



TRI DELTA TRANSIT

Eastern Contra Costa Transit Authority
801 Wilbur Avenue • Antioch, California 94509
Phone 925.754.6622 Fax 925.757.2530

Board of Directors Meeting Agenda

Wednesday February 25th, 2015

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Available on line: www.trideltatransit.com

Please see the last page of this agenda for:

- Public comment guidelines
- Agenda, staff report, and document availability
- Americans with Disabilities Act information
- Anticipated action by the Board of Directors

1. **Call to Order:** Chair Gene Clare

2. **Pledge of Allegiance**

3. **Public Comment**

While public comments are encouraged and taken very seriously, State law prevents the Board of Directors from discussing items that are not on the meeting agenda. If appropriate, staff will follow up on public comments. Please see Public Comment Guidelines on Page 3 of this agenda.

4. **Chair's Report:** Chair Gene Clare

5. **Consent Calendar (ACTION ITEM):** Minutes, Financial Report, and Marketing Activities Report (*see attachment: tab #1*)

- Minutes of the Board of Directors meeting of January 28th, 2015
- Financial Report
- Marketing Activities Report

Requested Action: Approve items 5a, 5b, and 5c

6. **CEO's Report:** Jeanne Krieg

- Operations Report** (*see attachment: tab #2*)

Board of Directors:

City of Antioch

Wade Harper
Mary Rocha

City of Brentwood

Gene Clare*
Barbara Guise

City of Oakley

Doug Hardcastle
Kevin Romick

City of Pittsburg

Ben Johnson**
Pete Longmire

Contra Costa County

Federal Glover
Mary Piepho

Member-at-Large

Ken Gray

* Chair: FY 2014-15

** Vice-chair: FY 2014-15

Board of Directors Meeting Agenda
Wednesday February 25, 2015

7. ACTION AND DISCUSSION ITEMS

- a. **ACTION ITEM:** 2015 Summer Youth Pass
(see attachment: tab #3)
Requested Action: Authorize staff to market an unlimited ride 2015 summer pass to passengers aged 5-17 for \$50

- b. **ACTION ITEM:** Problem Ticket Policy
(see attachment: tab #4)
Requested Action: Adopt a Problem Ticket Policy

- c. **ACTION ITEM:** Facility Parking Lot Policy
(see attachment: tab #5)
Requested Action: Adopt Resolution 150225c which establishes a policy for parking at the Eastern Contra Costa Transit Authority facility located at 801 Wilbur Avenue, Antioch, CA.

- d. **ACTION ITEM:** Change Order for Title VI Analysis
(see attachment: tab #6)
Requested Action: Adopt Resolution 150225a authorizing the CEO to enter into a change order with CDM Smith to conduct the required Title VI analysis for an amount not to exceed \$15,000

- e. **ACTION ITEM:** Fixed Route Bus Procurement
(see attachment: tab #7)
Requested Action: Adopt Resolution 150225b authorizing the CEO to execute and deliver a purchase order to Gillig LLC, through County Connection RFP 2012-MA-02, for an amount not to exceed \$10,741,489

8. Board of Directors Comments

Under this item, Directors are limited to providing information, asking clarifying questions about matters not on the agenda, responding to public comment, referring matters to staff, or requesting a report be made at another meeting.

9. Adjourn

Next Meeting: March 25th, 2015 at 4:00pm at the ECCTA administration facility, 801 Wilbur Avenue, Antioch, CA

Public Comment Guidelines:

- Persons requesting to address the ECCTA Board of Directors are requested to complete a Comment Request form and submit it to the clerk. If possible, please submit the form prior to the start of the meeting. At the appropriate time, the ECCTA chair will call on individuals to comment.
- During the public comment agenda item, the public is permitted to address the ECCTA Board of Directors on items that are on the consent calendar or items not on the agenda. Individuals may also make a request for future agenda items. No action or discussion may take place on any item not appearing on the posted agenda.
- If a person wishes to speak on a specific agenda item, the ECCTA chair will call on the individual when the agenda item is being discussed by the Board of Directors.
- Persons addressing the ECCTA Board of Directors are requested to limit their remarks to three (3) minutes unless an extension of time is granted by the chair, subject to approval of the ECCTA Board of Directors.

Agenda, staff report, and document availability:

Copies of all staff reports and documents subject to disclosure that relate to each item of business referred to on the agenda are available for public inspection the Friday before each regularly scheduled Board of Director's meeting at Tri Delta Transit's front desk located 801 Wilbur Avenue, Antioch, California. Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Board regarding any item on this agenda after the agenda has been distributed will also be made available for inspection at Tri Delta Transit's front desk at the above referenced address during regular business hours.

Americans with Disabilities Act Information:

In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available in the Tri Delta Transit parking lot. If you are a person with a disability and you need disability-related modifications or accommodations to participate in this meeting, please contact the CEO's Office at (925) 754-6622 or fax (925) 757-2530. Notification 48 hours prior to the meeting will enable Tri Delta Transit to make reasonable arrangements to ensure accessibility to this meeting. {28 CFR 35.102-35, 104 ADA Title II} Please help us accommodate individuals with EI-MSD and refrain from wearing scented products to this meeting. Please turn off any electronic paging device or cell phone.

Anticipated action by the Board of Directors:

The Board of Directors may take action on any item on the agenda, which action may consist of the recommended action, no action or a related action.

TAB 1

Agenda Item 5a,b,c
Consent Calendar (ACTION ITEM): Minutes, Financial Report, and
Marketing Activities Report

Board of Directors Meeting Agenda

Wednesday February 25, 2015

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

EASTERN CONTRA COSTA TRANSIT AUTHORITY
Antioch - Brentwood - Pittsburg - Oakley and Contra Costa County

MINUTES

January 28, 2015

The Eastern Contra Costa Transit Authority (ECCTA) meeting was called to order in the ECCTA Board Room, 801 Wilbur Avenue, Antioch, California by Chair Gene Clare at 4:00 P.M.

ROLL CALL / CALL TO ORDER

PRESENT: Ken Gray (Member-at-Large), Federal Glover* (Contra Costa County), Barbara Guise (Brentwood), Merl Craft, Alternate for Pete Longmire (Pittsburg), Mary N. Piepho (Contra Costa County), Mary Rocha (Antioch), Kevin Romick (Oakley), Ben Johnson (Pittsburg/Vice Chair), and Gene Clare (Brentwood/Chair)

*Arrived after Roll Call

ABSENT: Wade Harper (Antioch), and Randy Pope (Oakley)

STAFF: Jeanne Krieg, Chief Executive Officer (CEO)
Steve Ponte, Chief Operating Officer (COO)
Megan Burke, Legal Counsel
Ann Hutcheson, Director of Administrative Services

OTHERS

PRESENT: Susan Hinson, First Transit
Gary Mitchell, First Transit
Hosie Pintily, First Transit
Michael Daugelli, Board Alternate

PLEDGE OF ALLEGIANCE

Chair Clare led the Pledge of Allegiance.

PUBLIC COMMENT

Michael Daugelli, Antioch, reported that the San Francisco Municipal Railway provided free muni passes to seniors and the disabled who fulfilled certain income requirements, no matter where they lived.

CHAIR'S REPORT

There was no report from the Chair.

CONSENT CALENDAR

On motion by Director Johnson, seconded by Director Rocha, ECCTA Boardmembers adopted the Consent Calendar, as shown, carried by the following vote:

- A. Minutes of the Board of Directors meeting of December 17, 2014
- B. Financial Report
- C. Marketing Activities Report

AYES: Craft, Gray, Glover, Guise, Johnson, Piepho, Rocha, Romick, and Clare
NOES: None
ABSTAIN: None
ABSENT: Harper, Pope

CHIEF EXECUTIVE OFFICER'S REPORT

- A. Operations Report

Chief Executive Officer Jeanne Krieg reported that the organization was half way through the fiscal year; ridership continued to exceed any prior year in Tri Delta Transit's history, with one percent increase on fixed route service and three percent increase on Dial-a-Ride service; and two percent under budget primarily due to a decrease in fuel costs and parts savings. She explained that she continued to be concerned with the average fare per passenger, and while the program to decrease misuse of the senior/disabled fixed route fare had helped, it had not helped as much as planned and the situation continued to be monitored. She added that the focus on fares had increased Dial-a-Ride fares by 22 percent due to better procedures in billing and collections, representing \$17,000 more in collections.

Ms. Krieg also reported that the route redesign project continued and the consultants were analyzing ridership data that had been collected during the on-board survey part of the study. One public outreach session had been held earlier in the month. She thanked Director Gray and Board Alternate Daugelli who had represented the Board at that meeting. An outreach on January 28 in Oakley and another on January 29 in Bay Point had been scheduled. Participation to date was not as hoped since many of those present had been focused more on Dial-a-Ride services as opposed to the hoped for feedback from the fixed route ridership.

Ms. Krieg reported that this month two new employees had been hired to fill the vacant Mechanic position and an empty Service Worker position; one more mechanic would start next month and the shop would then be fully staffed. She anticipated one more opening in a month in that an individual who cleaned shelters and picked up trash had injured herself and would likely not be returning.

Advising that it was time for each member to update contact information, Ms. Krieg referred to the form provided for that information and to also identify the preference for how board packet material would be delivered; either printed, by email, or both.

Ms. Krieg reported that as part of the Federal Transit Administration (FTA) program led by Virginia Tech, the last Environmental System Management audit would occur on January 29. The end product would be a study about Tri Delta Transit and the improvements made to the operation as part of the environmental process.

Ms. Krieg also reported that the process had been commenced for the purchase of 20 buses which would update the fleet and take out all buses with opening windows. Exterior cameras would also be upgraded, particularly since those cameras had been invaluable with respect to claims. The auction approved last month would be held in March and a pallet of parts would be put together. In addition, Clipper was getting closer to being implemented.

Ms. Krieg reminded the Board that it was time to submit the Form 700 Conflict of Interest Form, which was due by April 1, 2015. With a transition to an eventual all-electronic filing, a brief discussion developed on how the electronic form would be filed and made available to all applicable agencies.

Chair Clare took this opportunity to welcome Merl Craft, Pete Longmire's alternate, to the Board.

ACTION AND DISCUSSION ITEMS

A. Extra Conference Request for Staff

Ms. Krieg reported that current policy allowed each staff member to attend two conferences per year and anything beyond two would have to be approved by the Board. She reported that COO Steve Ponte had been invited to speak at the American Public Transportation Association (APTA) CEO's Conference, which would be his third conference, to talk about strategies and what it was like to be a Deputy CEO.

On the discussion of whether there should be a limit to the conferences attended by the CEO and COO, and the Board's inclination to approve three conferences for the COO on a regular basis given the importance of the conferences, it was decided that the COO would report on the conferences to be attended in July of each year consistent with the CEO's practice.

On motion by Director Piepho, seconded by Director Johnson, ECCTA Boardmembers approved the attendance of one extra conference for Chief Operating Officer Steve Ponte during FY 2014-15 carried by the following vote.

AYES: Craft, Gray, Glover, Guise, Johnson, Piepho, Rocha, Romick, and Clare
NOES: None
ABSTAIN: None
ABSENT: Harper, Pope

B. Board Member Conference Attendance Policy

Ms. Krieg advised that prior to 2011, the policy was that each Boardmember could travel to two conferences each year, and if wanting to attend additional conferences Board approval would be required. In 2011, an amendment had been added to limit the attendance to the APTA Legislative Conference to two Boardmembers, primarily given the limited space. The following year the new policy was that only three people could attend two conferences, the Board Chair, Vice Chair and newest member, although there were times when long-time members left and returned at a later date which had been problematic when identifying the "newest member." After the Board's discussion at the last meeting, she recommended a return to the original policy allowing each member to travel to two conferences and if anyone wanted to attend additional conferences Board approval would be required, with the exception of the Legislative Conference which would remain limited to the Board Chair and Vice Chair. As an option, she recommended that the Board Chair and Vice Chair could attend as many conferences as they wished during their tenure.

Director Piepho supported the staff recommendation; Director Glover agreed; and Chair Clare noted that he had originally brought up the issue so as not to limit an active Chair to two conferences and require Board approval to be allowed to attend additional conferences.

Director Rocha suggested that the Board Chair and Vice Chair could identify the conferences they were interested in attending in July in the same manner that the CEO and COO would identify the conferences they planned to attend.

On motion by Director Piepho, seconded by Director Rocha, ECCTA Boardmembers adopted the following policy for Boardmember travel to conferences, without the option.

Budget permitting, each member of the Board of Directors may travel to two conferences within a fiscal year. The Board of Directors, prior to attendance, must approve additional travel. ECCTA Board Member attendance at the annual APTA Legislative Conference is limited to the ECCTA Board Chair and/or Vice Chair or their designee(s).

The motion carried by the following vote.

AYES: Craft, Gray, Glover, Guise, Johnson, Piepho, Rocha, Romick, and Clare
NOES: None
ABSTAIN: None
ABSENT: Harper, Pope

C. Position Name and Job Description Change: Assistant Director of Maintenance to Shop Manager

Ms. Krieg reported that there was no request to add a position; the request was simply to rename a position currently on the organizational chart that had been unfilled since 2009. Given the improved economy, she explained that the shop was working with a full staff, and she would like to change the position from Assistant Director of Maintenance to Shop Manager for what was a 24-hour shop. She explained that a Shop Manager could be a mechanic and also serve as a supervisor. She added that the notice would be posted in the shop with the hope of filling the position from within.

On motion by Director Glover, seconded by Director Johnson, ECCTA Boardmembers approved the proposed title and job description change, as recommended, carried by the following vote.

AYES: Craft, Gray, Glover, Guise, Johnson, Piepho, Rocha, Romick, and Clare
NOES: None
ABSTAIN: None
ABSENT: Harper, Pope

D. Authorization to Apply for LCTOP Funds

Ms. Krieg sought authorization to apply for Low Carbon Transit Operations Program (LCTOP) funds that had come out of the Cap and Trade funding programs (new gas prices). She explained that the Metropolitan Transportation Commission (MTC) needed the information by February 1, 2015 to be able to apply for the LCTOP funds.

On motion by Director Guise, seconded by Director Gray, ECCTA Boardmembers adopted Resolution 150128a authorizing the CEO or her designee to take the necessary actions to obtain LCTOP funds, carried by the following vote.

AYES: Craft, Gray, Glover, Guise, Johnson, Piepho, Rocha, Romick, and Clare
NOES: None
ABSTAIN: None
ABSENT: Harper, Pope

E. Change Order for Environmental Review

Ms. Krieg stated that when the Antioch Park and Ride design project had started no environmental review had been required by the City of Antioch, although the City had

since informed Tri Delta Transit staff that an environmental review would now be required. While the City had offered to conduct the environmental review, Mark Thomas and Co., the current contractor on the project, had agreed to conduct the review at a lesser cost in an amount not to exceed \$31,990.

When asked by the Board why the environmental review was now required, Mr. Ponte noted that according to the City of Antioch, more traffic would be generated by the new park and ride which would exceed Antioch standards.

On motion by Director Johnson, seconded by Director Romick, ECCTA Boardmembers adopted Resolution 150128b authorizing the CEO to enter into a change order with Mark Thomas and Co. to sub-contract with Circlepoint to conduct the required environmental review for an amount not to exceed \$31,990, carried by the following vote.

AYES: Craft, Gray, Glover, Guise, Johnson, Piepho, Rocha, Romick, and Clare
NOES: None
ABSTAIN: None
ABSENT: Harper, Pope

F. Board Meeting Time

Ms. Krieg reported that the City of Oakley had appointed Randy Pope and Kevin Romick to serve on the ECCTA Board, with Vanessa Perry selected to serve as the alternate. Both new members had advised that they could not attend the meetings if the time remained the same. As a result, the Oakley City Manager and Mayor had asked if the 4:00 P.M. start time on the fourth Wednesday of each month could be changed to accommodate the schedule of Oakley's representatives. She noted that the Board could change the bylaws if it desired to allow a change in meeting date and time.

Chair Clare asked if there was a suggested time, and if the ECCTA Board chose not to change the time if there would be another person on the Oakley City Council who could serve.

Ms. Krieg explained that she had advised the City of Oakley that there was no rule that required the Board representative to be an elected official, and she had since received a notice from Mayor Hardcastle that if the other members could not attend he would attend ECCTA meetings.

Director Glover commented that he had struggled over the years to get times that fit with everyone, and he stated that this time worked and he did not want to change it.

Director Rocha added that there could be a change of time requested with any new member, and she verified with Ms. Krieg that the ECCTA meeting time and date had been as scheduled since 1977.

Director Romick clarified that someone would represent the City of Oakley regardless of what happened.

There was no desire to change the Board meeting time.

BOARD OF DIRECTORS COMMENTS

Director Gray stated he had attended the first workshop on the route changes when primarily people from Dial-a-Ride had attended. He reported that the biggest issue was safety, and that Dial-a-Ride users had no interest in changing to fixed route service.

Director Guise acknowledged that Dial-a-Ride service offered a great service for the elderly. She wished everyone a Happy Valentine's Day.

Director Johnson reported that the City of Pittsburg would now have an eBART station in that the City had committed \$5.5 million to the project, over half of what it would cost to build the station, with a "Kiss and Ride" on Railroad Avenue. He announced that the City's Roaring Twenties Casino Night, a fundraiser to support the non-profit bookstore downtown, would be held on March 7, 2015 at the Church of the Good Shepherd, with tickets at \$50 each.

Director Piepho thanked Ms. Krieg for following up on an incident she had witnessed where a young woman on a Tri Delta Transit bus had repeatedly thrown tissues out the window, tarnishing Tri Delta Transit's image.

Director Rocha commented that she had her Clipper Card.

Chair Clare reported that the City of Brentwood was anxiously awaiting its new City Manager.

ADJOURNMENT

Chair Clare adjourned the meeting of the Eastern Contra Costa Transit Authority at 4:39 P.M. to February 25, 2015 at 4:00 P.M. at the ECCTA Administration Facility, 801 Wilbur Avenue, Antioch, California.

Respectfully submitted,

Anita L. Tucci-Smith

TRI DELTA TRANSIT
Income Statement - Comparison to Annual Budget
 As of January 31, 2015
(unaudited)

	YTD Actual			YTD Budget			YTD Variance favorable/(unfavorable)			FY15 Full Year Budget						YTD % of Fiscal Year Budget			
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	
OPERATING REVENUES																			
Passenger Fares	\$ 1,859,401	\$ 1,582,645	\$ 276,756	\$ 1,965,795	\$ 1,696,378	\$ 269,417	\$ (106,394)	\$ (113,733)	\$ 7,339	\$ 3,357,000	\$ 2,900,000	\$ 457,000	\$ 55%	\$ 55%	\$ 55%	\$ 55%	\$ 55%	\$ 55%	\$ 55%
Other Income	\$ 169,397	\$ 70,000	\$ 99,397	\$ 159,000	\$ 68,000	\$ 91,000	\$ 10,397	\$ 2,000	\$ 8,397	\$ 290,000	\$ 108,000	\$ 182,000	\$ 59%	\$ 65%	\$ 55%	\$ 55%	\$ 55%	\$ 59%	
Total Operating Revenues:	\$ 2,028,798	\$ 1,652,645	\$ 376,153	\$ 2,124,795	\$ 1,764,378	\$ 360,417	\$ (95,997)	\$ (111,733)	\$ 15,736	\$ 3,647,000	\$ 3,008,000	\$ 639,000	\$ 56%	\$ 55%	\$ 59%	\$ 55%	\$ 55%	\$ 59%	
OPERATING EXPENSES																			
Purchased Transportation	\$ 6,674,507	\$ 4,665,847	\$ 2,008,660	\$ 6,667,700	\$ 4,612,400	\$ 2,055,300	\$ (3,807)	\$ (53,447)	\$ 49,640	\$ 11,475,600	\$ 7,929,200	\$ 3,546,400	\$ 56%	\$ 59%	\$ 57%	\$ 56%	\$ 59%	\$ 57%	
Materials and Supplies	\$ 1,659,412	\$ 1,527,612	\$ 331,800	\$ 2,288,270	\$ 1,905,739	\$ 382,531	\$ 428,858	\$ 378,127	\$ 50,731	\$ 3,924,000	\$ 3,271,000	\$ 653,000	\$ 47%	\$ 47%	\$ 51%	\$ 47%	\$ 47%	\$ 51%	
Salaries & Benefits	\$ 2,208,687	\$ 1,982,883	\$ 225,804	\$ 2,298,141	\$ 2,073,000	\$ 225,141	\$ 89,454	\$ 90,117	\$ (663)	\$ 3,910,000	\$ 3,518,000	\$ 392,000	\$ 56%	\$ 56%	\$ 59%	\$ 56%	\$ 56%	\$ 59%	
Services	\$ 522,305	\$ 416,570	\$ 105,735	\$ 479,000	\$ 383,000	\$ 96,000	\$ (43,305)	\$ (33,570)	\$ (9,735)	\$ 840,000	\$ 672,000	\$ 168,000	\$ 62%	\$ 62%	\$ 63%	\$ 62%	\$ 62%	\$ 63%	
Other	\$ 195,483	\$ 185,710	\$ 9,773	\$ 213,500	\$ 200,235	\$ 13,265	\$ 18,017	\$ 14,525	\$ 3,492	\$ 448,900	\$ 423,500	\$ 25,400	\$ 44%	\$ 44%	\$ 39%	\$ 44%	\$ 44%	\$ 39%	
Casualty and liability insurance	\$ 243,533	\$ 202,533	\$ 41,000	\$ 274,704	\$ 196,202	\$ 78,502	\$ 31,171	\$ (6,331)	\$ 37,502	\$ 443,000	\$ 314,000	\$ 129,000	\$ 55%	\$ 55%	\$ 32%	\$ 55%	\$ 65%	\$ 32%	
Utilities	\$ 147,154	\$ 140,235	\$ 6,919	\$ 124,000	\$ 117,000	\$ 7,000	\$ (23,154)	\$ (23,235)	\$ 81	\$ 213,000	\$ 201,000	\$ 12,000	\$ 69%	\$ 69%	\$ 58%	\$ 69%	\$ 70%	\$ 58%	
Taxes	\$ 13,759	\$ 10,975	\$ 2,784	\$ 20,625	\$ 17,550	\$ 3,075	\$ 6,868	\$ 6,575	\$ 291	\$ 21,500	\$ 21,500	\$ 0	\$ 50%	\$ 50%	\$ 46%	\$ 50%	\$ 50%	\$ 46%	
Total Operating Expenses:	\$ 11,851,840	\$ 9,132,365	\$ 2,729,475	\$ 12,365,940	\$ 9,505,126	\$ 2,860,814	\$ 504,100	\$ 372,761	\$ 131,339	\$ 21,282,000	\$ 16,350,200	\$ 4,931,800	\$ 56%	\$ 56%	\$ 55%	\$ 56%	\$ 56%	\$ 55%	
NON-OPERATING REV																			
Federal Funds	\$ -	\$ -	\$ -	\$ 530,109	\$ -	\$ 530,109	\$ (530,109)	\$ -	\$ (530,109)	\$ 585,151	\$ 56,042	\$ 530,109	\$ -	\$ 55%	\$ 67%	\$ -	\$ 55%	\$ 67%	
State Funds	\$ 7,616,306	\$ 5,588,324	\$ 2,027,982	\$ 7,691,268	\$ 6,117,427	\$ 1,573,841	\$ (74,962)	\$ (529,103)	\$ 454,141	\$ 13,087,066	\$ 10,080,558	\$ 3,006,508	\$ 56%	\$ 59%	\$ 57%	\$ 56%	\$ 60%	\$ 57%	
Local Funds	\$ 990,304	\$ 562,878	\$ 428,026	\$ 885,118	\$ 488,741	\$ 396,377	\$ 105,786	\$ 74,137	\$ 31,649	\$ 1,693,683	\$ 937,620	\$ 756,063	\$ 59%	\$ 73%	\$ 43%	\$ 59%	\$ 73%	\$ 43%	
Inter-Operator Agreements	\$ 1,655,200	\$ 1,655,200	\$ -	\$ 1,133,950	\$ 1,133,950	\$ -	\$ 521,250	\$ 521,250	\$ -	\$ 2,267,900	\$ 2,267,900	\$ -	\$ 408%	\$ 437%	\$ 141%	\$ 408%	\$ 437%	\$ 141%	
Interest & Other Misc Income	\$ 4,893	\$ 4,724	\$ 169	\$ 700	\$ 630	\$ 70	\$ 4,193	\$ 4,094	\$ 99	\$ 1,200	\$ 1,080	\$ 120	\$ 59%	\$ 59%	\$ 57%	\$ 59%	\$ 59%	\$ 57%	
Total Non-operating Revenues:	\$ 10,267,303	\$ 7,811,126	\$ 2,456,177	\$ 10,241,145	\$ 7,740,748	\$ 2,500,397	\$ 26,158	\$ 70,378	\$ (44,220)	\$ 17,635,000	\$ 13,342,200	\$ 4,292,800	\$ 56%	\$ 59%	\$ 57%	\$ 56%	\$ 59%	\$ 57%	
EXCESS REV/(EXP)	\$ 434,261	\$ 331,406	\$ 102,655	\$ -	\$ -	\$ -	\$ 434,261	\$ 331,406	\$ 102,655	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Agenda Item #5b
 Eastern Contra Costa Transit Authority
 Board of Directors Meeting
 February 25, 2015

TRI DELTA TRANSIT
Income Statement - Comparison to Prior Year
 As of January 31, 2015
(unaudited)

	January 2015 YTD Actual			January 2014 YTD Actual			FY15 vs FY14 - YTD			% Change from Previous Year		
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR
OPERATING REVENUES												
Passenger Fares	\$ 1,859,401	\$ 1,582,645	\$ 276,756	\$ 1,910,793	\$ 1,683,737	\$ 227,056	\$ (51,392)	\$ (101,092)	\$ 49,700	-3%	-6%	22%
Other Income	\$ 169,397	\$ 70,000	\$ 99,397	\$ 174,155	\$ 70,000	\$ 104,155	\$ (4,758)	\$ -	\$ (4,758)	-3%	0%	0%
Total Operating Revenues:	\$ 2,028,798	\$ 1,652,645	\$ 376,153	\$ 2,084,948	\$ 1,753,737	\$ 331,211	\$ (56,150)	\$ (101,092)	\$ 44,942	-3%	-6%	14%
OPERATING EXPENSES												
Purchased Transportation	\$ 6,671,507	\$ 4,665,847	\$ 2,005,660	\$ 6,567,174	\$ 4,609,045	\$ 1,958,129	\$ (104,333)	\$ (56,802)	\$ (47,531)	-2%	-1%	-2%
Materials and Supplies	\$ 1,859,412	\$ 1,527,612	\$ 331,800	\$ 1,995,765	\$ 1,628,324	\$ 367,441	\$ 136,353	\$ 100,712	\$ 35,641	7%	6%	10%
Salaries & Benefits	\$ 2,208,687	\$ 1,982,863	\$ 225,804	\$ 2,247,333	\$ 2,010,364	\$ 236,969	\$ 38,646	\$ 27,481	\$ 11,165	2%	1%	5%
Services	\$ 522,305	\$ 416,570	\$ 105,735	\$ 491,339	\$ 400,102	\$ 91,237	\$ (30,966)	\$ (16,468)	\$ (14,498)	-6%	-4%	-16%
Other	\$ 195,483	\$ 185,710	\$ 9,773	\$ 197,438	\$ 186,858	\$ 10,580	\$ 1,955	\$ 1,148	\$ 807	1%	1%	8%
Casualty and liability insurance	\$ 243,533	\$ 202,533	\$ 41,000	\$ 259,821	\$ 218,030	\$ 41,791	\$ 16,288	\$ 15,497	\$ 791	6%	7%	2%
Utilities	\$ 147,154	\$ 140,235	\$ 6,919	\$ 144,349	\$ 136,435	\$ 7,914	\$ (2,805)	\$ (3,800)	\$ 995	-2%	-3%	13%
Taxes	\$ 13,759	\$ 10,975	\$ 2,784	\$ 6,873	\$ 18,043	\$ 5,187	\$ (6,886)	\$ 7,068	\$ 2,403	-100%	39%	46%
Total Operating Expenses:	\$ 11,861,840	\$ 9,132,365	\$ 2,729,475	\$ 11,926,449	\$ 9,207,201	\$ 2,719,248	\$ 64,609	\$ 74,836	\$ (10,227)	1%	1%	0%
NON-OPERATING REV												
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
State Funds	\$ 7,616,306	\$ 5,588,324	\$ 2,027,982	\$ 9,065,911	\$ 7,003,114	\$ 2,062,797	\$ (1,449,605)	\$ (1,414,790)	\$ (34,815)	-16%	-20%	-2%
Local Funds	\$ 990,904	\$ 562,878	\$ 428,026	\$ 675,927	\$ 421,848	\$ 254,079	\$ 314,977	\$ 141,030	\$ 173,947	100%	100%	0%
Inter-Operator Agreements	\$ 1,655,200	\$ 1,655,200	\$ -	\$ 1,058,526	\$ 1,058,526	\$ -	\$ 596,674	\$ 596,674	\$ -	0%	0%	0%
Interest & Other Misc Income	\$ 4,893	\$ 4,724	\$ 169	\$ 223,074	\$ 222,712	\$ 362	\$ (218,181)	\$ (217,988)	\$ (193)	-98%	-98%	-53%
Total Non-operating Revenues:	\$ 10,267,303	\$ 7,811,126	\$ 2,456,177	\$ 11,023,438	\$ 8,706,200	\$ 2,317,238	\$ (756,135)	\$ (895,074)	\$ 138,939	-7%	-10%	6%
EXCESS REV/(EXP)	\$ 434,261	\$ 331,406	\$ 102,855	\$ 1,181,937	\$ 1,252,736	\$ (70,799)	\$ (747,676)	\$ (921,330)	\$ 173,654			

OPERATING REVENUES

Passenger Fares
 Other Income

Total Operating Revenues:

OPERATING EXPENSES

Purchased Transportation
 Materials and Supplies
 Salaries & Benefits
 Services
 Other
 Casualty and liability insurance
 Utilities
 Taxes

Total Operating Expenses:

NON-OPERATING REV


Federal Funds
 State Funds
 Local Funds
 Inter-Operator Agreements
 Interest & Other Misc Income

Total Non-operating Revenues:

EXCESS REV/(EXP)

Agenda Item #5b
 Eastern Contra Costa Transit Authority
 Board of Directors Meeting
 February 25, 2015

Staff Report to ECCTA Board of Directors

Meeting Date: February 25, 2015
Agenda Item: Marketing/Communications Activities – Agenda Item 5c
Lead Staff: Mike Furnary
Approved: Jeanne Krieg 

I. Completed Marketing Activities

1. **Schedule Revise**

Completed revisions to printed bus schedule booklet, shelter maps and system maps. Printing to be completed and materials available on buses by March 4, 2015

2. **New schedule communication**

Launched a comprehensive one-month communication plan alerting customers and the community about upcoming schedule revisions. Communication efforts include:

- On-board communication
- Bus stop communication
- Web preview of new schedule
- Press notices
- Social media
- Email/text alerts
- CCTV message
- Mail inserts in all outgoing mail
- BART signage
- 511.org notices
- Newsletter inclusion
- Communication with all middle schools, high schools and LMC

3. **Senior Outreach Events**

Began providing scheduled presentations to Seniors to encourage use of fixed route service as an alternative to Dial-a-Ride. Three presentations scheduled in February with continued presentations scheduled through spring 2015.

4. **Email Alert Campaign – Results to Date**

Continued campaign efforts to increase subscriber base of email/text alert service. Goal of 30% increase exceeded. As of 2/17/15 there has been a 47% increase in email/text alert subscribers.

5. **LHS Communication, Route 385**

Communicated with Liberty High School regarding new schedule revise, which includes an additional eastbound run available for LHS students. Working with LHS staff to communicate addition to students and families.

6. **Class Pass/Facility Tour/Classroom on Wheels Presentation**
One class passes provided/scheduled for February 2015
7. **Ongoing marketing programs**
 - Welcome Pack mailing
 - 2 for 1 tickets on Route 300 (subsidized by 511 Contra Costa)
 - Take One on board newsletter
 - Gatekeeper quarterly newsletter

II. Planned Marketing/Communications Activities

1. Fair cross promotion
2. Bay Point Direct Mail
3. Route 385 Direct Mail
4. Youth Pass promotion plan
5. Try Transit Challenge promotion

TAB 2

Agenda Item 6a
CEO's REPORT: Operations Report

Board of Directors Meeting Agenda

Wednesday February 25, 2015

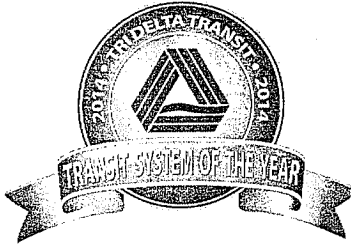
4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Chief Executive Officer's Report

February 2015



TRI DELTA TRANSIT

ECCTA Executive Team

Jeanne Krieg
Chief Executive Officer

Steve Ponte
Chief Operating Officer

Tom Harais
Chief Financial Officer

Ann Hutcheson
Director of Administrative Services

Kevin Moody
Director of Maintenance

Mike Furnary
Director of Marketing

Susan Hinson
First Transit Director of Operations

Highlights:

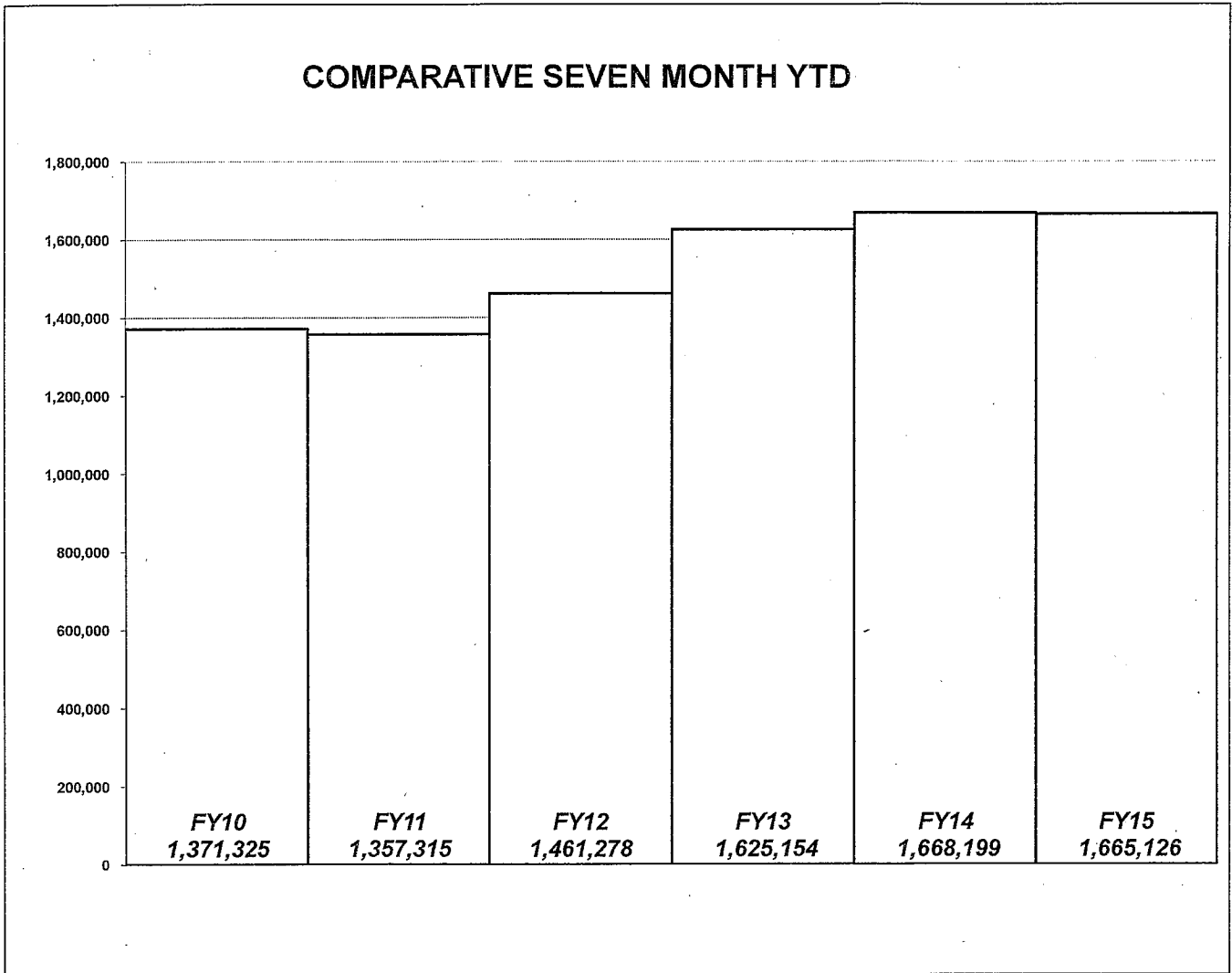
- Staff is preparing for the March 8 schedule change.
- ECCTA welcomed one new employee: Mechanic David Ramirez
- Mechanic Andres Montoya was promoted to Shop Manager.
- FTA conducted a triennial audit. The results will be presented to the Board of Directors when the report is published.
- MTC's TDA performance audit is in process. The results will be presented to the Board of Directors in April.
- ECCTA was not selected for a NOLO grant to fund electric buses.
- The facility auction will be held in March.
- The county-wide mobility management project, led by CCCTA and funded by CCTA and FTA, selected Senior Helpline Services to be the Mobility Management Center for Contra Costa County.
- The senior outreach program continued with presentations to various senior groups throughout east county.
- The update to the 2001 Express Bus Study began. Steve Ponte is representing ECCTA on the oversight committee.
- The solar project is progressing on schedule.
- The Bus Route Evaluation & Re-design project continued. The public outreach sessions were conducted with more outreach planned.
- Regular meetings are being conducted by MTC – and progress is being made -- for the implementation of Clipper on the Tri Delta Transit system.
- Construction throughout East County continues to be a challenge. On-time performance is being affected.

Pending:

- A&E: Antioch Park & Ride lot (in process)
 - Environmental Review change order
- Oakley Park & Ride lot construction
- PATH Integrated Dynamic Transit Operations system demonstration project
- Securement system for new buses
- 511 Interface
- Contra Costa County Mobility Management Plan implementation
- Contra Costa County Transportation Plan
- Operations Contract (expires June 30, 2016)
- CCTA Express Bus Study (update to the 2001 study)
- Federal Funding Re- Authorization
- Solar project for the administration/maintenance facility
- Electric Car Charging Station grant
- Park & Ride lots – land acquisition

Agenda Item #6a
Eastern Contra Costa Transit Authority
Board of Directors Meeting
February 25, 2015

**TRI DELTA TRANSIT
SEVEN MONTH YTD COMPARISON
FR RIDERSHIP**



**EASTERN CONTRA COSTA TRANSIT AUTHORITY
OPERATING PARAMETERS BY SERVICE YTD**

								YTD COMPARISON		
						Budget	14/15B	Actual		% ▲
	09/10	10/11	11/12	12/13	13/14	14/15	% ▲	Jan 2014	Jan 2015	
DIAL-A-RIDE										
PASSENGER RATIOS										
Total DAR Trips Provided	125,759	129,041	130,619	128,999	131,476	137,383	4%	78,602	80,148	2%
Average Weekday Ridership	463	474	481	470	471	492	5%	481	496	3%
Average Sat Ridership	110	110	106	140	180	189	5%	185	174	-6%
Average Sun/Hol Ridership	68	71	71	72	68	77	12%	73	71	-3%
Average Passengers/Hour (wkdays)	2.3	2.2	2.2	1.9	2.0	2.0	0%	2.0	2.0	0%
SERVICE RATIOS										
Ride Refusals / Day	0.0	0.0	0.0	0.0	0.0	0.0	0%	0.0	0.0	0%
Customer Complaints	0.143%	0.148%	0.183%	0.097%	0.071%	0.075%	6%	0.084%	0.111%	32%
On Time Performance	87%	85%	85%	87%	89%	90%	1%	89%	87%	-2%
Miles Between Preventable Accidents	131,554	61,377	898,467	328,002	244,390	1,002,590	310%	285,578	289,854	1%
Miles Between Road calls	34,318	21,920	56,154	109,568	61,109	66,839	9%	63,476	96,639	52%
COST RATIOS										
Farebox Recovery Ratio	11%	12%	11%	11%	10%	9%	-5%	8%	10%	21%
Cost/Passenger	\$ 31.12	\$ 31.47	\$ 30.58	\$ 33.22	\$ 35.25	\$ 35.90	2%	\$ 34.60	\$ 34.06	2%
Cost/Revenue Hour	\$ 65.53	\$ 63.05	\$ 64.34	\$ 63.52	\$ 68.75	\$ 71.60	4%	\$ 68.65	\$ 69.46	-1%
Cost/Revenue Mile	\$ 5.53	\$ 5.25	\$ 5.22	\$ 5.36	\$ 5.76	\$ 6.01	4%	\$ 5.78	\$ 5.78	0%
FIXED ROUTE										
PASSENGER RATIOS										
Total FR Trips Provided	2,345,668	2,351,662	2,431,768	2,740,834	2,832,264	2,826,000	0%	1,668,199	1,665,126	0%
Average Weekday Ridership	8,338	8,345	8,594	9,616	9,930	9,949	0%	9,997	9,965	0%
Average Sat Ridership	2,652	2,594	2,753	3,232	3,464	3,391	-2%	3,451	3,547	3%
Average Sun/Hol Ridership	1,966	1,989	2,087	2,788	2,692	2,695	0%	2,694	2,826	5%
Average Passengers/Hour	15.2	15.1	15.9	17.7	19.0	19.3	2%	18.9	19.4	3%
SERVICE RATIOS										
Customer Complaints	0.016%	0.020%	0.023%	0.012%	0.009%	0.009%	0%	0.010%	0.008%	-17%
On Time Performance	95%	97%	86%	86%	92%	90%	-2%	91%	92%	1%
Miles Between Preventable Accidents	183,217	170,175	120,644	65,392	110,754	2,424,482	2089%	118,967	130,379	10%
Miles Between Road calls	41,372	37,539	32,481	42,844	67,684	67,347	0%	62,071	51,221	-17%
COST RATIOS										
Farebox Recovery Ratio	17%	16%	16%	18%	18%	18%	0%	18%	17%	-5%
Cost/Passenger	\$ 6.17	\$ 6.52	\$ 6.60	\$ 6.01	\$ 5.58	\$ 5.79	4%	\$ 5.52	\$ 5.48	1%
Cost/Revenue Hour	\$ 93.78	\$ 98.54	\$ 105.05	\$ 106.53	\$ 105.76	\$ 111.77	6%	\$ 104.07	\$ 106.27	-2%
Cost/Revenue Mile	\$ 6.71	\$ 6.98	\$ 7.46	\$ 7.98	\$ 7.71	\$ 8.07	5%	\$ 7.62	\$ 7.67	-1%

**TRI DELTA TRANSIT
COMPARATIVE YTD FR RIDERSHIP BY ROUTE**

TOTAL PASSENGER TRIPS													
ROUTE											YTD COMPARISON		
	09/10	% Chg	10/11	% Chg	11/12	% Chg	12/13	% Chg	13/14	% Chg	Jan 2014	Jan 2015	% Chg
200	35,204	-38%	36,121	3%	37,682	4%	55,322	47%	55,914	1%	33,845	31,345	-7%
201	99,356	-10%	105,655	6%	110,660	5%	119,977	8%	124,289	4%	75,505	63,095	-16%
300	270,095	-18%	290,750	8%	302,067	4%	290,313	-4%	328,582	13%	184,007	205,719	12%
379	12,219	-2%	12,230	0%	10,235	-16%	15,232	49%	6,759	-56%	5,090	2,011	-60%
380	590,428	-10%	565,484	-4%	584,779	3%	680,981	16%	682,650	0%	401,233	398,411	-1%
383	43,852	-12%	39,780	-9%	34,210	-14%	35,031	2%	32,073	-8%	19,099	18,496	-3%
384	29,694	-32%	25,653	-14%	26,201	2%	8,227	-69%	N/A	N/A	N/A	N/A	N/A
385	34,901	-11%	36,855	6%	36,481	-1%	61,388	68%	70,974	16%	43,132	38,282	-11%
386	4,843	-23%	4,650	-4%	3,042	-35%	2,172	-29%	1,902	-12%	1,400	1,005	-28%
387	192,402	-13%	195,608	2%	212,731	9%	262,396	23%	264,036	1%	156,556	152,700	-2%
388	296,477	-11%	311,242	5%	320,981	3%	366,041	14%	400,190	9%	238,492	221,688	-7%
389	52,773	-28%	48,272	-9%	46,723	-3%	53,255	14%	53,068	0%	31,905	28,402	-11%
390	51,711	-10%	49,042	-5%	52,650	7%	68,564	30%	72,054	5%	41,538	40,689	-2%
391	331,928	-8%	332,841	0%	346,080	4%	370,500	7%	386,640	4%	224,490	237,726	6%
Dimes a Ride	14,208	-47%	12,745	-10%	11,328	-11%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Express (Hac)	15,771	-15%	18,586	18%	11,831	-36%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Shuttles	6,790	-45%	9,161	35%	9,446	3%	4,941	-48%	3,370	-32%	3,303	5,375	63%
392	106,300	-4%	105,702	-1%	112,330	6%	133,569	19%	142,284	7%	83,132	89,139	7%
393	102,975	-10%	104,487	1%	111,697	7%	135,181	21%	133,078	-2%	80,484	85,799	7%
394	51,842	9%	46,798	-10%	50,614	8%	71,557	41%	64,904	-9%	38,940	40,221	3%
395	N/A	N/A	N/A	N/A	N/A	N/A	6,187	100%	9,497	100%	6,048	5,023	-17%
Total Fixed Route	2,345,664	-13%	2,351,662	0%	2,431,768	3%	2,740,834	13%	2,832,264	3%	1,668,199	1,665,126	0%

AVERAGE PASSENGERS PER REVENUE HOUR													
ROUTE											YTD COMPARISON		
	09/10	% Chg	10/11	% Chg	11/12	% Chg	12/13	% Chg	13/14	% Chg	Jan 2014	Jan 2015	% Chg
200	9.3	-8%	10.0	7%	10.3	3%	12.6	22%	12.5	-1%	12.7	12.5	-2%
201	18.5	3%	19.1	3%	19.7	3%	17.8	-10%	17.9	1%	18.4	16.4	-11%
300	14.2	-14%	15.2	7%	15.8	4%	15.8	0%	18.6	18%	17.7	20.4	15%
379	12.7	N/A	13.2	4%	9.8	-26%	10.7	9%	16.8	57%	14.2	29.4	108%
380	17.4	-14%	16.6	-5%	17.4	5%	20.2	16%	20.6	2%	20.7	20.7	0%
383	12.3	-3%	11.2	-9%	9.7	-13%	10.2	5%	12.6	23%	12.0	13.5	12%
384	11.7	26%	9.6	-18%	10.2	7%	14.6	43%	N/A	N/A	N/A	N/A	N/A
385	13.3	18%	12.0	-10%	11.1	-7%	11.9	7%	12.9	8%	13.2	12.4	-7%
386	6.1	9%	6.0	-2%	3.9	-36%	3.6	-7%	6.3	74%	6.8	7.2	6%
387	17.4	-16%	17.7	2%	19.6	11%	22.8	16%	23.7	4%	23.9	23.5	-2%
388	14.4	-14%	15.0	4%	15.5	3%	17.1	10%	18.2	7%	18.6	17.6	-6%
389	15.0	-9%	14.7	-2%	13.6	-8%	13.4	-1%	14.4	8%	14.5	14.3	-1%
390	12.1	-8%	9.9	-19%	10.7	9%	18.6	73%	20.8	12%	20.3	21.1	4%
391	16.9	-13%	16.8	0%	18.7	11%	19.6	5%	20.5	4%	20.2	22.2	10%
Dimes a Ride	9.0	-13%	8.1	-10%	10.9	36%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Express (Hac)	8.0	-25%	9.0	12%	8.1	-10%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Shuttles	8.1	-25%	11.7	44%	N/A	N/A	N/A	N/A	6.4	N/A	6.8	30.7	355%
392	15.4	-9%	15.1	-2%	15.2	1%	17.6	16%	19.1	9%	18.7	19.4	4%
393	15.5	-14%	15.7	1%	16.4	5%	17.5	7%	17.5	0%	17.6	18.6	6%
394	11.7	-6%	10.8	-8%	11.7	9%	15.0	28%	17.0	13%	16.6	16.7	0%
395	N/A	N/A	N/A	N/A	N/A	N/A	12.0	N/A	16.2	N/A	17.2	12.9	-25%
Total Fixed Route	15.2	-9%	15.1	-1%	15.9	5%	17.7	12%	19.0	7%	18.9	19.4	3%

TAB 3

Agenda Item 7a

ACTION ITEM: 2015 Summer Youth Pass

Board of Directors Meeting Agenda


Wednesday February 25, 2015

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Memo

Meeting Date: February 25, 2015
Agenda Item: 2015 Summer Youth Pass – Agenda Item #7a
Lead Staff: Mike Furnary
Approved: Jeanne Krieg 

BACKGROUND

Unlimited-ride Tri Delta Transit summer youth passes have been sold every summer since 2008. Over 300 passes were sold last year.

PROPOSAL

In 2014, to unify the summer youth pass into a county-wide program, Tri Delta Transit's staff worked with Contra Costa 511, WestCat, and County Connection. While County Connection opted to not participate, WestCat agreed to join with Tri Delta Transit to offer a 2014 unlimited-ride summer youth pass to passengers 5-17 for \$50. The program was successful so is being proposed for both systems in 2015. The passes will be valid June 1 through August 31.

Contra Costa 511 will, once again, participate in the program and has agreed to:

- subsidize the full cost of the wristbands for 225 student attendees of Supervisor Glover's youth summit. (May 9th at Pittsburg High School).
- subsidize the cost of each pass sold by Tri Delta Transit and by WestCAT. The level of that subsidy for 2015 is \$10 per pass so Tri Delta Transit would receive \$60 for each pass sold.

RECOMMENDED MOTION:

Authorize staff to market an unlimited-ride 2015 summer pass to passengers aged 5-17 for \$50.

TAB 4

Agenda Item 7b
ACTION ITEM: Problem Ticket Policy

Board of Directors Meeting Agenda

Wednesday February 25, 2015

4:00pm

ECCTA Boardroom


801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: February 25, 2015

Agenda Item: Problem Ticket Policy - Agenda Item #7b

Lead Staff: Mike Furnary

Approved By: Jeanne Krieg 

Background

Fareboxes that print passes as well as credit tickets for overpayments have been in use since 2012. The fareboxes have improved our statistical analysis of passenger loads, eliminated the use of counterfeit tickets, and allowed a better system for fare reconciliation. As with any mechanical object, malfunctions occur occasionally. When this happens, staff works with the passengers to make sure they are reimbursed for lost money or tickets. The process in place works well and there have been very few complaints.

On occasion, however, a passenger will make a complaint about a lost fare that occurred so far in the past that it is very time consuming – and sometimes impossible – to investigate. These few customers become argumentative when we can't confirm their lost fare from 2013 so staff requests a written policy to present in those cases.

Action Requested

Adopt the proposed problem ticket policy.

Policy: Resolution of Fare Box Issues/Problems

- Customers who experience a problem with the fare box on a Tri Delta Transit bus must contact Tri Delta Transit's Administrative Office within 30 days of the occurrence to report the problem. Problems include:
 - credit ticket not issued
 - ticket stuck in fare box
 - ticket not issued
 - money lost in fare box
 - overpayment due to fare box malfunction
- When reporting an incident with the fare box, the customer must provide:
 - Date and time of occurrence
 - Bus route and direction
 - Location of incident
 - Bus number if possible
 - What problem occurred
- Tri Delta Transit staff will use all tools and procedures available to investigate and verify all claims.
- Filing a fare box claim does not guarantee that a credit ticket or pass replacement will be issued.
- Once a problem has been verified, Tri Delta Transit will provide the appropriate pass replacement or credit ticket only. No cash will be issued.

DRAFT

Problems may be reported:

1. By Phone: 925-754-6622
2. By Fax: 925-757-2530
3. Online: www.trideltatransit.com

**Adopted by the Tri Delta Transit Board of Directors
February 25, 2015**

TAB 5

Agenda Item 7c

ACTION ITEM: Facility Parking Lot Policy

Resolution #150225c

Board of Directors Meeting Agenda

Wednesday February 25, 2015

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors**Meeting Date:** February 25, 2015**Agenda Item:** Facility Parking Lot Policy - Agenda Item #7c**Lead Staff:** Jeanne Krieg **Background**

Recently an individual drove his girlfriend's car from the apartment complex across the street to the Tri Delta Transit facility and parked it in the employee lot. He torched the car. The fire department dealt with the fire. Fortunately, the owner's insurance company towed the car the following day. The situation brought to light that we do not have the legal right to tow vehicles from the employee parking lot. The California Vehicle Code requires a resolution from our board before we can enact restrictions on parking. The code states:

Whenever a vehicle is parked or left standing where local authorities, by resolution or ordinance, have prohibited parking and have authorized the removal of vehicles. Except as provided in subdivisions (v) and (w), a vehicle shall not be removed unless signs are posted giving notice of the removal.

Sections V & W relate to cars being used as a billboard and citing a car more than once for the same offense.

Action Requested

Adopt Resolution 150225c which establishes a policy for parking at the Eastern Contra Costa Transit Authority facility located at 801 Wilbur Avenue, Antioch, CA.



TRI DELTA TRANSIT

Eastern Contra Costa Transit Authority
801 Wilbur Avenue • Antioch, California 94509
Phone 925.754.6622 Fax 925.757.2530

RESOLUTION #150225c Facility Parking Lot Policy

Resolution #150225c establishes a policy for parking at the Eastern Contra Costa Transit Authority facility located at 801 Wilbur Avenue, Antioch, CA

WHEREAS, Eastern Contra Costa Transit Authority (ECCTA) owns and maintains an administration, operations, and maintenance facility at 801 Wilbur Avenue in Antioch, CA; and

WHEREAS, ECCTA wishes to provide adequate and safe parking for its 200+ employees; and

WHEREAS, ECCTA wishes to ensure that the environment is protected; and

WHEREAS, California Vehicle Code section 22651(r) requires a resolution from the governing board before parking restrictions can be enacted.

NOW, THEREFORE, BE IT RESOLVED that ECCTA adopts the attached policy for the facility parking lot at 801 Wilbur Avenue in Antioch, California.

PASSED AND ADOPTED THIS 25th day of February 2015, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Gene Clare, Chair

Jeanne Krieg, CEO

AYES: _____
NOES: _____
ABSENT: _____
ABSTENTIONS: _____

Policy: Facility Parking Lot – 801 Wilbur Avenue, Antioch, CA

If a vehicle is parked in the facility parking lot for more than 48 concurrent hours without prior authorization from the ECCTA administrative office , it will be towed at the owner's expense to a location that will be posted at the entrance to the parking lot.

If a vehicle is authorized to park in the facility parking lot for more than 48 hours, a valid pass that is issued by ECCTA must be displayed in the windshield.

If a vehicle that is obviously not drivable (burned or stripped) is parked in the facility parking lot, it will be towed immediately at the owner's expense to a location that will be posted at the entrance to the parking lot.

If a vehicle that is an environmental hazard (leaking or smoking) is parked in the facility parking lot, it will be towed immediately at the owner's expense to a location that will be posted at the entrance to the parking lot.

The facility parking lot is for use by employees and others having business at or with Tri Delta Transit. Any unauthorized car parked in the facility parking lot will be issued a warning the first occurrence and will be towed the second occurrence at the owner's expense to a location that will be posted at the entrance to the parking lot.

DRAFT

TAB 6

Agenda Item 7d

ACTION ITEM: Change Order for Title VI Analysis

Resolution #150225a

Board of Directors Meeting Agenda

Wednesday February 25, 2015

4:00pm

ECCTA Boardroom


801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: February 25, 2015

Agenda Item: Change Order for Title VI Analysis –
Agenda Item # 7d

Lead Staff: Steve Ponte

Approved: Jeanne Krieg 

Background

Federal regulations require an analysis any time fares are changed to make sure there are no disparate impacts to minority populations. CDM Smith is the contractor selected for the ECCTA system re-design project and is in the process of a Title VI analysis for route changes. Clipper is requiring single fare costs from the east bay operators for all general public and senior and disabled day passes.

- The current general public 24 hour pass is \$3.35 and the new proposed day pass will be \$3.75
- The current Senior and Disabled 24 hour pass is \$1.35 and the new proposed day pass will be \$1.75

All operators in the east bay will be required to have the same day pass rates, so all the east bay operators will be conducting a Title VI analysis. The cost of the day passes may be more or less, depending on the total Title VI analysis. After the Title VI analysis, the final report and findings will be presented to the ECCTA Board of Directors for approval.

Recommendation

Adopt Resolution 150225a authorizing the CEO to enter into a change order with CDM Smith to conduct the required Title VI analysis for an amount not to exceed \$15,000.

*Agenda Item #7d
Eastern Contra Costa Transit Authority
Board of Directors
Meeting: February 25, 2015*



TRI DELTA TRANSIT

Eastern Contra Costa Transit Authority
801 Wilbur Avenue • Antioch, California 94509
Phone 925.754.6622 Fax 925.757.2530

RESOLUTION #150225a AUTHORIZATION FOR A CHANGE ORDER FOR A TITLE VI ANALYSIS

Resolution #150225a authorizes the CEO to execute and deliver a change order to CDM Smith to conduct a Title VI Analysis not to exceed \$15,000.

WHEREAS, Eastern Contra Costa Transit Authority (ECCTA) is required to conduct a Title VI analysis for any fare changes; and

WHEREAS, CDM Smith is the prime contractor; and

WHEREAS, MTC/Clipper is requiring a single fare structure for General Public and Senior/Disabled day passes; and

WHEREAS, CDM Smith will conduct the Title VI analysis and deliver results to the ECCTA Board of Directors.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. ECCTA approves the change order to CDM Smith for a sum not to exceed \$15,000.
2. ECCTA grants the CEO the authorization to execute and deliver a change order to CDM Smith.

PASSED AND ADOPTED THIS 25th day of February 2015, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Gene Clare, Chair

Jeanne Krieg, CEO

AYES: _____
 NOES: _____
 ABSENT: _____
 ABSTENTIONS: _____

TAB 7

Agenda Item 7e

ACTION ITEM: Fixed Route Bus Procurement

Resolution #150225b

Board of Directors Meeting Agenda

Wednesday February 25, 2015

4:00pm

ECCTA Boardroom


801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: February 25, 2015

Agenda Item: Fixed Route Bus Procurement – Agenda Item #7e

Lead Staff: Ann Hutcheson

Approved: Jeanne Krieg 

Background

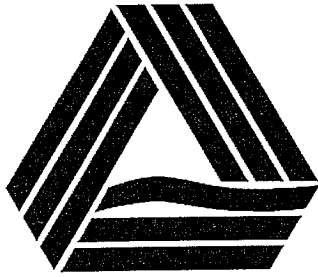
ECCTA has twenty fixed route buses that have reached the end of their useful life and need to be replaced. On October 23, 2013, the ECCTA Board of Directors authorized the CEO to sign a consortium contract agreement with Central Contra Costa Transit Authority (County Connection) for the procurement of transit buses through County Connection's RFP 2012-MA-02. Gillig LLC was the successful proposer of this RFP. The agreement is valid through August 15, 2016 with two 1-year options.

Process

- ECCTA received funds for these twenty buses from a Federal Transit Administration (FTA) allocation.
- ECCTA received a price quote from Gillig LLC to purchase twenty 40' BRT low floor buses for \$10,741,489 per the specifications in County Connection's RFP 2012-MA-02. This RFP meets the requirements of all applicable FTA solicitation and RFP award requirements.

Recommendation

Adopt Resolution # 150225b authorizing the CEO to execute and deliver a purchase order to Gillig LLC, through County Connection RFP 2012-MA-02, for an amount not to exceed \$10,741,489 for the purchase of twenty fixed route buses.



TRI DELTA TRANSIT

Eastern Contra Costa Transit Authority
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RESOLUTION #150225b FIXED ROUTE BUS PROCUREMENT

Resolution #150225b authorizes the CEO to execute and deliver a purchase order to Gillig LLC for an amount not to exceed \$10,741,489 for the purchase of twenty fixed route buses.

WHEREAS, EASTERN CONTRA COSTA TRANSIT AUTHORITY (ECCTA) has twenty fixed route buses that need replacing; and

WHEREAS, twenty buses were purchased in 2001 and are two years past their useful life; and

WHEREAS, The Federal Transit Administration (FTA) replacement policy for these buses is after 12 years of service; and

WHEREAS, the FY 2014-2015 budget includes funding to purchase the twenty replacement buses; and

WHEREAS, Gillig LLC was awarded a contract through the CCCTA RFP 2012-MA-02 for the purchase of these vehicles; and

WHEREAS, the 40' BRT low floor buses are manufactured by Gillig LLC will meet ECCTA's needs and is within budget; and

WHEREAS, this was a competitively bid contract and complies with FTA Circular 4220.1F for Third Party Contracting Requirements and State of California applicable requirements; and

WHEREAS, ECCTA will receive a fair and reasonable price for these buses; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt resolution #150225b authorizing the CEO to execute and deliver a purchase order to Gillig LLC through CCCTA RFP 2012-MA-02. The purchase shall be conducted in accordance with all applicable State and FTA requirements, for an amount not to exceed \$10,741,489 for the purchase of twenty Fixed Route buses.

PASSED AND ADOPTED THIS 25th day of February 2015, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Gene Clare, Chair

Jeanne Krieg, CEO

AYES: _____
NOES: _____
ABSENT: _____
ABSTENTIONS: _____