



EL DORADO TRANSIT

AB2766 Motor Vehicle Emission Reduction Grant, 2018

June 29, 2018

**Prepared by: El Dorado County Transit Authority
6565 Commerce Way
Diamond Springs, CA 95619
(530) 642-5383
www.eldoradotransit.com**

AB 2766 Motor Vehicle Emission Reduction Grant, 2018

El Dorado County Transit Authority

2018 Board of Directors

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

Vice Chair: Mark Acuna, Placerville City Council

Patty Borelli, Placerville City Council

John Hidahl, El Dorado County Board of Supervisors, District 1

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

Executive Director: Mindy Jackson, 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 weekend parking and shuttle services along the Apple Hill® scenic drive in October 2018. With funding, buses will operate on a continuous loop from 10:00 a.m. to 5:00 p.m. each weekend day in October, linking the designated parking area in Camino to Apple Hill® ranches and wineries. The shuttles will board and alight passengers at safe, marked locations every fifteen (15) to twenty (20) minutes, depending upon traffic. The Apple Hill® Shuttle will significantly lower vehicle emissions related to regional traffic congestion and cold starts. The shuttle will provide seasonal visitors a safe, comfortable and efficient transportation alternative. Up to four (4) buses will be in simultaneous service during the hours of operation, according to demand.

Estimated Emission Reductions/Costs-Effectiveness	
Useful Life of Project (years)	1
Total Lifetime Emissions Reduced (lbs. of ROG, NOx, PM-10)	170 lbs.
Cost-Effectiveness (total project costs)	\$237.03/lb.
Cost-Effectiveness (AQMD Funded project costs)	\$189.62/lb.

2018

Budget Summary	AB2766 Funds	\$ Matching Funds	Total Project Costs
Materials	\$0	\$2,500	\$2,500
Personnel	\$62,094	\$13,024	\$75,118
TOTAL	\$62,094	\$15,524	\$77,618

CONTENTS CHECKLIST

Applicant: El Dorado County Transit Authority

Project: Apple Hill Shuttle 2018

<input checked="" type="checkbox"/>	Project Summary Sheet.....	Cover
<input checked="" type="checkbox"/>	Request for Proposed Contents Checklist	
<input checked="" type="checkbox"/>	Authorization Letter / Resolution.....	1
<input checked="" type="checkbox"/>	Project Description.....	3
<input checked="" type="checkbox"/>	Project Organization/Background.....	5
<input checked="" type="checkbox"/>	Emission Benefits/Cost Effectiveness.....	6
<input checked="" type="checkbox"/>	Work Statement.....	8
<input checked="" type="checkbox"/>	Acknowledgment.....	9
<input checked="" type="checkbox"/>	Funding Request/Cost Breakdown.....	10
<input checked="" type="checkbox"/>	Matching Funds.....	12
<input checked="" type="checkbox"/>	Monitoring Program.....	13
<input checked="" type="checkbox"/>	Two (2) Copies of Proposal	

Appendices

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



EL DORADO TRANSIT

EL DORADO COUNTY TRANSIT AUTHORITY RESOLUTION NO. 17-29

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 Chairman 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 Mindy Jackson, 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 Mindy Jackson, Executive Director shall be authorized to execute all documentation resulting from these Applications;

BE IT FURTHER RESOLVED, that El Dorado County Transit Authority will make all reasonable efforts to include matching funds in the proposed budget for Fiscal Years 2017/18 and 2018/19.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board, held on the 7th Day of December 2017, by the following vote of said Board:

AYES: **BV, JH, PB, SF, WT** NOES: ABSTAIN: ABSENT: **TW**



Patty Borelli, Chair

ATTEST:



Megan Wilcher, Secretary to the Board

PROJECT DESCRIPTION

Objectives

El Dorado Transit proposes to provide a weekend, parking shuttle along the Apple Hill® scenic drive in October 2018. Shuttle buses operated by El Dorado Transit or by charter will operate on a continuous loop from 10:00 a.m. to 5:00 p.m. on weekend days in October, linking the designated parking area in Camino to Apple Hill® ranches and wineries. The shuttles will board and alight passengers at safe, marked locations every fifteen (15) to twenty (20) minutes, depending upon traffic. The Apple Hill® Shuttle will significantly lower vehicle emissions related to regional traffic congestion and cold starts. The shuttle will provide seasonal visitors a safe, comfortable and efficient transportation alternative.

The El Dorado County Transit Authority (El Dorado Transit) is an experienced shuttle operator and provided the Apple Hill® Shuttle annually from 1988 through 2000 and 2003 through 2013, as well as annual shuttle service for the El Dorado County Fair. The 2013 Apple Hill® Shuttle provided 22,577 passenger trips. Ridership is directly influenced by the weather, therefore, El Dorado Transit reserves the right to cancel or reduce service on inclement days.

Scope of Work

With funding, El Dorado Transit will provide a free shuttle along the Apple Hill® scenic drive on weekends during October 2018. The shuttle will be operated by El Dorado Transit or by charter. The shuttle will be free to the public and will be a continuous loop between the designated parking area in Camino and several Apple Hill® ranches, farms and wineries. Parking will be provided through agreements with the Sacramento Metropolitan Utility District (SMUD) and Sierra Pacific Industries. Additional parking facilities may be explored if necessary. The shuttle will operate from 10:00 a.m. until 5:00 p.m. Saturdays and Sundays, weather permitting. The shuttle buses will board passengers at each safe location about every fifteen (15) to twenty (20) minutes depending upon traffic. It is anticipated that up to four (4) 2017 buses will be in simultaneous service during the hours of operation, according to demand. The length of one loop is estimated at 10.85 miles, and it is estimated that each shuttle will be able to complete ten (10) loops depending on traffic. El Dorado Transit will provide all resources necessary for shuttle operations.

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

- Up to four (4) buses with capacity for twenty-five (25) to fifty-six (56) passengers each
- Support staff including transit operators, transit 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 and press releases
- 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 buses including acknowledgement of Air Quality Management District (AQMD) funding; Placards may vary in size from 8.5"x11" up to 11"x17" to be placed in safe reasonable locations within the vehicles. Proposal pricing is based upon the above indicated signage sizing.
- Coordination with partner agencies and local law enforcement

El Dorado County 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
- Support staff for coordination and support of shuttle operations
- Matching funds

PROJECT ORGANIZATION/BACKGROUND

Project Organization

El Dorado Transit will administer the El Dorado County Air Quality Management District (AQMD) contract for the 2018 Apple Hill® Shuttle project. With funding, El Dorado Transit will manage directly or through a charter agreement off-site parking agreements and provide public liability insurance, vehicle maintenance and support, shuttle vehicles, drivers and appropriate support staff to ensure public safety.

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 to the community in the form of local fixed routes; curb-to-curb Dial-A-Ride; Sac-Med non-emergency medical transportation; complementary paratransit; commuter routes from Placerville to downtown Sacramento; route to the Sacramento Light Rail Station in Folsom; and contracted transportation for social service agencies. El Dorado Transit provided a combined 381,852 passenger trips during Fiscal Year (FY) 2016/17.

Eighty-four (84) employees provide transportation services fifteen (15) hours a day, Monday through Friday, and limited weekend hours. 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, operators 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 and provided the Apple Hill® Shuttle annually from 1988 through 2000 and 2003 through 2013, as well as annual shuttle service for the El Dorado County Fair. The 2013 Apple Hill® Shuttle provided 22,577 passenger trips. This represents an average of more than 2,800 trips per day.

EMISSIONS BENEFITS/COST EFFECTIVENESS

VANPOOLS AND SHUTTLES

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

Air District Name: El Dorado County AQMD

Local Government Name: Not Applicable

Project Name: Apple Hill Shuttle 2018

Description: Parking Shuttle Service in Apple Hill

Implementing Agency: El Dorado Transit

Private Agency: No

FUNDING:

MV Fees Funding:(PY)	<u>\$62,094</u>	MSRC Funding:	<u>\$-</u>
Moyer Funding:	<u>\$0</u>	CMAQ Funding:	<u>\$-</u>
Other Co Funding:(PY)	<u>\$15,524</u>		

ANALYSIS:

Capital Recovery Factor	<u>0.52</u>	Annual Auto Trips Reduced:	<u>4,773</u>
Project Analysis Period	<u>1 Year</u>	Annual Auto VMT Reduced:	<u>159,402</u>
Annual Operating Days (D):	<u>8</u>		
	<i>days</i>		
Daily Ridership [R]:	<u>2,875</u>		
	<i>trips (riders)/day</i>		
Annual Van VMT:	<u>4,427</u>		
	<i>annual miles traveled</i>		
Adjustment (auto trips):	<u>0.83</u>	<i>This factor equals the portion of riders who are NOT vanpool dependent.</i>	
Replaced Auto Trip Length (L):	<u>10.85</u>	<i>miles in one direction of trip</i>	
Adjustment (AA):	<u>0.5</u>	<i>This factor equals the portion of riders who drive to the vanpool service.</i>	
Auto Access Trip Length (LL):	<u>0</u>	<i>miles in one direction of trip</i>	

EMISSION FACTORS:

	Auto Trip End Factors		Auto VMT Factors		Van VMT Factors
ROG:	0.578	<i>grams</i>	0.188	<i>grams</i>	0.15
N0x:	0.295	<i>per</i>	0.213	<i>per</i>	3.55
PM10(2.5):	0.003	<i>trip</i>	0.087	<i>mile</i>	0.03

EMISSIONS REDUCTIONS	Pounds per Year	Tons per Year
ROG:	71	0.04
N0x:	43	0.02
PM10(2.5):	<u>30</u>	<u>0.02</u>
Total	144	0.07

COST EFFECTIVENESS:

MV Fees and/or Moyer Funds:	\$ <u>443.61</u> per pound	\$ <u>887,211.14</u>	per ton
CMAQ Funds:	\$ <u>-</u> per pound	\$ <u>-</u>	per ton
All Funding Sources:	\$ <u>554.51</u> per pound	\$ <u>1,109,013.96</u>	per ton

WORK STATEMENT

The following table outlines basic work elements required for the provision of the El Dorado County Fair Shuttle 2018:

Phase/Task	Timeline	Description	Deliverables
Planning and Preparation	July 2018 – September 2018	Notice to Proceed/Contract Execution	Executed Contract
		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	October 2018	Parking shuttle service	*Trip Sheets, *Project Timecards
		Vehicle Maintenance	Work Orders
		Site breakdown	n/a
		Reporting	Quarterly Reports and Invoices as required
Project Closeout	November 2018 – January 2019	After Action Meeting(s) with staff and partner agencies	Meeting Agendas/Notes
		Preparation of Final Report	Final Project Report, Final Invoice

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

ACKNOWLEDGMENT

Objectives

The El Dorado County Transit Authority (El Dorado Transit) proposes to provide parking and shuttle services for the 2018 Apple Hill® Shuttle. The shuttle will reduce congestion; lower emissions related to excessive idling and provide a safe comfortable alternative to traffic and parking. El Dorado Transit will provide all resources necessary for shuttle operations.

El Dorado Transit proposes to provide acknowledgment of project funding by AQMD with AB 2766 funds on all marketing and outreach materials including:

- Website notifications
- Announcements
- Press releases
- Flyers in shuttle buses to be placed in safe reasonable locations within the vehicles

FUNDING REQUEST/COST BREAKDOWN

The El Dorado County Transit Authority (El Dorado Transit) proposes to operate a shuttle service for the 2018 Apple Hill® Shuttle. 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:

2018	AB2766 Funds	Matching Funds	In-Kind Match	Total Project Costs
Materials	\$0	\$0	\$2,500	\$2,500
Personnel	\$62,094	\$13,024	\$0	\$75,118
TOTAL	\$62,094	\$13,024	\$2,500	\$77,618

El Dorado Transit is requesting total allocation of \$62,094 in AB2766 DMV Surcharge funds for eligible expenditures directly related to the provision of this one (1) year project. This funding will provide for a portion of 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

Apple Hill Shuttle Estimate. October 2018

Line Item	Title/Classification	Approximate No. of Hours	Base Salary Rate Per Hr	Benefit Per Hr	Total Rate Per Hr	Total Costs
	Shuttle Prep and Closing					
	Planning & Marketing Manager	*	\$25.96	\$18.78	\$44.74	*
	Transit Operations Supervisor	*	\$30.59	\$23.51	\$54.10	*
	Transit Operations Supervisor	*	\$27.23	\$22.19	\$49.42	*
	Transit Operations Supervisor	*	\$24.70	\$21.19	\$45.89	*
	Office Assistant II	*	\$16.22	\$16.04	\$32.26	*
	Finance Manager	*	\$36.56	\$21.75	\$58.31	*
1	Subtotal					\$7,933.35
	Training					
	Transit Operator Step 1	*	\$15.83	\$17.71	\$33.54	*
	Transit Operator Step 2	*	\$16.63	\$18.02	\$34.65	*
	Transit Operator Step 3	*	\$17.46	\$18.35	\$35.81	*
	Transit Operator Step 4	*	\$18.33	\$18.69	\$37.02	*
	Transit Operator Step 5	*	\$19.25	\$19.05	\$38.30	*
	Transit Operator Step 6	*	\$20.21	\$19.43	\$39.64	*
	Transit Operator Step 7	*	\$21.22	\$19.83	\$41.05	*
	Transit Operator Longevity @ 2.5%	*	\$21.75	\$20.03	\$41.78	*
	Transit Operator Longevity @ 5%	*	\$22.28	\$20.24	\$42.52	*
	Transit Operator Longevity @ 7.5%	*	\$22.81	\$20.45	\$43.26	*
2	Subtotal					\$1,572.55
	Shuttle Operation					
	Transit Operator Step 1	*	\$15.83	\$17.71	\$33.54	*
	Transit Operator Step 1 with Skill Pay	*	\$16.83	\$18.10	\$34.93	*
	Transit Operator Step 2	*	\$16.63	\$18.02	\$34.65	*
	Transit Operator Step 2 with Skill Pay	*	\$17.63	\$18.42	\$36.05	*
	Transit Operator Step 3	*	\$17.46	\$18.35	\$35.81	*
	Transit Operator Step 3 with Skill Pay	*	\$18.46	\$18.74	\$37.20	*
	Transit Operator Step 4	*	\$18.33	\$18.69	\$37.02	*
	Transit Operator Step 4 with Skill Pay	*	\$19.33	\$19.08	\$38.41	*
	Transit Operator Step 5	*	\$19.25	\$19.05	\$38.30	*
	Transit Operator Step 5 with Skill Pay	*	\$20.25	\$19.44	\$39.69	*
	Transit Operator Step 6	*	\$20.21	\$19.43	\$39.64	*
	Transit Operator Step 6 with Skill Pay	*	\$21.21	\$19.82	\$41.03	*
	Transit Operator Step 7	*	\$21.22	\$19.83	\$41.05	*
	Transit Operator Step 7 with Skill Pay	*	\$22.22	\$20.22	\$42.44	*
	Transit Operator Longevity @ 2.5%	*	\$21.75	\$20.03	\$41.78	*
	Transit Operator Longevity @ 2.5% with Skill Pay	*	\$22.75	\$20.43	\$43.18	*
	Transit Operator Longevity @ 5%	*	\$22.28	\$20.24	\$42.52	*
	Transit Operator Longevity @ 5% with Skill Pay	*	\$23.28	\$20.64	\$43.92	*
	Transit Operator Longevity @ 7.5%	*	\$22.81	\$20.45	\$43.26	*
	Transit Operator Longevity @ 7.5% with Skill Pay	*	\$23.81	\$20.84	\$44.65	*
	Planning & Marketing Manager	*	\$25.96	\$18.78	\$44.74	*
	Transit Operations Supervisor	*	\$30.59	\$23.51	\$54.10	*
	Transit Operations Supervisor	*	\$27.23	\$22.19	\$49.42	*
	Transit Operations Supervisor	*	\$24.70	\$21.19	\$45.89	*
	Equipment Technician	*	\$3.60		\$3.60	*
	Equipment Technician	*	\$3.60		\$3.60	*
	Equipment Technician	*	\$3.60		\$3.60	*
3	Subtotal					\$31,587.14
4	Total Personnel					\$41,093.04
	Transit Equipment					
	Transit Bus	*			\$70.21	*
	Staff Support Car	*			\$24.57	*
5	Total Transit Equipment					\$29,468.86
6	Contingency 10%					\$7,056.19
PROJECT SUB TOTAL (less Contingency):						\$70,561.90
PROJECT GRAND TOTAL:						\$77,618.09
Total Matching Funds					20.00%	\$15,523.62
Funding Request Amount					80.00%	\$62,094.47

MATCHING FUNDS

2018

Source	Matching Funds	Purpose	Total Match
El Dorado County	\$15,524	Materials and Personnel	\$15,524
Total	\$15,524		\$15,524

El Dorado County will develop, produce and distribute print advertising and promotional materials, email promotions, and maintain websites for marketing and outreach. In addition, El Dorado Transit will develop and produce shuttle signage to promote the service.

El Dorado Transit Resolution No. 17-29 and Letters of Support (Appendix B) are provided herein.

SELF-MONITORING PROGRAM

The El Dorado County Transit Authority (El Dorado Transit) proposes to provide Apple Hill® Shuttle service in October 2018 either directly or through a charter service. The shuttle will reduce congestion; lower emissions related to excessive idling and provide a safe comfortable alternative to parking in and around Camino. The shuttle will provide a regional mitigation to traffic congestion on Carson Road and other roads in the Apple Hill® area.

AB 2766 grants are performance based. For the Apple Hill® Shuttle service, ridership will be the primary performance measure as it relates to the cost effectiveness of the project as a whole. Planning, preparation, collaboration and marketing are all vital to the success of the project. These activities must take place well in advance, before and during October 2018 when the shuttles are running. The effectiveness of all of these, however, is ultimately measured by the numbers of passengers who ride the shuttle. Ridership will be tracked by the operators while shuttles are in service utilizing standard trip sheets. Trip sheets include names, service times, vehicle numbers, miles traveled and passenger boardings. An example 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 shuttle service 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, manage, track and report on the performance of the shuttle service. 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, 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.

APPENDIX A

Examples of:

Project Timecard

Trip Sheet

Proposed Statistical Operations Report

APPLE HILL TRIP SHEET



OPERATOR NAME: _____

DATE: _____

DAY OF WEEK: _____

CHECK-IN TIME: _____

CHECK-OUT TIME: _____

IN SERVICE TIME: _____

LUNCH BREAK: _____

IF REFUELING-VEHICLE # AND TOTAL GALLONS FUEL USED: _____

PRE-TRIP BUS #: _____

EMPTY TRASH _____

PRE-TRIP BACKUP BUS #: _____

CLEAN & SWEEP VEHICLE _____

VEHICLE #: _____

ROUTE: _____

MILEAGE:

HOURS:

STARTING: _____

IN SERVICE: _____

ENDING: _____

OUT OF SERVICE: _____

TOTAL HOURS: _____

PASSENGER COUNT: _____

VEHICLE #: _____

ROUTE: _____

MILEAGE:

HOURS:

STARTING: _____

IN SERVICE: _____

ENDING: _____

OUT OF SERVICE: _____

TOTAL HOURS: _____

PASSENGER COUNT: _____

VEHICLE #: _____

ROUTE: _____

MILEAGE:

HOURS:

STARTING: _____

IN SERVICE: _____

ENDING: _____

OUT OF SERVICE: _____

TOTAL HOURS: _____

PASSENGER COUNT: _____

STATISTICAL OPERATIONS REPORT

Project Name: El Dorado County Apple Hill Shuttle 2018
 EDCAQMD Contract Number: 000-DMV-18-BOS
 Reporting Period Ending: June 30, 2019

DAYS/DATES	No. of Vehicles	Passenger Boardings	Vehicle Service Hours	Vehicle Service Miles
Saturday, October 6, 2018				
Sunday, October 7, 2018				
Saturday, October 13, 2018				
Sunday, October 14, 2018				
Saturday, October 20, 2018				
Sunday, October 21, 2018				
Saturday, October 27, 2018				
Sunday, October 28, 2018				
TOTAL				

Average Daily Trips 3,500
 MAX Day 4,500
 MIN Day 2,500
 Trips per Hour 400
 Avg. Service Hours per Day 64

Personnel Hours

<u>Title/Classification</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Reg. FT Operator	000	00.0	000
Reg. PT Operator	-	-	-
Transit Dispatcher	-	-	-
Office Assist	-	-	-
Operations Supervisor	-	-	-
Title/classification	-	-	-
Title/classification	-	-	-
Title/classification	-	-	-
Title/classification	-	-	-
Title/classification	-	-	-

Verified By: _____

Signature: _____

Date: _____

APPENDIX B

Letters of Support

El Dorado County Transportation Commission
El Dorado County Community Development Agency



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

June 19, 2018

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 (EDCTC) supports the El Dorado County Transit Authority's (El Dorado Transit) request for AB 2766 grant program funds to operate the Apple Hill Shuttle in October 2018. El Dorado Transit previously operated annual shuttle service for Apple Hill and has also operated annual shuttle service for the El Dorado County Fair since 1990.

The Apple Hill Shuttle provides alternative transportation within Apple Hill and includes convenient off-site parking. By reducing traffic congestion on local roads in the Apple Hill area and on U.S. Highway 50 in the Camino area, the shuttle will improve air quality by lowering emissions related to excessive idling.

The proposed Apple Hill Shuttle meets the objectives of the AB 2766 grant program and will greatly enhance travel in the Camino area during the coming Apple Hill season. EDCTC strongly supports approval of El Dorado Transit's grant application to fund operation of the Apple Hill Shuttle in October 2018.

Sincerely,

Woodrow Deloria
Executive Director



COMMUNITY DEVELOPMENT AGENCY TRANSPORTATION DIVISION

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

PLACERVILLE OFFICES:

MAIN OFFICE:

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

CONSTRUCTION & MAINTENANCE:

2441 Headington Road, Placerville, CA 95667
(530) 642-4909 / (530) 642-0508 Fax

LAKE TAHOE OFFICES:

ENGINEERING:

924 B Emerald Bay Road, South Lake Tahoe, CA 96150
(530) 573-7900 / (530) 541-7049 Fax

MAINTENANCE:

1121 Shakori Drive, South Lake Tahoe, CA 96150
(530) 573-3180 / (530) 577-8402 Fax

June 26, 2018

Adam Baughman
El Dorado County
Air Quality Management District
345 Fair Lane, Bldg. T-1
Placerville, CA 95667

**RE: Letter of Support and Match Commitment
El Dorado Transit Grant Submittal – Assembly Bill 2766**

Dear Mr. Baughman,

I am writing to express my enthusiastic support for El Dorado Transit's Proposal for AB 2766 grant funds to support a shuttle service in the Apple Hill region during the month of October, 2018. The total shuttle service is estimated to cost \$77,619.00 and El Dorado County is willing to provide the 20% match of the grant requirement, or approximately \$15,524.00. Upon grant award, a resolution will be prepared for approval by the Board of Supervisors for the grant match.

On weekends during the month of October, El Dorado Transit proposes to provide bus shuttle service to various tourist destinations in Apple Hill. The Shuttle Service will reduce automobile congestion on Highway 50 and the Apple Hill area, and meet the goals of the grant by reducing vehicle emissions. Funding of El Dorado Transit's Proposal will improve air quality for residents in El Dorado County.

Thank you for your consideration of the grant proposal. We look forward to working with El Dorado Transit and EDCAQMD on this exciting project. If you have any questions, please do not hesitate to contact me at 621-7533 or by e-mail at Rafael.martinez@edcgov.us

Sincerely,

Rafael Martinez, Director
Department of Transportation

RM:dk

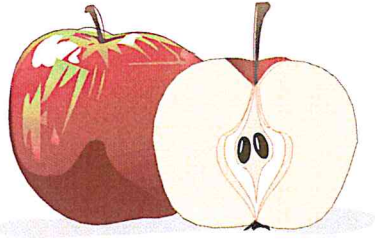
Cc: Brian James, El Dorado Transit

APPENDIX C


Samples of Advertising and Outreach:

Apple Hill® Shuttle Advertisements (Sample)

El Dorado Transit Press Release (Sample)



FREE

**APPLE HILL®
SHUTTLE** 

**WEEKENDS
OCTOBER 6th - 28th
10am to 5pm**

**Camino: Exit Hwy 50 at Cedar Grove
Follow the signs to FREE PARKING**

**Shuttle Service funded in part by a grant from the
El Dorado County Air Quality Management District**



EL DORADO TRANSIT

**For more info call El Dorado Transit at (530) 642-5383
or visit www.eldoradotransit.com**

PRESS RELEASE

For Immediate Release

Date: Friday September 7, 2018

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

El Dorado Transit to Offer Free Apple Hill Shuttle

Placerville, CA, September 11, 2018 – El Dorado Transit will provide free shuttle service in the Apple Hill area in October. Each Saturday and Sunday in October, shuttle buses will operate from 10:00am to 5:00pm. Shuttles will be available at the Lumber Mill in Camino with access from Larsen Road near Carson Road. It is anticipated that shuttles will run every 15 to 20 minutes.

The shuttle service is funded in part by a Grant from the El Dorado County Air Quality Management District. Dorado Transit would also like to acknowledge our community partners El Dorado County, SMUD and Sierra Pacific Industries for their support in providing parking for shuttle riders.

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



COMMUNITY DEVELOPMENT AGENCY

TRANSPORTATION DIVISION

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

PLACERVILLE OFFICES:

MAIN OFFICE:

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

CONSTRUCTION & MAINTENANCE:

2441 Headington Road, Placerville, CA 95667
(530) 642-4909 / (530) 642-0508 Fax

LAKE TAHOE OFFICES:

ENGINEERING:

924 B Emerald Bay Road, South Lake Tahoe, CA 96150
(530) 573-7900 / (530) 541-7049 Fax

MAINTENANCE:

1121 Shakori Drive, South Lake Tahoe, CA 96150
(530) 573-3180 / (530) 577-8402 Fax

June 26, 2018

Adam Baughman
El Dorado County
Air Quality Management District
345 Fair Lane, Bldg. T-1
Placerville, CA 95667

**RE: Letter of Support and Match Commitment
El Dorado Transit Grant Submittal – Assembly Bill 2766**

Dear Mr. Baughman,

I am writing to express my enthusiastic support for El Dorado Transit's Proposal for AB 2766 grant funds to support a shuttle service in the Apple Hill region during the month of October, 2018. The total shuttle service is estimated to cost \$77,619.00 and El Dorado County is willing to provide the 20% match of the grant requirement, or approximately \$15,524.00. Upon grant award, a resolution will be prepared for approval by the Board of Supervisors for the grant match.

On weekends during the month of October, El Dorado Transit proposes to provide bus shuttle service to various tourist destinations in Apple Hill. The Shuttle Service will reduce automobile congestion on Highway 50 and the Apple Hill area, and meet the goals of the grant by reducing vehicle emissions. Funding of El Dorado Transit's Proposal will improve air quality for residents in El Dorado County.

Thank you for your consideration of the grant proposal. We look forward to working with El Dorado Transit and EDCAQMD on this exciting project. If you have any questions, please do not hesitate to contact me at 621-7533 or by e-mail at Rafael.martinez@edcgov.us

Sincerely,

Rafael Martinez, Director
Department of Transportation

RM:dk

Cc: Brian James, El Dorado Transit