exchange funds to local agencies as part of its responsibilities as a Regional Transportation Planning Agency. On February 3, 2011, EDCTC adopted a formula distribution policy for the annual apportionment of STBGP Exchange funds. Once EDCTC receives the STBGP Exchange Funding Agreement from Caltrans near the end of the fiscal year, the funding is allocated based on the formula distribution policy. Annual agreements between EDCTC and the STBGP Recipients will be executed before payment of the annual allocation.

### **Procedures for STBGP Exchange Funding**

The following administrative requirements are implemented to ensure: 1) EDCTC's adequate contact management and oversight of the program funds and 2) agencies receiving the STBGP Exchange funds comply with the STBGP Exchange fund requirements, conditions, and specifications.

1. Exchange Agreement EDCTC is required to sign an annual Exchange Agreement with the State which requires EDCTC and project sponsors to comply with the requirements, conditions and specifications included in the agreement. Each year, EDCTC will enter into an agreement with the STBGP Recipients prior to the payment of funds.
2. Project List-Exhibit A The agreement will include a project list, titled "Exhibit A", with the project name and cost estimate for the projects that will be using the current year's STBGP Exchange funds.
3. Status Report STBGP Recipients are required to submit a status report to EDCTC by April 30<sup>th</sup> of each year. The status report will include the STBGP projects and a status of the funding by project. The following year's payment of STBGP Exchange funds will be withheld if the report is not submitted.

Each year, the payment will be made to each agency once the fully executed agreement, Exhibit A, and a status report for the prior year have been submitted to EDCTC.

### **STBGP Eligibility Overview**

STBGP funding is eligible for a wide variety of transportation projects. In general projects must meet

the criteria in Sections 133(b) and 133(c) of Title 23 of the United States Code (USC) and Article XIX of the State Constitution. Projects eligible for funding from the STBGP include:

1. Construction, reconstruction, rehabilitation, resurfacing, restoration, and operational improvements on
  - a. Federal-aid highways (i.e., on any highways, including NHS and Interstate Highways that are not functionally classified as local or rural minor collectors).
  - b. Bridges (including bridges on public roads of all functional classifications), including any such construction or reconstruction necessary to accommodate other transportation modes, and including the seismic retrofit and painting of and application of calcium magnesium acetate on bridges and approaches and other elevated structures.
2. Mitigation of damage to wildlife, habitat, and ecosystems caused by a transportation project funded under STBGP.
3. Capital costs for transit projects eligible for assistance under the Federal Transit Act and publicly owned intracity or intercity bus terminals and facilities.
4. Carpool projects, fringe and corridor parking facilities and programs, and bicycle transportation and pedestrian walkways on any public roads in accordance with Section 217 of Title 23, U.S.C.
5. Highway and transit safety improvements and programs, hazard elimination, projects to mitigate hazards caused by wildlife, and railway-highway grade crossings. Safety improvements are eligible on public roads of all functional classifications.
6. Highway and transit research and development and technology transfer programs.
7. Capital and operating costs for traffic monitoring, management and control facilities and programs.
8. Surface transportation planning programs
9. Transportation enhancement activities.
10. Transportation control measures listed in Section 108 (f)(1)(A) (other than clauses xii & xvi) of the Clean Air Act.
11. Development and establishment of management systems under Section 303 of Title 23, U.S.C.
12. Wetlands mitigation efforts related to STBGP projects.

### **Implementation and Oversight Requirements**

STBGP Exchange funded projects must also follow and be aware of the below requirements:

1. Applicants must use the funds for the project listed in Exhibit A of the Recipient Agreement. Modifications to Exhibit A must be approved by the City Council or Board of Supervisors and the EDCTC Board.
2. Applicants must follow the Caltrans STBGP Guidance process: <https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapg/g18.pdf>
3. To ensure timely use of funds, EDCTC shall retain the right to redirect program funding to other agencies and projects so as not to lose funding to the EDCTC Region.

### **Local Match Requirements:**

No match is required for STBGP Exchange funding.

## **TRANSPORTATION DEVELOPMENT ACT (TDA) FUNDING**

The Transportation Development Act of 1971 (TDA), also known as SB 325, is administered by the California Department of Transportation (Caltrans) through the county's designated Regional Transportation Planning Agency (RTPA). The El Dorado County Transportation Commission (EDCTC) is the RTPA for the West Slope of El Dorado County. The Act provides two major sources for funding public transportation in California. The first, the county Local Transportation Fund (LTF), was established in 1972, while the second, State Transit Assistance (STA) fund was implemented in 1980. The intent of the legislation is to provide a stable source of funding to meet the area's transit needs.

TDA funding is administered under a separate standalone set of guidelines titled Transportation Development Act Guidelines dated April 5, 2018. This guidance is available on the EDCTC website here: <https://www.edctc.org/aboutedctc>.



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

**DATE:** MAY 6, 2021  
**TO:** EL DORADO COUNTY TRANSPORTATION COMMISSION  
**FROM:** WOODROW DELORIA, EXECUTIVE DIRECTOR  
**SUBJECT:** ACTIVE TRANSPORTATION PROGRAM FUNDING AUGMENTATION

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**REQUESTED ACTION**

Consider Cycle 5 Active Transportation Program (ATP) funding augmentation and support the Chair signing and submitting a letter on behalf of the El Dorado County Transportation Commission's support to the appropriate legislative committee leadership.

**BACKGROUND**

The Active Transportation Program (ATP) was passed by the California Legislature in 2013 to encourage increased use of active modes of transportation, such as walking and biking. The ATP consolidated various transportation programs into one and was originally funded at about \$123 million a year from a combination of state and federal funds. In 2017, the Legislature passed, and the Governor signed Senate Bill (SB) 1, also known as the Road Repair and Accountability Act. SB 1 directs \$100 million annually from the Road Maintenance and Rehabilitation Account to the ATP, significantly augmenting the available funding for this oversubscribed program.

Five competitive ATP cycles have been administered by the California Transportation Commission (CTC). In the most recent Cycle 5 ATP competitive call for projects, the CTC received a total of 454 project nominations seeking approximately \$2.3 billion in ATP funding, of the roughly \$458 million available. A total of 49 projects were awarded ATP funding in Cycle 5, each of which were massive in scope and cost, investing in active transportation for large regions, primarily in metropolitan centers. Competing against massive regional ATP projects presents many challenges to smaller jurisdictions who submit applications for projects which illustrate far less measurable benefit. Without expanding the reach of the ATP, these smaller projects will remain unfunded unless other local funding is identified and prioritized to deliver active transportation investments.

**DISCUSSION**

Recognizing the ATP is grossly underfunded and terribly oversubscribed, the CTC, other state agencies, and active transportation advocates are seeking additional funding to augment the ATP fund balance. Many existing transportation funding sources contained within SB 1 are being considered to backfill the unfunded projects for Cycle 5 ATP. Many of the funding sources being considered are currently intended for other purposes such as local partnerships, trade corridors, state operations and safety.

To preserve and protect existing transportation funding sources, the CTC is requesting additional funding for the ATP be made available through a one-time strategic General Fund investment of \$2 billion for fiscal year 2021-2022. This request would allow the ATP to take advantage of the unanticipated one-time stimulus revenue currently available in the State's General Fund and secure existing transportation funding for other transportation needs within the framework of SB 1. Furthermore, the requested amount would provide an opportunity to deliver high-ranking but unfunded smaller ATP projects, providing active transportation benefits to those smaller regions and communities supportive of active transportation mobility options.

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Should the CTC receive ATP augmentation in the amount requested, El Dorado County and the City of Placerville would be well positioned to receive funding for projects each agency submitted in the Cycle 5 ATP competitive call for projects. These projects include:

- Missouri Flat Road Pedestrian Overcrossing
- Ponderosa Road Bike and Pedestrian Improvements
- Golden Center Drive/Forni Road Pedestrian and Bicycle Improvements
- Placerville Drive Bicycle and Pedestrian Facilities

Approved for Agenda:

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Woodrow Deloria, Executive Director

Attachments: A) Letter to Legislature Supporting ATP Augmentation



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

April 15, 2021

The Honorable Anthony Rendon  
Speaker, California State Assembly  
State Capitol, Room 219  
Sacramento, CA 95814

The Honorable Toni Atkins  
President pro Tempore, California State Senate  
State Capitol, Room 205  
Sacramento, CA 95814

The Honorable Phil Ting  
Chair, Assembly Budget Committee  
State Capitol, Room 6026  
Sacramento, CA 95814

The Honorable Nancy Skinner  
Chair, Senate Budget and Fiscal Review Committee  
State Capitol, Room 5094  
Sacramento, CA 95814

**Re: Support for \$2 Billion for Active Transportation Program Projects to Aid in Meeting the State's Climate, Health, and Equity Goals**

Dear Speaker Rendon, pro Tem Atkins, Chairperson Ting, and Chairperson Skinner,

The El Dorado County Transportation Commission (EDCTC) respectfully encourages you to consider supporting a transformative investment of \$2 billion in the 2021-2022 State Budget to support high ranking community backed active transportation projects. This investment would aid in the delivery of highly competitive, but unfunded, projects from Cycle 5 of the Statewide Active Transportation Program (ATP). These projects have strong community support and offer proven outcomes critical to meeting the state's climate change, health, and equity goals. Providing a one-time augmentation to the ATP will not only deliver critical ATP investments but will stimulate job creation and economic recovery in many communities in dire need of both as they emerge from the impacts of a global pandemic.

Cycle 5 of the ATP was significantly oversubscribed and underfunded, leaving numerous worthy projects unfunded. A total of 49 out of 454 projects received Cycle 5 funding, and many of the successful applicants submitted very high cost, massive-scale projects that serve large metropolitan regions across multiple jurisdictions. While this illustrates great success in joint-municipal planning and the delivery of large transformative projects, it also impacted the ability of smaller, more localized projects to receive Cycle 5 funding. While smaller scale projects that are typically located in less populated sub-urban and rural communities provide a proven benefit to help meet the state's climate change, health, and equity goals, most did not score high enough in Cycle 5 to receive funding, having been outranked by the relatively greater scale of benefits provided by the much larger serving metropolitan areas. Nonetheless, smaller scale mostly sub-urban and rural projects, in addition to helping meet the state's climate change, health, and equity goals provide a significant benefit to their local communities, benefits that are difficult to provide in smaller jurisdictions as the highly competitive ATP is often the one funding opportunity available to deliver active transportation investments in their small communities.

Approval of a one-time \$2 billion ATP augmentation would present the California Transportation Commission with an opportunity to fund ATP Cycle 5 high-ranking projects which illustrate great benefit, to smaller more geographically diverse California communities. Augmentation will provide the necessary resources for communities to invest in infrastructure and programs which will allow them to be contributing partners toward meeting California's climate, health, and equity goals, which is paramount to the success of the current moment. Delivering more ATP projects across the state will also aid local jurisdictions and regional agencies in meeting their greenhouse gas reduction targets, consistent with SB 375 and the California State Transportation Agency's draft Climate Action Plan for Transportation Infrastructure (CAPTI).

As leaders in the California State Legislature, you are uniquely positioned to take advantage of a rare opportunity and invest \$2 billion in unanticipated revenue into the ATP and deliver hundreds more projects, create jobs, and empower communities to emerge from the pandemic stronger than before. Committing to this investment will ensure California not only continues forward in recovering from the pandemic but will advance the state further toward realizing its ambitious climate change, health, and equity goals.

For these reasons, we support a \$2 billion General Fund investment into ATP in the 2021-2022 State Budget. Please contact Woodrow Deloria, Executive Director, El Dorado County Transportation Commission should you want to discuss our request or if you need additional information [wdeloria@edctc.org](mailto:wdeloria@edctc.org) (530) 642-5260.

Respectfully,

Kara Taylor  
Chair  
El Dorado County Transportation Commission

cc: Honorable Members, Senate Budget and Fiscal Review Committee  
Honorable Members, Assembly Budget Committee  
Hilary Norton, Chair, California Transportation Commission  
David Kim, Secretary, California State Transportation Agency  
Elissa Konove, Undersecretary, California State Transportation Agency  
Toks Omishakin, Director, California Department of Transportation  
Mitch Weiss, Executive Director, California Transportation Commission  
Ronda Paschal, Deputy Legislative Secretary, Office of Governor Gavin Newsom  
Mark Tollefson, Deputy Cabinet Secretary, Office of Governor Gavin Newsom  
Danny Yost, Assistant Deputy Director, California Department of Transportation  
James Barba, Consultant, Office of Senate President pro Tempore Atkins  
James Hacker, Consultant, Senate Committee on Budget and Fiscal Review  
Julius McIntyre, Consultant, Office of Assembly Speaker Rendon  
Geneveive Morelos, Consultant, Assembly Committee on Budget  
Heather Wood, Consultant, Senate Republican Caucus  
Daniel Ballon, Consultant, Assembly Republican Caucus  
Paul Golaszewski, Deputy Director, California Transportation Commission

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

**DATE:** MAY 6, 2021  
**TO:** EL DORADO COUNTY TRANSPORTATION COMMISSION  
**FROM:** WOODROW DELORIA, EXECUTIVE DIRECTOR  
**SUBJECT:** PROFESSIONAL SERVICES AGREEMENT FOR EL DORADO COUNTY  
FREEWAY SERVICE PATROL

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**REQUESTED ACTION**

Authorize the Executive Director to enter into a professional services agreement between El Dorado County Transportation Commission (EDCTC) and Extreme Towing to operate a Freeway Service Patrol (FSP) along US 50 starting July 1, 2021 and ending June 30, 2026 for an hourly rate as follows:

- FY 2021/2022 - \$105.74
- FY 2022/2023 - \$105.74
- FY 2023/2024 - \$111.03
- FY 2024/2025 - \$116.58
- FY 2025/2026 - \$122.40

**BACKGROUND**

EDCTC, Caltrans, the Sacramento Area Council of Governments Service Authority for Freeways and Expressways (SAFE), and the California Highway Patrol (CHP) have worked collaboratively to develop the El Dorado County Freeway Service Patrol (FSP) program. The Memorandum of Understanding between EDCTC, Caltrans, and the CHP, approved by EDCTC on August 5, 2010 outlines the specific roles and responsibilities of each partner agency. FSP along US 50 in El Dorado County will assist in transportation system management efforts, provide traffic congestion relief, reduce traffic accidents, and expedite the removal of freeway impediments, all of which will have the added benefit of improving air quality.

The 2021-2022 EDCTC Overall Work Program and Budget includes \$192,368 for FSP services through June 30, 2022 which includes the service contract, the FSP shared cost, and EDCTC staff oversight. FSP funding is received through Caltrans and the Capital Valley Regional Service Authority for Freeways and Expressways. No local funding is required for the FSP program.

**DISCUSSION**

EDCTC staff distributed the FSP Request for Proposals (RFP) on March 3, 2021. The RFP was distributed via email to tow operators and made available online via the EDCTC website. Staff received three proposals by the April 16, 2021 deadline. Proposals were received from Extreme Towing of Placerville, Sierra Hart Auto Service of West Sacramento, and Myers Towing, Inc. of Modesto.

Based upon the proposals submitted, all three companies submitting proposals were selected to be interviewed. Proposals were evaluated according to the criteria specified in the RFP. Interviews were held on April 22, 2021 and were conducted by a panel comprised of EDCTC staff.

The evaluation criteria are as follows:

- Understanding the purpose and requirements of the Valley Division Freeway Service Patrol Standard Operating Procedures Manual
- Familiarity with the project area and the type of issues and problems associated with the project
- Ability to meet the project's goals and objectives
- Qualifications, specific experience, and technical competence of the personnel to be assigned to this contract
- Cost estimate including hourly fee schedule of staff and total bid amount

Based upon the review of proposals and interviews, the interview panel unanimously recommends Extreme Towing for this contract.

The total scores, based on the proposals and interviews, are reflected in the table below.

		<b>TOTAL SCORE (ALL CRITERIA ITEMS)</b>		
		200 total possible points		
	<b>Extreme Towing</b>	<b>Myers Towing</b>	<b>Sierra Hart Auto Service</b>	
<b>SCORE</b>	<b>194</b>	<b>166</b>	<b>132</b>	

Approved for Agenda:

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Woodrow Deloria  
Executive Director