



## COMMISSIONERS

### Council Members Representing the City of Placerville

Patty Borelli, Kara Taylor, Dennis Thomas

### Supervisors Representing the County of El Dorado

Shiva Frentzen, John Hidahl, Lori Parlin, Brian Veerkamp

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

## REVISED AGENDA

Regular Meeting

Thursday, April 2, 2020, 2:00 PM

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

### 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 will convene this regularly scheduled meeting using Zoom conference call. Members of the public who wish to participate may use the "chat" function during the zoom meeting to let the Secretary to the Commission know you wish to speak on an item. She will then unmute your participation and allow you to make comments. You may also send an email to the Secretary to the Commission [jrice@edctc.org](mailto:jrice@edctc.org) at any time prior to the meeting or prior to close of public comments for that item. She will read your comments to the Board at the appropriate time. Members of the public may address any item on the agenda during consideration of that item. Your comments will be limited to no more than three minutes.

To connect to Zoom, you may either download the application on your mobile device or go to the browser on your computer, [zoom.com](http://zoom.com), to log into the meeting. You may also call the number on your phone.

**ZOOM BROWSER LINK:** Join Zoom Meeting

<https://zoom.us/j/119874933>; Meeting ID: 119 874 933

**ZOOM CALL IN NUMBER: 1.669.900.6833; ID# 119874933**

## CALL TO ORDER AND PLEDGE OF ALLEGIANCE

## ADOPTION OF AGENDA AND CONSENT CALENDAR

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

## CONSENT CALENDAR

1. MINUTES FOR THE MARCH 5, 2020 COMMISSION MEETING (RICE)  
REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes for the March 5, 2020 Commission meeting.
2. FEBRUARY 2020 CHECK REGISTER (THOMPSON)  
REQUESTED ACTION: Receive and file the February 2020 Check Register.

**3. CALIFORNIA LOW CARBON TRANSIT OPERATIONS PROGRAM FISCAL YEAR 2019/2020 FUNDING ALLOCATION (BOLSTER)**

REQUESTED ACTION: Adopt Resolution 19/20.12 allocating \$334,181 in 2019/2020 California Low Carbon Transit Operations Program Funds to the El Dorado County Transit Authority

**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**

**4. FISCAL YEAR 2019/2020 OVERALL WORK PROGRAM, BUDGET, AND GOALS AND OBJECTIVES AMENDMENT #2**

REQUESTED ACTION: Adopt Resolution 19/20.13, approving the Fiscal Year 2019/2020 Overall Work Program, Budget, and Goals and Objectives Amendment #2.

**5. PROFESSIONAL SERVICES AGREEMENT: FEDERAL ADVOCACY SERVICES (DELORIA)**

***NOTE: Interviews for this service were held on Friday, March 27, 2020. This updated Requested Action with the recommendation has been added, Monday, March 30, 2020.***

REQUESTED ACTION: Authorize the Executive Director to enter into a professional services agreement with **The Ferguson Group** for Federal Advocacy Services, effective April 2, 2020, for an initial term of one year with the option to extend an additional four years, for a total five-year term, at the discretion of EDCTC.

**EXECUTIVE DIRECTOR'S REPORT**

**CALTRANS – COMMISSIONER COMMENTS**

**ADJOURNMENT**

The next regular meeting is scheduled for 2:00 PM on May 7, 2020 *TENTATIVELY* at 330 Fairlane, Placerville, California.

## CONSENT CALENDAR

### **STAFF REPORT**

**DATE: APRIL 2, 2020**  
**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**  
**FROM: JONI RICE, EXECUTIVE ASSISTANT/SECRETARY TO THE COMMISSION**  
**SUBJECT: MINUTES FOR THE MARCH 5, 2020 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 March 5, 2020 Commission meeting.

Approved for Agenda:

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Woodrow Deloria, Executive Director

Attachment: March 5, 2020 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: Shiva Frentzen, John Hidahl, Lori Parlin, Brian Veerkamp

Woodrow Deloria, Executive Director

**DRAFT ACTION MINUTES**

Regular Meeting, **Thursday, March 5, 2020, 2:00 PM**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Frentzen called the meeting to order at 2:08 PM and led the Pledge of Allegiance.

ATTENDANCE

Chair Frentzen, Vice Chair Taylor, and Commissioners Borelli, Hidahl, Parlin, Thomas, Veerkamp, and Caltrans Ex Officio Alex Fong. ABSENT: None

ADOPTION OF AGENDA AND CONSENT CALENDAR

Chair Frentzen asked if there were any questions or comments on Consent Calendar items, and there were none.

**ACTION: Commissioner Taylor made a motion to adopt the agenda and to approve or adopt items 1-5 on the Consent Calendar. The motion was seconded by Commissioner Hidahl which carried as follows:**

**MOTION/SECOND: Taylor/Hidahl**

**AYES: Borelli, Frentzen, Hidahl, Parlin, Taylor, Thomas, Veerkamp**

**ABSTAIN: None**

**NOES: None**

**ABSENT: None**

CONSENT CALENDAR

1. MINUTES FOR THE FEBRUARY 6, 2020 COMMISSION MEETING  
REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes for the February 6, 2020 Commission meeting.
2. JANUARY 2020 CHECK REGISTER  
REQUESTED ACTION: Receive and file the January 2020 Check Register.
3. SECTION 5311 FEDERAL FISCAL YEAR 2020 PROGRAM OF PROJECTS  
REQUESTED ACTION: Adopt Resolution 19/20.10 authorizing the programming \$538,231 in Federal Transit Administration 5311 funding for Federal Fiscal Year 2020, for operating Assistance for the El Dorado County Transit Authority.
4. SECTION 5311 GRANT APPLICATION CERTIFICATIONS AND ASSURANCES  
REQUESTED ACTIONS: Adopt Resolution 19/20.11 to:
  1. Authorize the El Dorado County Transit Authority (EDCTA) to submit a Section 5311 grant application for Federal Fiscal Year 2020, stating that:

*The El Dorado County Transportation Commission does hereby authorize the EDCTA to execute all standard agreements or amendments necessary to obtain the*

*mentioned FTA Section 5311 Operating Assistance grant in the amount of \$538,231 through Caltrans.*

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

5. DISPOSITION OF CITIZEN PARTICIPATION PROCESS COMMENTS  
REQUESTED ACTION: None. This item is for information only.

### CEREMONIAL

Chair Frentzen presented former Chair Borelli with a Certificate of Appreciation.

### OPEN FORUM

Chair Frentzen asked if anyone would like to speak from the audience, and there were no comments.

### BUSINESS ITEMS

6. FEDERAL ADVOCACY PARTNER AGENCY MEMORANDUM OF UNDERSTANDING  
REQUESTED ACTION: Authorize the EDCTC Chair to enter into a Memorandum of Understanding between the City of Placerville, El Dorado County, El Dorado Transit, and El Dorado County Transportation Commission to solicit, secure, and administer Federal Transportation Advocacy Services.

Chair Frentzen asked if anyone would like to speak from the audience, and there were no comments.

**ACTION: Commissioner Veerkamp made a motion to authorize the Memorandum of Understanding as requested. The motion was seconded by Commissioner Hidahl which carried as follows:**

**MOTION/SECOND: Veerkamp/Hidahl**  
**AYES: Borelli, Frentzen, Hidahl, Parlin, Taylor, Thomas, Veerkamp**  
**ABSTAIN: None**  
**NOES: None**  
**ABSENT: None**

7. DRAFT FISCAL YEAR 2020/2021 OVERALL WORK PROGRAM, BUDGET, AND GOALS AND OBJECTIVES  
REQUESTED ACTION: Authorize staff to release the Draft Overall Work Program and Budget to Caltrans for circulation, review, and comment.

Chair Frentzen asked if anyone would like to speak from the audience, and there were no comments.

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

**MOTION/SECOND: Veerkamp/Taylor**  
**AYES: Borelli, Frentzen, Hidahl, Parlin, Taylor, Thomas, Veerkamp**  
**ABSTAIN: None**  
**NOES: None**  
**ABSENT: None**

### INFORMATION

8. MARCH 2020 PROJECT MONITORING REPORT  
REQUESTED ACTION: None. This item was for information only.

EXECUTIVE DIRECTOR'S REPORT

CALTRANS – COMMISSIONER COMMENTS

ADJOURNMENT

The meeting was adjourned at 3:22 PM.

The next regular meeting is scheduled for 2:00 PM on April 2, 2020 at 330 Fairlane, Placerville, California.

**CONSENT CALENDAR**

**STAFF REPORT**

**DATE: APRIL 2, 2020**  
**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**  
**FROM: KAREN THOMPSON, ADMINISTRATIVE SERVICES OFFICER**  
**SUBJECT: FEBRUARY 2020 CHECK REGISTER**

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**REQUESTED ACTION**

Receive and file the February 2020 Check Register (Attachment A).

**BACKGROUND AND DISCUSSION**

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

- Check # 8756 – AIM Consulting, Inc..... \$112.51*  
January professional services for the US 50 Recreation Travel Hot Spot Transportation Management Study Placerville Public Engagement, Work Element 254. This contract was approved at the November 1, 2018 EDCTC meeting.
- Check # 8757 – Alta Planning & Design ..... \$4,424.39*  
January professional services for the El Dorado County and City of Placerville Active Transportation Plans, Work Element 231. This contract was approved at the June 7, 2018 EDCTC meeting.
- Check # 8759 – Extreme Towing..... \$11,507.27*  
January 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.

Approved for Agenda:

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

Attachment A: February 2020 Check Register

**El Dorado County Transportation Commission  
Check Register  
February 2020**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Payment</u>	<u>Memo</u>
02/03/2020	EFT	Ameritas Life Insurance Corp.	489.64	February 2020 Dental Premiums
02/03/2020	EFT	Ameritas Life Insurance Corp.	78.88	February 2020 Vision Premiums
02/03/2020	EFT	Benefit Coordinators Corporation	213.29	February 2020 Life/Disability Premiums
02/03/2020	EFT	CalPERS Health	6,626.85	February 2020 Health Premiums
02/07/2020	8751	Cal.net	64.92	February 2020 Internet Service Provider
02/11/2020	8752	Century Building Maintenance	450.00	January 2020 Building Maintenance
02/11/2020	8753	Rimrock Water Company	27.12	January 2020 Water
02/11/2020	8754	Sacramento Metro Chamber	1,000.00	Membership 3/1/20-2/28/21
02/11/2020	8755	JS West Propane Gas	215.73	January 2020 Propane
02/11/2020	EFT	Cardmember Service - Visa JR	172.40	January 2020 Office Exp
02/11/2020	EFT	Cardmember Service - Visa KT	61.68	January 2020 Office Exp
02/11/2020	EFT	Cardmember Services-Visa WD	75.19	Parking Sacramento Meetings/CALCOG Registration
02/12/2020	EFT	CalPERS Retirement System	3,329.12	February 2020 Contribution #1
02/18/2020	8756	AIM Consulting, Inc.	112.51	* Hot Spot Study Placerville Public Engagement
02/18/2020	8757	Alta Planning & Design	4,424.39	* January 2020 City and County Active Transportation Plans
02/18/2020	8758	Cal.net	64.92	March 2020 Internet Service Provider
02/18/2020	8759	Extreme Towing	11,507.27	* January 2020 Freeway Service Patrol
02/18/2020	EFT	PG&E	272.22	February 2020 Utilities
02/20/2020	8760	RTS IT, Inc.	552.50	March 2020 ITCare Silver Service Plan
02/20/2020	8761	Steele Building Offices	4,517.00	March 2020 Office Rent
02/20/2020	EFT	Umpqua Bank	91.02	January Analyzed Checking Fee
02/24/2020	EFT	QuickBooks Payroll Service	8.00	January 2020 Payroll Fee
02/26/2020	EFT	CalPERS Retirement System	3,329.12	February 2020 Contribution #2
		<b>Total</b>	<u><u>37,683.77</u></u>	



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

**DATE:** APRIL 2, 2020  
**TO:** EL DORADO COUNTY TRANSPORTATION COMMISSION  
**FROM:** DAN BOLSTER, SENIOR TRANSPORTATION PLANNER  
**SUBJECT:** CALIFORNIA LOW CARBON TRANSIT OPERATIONS PROGRAM FISCAL YEAR 2019/2020 FUNDING ALLOCATION

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**REQUESTED ACTION**

Adopt Resolution 19/20.12 (Attachment A) allocating \$334,181 in 2019/2020 California Low Carbon Transit Operations Program Funds to the El Dorado County Transit Authority (EDCTA).

**BACKGROUND**

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

**DISCUSSION**

EDCTC received notification of 2019/20 LCTOP allocation amounts in the State Controller's Office letter dated February 14, 2020. As the Regional Transportation Planning Agency, it is EDCTC's role to allocate LCTOP funding to each project sponsor under the authority of EDCTC. According to Public Utilities Code (PUC) 99313 and 99314, EDCTC's allocation for FY 2019/20 LCTOP is \$334,181. Since EDCTA is the only transit operator in the EDCTC region, staff is recommending the funds be allocated to EDCTA for implementation of an eligible project, consistent with the LCTOP Guidelines.

EDCTA plans to use the \$334,181 in FY 2019/20 LCTOP funds on the following two projects:

1. Consistent with recommendations in the Short- and Long-Range Transit Plan adopted in July of 2014, El Dorado Transit completed a service expansion project in the Cameron Park area, service levels were expanded within the local Cameron Park service area from 3-hour headways, which provided a total of 4 runs per day with 1 limited stop express run for commuters in the morning, to 60-minute headways providing a total of 12 runs per day.
2. Provide a reduced-fare fixed route program.

Per the LCTOP FY 2019/20 Program Guidelines, new or expanded bus services is considered new if it is within five (5) years from the date of its implementation. Both proposed projects meet the five-year criteria as this will be the fifth year of the Cameron Park service expansion project and the first year of the reduced-fare fixed route program.

The estimated annual total cost of the Cameron Park service expansion project is \$442,230 and the estimated annual cost of the reduced-fare fixed route program is \$50,000, for a combined annual cost of \$492,230. Subject to approval by Caltrans Division of Mass Transportation, El Dorado Transit

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will utilize the \$334,181 in FY 2019/20 LCTOP PUC 99313 and 99314 funding, combined with additional transit fund sources, towards payment for the two projects.

Approved for Agenda:

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Woodrow Deloria, Executive Director

Attachment A: EDCTC Resolution 19/20.12



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: Shiva Frentzen, John Hidahl, Lori Parlin, Brian Veerkamp

## RESOLUTION 19/20.12

### RESOLUTION OF THE EL DORADO COUNTY TRANSPORTATION COMMISSION ALLOCATING FISCAL YEAR 2019/20 CALIFORNIA LOW CARBON TRANSIT OPERATIONS PROGRAM FUNDING TO THE EL DORADO COUNTY TRANSIT AUTHORITY

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

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

**WHEREAS**, on February 14, 2020 the California State Controller issued allocation amounts from the Greenhouse Gas Reduction Fund according to the requirements of the Low Carbon Transit Operations Program (LCTOP) for the 2019/2020 fiscal year; and

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

**WHEREAS**, EDCTC has determined that a total of \$334,181 in Public Utilities Code 99313 and 99314 funds are available for transit purposes, subject to consistency with the Department of Transportation's LCTOP Guidelines; and

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

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

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

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

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

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

**PASSED AND ADOPTED**, by the El Dorado County Transportation Commission's governing body at the regular meeting held on April 2, 2020 by the following vote:

Vote Pending

Attest:

\_\_\_\_\_  
Shiva Frentzen, Chairperson

\_\_\_\_\_  
Joni G. Rice, Secretary to the Commission



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: Shiva Frentzen, John Hidahl, Lori Parlin, Brian Veerkamp

## RESOLUTION 19/20.12

### RESOLUTION OF THE EL DORADO COUNTY TRANSPORTATION COMMISSION ALLOCATING FISCAL YEAR 2019/20 CALIFORNIA LOW CARBON TRANSIT OPERATIONS PROGRAM FUNDING TO THE EL DORADO COUNTY TRANSIT AUTHORITY

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

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

**WHEREAS**, on February 14, 2020 the California State Controller issued allocation amounts from the Greenhouse Gas Reduction Fund according to the requirements of the Low Carbon Transit Operations Program (LCTOP) for the 2019/2020 fiscal year; and

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

**WHEREAS**, EDCTC has determined that a total of \$334,181 in Public Utilities Code 99313 and 99314 funds are available for transit purposes, subject to consistency with the Department of Transportation's LCTOP Guidelines; and

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

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

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

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

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

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

**PASSED AND ADOPTED**, by the El Dorado County Transportation Commission's governing body at the regular meeting held on April 2, 2020 by the following vote:

Vote Pending

Attest:

\_\_\_\_\_  
Shiva Frentzen, Chairperson

\_\_\_\_\_  
Joni G. Rice, Secretary to the Commission

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

**DATE:** APRIL 2, 2020  
**TO:** EL DORADO COUNTY TRANSPORTATION COMMISSION  
**FROM:** KAREN THOMPSON, ADMINISTRATIVE SERVICES OFFICER  
**SUBJECT:** FISCAL YEAR 2019/2020 OVERALL WORK PROGRAM, BUDGET, AND GOALS AND OBJECTIVES AMENDMENT #2

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**REQUESTED ACTION**

Adopt Resolution 19/20.13 (Attachment A), approving the Fiscal Year (FY) 2019/2020 Overall Work Program, Budget, and Goals and Objectives Amendment #2 (Attachment B).

**BACKGROUND**

The Overall Work Program (OWP) and Budget is the work plan for EDCTC and contains a description of the activities to be undertaken by the Commission in the coming fiscal year along with detailed budget information.

**DISCUSSION**

The Draft OWP was presented at the March 7, 2019 Commission meeting and the Final OWP was approved at the June 6, 2019 Commission meeting. Amendment #1 was approved at the Commission meeting on December 5, 2019. Amendment #2 makes the following changes to the 2019/2020 OWP and Budget:

- The federal advocacy professional services contract was added to Work Element 410 for work beginning in the current fiscal year.
- Staff time, expenditures, and revenues were adjusted between work elements based on actual charges fiscal year to date.

The total amount of Amendment 2 to the FY 2019/2020 OWP and Budget is \$1,879,364.70 which is an increase of 3.5% from Amendment #1.

Approved for Agenda:

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Woodrow Deloria, Executive Director

Attachments: A) EDCTC Resolution 19/20.13  
B) FY 2019/2020 Overall Work Program, Budget, and Goals and Objectives Amendment #2 (*provided under separate cover*)



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

Supervisors Representing El Dorado County: Shiva Frentzen, John Hidahl, Lori Parlin, Brian Veerkamp

## RESOLUTION 19/20.13

### RESOLUTION OF THE EL DORADO COUNTY TRANSPORTATION COMMISSION APPROVING FISCAL YEAR 2019/2020 OVERALL WORK PROGRAM, BUDGET, AND GOALS AND OBJECTIVES AMENDMENT #2

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

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

**WHEREAS**, the Fiscal Year (FY) 2019/2020 Overall Work Program, Budget and Goals and Objectives (OWP) is the primary management tool for the El Dorado County Transportation Commission, identifies the activities and a schedule of work for regional transportation planning in El Dorado County, and is a requirement of the Memorandum of Understanding between the El Dorado County Transportation Commission and Caltrans; and

**WHEREAS**, the Draft OWP was presented at the March 7, 2019 Commission meeting; and

**WHEREAS**, the Final OWP was approved at the June 6, 2019 Commission meeting; and

**WHEREAS**, Amendment #1 to the OWP was approved at the December 5, 2019 Commission meeting; and

**WHEREAS**, Amendment #2 to add the cost of the federal advocacy contract to the current fiscal year and adjust staff time, expenditures, and revenues between work elements based on actual charges fiscal year to date.

**NOW, THEREFORE, BE IT RESOLVED**, that the El Dorado County Transportation Commission hereby approves Amendment 2 to the FY 2019/2020 Overall Work Program, Budget, Goals and Objectives with a total budget of \$1,879,364.70.

**PASSED AND APPROVED** by the El Dorado County Transportation Commission governing body at the regular meeting held on April 2, 2020 by the following vote:

*Vote Pending*

Attest:

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Shiva Frentzen, Chairperson

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Joni G. Rice, Secretary to the Commission



**BUSINESS ITEM**  
***Revised 03/30/20***

**STAFF REPORT**

**DATE:** APRIL 2, 2020  
**TO:** EL DORADO COUNTY TRANSPORTATION COMMISSION  
**FROM:** WOODROW DELORIA, EXECUTIVE DIRECTOR  
**SUBJECT:** PROFESSIONAL SERVICES AGREEMENT – FEDERAL ADVOCACY SERVICES

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REQUESTED ACTION: Authorize the Executive Director to enter into a professional services agreement with **The Ferguson Group** for Federal Advocacy Services, effective April 2, 2020, for an initial term of one year with the option to extend an additional four years, for a total five-year term, at the discretion of EDCTC.

**BACKGROUND**

At the direction of the EDCTC, a Request for Proposals (RFP) for Federal Advocacy Services was released on February 19, 2020. The RFP emailed to advocacy consultants and was posted on the EDCTC website.

The scope of work is described below. The selected consultant or consulting team will be expected to perform all services necessary to complete the scope of work. The consultant will receive general direction from the EDCTC Project Manager. Tasks will include the following:

1. Meet with the EDCTC Executive Director to discuss the services and process to be used.
2. Work with the EDCTC and Partner Agencies to develop a set of specific goals for advocacy services.
3. Provide EDCTC and Partner Agencies with a summary description of the federal budgeting and legislative process and include recommendations on the best times and methods to advocate during these processes.
4. Advise EDCTC and Partner Agencies on federal legislative and administrative matters which may have a direct effect on the agency.
5. Review and evaluate the platform of transportation and infrastructure projects for federal funding developed by EDCTC and Partner Agencies and advise on the compatibility of those projects with federal budgeting opportunities and programs.
6. Provide EDCTC and Partner Agencies with a specific plan and schedule of visits to be made with federal legislators or their staffs, and with key staff of federal transportation funding agencies.
7. Arrange for meetings with federal legislative representatives and federal agencies regarding transportation and infrastructure projects or policies for EDCTC and Partner Agencies officials and staff, as needed.
8. Conduct advocacy services and perform all other duties customarily performed by legislative advocates and governmental affairs representatives on behalf of EDCTC and Partner Agencies.
9. Provide monthly written reports to the EDCTC and Partner Agencies regarding all services performed on behalf of EDCTC and Partner Agencies.
10. File all applicable reporting and disclosure requirements.
11. Occasional presentations to the EDCTC and Partner Agencies at a regularly scheduled meeting also will be required.

**DISCUSSION**

Two proposals were received as a result of the RFP for Federal Advocacy Services:

In accordance with the EDCTC Administrative Operating Procedures, the proposals were reviewed, and interviews were conducted. Two firms were interviewed on March 27, 2020 by a panel consisting of Don Ashton, El Dorado County CAO, Matt Mauk, Director of El Dorado County Transit Authority; Cleve Morris, Placerville City Manager, and the EDCTC Executive Director.

As stated in the Proposal and Selection section of the RFP, the evaluation criteria utilized to rank the proposals included:

- Understanding of the background and requirements of the project.
- The overall and technical approaches to be followed and the tasks to be performed, including detailed steps and resources required and proposed project schedule.
- The relative allocation of resources, in terms of quality and quantity, to key tasks including the time and skills of personnel assigned to the tasks and consultant's approach to managing resources and project output.
- Cost analysis and justification.
- Education and experience of proposed personnel.

As a result of the review of proposals and interview process, the recommendation of the panel is that EDCTC enter into a professional services agreement with The Ferguson Group for Federal Advocacy Services, for an initial term of one year with the option to extend an additional four years, for a total five-year term, at the discretion of EDCTC.

Among the key factors considered by the interview panel in making this recommendation are The Ferguson Group relationships with members of Congress and the Administration, technical support for securing funding programs, depth of knowledge regarding all aspects of transportation funding, willingness to provide regular activity reports, ability to assist not only with funding requests but also with funding distribution and disbursement, professional references and cost.

The negotiated monthly retainer for full governmental relations services is \$5,417. Reasonable, pre-approved costs will be billed in addition to the monthly retainer.

Approved for Agenda:

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Woodrow Deloria, Executive Director

NOTE: The RFP and the proposals are available for review at the EDCTC Office.