



## TECHNICAL ADVISORY COMMITTEE

### AGENDA

Monday, January 22, 2024, 1:30 PM

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#### To join the meeting:

The virtual meeting access information will be emailed.

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

#### **CEREMONIAL MATTERS**

##### ELECTION OF CHAIR AND VICE CHAIR (DELORIA)

REQUESTED ACTION: Elect a Chair and Vice Chair to serve until the first meeting of 2025. The incoming Chair will present the outgoing Chair with a Certificate of Appreciation.

#### **CONSENT CALENDAR**

- 1.** MINUTES FOR THE DECEMBER 7, 2023, COMMISSION MEETING (KEFFER)  
REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes for the December 7, 2023, Commission meeting.
- 2.** NOVEMBER THROUGH DECEMBER 2023 CHECK REGISTER (THOMPSON)  
REQUESTED ACTION: Receive and file the November through December 2023 Check Register.
- 3.** PROFESSIONAL SERVICES AGREEMENT EXTENSION FOR THE GREATER PLACERVILLE WILDFIRE EVACUATION PREPAREDNESS, COMMUNITY SAFETY, AND RESILIENCY PLAN (BOLSTER)  
REQUESTED ACTION: By motion, authorize the Executive Director to extend the professional services agreement with DKS Associates for the Greater Placerville Wildfire Evacuation Preparedness, Community Safety, and Resiliency Plan from February 29, 2024, to May 31, 2024.

#### **NOTICED PUBLIC HEARINGS – 2:00 PM Allotted Time**

- 4.** TRANSPORTATION DEVELOPMENT ACT CITIZEN'S PARTICIPATION PROCESS FOR PUBLIC TRANSPORTATION (BOLSTER)  
REQUESTED ACTION:
  - Open public hearing regarding public transportation
  - Accept public comment
  - Close public hearing
  - Refer comments received to the Social Services Transportation Advisory Council for review

#### **BUSINESS ITEM**

- 5.** FISCAL YEAR 2024/25 DRAFT OVERALL WORK PROGRAM AND BUDGET (THOMPSON)  
REQUESTED ACTION: Authorize staff to release the Fiscal Year 2024/25 Draft Overall Work Program and Budget to Caltrans for circulation, review, and comment.
- 6.** CALIFORNIA ASSOCIATION OF COUNCILS OF GOVERNMENTS (DELORIA)  
REQUESTED ACTION: Designate a voting delegate to represent El Dorado County Transportation Commission on the California Association of Councils of Governments Governing Council. The Commission may choose to reaffirm Commissioner Wendy Thomas or select a new representative.

**7. PROFESSIONAL SERVICES AGREEMENT: US 50 CAMINO SIGNAGE AND WAYFINDING – ACCESS MITIGATION PLAN (DELORIA)**

REQUESTED ACTION: Authorize the Executive Director to enter into a professional services agreement between El Dorado County Transportation Commission and Found Design LLC, to develop the US 50 Camino Signage and Wayfinding – Access Mitigation Plan for a not-to-exceed amount of \$85,000.

**8. PROFESSIONAL SERVICES AGREEMENT: NEXT GENERATION TRANSPORTATION INVESTMENTS STRATEGY (BARTON)**

REQUESTED ACTION: Authorize the Executive Director to enter into a professional services agreement between El Dorado County Transportation Commission and Fehr & Peers, to prepare the Next Generation Transportation Investments Strategy for a not-to-exceed amount of \$200,000.

**INFORMATION ITEM**

**9. FREEWAY SERVICE PATROL 2023 REPORT (KEFFER)**

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

**MEMBER SHARING**

**ADJOURNMENT**

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

**CEREMONIAL MATTERS****STAFF REPORT**

**DATE:** FEBRUARY 1, 2024  
**TO:** EL DORADO COUNTY TRANSPORTATION COMMISSION  
**FROM:** WOODROW DELORIA, EXECUTIVE DIRECTOR  
**SUBJECT:** ELECTION OF CHAIR AND VICE CHAIR

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**REQUESTED ACTION**

Elect a Chair and Vice Chair to serve until the first meeting of 2025. The incoming Chair will present the outgoing Chair with a Certificate of Appreciation.

**BACKGROUND**

In accordance with the Rules and Bylaws of the El Dorado County Transportation Commission (EDCTC), Article II Officers – Section 2.1 “Election of Chairperson and Vice Chairperson, the Chairperson and Vice Chairperson shall be elected at the first meeting of each calendar year.

***Chairperson Duties***

*The Chairperson shall preside and preserve order at all regular and special meetings of the Commission. The Chairperson shall state every question coming before the Commission, announce the decision of the Commission on all subjects, and decide all questions of order without debate, subject to an appeal to the Commission on which a member shall speak but once, the Chairperson having precedence in speaking on question of order. In addition, the Chairperson shall make all Committee appointments with the concurrence of the Commission.*

***Vice Chairperson Duties***

*In the absence of the Chairperson, the Vice Chairperson may perform duties and obligations of the office of Chairperson.*

***Ad Hoc Committees:*** *The Chair and Vice Chair will represent the Commission on the following Committees: Administrative and Human Resources Committee, Budget Review Committee, and Audit Review Committee.*

**DISCUSSION**

The Rules and Bylaws do not identify a specific rotation for Chair and Vice Chair; however, the EDCTC custom is that the Vice Chair ascends to Chair. Further, EDCTC custom is that the Vice Chair represents the alternate jurisdiction as the Chair. As the 2023 Chair was a representative from the City of Placerville, a typical rotation would be to elect a Chair from El Dorado County.

Approved for Agenda:



Woodrow Deloria, Executive Director

**CONSENT CALENDAR**

**STAFF REPORT**

**DATE: FEBRUARY 1, 2024**  
**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**  
**FROM: DANA KEFFER, ADMINISTRATIVE ANALYST/SECRETARY TO THE COMMISSION**  
**SUBJECT: DECEMBER 7, 2023 COMMISSION MEETING**

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REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes (Attachment A) for the December 7, 2023 Commission meeting.

Approved for Agenda:



Woodrow Deloria, Executive Director

Attachment A: December 7, 2023 Minutes



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

**Councilmembers Representing City of Placerville:** John Clerici, Jackie Neau, Michael Saragosa  
**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, December 7, 2023, 2:00 PM

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### CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Clerici called the meeting to order at 2:02 PM and Vice Chair Thomas led the Pledge of Allegiance.

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

### ADOPTION OF AGENDA AND CONSENT CALENDAR

There were no public comments received.

**ACTION: Commissioner Saragosa 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 Neau which carried as follows:**

**MOTION/SECOND: Saragosa/Neau**

**AYES: Clerici, Hidahl, Neau, Saragosa, Thomas, Turnboo**

**ABSTAIN: None**

**NOES: None**

**ABSENT: Parlin**

1. MINUTES FOR THE NOVEMBER 2, 2023, COMMISSION MEETING

REQUESTED ACTION: The Secretary to the Commission requests correction to, or approval of, the Draft Action Minutes for the November 2, 2023, Commission meeting.

2. OCTOBER 2023 CHECK REGISTER

REQUESTED ACTION: Receive and file the October 2023 Check Register.

3. 2024 COMMISSION MEETING CALENDAR

REQUESTED ACTION: Consider and adopt the meeting calendar for 2024 and cancel the July 4<sup>th</sup> meeting.

4. DESIGNATE A REPRESENTATIVE FOR THE 2024 CAP-TO-CAP ADVOCACY EFFORT

REQUESTED ACTION: Designate the Executive Director to represent El Dorado County Transportation Commission at the 2024 Cap-to-Cap advocacy effort, in Washington D.C., scheduled for April 13<sup>th</sup> through April 17<sup>th</sup>, 2023.

5. OVERALL WORK PROGRAM BUDGET VS. ACTUAL COMPARISON FISCAL YEAR 2023/24 REPORT  
*(THOMPSON)*

REQUESTED ACTION: Receive and file the Overall Work Program Budget vs. Actual Comparison Fiscal Year 2023/24 July-September Report.

NOTICED PUBLIC HEARINGS – 2:00 PM Allotted Time

Chair Clerici opened the hearing at 2:10pm.

6. 2024 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM

## REQUESTED ACTION:

- Open public hearing regarding the El Dorado County Transportation Commission 2024 Regional Transportation Improvement Program
- Accept public comment
- Close public hearing
- Adopt Resolution 23/24.10 adopting the 2024 El Dorado County RTIP and direct the Executive Director to submit the 2024 RTIP to the California Transportation Commission.

No comments were received. Chair Clerici closed the hearing at 2:11pm.

OPEN FORUM

Public comment was received by R. Martinez, Director of Transportation, El Dorado County.

BUSINESS ITEMS7. FISCAL YEAR 2022/23 AUDIT REPORTS

REQUESTED ACTION: Receive and file the Fiscal Year 2022/23 Audit Reports.

There were no public comments received.

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

**MOTION/SECOND: Turnboo/Hidahl**

**AYES: Clerici, Hidahl, Neau, Saragosa, Thomas, Turnboo**

**ABSTAIN: None**

**NOES: None**

**ABSENT: Parlin**

8. US 50 CAMINO SIGNAGE AND WAYFINDING – ACCESS MITIGATION PLAN RATIFICATION OF ADVISORY COMMITTEE

REQUESTED ACTION: Ratify the US 50 Camino Signage and Wayfinding – Access Mitigation Plan Advisory Committee Member Matrix.

There were no public comments received.

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

**MOTION/SECOND: Neau/Saragosa**

**AYES: Clerici, Hidahl, Neau, Saragosa, Thomas, Turnboo**

**ABSTAIN: None**

**NOES: None**

**ABSENT: Parlin**

9. GOALS AND OBJECTIVES FOR CALENDAR YEAR 2024

REQUESTED ACTION: Adopt the Calendar Year Goals and Objectives for the Executive Director as established during today's discussion.

There were no public comments received.

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

**MOTION/SECOND: Saragosa/Turnboo**

**AYES: Clerici, Hidahl, Neau, Saragosa, Thomas, Turnboo**

**ABSTAIN: None**

**NOES: None**

**ABSENT: Parlin**

#### EXECUTIVE DIRECTOR'S REPORT

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

#### RECESS TO CLOSED SESSION

The Commission recessed to Closed Session at 2:54pm

10. PURSUANT TO GOVERNMENT CODE SECTION 54957 – PUBLIC EMPLOYEE PERFORMANCE EVALUATION: EXECUTIVE DIRECTOR
11. PURSUANT TO GOVERNMENT CODE SECTION 54957.6 – CONFERENCE WITH LABOR NEGOTIATOR: COMMISSION DESIGNATED REPRESENTATIVE: COMMISSION CHAIR, UNREPRESENTED EMPLOYEE: EXECUTIVE DIRECTOR

#### RECONVENE TO OPEN SESSION AND CONFIDENTIAL CLOSED SESSION REPORTS

The Commission reconvened to Open Session at 3:31pm. There was no action reported.

#### ADJOURNMENT

The meeting was adjourned at 3:33pm.

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

CONSENT CALENDAR

STAFF REPORT

DATE: FEBRUARY 1, 2024
TO: EL DORADO COUNTY TRANSPORTATION COMMISSION
FROM: KAREN THOMPSON, FISCAL OFFICER
SUBJECT: NOVEMBER THROUGH DECEMBER 2023 CHECK REGISTER

REQUESTED ACTION

Receive and file the November through December 2023 Check Register (Attachment A).

BACKGROUND AND DISCUSSION

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

- Extreme Towing... \$14,568.53
Extreme Towing... \$12,323.85
October through November 2023 professional services for the Freeway Service Patrol Program, Work Element 130. The contract with Extreme Towing was approved at the May 6, 2021, EDCTC meeting
DKS Associates... \$4,000.41
DKS Associates... \$2,446.85
October through November 2023 public outreach services for the Wildfire Evacuation Preparedness Plan, Work Element 265SHA. The contract was approved at the March 2, 2023, EDCTC meeting.
DKS Associates... \$13,312.76
DKS Associates... \$9,244.62
October through November 2023 professional services for the Wildfire Evacuation Preparedness Plan, Work Element 265. The contract was approved at the March 3, 2022, EDCTC meeting.
Richardson & Company, Inc. .... \$34,100.00
Professional services for the FY 2022/23 annual fiscal audit for EDCTC and El Dorado County Transit Authority including the Transportation Development Act Local Transportation Funds. This contract was approved at the March 7, 2019, EDCTC meeting.
Sacramento Area Council of Governments (SACOG)..... \$174,358.74
EDCTC contributes annually to SACOG for their federal planning and programming effort. This payment is for Fiscal Year 2023/24. Per EDCTC's MOU with SACOG, the amount is 2% of the annual apportionment of Transportation Development Act/Local Transportation Funds. This allocation was approved at the October 5, 2023 meeting by Resolution 23/24.07.
El Dorado County Department of Transportation ..... \$90,600.00
Payment of the remaining balance owed to El Dorado County Department of Transportation of FY 2022/23 Surface Transportation Block Grant Program (STBGP) Exchange funding. Additional allocation was approved at the November 2, 2023 meeting.

Approved for Agenda:

Woodrow Deloria

Woodrow Deloria, Executive Director

Attachment A: November through December 2023 Check Register



**El Dorado County Transportation Commission  
Check Register  
November - December 2023**

<b>Date</b>	<b>Name</b>	<b>Payment</b>	<b>Memo</b>
11/01/2023	CalPERS Retirement System	4,187.27	November 2023 Contribution #1
11/01/2023	CalPERS Retirement System	473.83	November 2023 PEPRA Contribution #1
11/01/2023	Ameritas Life Insurance Corp.	630.40	November 2023 Dental
11/01/2023	Ameritas Life Insurance Corp.	78.88	November 2023 Vision
11/01/2023	Benefit Coordinators Corporation	231.55	November 2023 Life/Disability Premiums
11/01/2023	CalPERS Health	8,035.27	November 2023 Health Premiums
11/01/2023	RTS IT, Inc.	1,070.00	November 2023 ITCare Silver Service Plan
11/01/2023	Sharon Petersen	4,608.00	November 2023 Office Rent
11/02/2023	Airespring	668.95	November 2023 Fiber Optic Internet
11/02/2023	Century Building Maintenance	500.00	November 2023 Building Maintenance
11/02/2023	De Lage Landen Financial Services	203.78	November 2023 Copy Machine Lease Payment
11/07/2023	Elan Financial Services - Visa DK	456.65	ADA Compliant Website, Misc Office Expense
11/07/2023	Elan Financial Services - Visa KT	45.11	Zoom Meetings and September Office Expenses
11/07/2023	Elan Financial Services - Visa WD	5.75	Parking SACOG Meeting
11/07/2023	Extreme Towing	14,568.53	* October 2023 Freeway Service Patrol
11/15/2023	CalPERS Retirement System	4,187.27	November 2023 Contribution #2
11/15/2023	CalPERS Retirement System	473.83	November 2023 PEPRA Contribution #2
11/15/2023	Mountain Democrat	117.50	2024 RTIP Public Notice
11/15/2023	Mountain Democrat	54.80	Public Notice RFP Next Gen
11/15/2023	Mountain Democrat	57.20	Public Notice RFP Camino Wayfinding
11/15/2023	DKS Associates	4,000.41	* October 2023 Public Outreach -WF Evac Preparedness
11/15/2023	DKS Associates	13,312.76	* October 2023 Wildfire Evac Preparedness
11/15/2023	Richardson & Company, LLP	27,280.00	* FY 2022/23 Fiscal Audits-80%
11/15/2023	SACOG	174,358.74	* FY2023/24 Payment per MOU
11/21/2023	Umpqua Bank	72.26	October 2023 Analyzed Checking Fee
11/27/2023	PG&E	342.96	10/12/23-11/09/23 Utilities
11/27/2023	RTS IT, Inc.	336.00	Nov 2023 Webroot Anti-Virus & Anti Malware
11/27/2023	Sharon Petersen	4,608.00	December 2023 Office Rent
11/27/2023	Sloan Sakai Yeung & Wong LLP	29.00	October 2023 Legal Services
11/29/2023	CalPERS Retirement System	4,187.27	November 2023 Contribution #3
11/29/2023	CalPERS Retirement System	473.83	November 2023 PEPRA Contribution #3
12/01/2023	Ameritas Life Insurance Corp.	630.40	December 2023 Dental
12/01/2023	Ameritas Life Insurance Corp.	78.88	December 2023 Vision
12/01/2023	Benefit Coordinators Corporation	231.55	December 2023 Life/Disability Premiums
12/01/2023	CalPERS Health	8,035.27	December 2023 Health Premiums
12/01/2023	RTS IT, Inc.	1,070.00	December 2023 ITCare Silver Service Plan
12/05/2023	Airespring	668.95	December 2023 Fiber Optic Internet
12/05/2023	Century Building Maintenance	500.00	November 2023 Building Maintenance
12/05/2023	De Lage Landen Financial Services	203.78	December 2023 Copy Machine Lease Payment
12/05/2023	Elan Financial Services - Visa DK	575.26	ADA Compliant Website, Misc Office Expense
12/05/2023	Elan Financial Services - Visa JB	287.96	Airfare to CTC December 2023 Meeting
12/05/2023	Elan Financial Services - Visa KT	168.12	Zoom Meetings and October Office Expenses
12/05/2023	Elan Financial Services - Visa WD	47.65	SACOG Funding Group Meeting
12/05/2023	JS West Propane Gas	49.61	November 2023 Propane
12/05/2023	Mountain Democrat	117.50	2024 RTIP Public Notice Corrected Dates
12/11/2023	Extreme Towing	12,323.85	* November 2023 Freeway Service Patrol
12/13/2023	CalPERS Retirement System	4,187.27	December 2023 Contribution #1
12/13/2023	CalPERS Retirement System	473.83	December 2023 PEPRA Contribution #1
12/18/2023	DKS Associates	9,244.62	* November 2023 Wildfire Evac Preparedness
12/18/2023	DKS Associates	2,446.85	* November 2023 Public Outreach -WF Evac Preparedness
12/18/2023	Richardson & Company, LLP	6,820.00	* FY 2022/23 Fiscal Audits-20%
12/18/2023	Sloan Sakai Yeung & Wong LLP	435.00	November 2023 Legal Services
12/20/2023	Umpqua Bank	74.41	November 2023 Analyzed Checking Fee
12/27/2023	CalPERS Retirement System	4,187.27	December 2023 Contribution #2
12/27/2023	CalPERS Retirement System	473.83	December 2023 PEPRA Contribution #2
12/27/2023	PG&E	343.33	11/10/23-12/11/23 Utilities
12/27/2023	RTS IT, Inc.	2,094.00	Annual Office 365 licenses/RTS Cloud Backup
12/28/2023	El Dorado County Dept of Transportation	90,600.00	* 2022/23 STBG Exchange Amendment 1
12/28/2023	Sharon Petersen	4,608.00	January 2024 Office Rent
	<b>Total</b>	<b>420,632.99</b>	

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

**DATE:** FEBRUARY 1, 2024  
**TO:** EL DORADO COUNTY TRANSPORTATION COMMISSION  
**FROM:** DAN BOLSTER, SENIOR TRANSPORTATION PLANNER  
**SUBJECT:** PROFESSIONAL SERVICES AGREEMENT EXTENSION  
FOR THE GREATER PLACERVILLE WILDFIRE EVACUATION PREPAREDNESS,  
COMMUNITY SAFETY AND RESILIENCY PLAN

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**REQUESTED ACTION:**

By motion, authorize the Executive Director to extend the professional services agreement with DKS Associates for the Greater Placerville Wildfire Evacuation Preparedness, Community Safety and Resiliency Plan from February 29, 2024, to May 31, 2024.

**BACKGROUND:**

As authorized at the March 3, 2022, Commission meeting, the El Dorado County Transportation Commission (EDCTC) entered into a professional services agreement with DKS Associates for the Greater Placerville Wildfire Evacuation Preparedness, Community Safety and Resiliency Plan, effective March 3, 2022, for an initial term from March 3, 2022, to February 29, 2024.

**DISCUSSION:**

On Monday, December 18, 2023, EDCTC held a Project Development Team (PDT) meeting to review the draft evacuation modeling results and draft list of infrastructure improvements that resulted from the analysis of four wildfire scenarios within the project area. The scenarios were identified through a collaborative effort between El Dorado County Sheriff's Office of Emergency Services, Cal Fire, El Dorado County Office of Wildfire Preparedness and Resilience, El Dorado County Fire, the City of Placerville, El Dorado County Department of Transportation, and EDCTC. The PDT was attended by staff from Cal Fire, El Dorado County Office of Wildfire Preparedness and Resilience, El Dorado County Sheriff's Office of Emergency Services, El Dorado County Fire, US Forest Service, Caltrans, City of Placerville, Placerville City Police, El Dorado County Department of Transportation, El Dorado County Planning Department, El Dorado Transit Authority, Marshall Hospital, Sacramento Area Council of Governments, and EDCTC. Prior to the PDT meeting, the project was on track to finish by the grant expiration date of February 29, 2024. However, the nature of the detailed evacuation information presented during the meeting caused fire professionals in attendance to question what level of evacuation information to include in the draft plan. As a result of those comments, the PDT formed a small sub-group to identify the level of evacuation information to include in the draft plan. Understanding that several sub-group meetings would be needed to reach an agreement on the level of evacuation information to be presented in the draft plan, and that the sub-group's proposal would also need to be presented to the entire PDT for their consideration, EDCTC staff realized an extension to the project schedule was needed. Therefore, due to extenuating circumstances that were outside of EDCTC's control, EDCTC requested a three-month time extension from February 29, 2024, to May 31, 2024. On January 4, 2024, Caltrans granted EDCTC's time extension request from February 29, 2024, to May 31, 2024. The amendment to the project schedule will not affect the project deliverables or total project cost.

Approved for Agenda:



Woodrow Deloria, Executive Director

**NOTICED PUBLIC HEARING****Time Allocation: 2:00 PM***(This item will be addressed as close to 2:00 as is possible, but not before.)***STAFF REPORT**

**DATE:** FEBRUARY 1, 2024

**TO:** EL DORADO COUNTY TRANSPORTATION COMMISSION

**FROM:** DAN BOLSTER, SENIOR TRANSPORTATION PLANNER

**SUBJECT:** TRANSPORTATION DEVELOPMENT ACT CITIZEN'S PARTICIPATION  
PROCESS FOR PUBLIC TRANSPORTATION

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**REQUESTED ACTION**

- Open public hearing regarding public transportation
- Accept public comment
- Close public hearing
- Refer comments received to the Social Services Transportation Advisory Council for review

**BACKGROUND**

The Transportation Development Act (TDA) §99238.5 requires El Dorado County Transportation Commission (EDCTC), as the Regional Transportation Planning Agency for the western slope of El Dorado County, to ensure the establishment and implementation of a citizen participation process which shall include provisions for at least one public hearing in the jurisdiction represented by the Social Services Transportation Advisory Council (SSTAC).

The El Dorado County Transit Authority (EDCTA) currently claims all TDA funds for transit purposes; therefore, the formal unmet needs process and analysis referenced in the TDA Statutes and California Code of Regulations no longer applies. This fact, though, does not preclude the need to identify potential transit needs and/or ways to improve the efficiency and effectiveness of existing transit service.

**DISCUSSION**

Pursuant to TDA requirements, the public hearing was noticed 30 days in advance in the Mountain Democrat. Fliers were made available online at the EDCTC and EDCTA websites, on EDCTC's Facebook and were placed on EDCTA buses soliciting both verbal and written comments. Comments received during the 30-day comment period will be forwarded to the SSTAC for review and consideration, and, as appropriate, to the EDCTA.

Approved for Agenda:



Woodrow Deloria, Executive Director

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

**DATE:** FEBRUARY 1, 2024  
**TO:** EL DORADO COUNTY TRANSPORTATION COMMISSION  
**FROM:** WOODROW DELORIA, EXECUTIVE DIRECTOR  
KAREN THOMPSON, ADMINISTRATIVE SERVICES OFFICER  
**SUBJECT:** FISCAL YEAR 2024/25 DRAFT OVERALL WORK PROGRAM AND BUDGET

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**REQUESTED ACTION**

Authorize staff to release the Fiscal Year (FY) 2024/25 Draft Overall Work Program and Budget to the California Department of Transportation (Caltrans) for circulation, review, and comment.

**BACKGROUND**

The Overall Work Program (OWP) and Budget is the primary management tool for El Dorado County Transportation Commission (EDCTC) and contains a description of the activities to be undertaken by the Commission in the coming fiscal year along with detailed budget information. The attached draft OWP and Budget has been developed in compliance with the Caltrans guidance for Regional Transportation Planning Agencies and has been reviewed by the Technical Advisory Committee. It is expected that the draft OWP will undergo continued refinement as staff receives comments from the Commission and Caltrans.

**DISCUSSION**

The work elements in the OWP include on-going operations as well as new or one-time grant funded transportation planning efforts. The total Draft FY 2024/25 OWP and Budget is \$1,797,794.52. This year's proposed budget includes a cost-of-living adjustment (COLA), in accordance with the EDCTC's Personnel Policies and Procedures Manual, Section 8.4.4, Annual Cost-of-Living Adjustments. Per the Policy, the increase in the Department of Labor, Bureau of Labor Statistics, Consumer Price Index for the Western Region was used to establish the COLA from December 2022 to December 2023. The Draft 2024/25 OWP and Budget reflects a 3.59% COLA. EDCTC staff has prepared fiscal projections which indicate that funding for current and future years can accommodate the COLA.

The Final OWP and Budget will be reviewed in detail with the Chair and Vice Chair in April and presented for adoption at the May 2, 2024, Commission meeting.

Approved for Agenda:



Woodrow Deloria, Executive Director

Attachment A: Draft FY 2024/25 Overall Work Program and Budget

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

**DATE:** FEBRUARY 1, 2024

**TO:** EL DORADO COUNTY TRANSPORTATION COMMISSION

**FROM:** WOODROW DELORIA, EXECUTIVE DIRECTOR

**SUBJECT:** CALIFORNIA ASSOCIATION OF COUNCILS OF GOVERNMENTS

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**REQUESTED ACTIONS**

Designate a voting delegate to represent El Dorado County Transportation Commission (EDCTC) on the California Association of Councils of Governments Governing Council (CalCOG). The Commission may choose to reaffirm Commissioner Wendy Thomas or select a new representative.

**BACKGROUND**

CalCOG is comprised of 44-member organizations that serve as a council of government, metropolitan planning organization, regional transportation planning agency, or county transportation commission or authority. CalCOG serves as a convener, bringing together its members, the League of California Cities, and the California State Association of Counties, to share information on successful regional programs. CalCOG also works to assist each member agency in developing capacity to serve its member's needs for regional coordination and policy development.

Commissioner Wendy Thomas has served as a voting delegate to the organization. The Executive Director participates on the CalCOG Directors Association of California (CDAC). CDAC meets on a regular basis (approximately every other month) to examine and discuss relevant regional, state, and federal issues, and serves as a staff resource and advisory body to the CalCOG Governing Council. EDCTC's annual CalCOG dues for FY 2023/24 are \$3,850, which is based on a population factor.

**DISCUSSION**

The organization supports and improves the effectiveness of the membership in addressing regional issues such as transportation, air quality, financial, housing, environmental, economic, and related topics. This is achieved through education and information sharing among the members and with others, such as regulatory, funding, and decision-making entities. The group will advocate for issues of common interest.

Approved for Agenda:



Woodrow Deloria, Executive Director

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

**DATE:** FEBRUARY 1, 2024  
**TO:** EL DORADO COUNTY TRANSPORTATION COMMISSION  
**FROM:** WOODROW DELORIA, EXECUTIVE DIRECTOR  
**SUBJECT:** PROFESSIONAL SERVICES AGREEMENT:  
US 50 CAMINO SIGNAGE AND WAYFINDING – ACCESS MITIGATION PLAN

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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 Found Design LLC (d.b.a. Merje), to develop the US 50 Camino Signage and Wayfinding – Access Mitigation Plan (Plan) for a not-to-exceed amount of \$85,000.

**BACKGROUND**

In September 2023, EDCTC submitted a request to Caltrans for Rural Planning Assistance (RPA) grant funding to support the implementation of the Plan. In October 2023, Caltrans awarded \$85,000 in RPA funds to the project along with a notice-to-proceed to begin work on this effort.

**DISCUSSION**

EDCTC staff distributed the Request for Proposals (RFP) for the Plan on November 3, 2023. Notice of the RFP was distributed via email to consultants, a consultant distribution center, was published in the Mountain Democrat, and was available online via the EDCTC website and Facebook page. Staff received one proposal from Merje by the December 15, 2023, deadline. The proposal was evaluated according to the criteria specified in the RFP.

The evaluation criteria utilized are as follows:

- Understanding the purpose and requirements of the **US 50 Camino Signage and Wayfinding - Access Mitigation Plan**;
- 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;
- Approach to be followed and the tasks to be performed, including detailed steps, resources required, and proposed project schedule; and
- Qualifications, specific experience, and technical competence of the personnel to be assigned to this contract.

Based upon the review of the proposal and verifying references, no interview was necessary. Staff recommends Merje for this contract. Key factors considered in making this recommendation are as follows:

- The firm has extensive experience with developing signage and wayfinding plans for areas similar to the Camino/Apple Hill region of El Dorado County.
- The firm has a strong understanding of the dynamics of interregional agritourism destinations.
- The firm is providing a highly-qualified project team.
- The firm provided a scope of work that detailed the steps and approach for completion of tasks necessary to deliver a Plan that will allow implementable and realistic solutions to be developed.

Approved for Agenda:



Woodrow Deloria, Executive Director

Note: Copies of the RFP, the proposal received, and the scoring and ranking sheet are available for review at the EDCTC office.

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

**DATE:** FEBRUARY 1, 2024  
**TO:** EL DORADO COUNTY TRANSPORTATION COMMISSION  
**FROM:** JERRY BARTON, SENIOR TRANSPORTATION PLANNER  
**SUBJECT:** PROFESSIONAL SERVICES AGREEMENT:  
NEXT GENERATION TRANSPORTATION INVESTMENTS STRATEGY

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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 Fehr & Peers, to prepare the Next Generation Transportation Investments Strategy (Next Gen Strategy) for a not-to-exceed amount of \$200,000.

**BACKGROUND**

In August of 2023, EDCTC was awarded \$217,124 in Sustainable Communities Competitive Grant funding to prepare the Next Gen Strategy to provide data, analytics, and information to support transportation investments across the western slope of El Dorado County. Changes in transportation funding policies at the state and federal levels combined with a paradigm shift in performance outcomes toward equity, adaptation and resiliency, and combating climate change have presented new challenges in the regional transportation planning space. Consequently, EDCTC is evermore challenged by these performance metrics due to low population densities, expansive geography, and widely dispersed disadvantaged cohorts, each of which are key metrics in all transportation funding programs. To overcome some of these challenges and develop a data-driven, performance-based transportation investment strategy which aligns with these new policies and performance outcomes, EDCTC pursued Caltrans Sustainable Transportation Competitive Grant funding to work with proven subject area experts. This will ensure that EDCTC can advance statewide goals related to land use, multi-modal transportation, climate and equity, and continue to deliver transportation projects that meet the needs of today's rural residents. The project's total cost is \$259,953 and EDCTC is providing a 16.47% match totaling \$42,811.

**DISCUSSION**

EDCTC staff distributed the Request for Proposals (RFP) for the Next Gen Strategy on November 7, 2023. Notice of the RFP was distributed via email to consultants, a consultant distribution center, was published in the Mountain Democrat, and was available online via the EDCTC website and Facebook page. Staff received one proposal from Fehr and Peers by the December 22, 2023, deadline. The proposal was evaluated according to the criteria specified in the RFP.

The evaluation criteria utilized are as follows:

- Understanding the purpose and requirements of the Next Generation Transportation Investments Strategy;
- 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;
- Approach to be followed and the tasks to be performed, including detailed steps, resources required, and proposed project schedule; and
- Qualifications, specific experience, and technical competence of the personnel to be assigned to this contract.



Based upon the review of the proposal and verifying references, no interview was necessary. Staff recommends Fehr & Peers for this contract. Key factors considered in making this recommendation are as follows:

- The firm has extensive experience with data and analytics related to transportation trip patterns, performance measurement, vehicle miles traveled, equity, climate resiliency and greenhouse gas analysis.
- The firm has a strong understanding of current trends in transportation policy and funding, new technologies in transportation and transportation prioritization and investment strategies.
- The firm is providing a highly-qualified project team.
- The firm provided a scope of work that detailed the steps and approach for completion of tasks necessary to deliver a Next Gen Strategy that will provide the data and analytics to support EDCTC extensive efforts in obtaining highly competitive transportation funding for project delivery on the western slope of El Dorado County.

Approved for Agenda:



Woodrow Deloria, Executive Director

Note: Copies of the RFP, the proposal received, and the scoring and ranking sheet are available for review at the EDCTC office.

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

**DATE: FEBRUARY 1, 2024**  
**TO: EL DORADO COUNTY TRANSPORTATION COMMISSION**  
**FROM: DANA KEFFER, EXECUTIVE ASSISTANT/SECRETARY TO THE COMMISSION**  
**SUBJECT: FREEWAY SERVICE PATROL 2023 REPORT**

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**REQUESTED ACTION**

None. This item is for information only.

**BACKGROUND**

On May 6, 2021, the El Dorado County Transportation Commission (EDCTC) entered into a Professional Services Agreement with Extreme Towing of Placerville to continue a Freeway Service Patrol (FSP) on US 50 in El Dorado County. FSP began on December 13, 2010 and operates from 6:30 AM to 9:00 AM and from 3:30 PM to 6:30 PM Monday through Friday. FSP is a congestion relief program which provides emergency tow and other services to the travelling public on US 50 from the El Dorado/Sacramento County line extending eastward to Greenstone Road. FSP is funded by the Capital Valley Regional Service Authority for Freeways and Expressways and the Caltrans FSP program. **No local funds are required to provide FSP service in El Dorado County.**

**DISCUSSION**

EDCTC works closely with the California Highway Patrol (CHP) to administer the FSP. CHP performs tow truck operator and vehicle inspections, driver training, and monitors daily FSP operations. CHP provides inspection reports to and communicates with EDCTC regularly. EDCTC monitors the quality of FSP service through an online survey which each assisted motorist is directed to at the time of service. The survey offers the assisted motorist the opportunity to rate the quality of the service, make comments, and recommend improvements. To date, EDCTC has received many completed surveys, all of which highly praise the El Dorado County FSP. All survey responses rate the FSP as "excellent" and thank the EDCTC for providing the service. Some of the comments received include:

*"My FSP John Bradford (31974) was amazing. He turned my bad situation hopeful, I had never heard of this service before and he stopped, changed my tire for me and gave me all information in case this was to happen in the future. Thank you, John! Very professional, kind, and quick."*

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*"Amazing service! I feel so safe now if this ever happens on the future! Driver was very kind and helpful!"*

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*"Paul was amazing! I initially thought he was with AAA who I had called 5-10 mins prior. Paul was faster than my AAA roadside that I pay for! Thankful for him & the services provided ❤️."*

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*"Robert was excellent, concerned about my safety first, towed my car to the next off ramp into a parking lot to wait for AAA. I could not send the info for AAA from my phone, would not submit. Thank goodness Robert called AAA as their computers were down. I would've been waiting a very long time. Excellent service!"*

In addition to the online survey, EDCTC monitors the FSP by recording and monitoring specific details of the FSP duties performed. Each motorist assist is recorded via a mobile device application by the tow truck driver. The assist record includes information regarding the time and date, type of vehicle, location, and type and duration of assist performed. To date El Dorado County FSP service has been operating on par with many of the more urban FSP services. EDCTC collects and records this information monthly.

<b>El Dorado County Freeway Service Patrol Motorist Assist per Hour, January 1, 2023-December 31, 2023</b>			
<b>Month</b>	<b>Total Hours of Service</b>	<b>Number of Assists</b>	<b>Assists Per Hour of Service</b>
January	116.25	50	0.43
February	105	60	0.57
March	127.75	63	0.49
April	113.25	80	0.71
May	121.25	72	0.59
June	122	93	0.76
July	108.25	71	0.66
August	127.75	76	0.59
September	111.25	73	0.66
October	122.25	102	0.83
November	105	53	0.50
December	88	65	0.74
<b>Total</b>	<b>1368</b>	<b>858</b>	<b>0.628</b>

<b>El Dorado County Freeway Service Patrol Motorist Assist by Type, January 1, 2023-December 31, 2023</b>		
<b>Type of Assist</b>	<b>Number</b>	<b>Percentage</b>
Mechanical	265	30.9%
Flat Tire	143	16.6%
Out of Gas	84	9.7%
Abandoned	83	9.6%
Driver Related	75	8.7%
Accident	63	7.3%
Debris Removal	39	4.5%
Overheated	33	3.8%
Unsecured Load	21	2.4%
None – Not Needed	19	2.2%
Other	16	1.8%
Electrical	16	1.8%
Vehicle Fire	1	.1%
Partner Assist	0	0%
Locked Out	0	0%

Approved for Agenda:

Woodrow Deloria, Executive Director