



**EL DORADO TRANSIT**

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**AB2766 Motor Vehicle  
Emission Reduction Grant Application  
2020 & 2021**

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**November 26, 2019**

**Prepared by: El Dorado County Transit Authority  
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# EL DORADO TRANSIT

November 26, 2019

El Dorado County Air Quality Management District  
Mike D'Amico  
330 Fair Lane, Bldg. T-1  
Placerville, CA 95667

Re: AB 2766 Grant Submission of Proposal

Please find enclosed the AB 2766 Grant Submission of Proposal for the 2020 and 2021 El Dorado County Fair Shuttle Service. Included are two copies of the documents as requested.

Please feel free to contact me at 530-642-5383 x 201 or [bjames@eldoradotransit.com](mailto:bjames@eldoradotransit.com) if you have any questions or need additional information

Sincerely,

Brian James  
Planning and Marketing Manager

Enclosures: AB 2766 Grant Submission of Proposal

# AB 2766 Motor Vehicle Emission Reduction Grant Application 2020 & 2021

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El Dorado County Transit Authority

## 2019 Board of Directors

Chair: Mark Acuna, Placerville City Council

Vice Chair: John Hidahl, El Dorado County Board of Supervisors, District 1

Kara Taylor, Placerville City Council

Shiva Frentzen, El Dorado County Board of Supervisors, District 2

Brian Veerkamp, El Dorado County Board of Supervisors, District 3

Executive Director: Matthew Mauk, El Dorado County Transit Authority

**Mission Statement:** *To provide safe, reliable, courteous, attractive, effective and comfortable public transit, coordinate transit services, reduce vehicle miles traveled on the Western Slope of El Dorado County and actively support reducing emissions to improve air quality.*

## PROJECT SUMMARY

**Applicant:** El Dorado County Transit Authority  
**Contact Person:** Brian James, Planning and Marketing Manager  
**Address:** 6565 Commerce Way, Diamond Springs, CA 95619  
**Telephone:** (530) 642-5383 x 201      **Fax:** (530) 622-2877  
**Email:** bjames@eldoradotransit.com

**Project Description:**

The El Dorado County Transit Authority (El Dorado Transit) proposes to provide parking and shuttle services for the El Dorado County Fair in June 2020 and June 2021. With funding, parking and shuttle services will be provided beginning thirty (30) minutes before opening and ending thirty (30) minutes after closing on all four days of the County Fair’s operations. The shuttle will be free to the public and will provide round-trip service from two (2) parking locations; the Library/Government Center on Ray Lawyer Drive, and the Ray Lawyer Drive Park & Ride on Forni Road. Shuttle buses will board and disembark Fair passengers at the Green Gate of the County Fairgrounds located on Placerville Drive. Two (2) to five (5) transit vehicles will be in simultaneous service during the Fair’s hours of operation, according to demand. El Dorado Transit will provide all drivers, support vehicles, relief vehicles, and support personnel necessary for shuttle operations.

<b>Estimated Emission Reductions/Costs-Effectiveness</b>	
Useful Life of Project (years)	<b>2</b>
Total Lifetime Emissions Reduced (lbs. of ROG, NOx, PM-10)	<b>48 lbs.</b>
Cost-Effectiveness (total project costs)	<b>\$839.91/lb.</b>
Cost-Effectiveness (AQMD Funded project costs)	<b>\$671.93/lb.</b>

**2020**

Budget Summary	AB2766 Funds	\$ Matching Funds	In-Kind Match	Total Project Costs
Materials	\$0	\$0	\$2,300	\$2,300
Personnel	\$32,000	\$5,500	\$0	\$37,500
Other	\$0	\$0	\$200	\$200
<b>TOTAL</b>	<b>\$32,000</b>	<b>\$5,500</b>	<b>\$2,500</b>	<b>\$40,000</b>

**2021**

<b>Budget Summary</b>	<b>AB2766 Funds</b>	<b>\$ Matching Funds</b>	<b>In-Kind Match</b>	<b>Total Project Costs</b>
Materials	\$0	\$0	\$2,300	\$2,300
Personnel	\$32,000	\$5,500	\$0	\$37,500
Other	\$0	\$0	\$200	\$200
<b>TOTAL</b>	<b>\$32,000</b>	<b>\$5,500</b>	<b>\$2,500</b>	<b>\$40,000</b>

## CONTENTS CHECKLIST

Applicant: El Dorado County Transit Authority

Project: El Dorado County Fair Shuttle 2020-2021

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- Appendix A Examples of Project Timecard, Trip Sheet and Operations Report
- Appendix B Letters of Support
- Appendix C Samples of Advertising and Outreach

## BOARD RESOLUTION

The preliminary El Dorado County Transit Authority (El Dorado Transit) Resolution No. 19-29 is below. The signed Board Resolution will be provided after the December 5, 2019 El Dorado Transit Board meeting.

### EL DORADO COUNTY TRANSIT AUTHORITY RESOLUTION NO. 19-29

#### RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY TRANSIT AUTHORITY TO SUBMIT A PROPOSAL FOR ASSEMBLY BILL 2766 (AB 2766) MOTOR VEHICLE EMISSION REDUCTION PROJECTS

**WHEREAS**, the California Clean Air Act requires local air pollution control districts to reduce emissions from motor vehicles; and

**WHEREAS**, AB 2766, codified in California Health and Safety Code section 44223, authorizes districts to impose a fee of up to four dollars upon certain registered motor vehicles within the district, and the Governing Board of the El Dorado County Air Quality Management District (EDC AQMD) has imposed said fee; and

**WHEREAS**, said legislation requires the EDC AQMD to use said funds for activities related to reducing air pollution from motor vehicles and for related planning, monitoring, enforcement, and technical studies necessary for the implementation of the California Clean Air Act of 1988; and

**WHEREAS**, El Dorado County Transit Authority (El Dorado Transit) is an eligible applicant for AB 2766 projects; and

**WHEREAS**, the EDC AQMD has published a request for proposals for AB 2766 funding; and

**WHEREAS**, El Dorado Transit will prepare grant applications for projects;

**BE IT HEREBY RESOLVED AND ORDERED**, that the Chairperson of the El Dorado County Transit Authority is hereby authorized and directed to submit proposals for Assembly Bill 2766, Motor Vehicle Emission Reduction Projects, and to execute all necessary actions to carry out the purpose of this resolution;

**BE IT FURTHER RESOLVED**, that Matthew Mauk, Executive Director be the contact person for the El Dorado County Transit Authority, 6565 Commerce Way, Diamond Springs, California 95619, (530) 642-5383 extension 210, and that Matthew Mauk, Executive Director shall be authorized to execute all documentation resulting from these Applications;

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of said Board, held on the 5<sup>th</sup> Day of December 2019, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Mark Acuna, Chair

ATTEST:

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Megan Wilcher, Secretary to the Board



## PROJECT DESCRIPTION

### Objectives

The El Dorado County Transit Authority (El Dorado Transit) proposes to provide parking and shuttle services for the El Dorado County Fair in June 2020 and June 2021. The El Dorado County Fair Shuttle will reduce congestion, lower emissions related to excessive idling and provide a safe comfortable alternative to parking in and around the Fairgrounds. By providing the option of convenient off-site parking and shuttle service, pedestrian traffic along Placerville Drive will also be reduced and public safety improved.

### Scope of Work

With funding, parking and shuttle services will be provided beginning thirty (30) minutes before opening and ending thirty (30) minutes after closing on all four days of the County Fair's operations. The shuttle will be free to the public and will provide round-trip service from two (2) parking locations; the Library/Government Center on Ray Lawyer Drive, and the Ray Lawyer Drive Park & Ride on Forni Road. Shuttle buses will board and disembark passengers at the Main "Green" Gate of the County Fairgrounds located on Placerville Drive. Two (2) to five (5) transit vehicles will be in simultaneous service during the Fair's hours of operation, according to demand. El Dorado Transit will provide all drivers, support vehicles, relief vehicles, and support personnel necessary for shuttle operations.

El Dorado Transit proposes to provide the following with grant funding:

- A base of approximately 150 hours of passenger service, and up to 225 hours of service depending on demand, with up to five (5) transit buses with capacity for twenty-seven (27) to forty-five (45) passengers each
- Support staff including transit drivers, operations supervisors, transit dispatchers, equipment mechanics and project managers will be available and/or on-site for the duration of the event
- Support vehicles and relief vehicles
- Outreach and regional marketing; including website notifications, announcements, press releases and advertisements in local newspapers
- Shuttle and parking signage; signage shall range in size from 8.5"x11" to 36"x48"
- Liaison with County and/or private facilities management for off-site parking
- Public liability insurance coverage
- Associated contract administration costs
- Flyers in shuttle buses including acknowledgement of Air Quality Management District (AQMD) funding to be placed in safe reasonable locations within the vehicles.
- Coordination with partner agencies and local law enforcement

The El Dorado County Fair Association is committed to providing a twenty-percent (20%) match with a combination of dollars and in-kind resources, as follows:

- Outreach and regional marketing; including website production and maintenance, announcements and advertisements in local newspapers
- Support staff for coordination and support of shuttle operations
- Matching funds totaling at least twenty percent (20%) of the project budget

## **PROJECT ORGANIZATION/BACKGROUND**

### **Project Organization**

El Dorado Transit will administer the El Dorado County Air Quality Management District (AQMD) contract for the 2020 and 2021 County Fair Shuttles. With funding, El Dorado Transit will manage off-site parking agreements and provide public liability insurance, vehicle maintenance and support, shuttle vehicles, drivers and appropriate support staff to ensure public safety. El Dorado Transit will provide AQMD with quarterly performance reports, as required, to ensure the project is on schedule and within parameters.

### **Background**

El Dorado Transit has provided public transportation services for the Western Slope of El Dorado County since 1975. Established as a Joint Powers Agency with the County of El Dorado and the City of Placerville, El Dorado Transit provides public transportation for the community in the form of local fixed routes; curb-to-curb Dial-A-Ride; Sac-Med non-emergency medical transportation; ADA Complementary Paratransit; commuter routes between El Dorado County and downtown Sacramento; and contracted transportation for social service agencies. El Dorado Transit provided a combined 376,284 passenger trips during Fiscal Year (FY) 2018/19.

More than eighty (80) employees provide transportation services fifteen (15) hours a day Monday through Friday, and nine (9) hours per day on weekends. All components necessary to provide public transportation are housed within the Transit Operations and Maintenance Facility at 6565 Commerce Way, Diamond Springs, California 95619. El Dorado Transit maintains and schedules a fleet of sixty (60) vehicles, including wheelchair accessible mini-vans; lift-equipped buses with capacity ranging from twenty (20) up to fifty-seven (57) passengers, two (2) mobile mechanics' trucks and eight (8) staff vehicles. In-house services include operations; dispatching and scheduling; trip planning; vehicle maintenance; transit planning; marketing and full administrative support.

El Dorado Transit management, drivers and staff have a distinguished level of commitment and competence in providing efficient public transportation to the residents of the Western Slope of El Dorado County. Management and supervisory employees have completed the accredited Paratransit and Transit Management Program.

El Dorado Transit is an experienced shuttle operator. The agency has provided annual shuttle service for the El Dorado County Fair since 1990. The County Fair Shuttle project provides an average of approximately 12,000 passenger trips per year, averaging about 3,000 boardings per day.

Letters of Support (Appendix B) are provided herein.

## EMISSIONS BENEFITS/COST EFFECTIVENESS

### VANPOOLS AND SHUTTLES

Subcategory: (4c) Transit Operations (new service, shuttles, fuel subsidies)

Air District Name: El Dorado County APCD

Local Government Name: Not Applicable

Project Name: El Dorado County Fair Shuttle 2020-2021

Description: Parking Shuttle Service to the El Dorado County Fair

Implementing Agency: El Dorado Transit

Private Agency: No

#### FUNDING:

MV Fees Funding:(PY) \$ 64,000

Moyer Funding: \$ -

Other Co Funding:(PY) \$ 16,000

MSRC Funding: \$ -

CMAQ Funding: \$ -

#### ANALYSIS:

Capital Recovery Factor	<u>0.52</u>	Annual Auto Trips Reduced:	<u>8,607</u>
Project Analysis Period	<u>2 yrs</u>	Annual Auto VMT Reduced:	<u>31,559</u>
Annual Operating Days (D):	<u>4</u> days		
Daily Ridership [R]:	<u>2,367</u> trips (riders)/day		
Annual Van VMT:	<u>2,182</u> annual miles traveled		
Adjustment (auto trips):	<u>0.95</u>	<i>This factor equals the portion of riders who are NOT vanpool dependent.</i>	
Replaced Auto Trip Length (L):	<u>4</u> miles in one direction of trip		
Adjustment (AA):	<u>0.25</u>	<i>This factor equals the portion of riders who drive to the vanpool service.</i>	
Auto Access Trip Length (LL):	<u>5</u> miles in one direction of trip		

#### 2018 EMISSION FACTORS:

	Auto Trip End Factors	Auto VMT Factors	Van VMT Factors
ROG:	0.584 grams	0.191 grams	0.03 grams
N0x:	0.298 per	0.217 per	0.59 per
PM10(2.5):	0.003 trip	0.094 mile	0.04 mile

EMISSIONS REDUCTIONS	Pounds per Year	Tons per Year
ROG:	24	0.01
N0x:	17	0.01
PM10(2.5):	<u>6</u>	<u>0.00</u>
Total	<u>47</u>	<u>0.02</u>

#### COST EFFECTIVENESS:

MV Fees and/or Moyer Funds:	<u>\$ 671.93</u> per pound	<u>\$ 1,343,867.00</u> per ton
CMAQ Funds:	<u>\$ -</u> per pound	<u>\$ -</u> per ton
All Funding Sources:	<u>\$ 671.93</u> per pound	<u>\$ 1,343,867.00</u> per ton

## WORK STATEMENT

The following table outlines basic work elements required for the provision of the El Dorado County Fair Shuttle 2020 and 2021:

Phase/Task	Timeline	Description	Deliverables
Planning and Preparation	March 2020 – May 2020	Notice to Proceed/contract execution	Executed contract
	March 2021 – May 2021	Preparation of informational/promotional/advertising materials for print and website publication	Copy/artwork for print publication and copy/artwork for website production including acknowledgement of AQMD funding
		Press release and email preparation and distribution	Copy of press releases and emails including acknowledgement of AQMD funding
		Design and production of signage for shuttle operations	Operational signs and placards including acknowledgement of AQMD funding
		Route planning, scheduling and staff training	Meeting agendas/notes, schedules, staff training materials and sign-in sheets
		Procurement of materials and supplies	Account listing(s)
		Acquisition of insurance certificates	Certificates of Insurance
		Collaboration with transportation partners and local law enforcement	Meeting agendas/notes
		Vehicle/parking site/shuttle stop preparation	Copies of project checklists/*project timecards, work orders
		Reporting	Quarterly reports and invoices as required
Shuttle Operations	June 2020	Parking shuttle service	*Trip sheets, *project timecards
	June 2021	Vehicle maintenance	Work orders
		Site breakdown	n/a
		Reporting	Quarterly reports and invoices as required
Project Closeout	July 2020 – September 2020	After action meeting(s) with staff and partner agencies	Meeting agendas/notes
	July 2021 – September 2021	Preparation of final report	Final project report, final invoice

\*Examples of the Project Timecard and Trip Sheet are included in Appendix A

## FUNDING REQUEST/COST BREAKDOWN

The El Dorado County Transit Authority (El Dorado Transit) proposes to operate a parking shuttle service for the 2020 and 2021 El Dorado County Fair. The following table illustrates the projected project costs, by work element, and the proportion of costs to be paid with AB 2766 DMV surcharge fees and matching funds:

2020

Budget Summary	AB2766 Funds	\$ Matching Funds	In-Kind Match	Total Project Costs
Materials	\$0	\$0	\$2,300	\$2,300
Personnel	\$32,000	\$5,500	\$0	\$37,500
Other	\$0	\$0	\$200	\$200
<b>TOTAL</b>	<b>\$32,000</b>	<b>\$5,500</b>	<b>\$2,500</b>	<b>\$40,000</b>

2021

Budget Summary	AB2766 Funds	\$ Matching Funds	In-Kind Match	Total Project Costs
Materials	\$0	\$0	\$2,300	\$2,300
Personnel	\$32,000	\$5,500	\$0	\$37,500
Other	\$0	\$0	\$200	\$200
<b>TOTAL</b>	<b>\$32,000</b>	<b>\$5,500</b>	<b>\$2,500</b>	<b>\$40,000</b>

El Dorado Transit is requesting total allocation of \$64,000 in AB2766 funds for eligible expenditures directly related to the provision of this two (2) year project. This funding will provide for shuttle operations.

Labor rates used for grant invoicing will be El Dorado Transit Board approved rates at the time of service.

Project costs are estimated at the time of the grant application. El Dorado Transit reserves the right to make needed adjustments within major budget units as long as the overall grant funding is not exceeded.

# El Dorado County Transit Authority

Fair Shuttle Estimate, June 2020

Line Item	Title / Classification	Approximate No. of Hours	Base Salary Rate per Hour	Benefit Per Hr	Total Rate per Hour	Total Costs
<b>Shuttle Prep and Closing</b>						
	Planning & Marketing Manager	*	\$32.05	\$29.41	\$61.46	*
	Operations Supervisor	*	\$25.05	\$30.25	\$55.30	*
	Operations Supervisor	*	\$33.58	\$33.60	\$67.18	*
	Operations Supervisor	*	\$30.46	\$32.38	\$62.84	*
	Office Assistant II	*	\$16.46	\$25.03	\$41.49	*
	Fiscal Administration Manager	*	\$48.56	\$34.02	\$82.58	*
1	<b>Subtotal</b>					<b>\$6,866.00</b>
<b>Training</b>						
	Transit Driver Step 1	*	\$17.80	\$27.40	\$45.20	*
	Transit Driver Step 2	*	\$18.70	\$27.76	\$46.46	*
	Transit Driver Step 3	*	\$19.63	\$28.12	\$47.75	*
	Transit Driver Step 4	*	\$20.61	\$28.51	\$49.12	*
	Transit Driver Step 5	*	\$21.64	\$28.91	\$50.55	*
	Transit Driver Step 6	*	\$22.73	\$29.34	\$52.07	*
	Transit Driver Step 7	*	\$23.86	\$29.78	\$53.64	*
	Transit Driver Longevity @ 2.5%	*	\$24.46	\$30.02	\$54.48	*
	Transit Driver Longevity @ 5%	*	\$25.05	\$29.95	\$55.00	*
	Transit Driver Longevity @ 7.5%	*	\$25.65	\$30.19	\$55.84	*
2	<b>Subtotal</b>					<b>\$1,052.00</b>
<b>Shuttle Operation</b>						
	Transit Driver Step 1	*	\$17.80	\$27.40	\$45.20	*
	Transit Driver Step 2	*	\$18.70	\$27.76	\$46.46	*
	Transit Driver Step 3	*	\$19.63	\$28.12	\$47.75	*
	Transit Driver Step 4	*	\$20.61	\$28.51	\$49.12	*
	Transit Driver Step 5	*	\$21.64	\$28.91	\$50.55	*
	Transit Driver Step 6	*	\$22.73	\$29.34	\$52.07	*
	Transit Driver Step 7	*	\$23.86	\$29.78	\$53.64	*
	Transit Driver Longevity @ 2.5%	*	\$24.46	\$30.02	\$54.48	*
	Transit Driver Longevity @ 5%	*	\$25.05	\$29.95	\$55.00	*
	Transit Driver Longevity @ 7.5%	*	\$25.65	\$30.19	\$55.84	*
	Equipment Mechanic	*	\$3.60		\$3.60	*
	Equipment Mechanic	*	\$3.60		\$3.60	*
	Equipment Mechanic	*	\$3.60		\$3.60	*
3	<b>Subtotal</b>					<b>\$11,128.00</b>
4	<b>Total Personnel</b>					<b>\$19,046.00</b>
<b>Transit Equipment</b>						
	Commuter Bus	*			\$77.70	*
	Cut-a-Way Bus	*			\$40.78	*
	ADA Accessible Mini-van	*			\$25.76	*
	Staff Support Car	*			\$26.57	*
5	<b>Total Transit Equipment</b>					<b>\$17,318.00</b>
6	<b>Contingency 10%</b>					<b>\$3,636.00</b>
<b>PROJECT SUB TOTAL (less Contingency):</b>						<b>\$36,364.00</b>
<b>PROJECT GRAND TOTAL:</b>						<b>\$40,000.00</b>
Matching Funds						\$5,500.00
In-Kind Match						\$2,500.00
Total Matching Funds						20.00% \$8,000.00
Funding Request Amount						80.00% <b>\$32,000.00</b>

# El Dorado County Transit Authority

Fair Shuttle Estimate, June 2021

Line Item	Title / Classification	Approximate No. of Hours	Base Salary Rate per Hour	Benefit Per Hr	Total Rate per Hour	Total Costs
	<b>Shuttle Prep and Closing</b>					
	Planning & Marketing Manager	*	\$33.66	\$29.41	\$63.07	*
	Operations Supervisor	*	\$26.31	\$30.25	\$56.56	*
	Operations Supervisor	*	\$33.58	\$33.60	\$67.18	*
	Operations Supervisor	*	\$31.99	\$32.38	\$64.37	*
	Office Assistant II	*	\$17.28	\$25.03	\$42.31	*
	Fiscal Administration Manager	*	\$50.97	\$34.02	\$84.99	*
1	<b>Subtotal</b>					<b>\$6,866.00</b>
	<b>Training</b>					
	Transit Driver Step 1	*	\$18.34	\$27.40	\$45.74	*
	Transit Driver Step 2	*	\$19.26	\$27.76	\$47.02	*
	Transit Driver Step 3	*	\$20.22	\$28.12	\$48.34	*
	Transit Driver Step 4	*	\$21.23	\$28.51	\$49.74	*
	Transit Driver Step 5	*	\$22.29	\$28.91	\$51.20	*
	Transit Driver Step 6	*	\$23.41	\$29.34	\$52.75	*
	Transit Driver Step 7	*	\$24.58	\$29.78	\$54.36	*
	Transit Driver Longevity @ 2.5%	*	\$25.19	\$30.02	\$55.21	*
	Transit Driver Longevity @ 5%	*	\$25.81	\$29.95	\$55.76	*
	Transit Driver Longevity @ 7.5%	*	\$26.42	\$30.19	\$56.61	*
2	<b>Subtotal</b>					<b>\$1,052.00</b>
	<b>Shuttle Operation</b>					
	Transit Driver Step 1	*	\$18.34	\$27.40	\$45.74	*
	Transit Driver Step 2	*	\$19.26	\$27.76	\$47.02	*
	Transit Driver Step 3	*	\$20.22	\$28.12	\$48.34	*
	Transit Driver Step 4	*	\$21.23	\$28.51	\$49.74	*
	Transit Driver Step 5	*	\$22.29	\$28.91	\$51.20	*
	Transit Driver Step 6	*	\$23.41	\$29.34	\$52.75	*
	Transit Driver Step 7	*	\$24.58	\$29.78	\$54.36	*
	Transit Driver Longevity @ 2.5%	*	\$25.19	\$30.02	\$55.21	*
	Transit Driver Longevity @ 5%	*	\$25.81	\$29.95	\$55.76	*
	Transit Driver Longevity @ 7.5%	*	\$26.42	\$30.19	\$56.61	*
	Equipment Mechanic	*	\$3.60		\$3.60	*
	Equipment Mechanic	*	\$3.60		\$3.60	*
	Equipment Mechanic	*	\$3.60		\$3.60	*
3	<b>Subtotal</b>					<b>\$11,128.00</b>
4	<b>Total Personnel</b>					<b>\$19,046.00</b>
	<b>Transit Equipment</b>					
	Commuter Bus	*			\$80.03	*
	Cut-a-Way Bus	*			\$42.00	*
	ADA Accessible Mini-van	*			\$26.53	*
	Staff Support Car	*			\$27.37	*
5	<b>Total Transit Equipment</b>					<b>\$17,318.00</b>
6	<b>Contingency 10%</b>					<b>\$3,636.00</b>
<b>PROJECT SUB TOTAL (less Contingency):</b>						<b>\$36,364.00</b>
<b>PROJECT GRAND TOTAL:</b>						<b>\$40,000.00</b>
Matching Funds						\$5,500.00
In-Kind Match						\$2,500.00
Total Matching Funds						20.00% \$8,000.00
Funding Request Amount						80.00% <b>\$32,000.00</b>



## MATCHING FUNDS

2020

Source	Matching Funds	In-Kind Match	Purpose	Total Match
El Dorado County Fair Association	\$0	\$2,300	Materials	\$2,300
El Dorado County Fair Association	\$5,500	\$0	Personnel	\$5,500
El Dorado County Fair Association	\$0	\$200	Other	\$200
<b>Total</b>	<b>\$5,500</b>	<b>\$2,500</b>		<b>\$8,000</b>

2021

Source	Matching Funds	In-Kind Match	Purpose	Total Match
El Dorado County Fair Association	\$0	\$2,300	Materials	\$2,300
El Dorado County Fair Association	\$5,500	\$0	Personnel	\$5,500
El Dorado County Fair Association	\$0	\$200	Other	\$200
<b>Total</b>	<b>\$5,500</b>	<b>\$2,500</b>		<b>\$8,000</b>

The El Dorado County Fair Association will make a monetary contribution to the cost of the shuttle in the amount of at least \$5,500 in 2020 and \$5,500 in 2021.

The El Dorado County Fair Association will develop, produce and distribute print advertising, promotional materials, email promotions, and maintain websites for marketing and outreach valued at a minimum of \$2,300. In addition, El Dorado Transit will develop and produce shuttle signage to promote the Fair Shuttle.

## **SCHEDULE OF DELIVERIES / SELF-MONITORING PROGRAM**

El Dorado Transit proposes to provide parking shuttle service for the El Dorado County Fair in June 2020 and 2021. The El Dorado County Fair Shuttle will reduce congestion; lower emissions related to excessive idling and provide a safe comfortable alternative to parking in and around the Fairgrounds. The shuttle will provide a regional mitigation to traffic congestion and pedestrian traffic on Placerville Drive.

AB 2766 grants are performance based. For the El Dorado County Fair Shuttle, ridership will be the primary performance measure as it relates to the cost effectiveness of the project as a whole. Being a cooperative, customer service project; planning, preparation, collaboration and marketing are all vital to the success of the project. These activities must take place well in advance, during and after June 2020 and June 2021 when the shuttles are running. Ridership will be tracked by the transit operators while shuttles are in service utilizing standard trip sheets. Trip sheets include names, service times, vehicle numbers, miles traveled and passenger boardings. A sample Trip Sheet is provided in Appendix A. All shuttle trip sheets will be collected at shift end, compiled and verified by the on-duty dispatcher or supervisor. Upon completion of shuttle operations, ridership and mileage data will be consolidated into a single Operations Report and provided to AQMD, as required. An example Operations Report is provided in Appendix A.

Accurately judging the cost effectiveness of the El Dorado County Fair Shuttle requires close monitoring of expenditures, tracking of project related activities and timely, detailed cost accounting. As a public transportation provider under a joint powers agreement with the County of El Dorado and City of Placerville, El Dorado Transit has extensive experience in reporting such performance measures and accounting to Federal, State and local government agencies as well as internally to its publicly elected Board of Directors. El Dorado Transit has sufficient staff to operate, market, manage, track and report on the performance of the El Dorado County Fair Shuttle. The Planning and Marketing Manager (PMM) will act as Project Manager and Agency Liaison for the shuttle. The PMM will be responsible for working with internal staff in the Operations, Maintenance and Accounting departments and with partner organizations and contractors to track project activities and expenditures. Documentation of all project related activities and expenditures will be maintained on file and made available for review to the AQMD, El Dorado County Auditor, California Air Resources Board, Bureau of State Audits, or their designated representatives for a minimum of three (3) years after final payment, unless otherwise required. Documentation may include but is not limited to the following: copies of project timecards, account listings, bank records, work orders, employee timecards, trip sheets, invoices, promotional materials and advertising, certificates of insurance, meeting agendas, sign-in sheets, and notes. El Dorado Transit will grant designated representatives access to such records during regular business hours at its offices, 6565 Commerce Way, Diamond Springs, CA 95619.

El Dorado Transit will provide AQMD with quarterly performance reports, as required, until project billing is completed. This will ensure the project is on schedule and within parameters. Reports may include but are not limited to; transaction details, account listings, project timecards, invoices and operations reports.

## APPENDIX A

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Examples of:

Project Timecard  
Trip Sheet  
Statistical Operations Report



**FAIR SHUTTLE TRIP SHEET**



**OPERATOR NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DAY OF WEEK:** \_\_\_\_\_

**CHECK-IN TIME:** \_\_\_\_\_

**LUNCH START TIME:** \_\_\_\_\_

**CHECK-OUT TIME:** \_\_\_\_\_

**LUNCH END TIME:** \_\_\_\_\_

**IF REFUELING-VEHICLE # AND TOTAL GALLONS FUEL USED:** \_\_\_\_\_

**PRE-TRIP BUS #:** \_\_\_\_\_

**EMPTY TRASH** \_\_\_\_\_

**PRE-TRIP BACKUP BUS #:** \_\_\_\_\_

**CLEAN & SWEEP VEHICLE** \_\_\_\_\_

**VEHICLE #:** \_\_\_\_\_

**ROUTE:**  LIBRARY  WALMART

**MILEAGE:**  
**STARTING:** \_\_\_\_\_  
**ENDING:** \_\_\_\_\_

**HOURS:**  
**IN SERVICE:** \_\_\_\_\_  
**OUT OF SERVICE:** \_\_\_\_\_  
**TOTAL HOURS:** \_\_\_\_\_

**PASSENGER COUNT:** \_\_\_\_\_

**VEHICLE #:** \_\_\_\_\_

**ROUTE:**  LIBRARY  WALMART

**MILEAGE:**  
**STARTING:** \_\_\_\_\_  
**ENDING:** \_\_\_\_\_

**HOURS:**  
**IN SERVICE:** \_\_\_\_\_  
**OUT OF SERVICE:** \_\_\_\_\_  
**TOTAL HOURS:** \_\_\_\_\_

**PASSENGER COUNT:** \_\_\_\_\_

**VEHICLE #:** \_\_\_\_\_

**ROUTE:**  LIBRARY  WALMART

**MILEAGE:**  
**STARTING:** \_\_\_\_\_  
**ENDING:** \_\_\_\_\_

**HOURS:**  
**IN SERVICE:** \_\_\_\_\_  
**OUT OF SERVICE:** \_\_\_\_\_  
**TOTAL HOURS:** \_\_\_\_\_

**PASSENGER COUNT:** \_\_\_\_\_

**STATISTICAL OPERATIONS REPORT**

Project Name: El Dorado County Fair Shuttle 2020  
 EDCAQMD Contract Number: 000-DMV-20/21-BOS  
 Reporting Period Ending: June 30, 2020

<b>DAYS/DATES</b>	<b>No. of Vehicles</b>	<b>Passenger Boardings</b>	<b>Vehicle Service Hours</b>	<b>Vehicle Service Miles</b>
Thursday, June 18, 2020				
Friday, June 19, 2020				
Saturday, June 20, 2020				
Sunday, June 21, 2020				
<b>TOTAL</b>				

Average Daily Trips 3,000  
 MAX Day 4,000  
 MIN Day 2,000  
 Trips per Hour 60  
 Avg. Service Hours per Day 50

**Personnel Hours**

<u>Title/Classification</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Reg. FT Driver	000	00.00	000
Reg. PT Driver	-	-	-
Dispatcher	-	-	-
Transit Services Assistant	-	-	-
Trans. Supervisor	-	-	-
Title/classification	-	-	-
Title/classification	-	-	-
Title/classification	-	-	-
Title/classification	-	-	-
Title/classification	-	-	-

Verified By: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX B

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### Letters of Support:

El Dorado County Fair Association  
El Dorado County Chamber of Commerce  
El Dorado County Transportation Commission



**El Dorado County Fair & Event Center** a 501 c 3 nonprofit organization  
100 Placerville Drive, Placerville CA 95667

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November 19, 2019

Dave Johnston, Air Pollution Control Officer  
El Dorado County Air Quality Management District  
330 Fair Lane  
Placerville, CA 95667

Mr. Johnston,

The El Dorado County Fair supports the El Dorado County Transit Authority (El Dorado Transit) request for AB 2766 grant program funds to operate a shuttle for the El Dorado County Fair in June 2020 and June 2021. El Dorado Transit has operated annual shuttle service for the Fair since 1990.

The Fair shuttle offers passengers the convenience of off-site parking. By providing alternative transportation, the shuttle reduces traffic congestion on Forni Road and Placerville Drive and congestion relief to State Highway 50 west of Placerville, thereby reducing traffic congestion and lowering emissions related to excessive idling.

We strongly recommend that the El Dorado County Air Quality Management District approve the El Dorado Transit grant for the implementation of this project. The shuttle meets the objectives of the grant program and will greatly enhance travel to the County Fair.

Sincerely,

Jody Gray  
CEO, El Dorado County Fair

[www.eldoradocountyfair.org](http://www.eldoradocountyfair.org) Office 530.621.5860 Fax 530.295.2566 [fair@eldoradocountyfair.org](mailto:fair@eldoradocountyfair.org)

*El Dorado County Fair & Event Center is dedicated to maintaining a vital year-round facility  
benefiting the people of El Dorado County.*





*Still Finding Gold In El Dorado County*

November 19, 2019

Dave Johnston, Air Pollution Control Officer  
El Dorado County Air Quality Management District  
330 Fair Lane  
Placerville, CA 95667

Mr. Johnston,

The El Dorado County Chamber of Commerce supports the El Dorado County Transit Authority (El Dorado Transit) request for AB 2766 grant program funds to operate a shuttle for the El Dorado County Fair in June 2020 and June 2021. El Dorado Transit has operated annual shuttle service for the Fair since 1990.

The Fair shuttle offers passengers the convenience of off-site parking. By providing alternative transportation, the shuttle reduces traffic congestion on Forni Road and Placerville Drive and congestion relief to State Highway 50 west of Placerville, thereby reducing traffic congestion and lowering emissions related to excessive idling.

We strongly recommend that the El Dorado County Air Quality Management District approve the El Dorado Transit grant for the implementation of this project. The shuttle meets the objectives of the grant program and will greatly enhance travel to the County Fair.

Sincerely,

A handwritten signature in cursive script that reads "Laurel Brent-Bumb".

Laurel Brent-Bumb  
Chief Executive Officer

***EL DORADO COUNTY CHAMBER OF COMMERCE***

542 Main Street, Placerville, California 95667  
(530) 621-5885 (800) 457-6279 Fax (530) 642-1624



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

November 22, 2019

Dave Johnston, Air Pollution Control Officer  
El Dorado County Air Quality Management District  
330 Fair Lane  
Placerville, CA 95667

**RE: El Dorado County Transit Authority AB 2766 Grant Application**

Mr. Johnston,

The El Dorado County Transportation Commission supports the El Dorado County Transit Authority's (El Dorado Transit) request for AB 2766 grant program funds to operate a shuttle for the El Dorado County Fair in June 2020 and June 2021. El Dorado Transit has operated annual shuttle service for the Fair since 1990.

The Fair shuttle offers passengers the convenience of off-site parking. By providing alternative transportation, the shuttle reduces traffic congestion on Placerville Drive and provides congestion relief to U.S. Highway 50 west of Placerville, which lowers emissions related to excessive idling.

We strongly recommend that the El Dorado County Air Quality Management District approve El Dorado Transit's grant to provide funding for the implementation of this project. The shuttle meets the objectives of the grant program and will greatly enhance travel to the County Fair.

Sincerely,

Woodrow Deloria  
Executive Director

## APPENDIX C

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Samples of Advertising and Outreach:

Fair Shuttle Advertisements

El Dorado Transit Press Release

# FREE El Dorado County Fair Shuttle

**JUNE  
18th - 21st  
2020**



**FREE PARKING  
RAY LAWYER DR.  
PARK & RIDE**  
Parking available all day  
each day of the fair.

**MAIN "GREEN" GATE  
Placerville Dr.**  
Pick Up and Drop Off  
for ALL Buses

**FREE PARKING  
LIBRARY/GOVERNMENT CENTER**  
Ray Lawyer Dr. and Fair Lane.  
Parking available at the Library all day each day and  
at the Government Center after 5:00 pm on  
Thursday and Friday and all day Saturday and Sunday

**Thursday - 11:30am to 12:30am  
Friday - 11:30am to 12:30am  
Saturday - 9:30am to 12:30am  
Sunday - 11:30am to 10:30pm**

**GO TO [www.eldoradotransit.com](http://www.eldoradotransit.com)  
OR CALL EL DORADO TRANSIT  
AT (530) 642-5383  
FOR DETAILS**



**Funding provided by the El Dorado County Air Quality Management District,  
the El Dorado County Fair Association and El Dorado Transit**

## PRESS RELEASE

### For Immediate Release

Date: Monday, June 1, 2020

From: El Dorado County Transit Authority  
Brian James, Planning and Marketing Manager  
(530) 642-5383, Extension 201

### El Dorado Transit to Offer Free Shuttles for the 2020 El Dorado County Fair

Placerville, CA, June 1, 2020 – El Dorado Transit will provide free shuttle service for the 2020 El Dorado County Fair, Thursday, June 18, 2020 through Sunday, June 21, 2020. Shuttle buses will operate from 11:30am to 12:30am on Thursday and Friday; 9:30am to 12:30am on Saturday and from 11:30am to 10:30pm on Sunday. Shuttles will be available from the following parking locations:

- The El Dorado County Library and Government Center Parking Lots on Ray Lawyer Drive in Placerville
  - The bus will pick-up and drop-off at the designated bus stop on Ray Lawyer Drive near the Placerville Library
- Ray Lawyer Drive Park & Ride at Forni Road and Ray Lawyer Drive in Placerville
  - The bus will pick-up and drop-off at the bus stop on Forni Road at the Park & Ride

The Fair shuttle is funded by a grant from the El Dorado County Air Quality Management District with support from the El Dorado County Fair Association. El Dorado Transit would also like to acknowledge the El Dorado County Library and Government Center for their support in providing parking for shuttle riders.

For more information please visit the website at [www.eldoradotransit.com](http://www.eldoradotransit.com) or call El Dorado Transit at (530) 642-5383. # # #