



# 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 June 22<sup>nd</sup>, 2016

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Available on line: [www.trideltatransit.com](http://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 Ben Johnson

a. **Roll Call**

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 Ben Johnson

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

- Minutes of the Board of Directors meeting of May 25, 2016
- 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*)
- Information Item: Clipper Emergency Purchase** (*see attachment: tab #3*)

**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 2015-16

\*\* Vice-chair: FY 2015-16

**Board of Directors Meeting Agenda  
Wednesday June 22, 2016**

**7. ACTION AND DISCUSSION ITEMS**

- a. ACTION ITEM:** Pacific Gas and Electric Extension Agreement Payment Options  
(see attachment: tab #4)

**Requested action:** Approve staff's recommendation of a payment option to Pacific Gas and Electric Company for power required for electric bus charging stations.

- b. ACTION ITEM:** Pittsburg Seafood Festival  
(see attachment: tab #5)

**Requested Action #1:** Authorize staff to operate shuttle service for the 2016 Pittsburg Seafood Festival on September 10<sup>th</sup> and 11<sup>th</sup>.

**Requested Action #2:** Authorize staff to operate shuttle service for the Pittsburg Seafood Festival each year as long as ridership remains above 4000.

**8. CLOSED SESSION: Adjourn to Closed Session:**

Public Employee Performance Evaluation – Government Code §54957.6 Title:  
Chief Executive Officer

**9. RETURN TO OPEN SESSION: Report, if any**

- 10. ACTION ITEM:** FY 2016-17 ECCTA Board of Directors Officers  
(see attachment: tab #6)

**Requested Action #1:** Elect Oakley representative Doug Hardcastle as chair of the ECCTA Board of Directors for FY 2016-17.

*Chair Johnson will pass the gavel to incoming Chair Hardcastle.*

**Requested Action #2:** Elect Antioch representative Mary Rocha to serve as the vice-chair of the ECCTA Board of Directors for FY 2016-17.

**11. 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.

**12. Adjourn**

Next Meeting: July 27, 2016 – 4:00pm

**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**

Wednesday June 22, 2016

ECCTA Boardroom  
801 Wilbur Avenue, Antioch, CA 94509

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

**MINUTES**

May 25, 2016

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

**ROLL CALL / CALL TO ORDER**

**PRESENT:** Gene Clare (Brentwood); Nancy Parent, Alternate for Federal Glover (Contra Costa County); Ken Gray (Member-at-Large); Barbara Guise (Brentwood); Wade Harper (Antioch); Michael Daugelli, Alternate for Mary N. Piepho (Contra Costa County); Mary Rocha (Antioch); Kevin Romick (Oakley); Doug Hardcastle (Oakley/Vice Chair); and Ben Johnson (Pittsburg/Chair)

**ABSENT:** Pete Longmire (Pittsburg)

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

**OTHERS**

**PRESENT:** Susan Hinson, First Transit  
Bill Hurrell, CDM Smith  
Gary Mitchell, First Transit  
Hosie Pintily, First Transit

**PLEDGE OF ALLEGIANCE**

Chair Johnson led the Pledge of Allegiance.

**PUBLIC COMMENT**

There were no comments from the public.

**CHAIR'S REPORT**

Chair Johnson advised that he and Directors Clare, Gray, and Rocha had attended the American Public Transportation Association (APTA) Seminar in San Antonio, Texas; a good seminar that was well received, and well attended.

Chair Johnson reported that one of the key discussions at the seminar was the structure of Americans with Disabilities Act (ADA) transit where economics was the fundamental issue. He noted he had asked that the topic of the seminars be changed each year and that a three-day as opposed to a four-day event be considered.

Chair Johnson explained that the Chief Executive Officer had not been evaluated by the Board for eight years. He distributed evaluation forms from APTA, requested that the forms be completed by June 15 and be mailed in the self-addressed envelopes provided, and stated the Vice Chair and the past Chair would help him conduct the evaluation, which would be returned as an item on the next meeting agenda for discussion.

Since an evaluation had not been done for eight years, Director Harper recommended considering Best Practices related to the CEO position, one of which was to allow a self-evaluation.

### **CONSENT CALENDAR**

On motion by Director Romick, seconded by Director Guise, ECCTA Boardmembers adopted the Consent Calendar, as shown, which carried by the following vote:

- A. Minutes of the Board of Directors meeting of April 27, 2016
- B. Financial Report
- C. Marketing Activities Report

AYES: Clare, Daugelli, Gray, Guise, Hardcastle, Harper, Rocha, Romick, and Johnson  
NOES: None  
ABSTAIN: Parent  
ABSENT: Longmire

### **CHIEF EXECUTIVE OFFICER'S REPORT**

- A. Operations Report

Chief Executive Officer (CEO) Jeanne Krieg reported that the registration for the 2016 Annual APTA Conference was open, would be located in downtown Los Angeles from September 11-14, and those planning to attend would have to identify their interest.

Ms. Krieg referred to the paratransit information at the APTA seminar and noted that the ECCTA Paratransit Committee had met prior to the seminar. She and COO Steve Ponte would analyze the fiscal impacts for some of the ideas that had been discussed.

Ms. Krieg reported that earlier this month she, Steve Ponte, Kevin Moody, and Susan Hinson had attended an APTA Bus Conference, and one of the sessions she had attended was on the nationwide trend of the decline in ridership, with a focus on VTA, which had experienced a dramatic drop in ridership. She noted that ECCTA's ridership had not dropped as dramatically. While the initial reason was thought to be a decline in gas prices, there was also a shift in population where some younger people were moving to transit oriented development (TOD) in downtown stations close to transit; many low-income transit dependent people were being pushed out to the suburbs; undocumented residents now had access to driver's licenses; there were a number of jitney services; and in many parts of the country employer provided bus passes had been discontinued; large employers were offering transportation services; and many companies were offering telecommunication and alternate work schedules. She added that many buses were stuck in traffic, just like cars, and a combination of all those things had been leading to a decline in ridership across the country. For Tri Delta Transit, ridership had declined 9 percent on fixed route and 6 percent on Dial-a Ride.

Ms. Krieg also reported that the summer youth pass wristbands were now on sale and 220 wristbands had been distributed at Federal Glover's youth summit; Contra Costa 511 provided 250 summer youth pass wristbands to the summit and were subsidizing each wristband sold by Tri Delta Transit by \$10. In addition, there had been a kick off meeting for the new operations contract which begins on July 1, 2016, and Tri Delta Transit's new Planning and Grants Coordinator was putting together the contract compliance monitoring system; more personnel changes were expected in that interviews were being conducted for two mechanic positions, a service worker position, and interviews would be conducted for the Executive Assistant position in June; and the Metropolitan Transportation Commission (MTC)-funded summer intern would start in June.

Ms. Krieg referred to the personnel issues at APTA and reported that the Executive Committee of the APTA Board of Directors had held a special meeting when the current CEO had chosen to resign. The Executive Committee had appointed Dick White as the interim APTA CEO and had approved a search process for a permanent CEO replacement.

### **ACTION AND DISCUSSION ITEMS**

#### **A. System Redesign**

COO Ponte referred to the voluminous amount of information in the packet to show what had been considered as part of the system redesign.

Bill Hurrell, CDM Smith, the project consultant, explained that the coming of the BART extension to Antioch had been the impetus for the proposal to be able to redesign the system to connect to BART. He noted that the Tri Delta Transit system had evolved historically and this had been the first time that anyone had ever taken a step back to look at the big picture of whether the system made sense.

Mr. Hurrell presented maps to show the historical evolution of the Tri Delta Transit system from 1983 when the network had been oriented along Highway 4, to 2015 when the network had been focused around the key focal points of the Pittsburg/Bay Point BART Station, Pittsburg Center, Antioch Park & Ride at the eBART station, and Brentwood Park and Ride, with some very long routes.

Mr. Hurrell identified transit network typologies and identified the Tri Delta System as a hybrid between amorphous and hub and spoke. He stated that a plan had been developed for the grid concept and one for the hub and spoke concept, and CDM Smith's evaluation had shown that with the grid concept the routes were straightforward, although there was no grid street network in the Tri Delta Transit system and the grid layout did not work well in that it was difficult to cover plus there were a number of unnecessary transfers.

With respect to the hub and spoke concept, Mr. Hurrell explained that was happening more every day; it worked well and allowed more direct and simplified routing, although transfers were a problem. To truly implement the concept would require a fifty percent increase in operations and service. As a result, a compromise had been proposed to a modified system that would retain most of the features of the hub and spoke, focus service around key focal points, allow for timed transfers at key locations, and reduce some service as a cost-saving measure.

Mr. Hurrell identified the recommended service changes and advised that the key service changes would be better connections to eBART. As a result, some routes would be terminated at the BART service location to facilitate transfers and make the system simpler. He identified the changes that would terminate some routes, divide a route, extend some routes, remove some routes, renumber some routes, and add new routes, with minimal changes to headway and service. He noted that there would be an 8-minute window for transfers. He presented a timed transfer schedule that had looked at existing transfers to identify those that could be made and those that could not. A possible 440 transfers had been identified; 120 could be made within a 10-minute time period. As a result, there were a number of transfers that would be difficult to make.

Mr. Hurrell stated there was an opportunity to redesign the system. The system would be simplified and over time it would be easier for customers to understand. He reported that there had been two rounds of outreach to the community and three public workshops. Attendance had not been as heavy as hoped. In the second round, a survey form had been posted on the Tri Delta Transit website and various locations had been visited to facilitate the survey. He reported there had been 205 responses to the survey; a couple of the respondents used Tri Delta Transit nearly every day, half used Tri Delta Transit to get to work, 15 percent used it to get to school, 12 percent used it to go shopping and run errands, and two out of three stated they would use the service to access the BART system. A survey of all proposed route changes was presented and a small percentage of respondents had concerns, which he summarized for the Board.



Mr. Hurrell also identified the Title VI Service Change Equity Analysis, as required by federal law, and reported that for low-income residents 42 percent would receive the benefits whereas the overall benefit would be 32 percent, which was good. He added that the proposed service changes could be done fully in compliance with Title VI, noted there had been a positive response from the public, the concerns expressed had been documented and would be taken into consideration, and the overall improvements would be acceptable.

Director Clare asked about the elimination of Route 360, noted that it had always been an issue getting people moved around in Discovery Bay, verified that the riders were primarily children, and asked if the public officials at Discovery Bay had been contacted. He did not oppose the elimination of Route 360 but urged some outreach prior to the elimination.

In response to Director Rocha, Ms. Krieg described Tri Delta Transit's efforts to work with Discovery Bay to find ways to address the problem, which stemmed from the way the community had been built with gated neighborhoods, making it difficult to serve. She reported that only 3.5 people a day used the Discovery Bay service.

Director Gray referred to other difficult locations to service, such as Winco in Pittsburg and Sand Creek in Brentwood, and noted there was a lot of ridership down the Lone Tree Way Corridor in Antioch and the Auto Mall on Sommersville Road, which should include more direct routes such as downtown Pittsburg to Los Medanos College.

Director Harper appreciated the outreach and saw some comments about schools, although when coordinating with the schools he asked what had been considered other than efficiencies with the schools.

In response, Mr. Ponte explained that Tri Delta Transit contacted the school district three times a year to check bell times and tailor the schedule to the bell times. He clarified, when asked, that the schools would not identify where the children were coming from. He also explained that there had been requests for a direct route to Heritage High School from Pittsburg and Bay Point.

On motion by Director Clare, seconded by Director Rocha, ECCTA Boardmembers adopted Resolution 160525a authorizing staff to implement changes to bus routes and schedules, carried by the following vote:

AYES:	Clare, Daugelli, Gray, Guise, Hardcastle, Harper, Parent, Rocha, Romick, and Johnson
NOES:	None
ABSTAIN:	None
ABSENT:	Longmire

B. Proposed FY 2016-17 Budget

Chief Financial Officer Tom Harais presented the proposed 2016-17 Budget, a fully funded budget, highlighted the operating budget, and stated that the variances this year were on target for 2016 with a couple of exceptions. For 2017, he had copied 2016 and had adjusted for those couple of items. He explained that fuel costs had been over budgeted last year and this year it would be less than last year's budget but slightly more than what had actually been paid this year. He highlighted the other budget items and noted that the bottom line was a \$20,838,000 budget.

With respect to the capital budget, Mr. Harais described the use of the funds in that budget, highlighted the capital funding to be requested for Fiscal Year 2017; ongoing capital projects to be continued in FY 2017; the desired capital projects for which no fund sources had been identified; and explained how there could be some savings in those projects. He requested approval of the budget.

Director Clare referenced the current state of bus shelters, the need for additional shelters, and the discussion of setting aside money to renovate, replace, or purchase new additional shelters.

As to whether there was a line item in the budget for shelters, Mr. Harais stated that six shelters had been lost in the last several months. He noted that normal shelters cost in the range of \$10,000, and Transportation Development Act (TDA) funds could potentially be used to fund shelters.

Mr. Ponte clarified that when jurisdictions sent information to Tri Delta Transit regarding a development they usually asked for turnouts and shelters. Jurisdictions were acquiring funds from developers so that when developments came on line those funds could be used for shelters. As a result, the shelters would be funded by other than Tri Delta Transit.

Director Daugelli referred to the original budget and asked why the federal funding was so erratic, to which Mr. Harais explained that related to timing and a choice as to when to accept the funds to be able to build a reserve. He noted that the actual amounts allocated by the federal government each year were a little more stable than that.

On the discussion, it was clarified that the opening of the new eBART station would not affect this year's budget but would affect next year's budget.

Ms. Krieg emphasized that thanks to earlier decisions made by earlier Boardmembers Tri Delta Transit was only spending the money it had and had spent down some of the reserves, which had saved the agency from the need for massive cuts. Now that the economy had improved, Mr. Harais had been creative in building those reserves back up.

On motion by Director Harper, seconded by Director Romick, ECCTA Boardmembers approved the proposed Fiscal Year 2016-17 Budget, carried by the following vote:

AYES: Clare, Daugelli, Gray, Guise, Hardcastle, Harper, Parent, Rocha, Romick, and Johnson  
NOES: None  
ABSTAIN: None  
ABSENT: Longmire

The Board thanked Mr. Harais for a job well done.

C. Authorization to File Claims

Now that the budget had been adopted, Ms. Krieg advised that the Board now had to apply for the funds.

On motion by Director Daugelli, seconded by Director Guise, ECCTA Boardmembers adopted Resolution 160525b which authorizes the Chief Executive Officer or her designee to file an application with the Metropolitan Transportation Commission for the FY 17 allocation of Transportation Development Act and State Transit Assistance funds, carried by the following vote:

AYES: Clare, Daugelli, Gray, Guise, Hardcastle, Harper, Parent, Rocha, Romick, and Johnson  
NOES: None  
ABSTAIN: None  
ABSENT: Longmire

On motion by Director Daugelli, seconded by Director Guise, ECCTA Boardmembers adopted Resolution 160525c which authorizes the Chief Executive Officer or her designee to execute and submit an allocation request for FY 17 Regional Measure 2 (RM2) funds, carried by the following vote:

AYES: Clare, Daugelli, Gray, Guise, Hardcastle, Harper, Parent, Rocha, Romick, and Johnson  
NOES: None  
ABSTAIN: None  
ABSENT: Longmire

**BOARD OF DIRECTORS COMMENTS**

Director Parent thanked Director Rocha for the written report from the recent APTA seminar.

Director Gray stated he had enjoyed the APTA seminar in San Antonio.

Director Guise complimented everyone on the in-depth report of the public meetings.

Director Clare also commended the seminar and the workshops and noted his understanding that there had been 160 participants at the seminar with 40 Board support members. Paratransit was the big issue. For future workshops he supported more of a Best Practices approach.

Director Harper reported that he would present the State of the City Address on May 27; and the Mayor's Golf Tournament had been scheduled for June 5.

Director Daugelli referred to the handout regarding LGBT in public transportation, and suggested that people in the Tri Delta Transit community were very respectful of the LGBT community.

Chair Johnson reported that opening day for the Pittsburg baseball team would be on May 31; and there were a number of other activities in Pittsburg such as the car shows and the culinary crawl.

#### **ADJOURNMENT**

Chair Johnson adjourned the meeting of the Eastern Contra Costa Transit Authority at 5:35 P.M. to June 22, 2016 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 May 31, 2016  
*(unaudited)*

	YTD Actual			YTD Budget			YTD Variance favorable/(unfavorable)			FY16 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	
<b>OPERATING REVENUES</b>																			
Passenger Fares	\$ 3,017,461	\$ 2,584,906	\$ 432,555	\$ 2,992,078	\$ 2,555,210	\$ 436,868	\$ 25,363	\$ 29,696	\$ (4,313)	\$ 3,247,000	\$ 2,769,000	\$ 478,000	\$ 93%	\$ 93%	\$ 478,000	90%	\$ 93%	\$ 478,000	90%
Other Income	\$ 312,212	\$ 154,020	\$ 158,192	\$ 212,000	\$ 77,000	\$ 135,000	\$ 100,212	\$ 77,020	\$ 23,192	\$ 260,000	\$ 80,000	\$ 180,000	120%	\$ 193%	\$ 180,000	89%	\$ 193%	\$ 180,000	89%
<b>Total Operating Revenues:</b>	\$ 3,329,673	\$ 2,738,926	\$ 590,747	\$ 3,204,078	\$ 2,632,210	\$ 571,868	\$ 125,595	\$ 106,716	\$ 18,879	\$ 3,507,000	\$ 2,849,000	\$ 658,000	95%	\$ 96%	\$ 658,000	90%	\$ 96%	\$ 658,000	90%
<b>OPERATING EXPENSES</b>																			
Purchased Transportation	\$ 10,574,784	\$ 7,420,353	\$ 3,154,431	\$ 10,666,348	\$ 7,480,739	\$ 3,205,609	\$ 121,564	\$ 70,386	\$ 51,178	\$ 11,687,068	\$ 8,183,174	\$ 3,503,894	90%	\$ 91%	\$ 3,503,894	90%	\$ 91%	\$ 3,503,894	90%
Materials and Supplies	\$ 2,423,869	\$ 1,992,679	\$ 431,190	\$ 3,250,479	\$ 2,637,263	\$ 613,216	\$ 826,610	\$ 644,584	\$ 182,026	\$ 3,590,100	\$ 2,880,100	\$ 670,000	86%	\$ 69%	\$ 670,000	64%	\$ 69%	\$ 670,000	64%
Salaries & Benefits	\$ 3,482,036	\$ 3,141,924	\$ 340,112	\$ 3,881,350	\$ 3,493,050	\$ 388,300	\$ 399,314	\$ 351,126	\$ 48,188	\$ 4,234,000	\$ 3,810,600	\$ 423,400	82%	\$ 82%	\$ 423,400	80%	\$ 82%	\$ 423,400	80%
Services	\$ 680,616	\$ 578,485	\$ 121,131	\$ 769,917	\$ 625,167	\$ 134,750	\$ 60,301	\$ 46,832	\$ 13,619	\$ 829,000	\$ 682,000	\$ 147,000	84%	\$ 85%	\$ 147,000	82%	\$ 85%	\$ 147,000	82%
Other	\$ 303,172	\$ 288,077	\$ 15,095	\$ 350,500	\$ 324,100	\$ 26,400	\$ 47,328	\$ 36,023	\$ 11,305	\$ 405,000	\$ 375,450	\$ 29,550	75%	\$ 77%	\$ 29,550	51%	\$ 77%	\$ 29,550	51%
Casualty and liability insurance	\$ 435,340	\$ 367,590	\$ 67,750	\$ 432,586	\$ 307,423	\$ 125,163	\$ (2,754)	\$ (60,167)	\$ 57,413	\$ 465,588	\$ 330,524	\$ 135,064	94%	\$ 94%	\$ 135,064	59%	\$ 94%	\$ 135,064	59%
Utilities	\$ 226,237	\$ 217,673	\$ 8,564	\$ 233,000	\$ 221,000	\$ 12,000	\$ 3,763	\$ 3,327	\$ 436	\$ 254,000	\$ 241,000	\$ 13,000	90%	\$ 90%	\$ 13,000	89%	\$ 90%	\$ 13,000	89%
Taxes	\$ 21,974	\$ 17,172	\$ 4,802	\$ 18,000	\$ 12,600	\$ 5,400	\$ (3,974)	\$ (4,572)	\$ 598	\$ 20,000	\$ 14,000	\$ 6,000	110%	\$ 123%	\$ 6,000	80%	\$ 123%	\$ 6,000	80%
<b>Total Operating Expenses:</b>	\$ 18,170,028	\$ 14,023,953	\$ 4,146,075	\$ 19,622,180	\$ 15,111,342	\$ 4,510,838	\$ 1,452,152	\$ 1,087,389	\$ 364,763	\$ 21,444,756	\$ 16,516,848	\$ 4,927,908	85%	\$ 85%	\$ 4,927,908	84%	\$ 85%	\$ 4,927,908	84%
<b>NON-OPERATING REV</b>																			
Federal Funds	\$ 1,389,895	\$ 330,888	\$ 1,052,997	\$ 723,155	\$ 200,000	\$ 523,155	\$ 660,740	\$ 130,898	\$ 529,842	\$ 923,155	\$ 400,000	\$ 523,155	150%	\$ 83%	\$ 523,155	201%	\$ 83%	\$ 523,155	201%
State Funds	\$ 11,022,820	\$ 8,495,012	\$ 2,527,808	\$ 12,860,681	\$ 10,052,563	\$ 2,828,118	\$ (1,857,861)	\$ (1,557,551)	\$ (300,310)	\$ 13,165,969	\$ 10,201,183	\$ 2,964,786	84%	\$ 83%	\$ 2,964,786	85%	\$ 83%	\$ 2,964,786	85%
Local Funds	\$ 1,384,848	\$ 783,575	\$ 601,263	\$ 1,008,846	\$ 421,237	\$ 587,609	\$ 375,997	\$ 362,338	\$ 13,659	\$ 1,341,842	\$ 599,975	\$ 781,867	103%	\$ 140%	\$ 781,867	77%	\$ 140%	\$ 781,867	77%
Inter-Operator Agreements	\$ 1,202,394	\$ 1,202,394	\$ -	\$ 1,803,594	\$ 1,803,594	\$ -	\$ (601,200)	\$ (601,200)	\$ -	\$ 2,404,790	\$ 2,404,790	\$ -	50%	\$ 50%	\$ -	0%	\$ 50%	\$ -	0%
Interest & Other Misc Income	\$ 5,877	\$ 5,604	\$ 273	\$ 1,826	\$ 1,738	\$ 88	\$ 4,051	\$ 3,866	\$ 185	\$ 102,000	\$ 101,900	\$ 100	6%	\$ 5%	\$ 100	5%	\$ 5%	\$ 100	273%
<b>Total Non-Operating Revenues:</b>	\$ 14,995,829	\$ 10,817,483	\$ 4,182,346	\$ 18,418,102	\$ 12,479,132	\$ 3,938,970	\$ (1,418,273)	\$ (1,661,849)	\$ 243,376	\$ 17,937,756	\$ 13,667,848	\$ 4,269,908	84%	\$ 79%	\$ 4,269,908	84%	\$ 79%	\$ 4,269,908	84%
<b>EXCESS REV(EXP)</b>	\$ 159,474	\$ (457,544)	\$ 627,016	\$ -	\$ -	\$ -	\$ 159,474	\$ (467,544)	\$ 627,018	\$ -	\$ -	\$ -			\$ -			\$ -	

**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  
 June 22, 2016

**TRI DELTA TRANSIT**  
**Income Statement - Comparison to Prior Year**  
 As of May 31, 2016  
 (unaudited)

	May 2016 YTD Actual			May 2015 YTD Actual			FY16 vs FY15 - YTD			% Change from Previous Year		
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR
<b>OPERATING REVENUES</b>												
Passenger Fares	\$ 3,017,461	\$ 2,584,906	\$ 432,555	\$ 2,979,192	\$ 2,546,462	\$ 432,730	\$ 38,269	\$ 38,444	\$ (175)	1%	2%	0%
Other Income	\$ 312,212	\$ 154,020	\$ 158,192	\$ 318,312	\$ 150,000	\$ 168,312	\$ (6,100)	\$ 4,020	\$ (10,120)	-2%	3%	0%
<b>Total Operating Revenues:</b>	<b>\$ 3,329,673</b>	<b>\$ 2,738,926</b>	<b>\$ 590,747</b>	<b>\$ 3,297,504</b>	<b>\$ 2,696,462</b>	<b>\$ 601,042</b>	<b>\$ 32,169</b>	<b>\$ 42,464</b>	<b>\$ (10,295)</b>	<b>1%</b>	<b>2%</b>	<b>-2%</b>
<b>OPERATING EXPENSES</b>												
Purchased Transportation	\$ 10,574,784	\$ 7,420,353	\$ 3,154,431	\$ 10,369,087	\$ 7,272,826	\$ 3,096,261	\$ (205,697)	\$ (147,527)	\$ (58,170)	-2%	-2%	-2%
Materials and Supplies	\$ 2,423,869	\$ 1,992,679	\$ 431,190	\$ 2,869,555	\$ 2,345,776	\$ 523,779	\$ 445,686	\$ 353,097	\$ 92,589	16%	15%	18%
Salaries & Benefits	\$ 3,482,036	\$ 3,141,924	\$ 340,112	\$ 3,436,316	\$ 3,089,705	\$ 346,611	\$ (45,720)	\$ (52,219)	\$ 6,499	-1%	-2%	2%
Services	\$ 699,616	\$ 578,485	\$ 121,131	\$ 745,255	\$ 609,894	\$ 135,361	\$ 45,639	\$ 31,409	\$ 14,230	6%	5%	11%
Other	\$ 303,172	\$ 288,077	\$ 15,095	\$ 315,341	\$ 299,483	\$ 15,858	\$ 12,169	\$ 11,406	\$ 763	4%	4%	5%
Casualty and liability insurance	\$ 435,340	\$ 367,590	\$ 67,750	\$ 381,015	\$ 318,257	\$ 62,758	\$ (54,325)	\$ (49,333)	\$ (4,992)	-14%	-16%	-8%
Utilities	\$ 229,237	\$ 217,673	\$ 11,564	\$ 226,739	\$ 216,279	\$ 10,460	\$ (2,498)	\$ (1,394)	\$ (1,104)	-1%	-1%	-11%
Taxes	\$ 21,974	\$ 17,172	\$ 4,802	\$ 18,797	\$ 14,968	\$ 3,829	\$ (3,177)	\$ (2,204)	\$ (973)	-17%	-15%	-25%
<b>Total Operating Expenses:</b>	<b>\$ 18,170,028</b>	<b>\$ 14,023,953</b>	<b>\$ 4,146,075</b>	<b>\$ 18,362,105</b>	<b>\$ 14,167,188</b>	<b>\$ 4,194,917</b>	<b>\$ 192,077</b>	<b>\$ 143,235</b>	<b>\$ 48,842</b>	<b>1%</b>	<b>1%</b>	<b>1%</b>
<b>NON-OPERATING REV</b>												
Federal Funds	\$ 1,383,895	\$ 330,898	\$ 1,052,997	\$ -	\$ -	\$ -	\$ 1,383,895	\$ 330,898	\$ 1,052,997			
State Funds	\$ 11,022,820	\$ 8,495,012	\$ 2,527,808	\$ 11,302,569	\$ 8,185,463	\$ 3,117,106	\$ (279,749)	\$ 309,549	\$ (589,298)	-2%	4%	-19%
Local Funds	\$ 1,384,843	\$ 783,575	\$ 601,268	\$ 1,424,739	\$ 834,854	\$ 589,885	\$ (39,896)	\$ (51,279)	\$ 11,383	100%	100%	0%
Inter-Operator Agreements	\$ 1,202,394	\$ 1,202,394	\$ -	\$ 2,267,902	\$ 2,267,902	\$ -	\$ (1,065,508)	\$ (1,065,508)	\$ -	0%	0%	0%
Interest & Other Misc Income	\$ 5,877	\$ 5,604	\$ 273	\$ 14,820	\$ 14,432	\$ 388	\$ (8,943)	\$ (8,828)	\$ (115)	-60%	-61%	-30%
<b>Total Non-operating Revenues:</b>	<b>\$ 14,999,829</b>	<b>\$ 10,817,483</b>	<b>\$ 4,182,346</b>	<b>\$ 15,010,030</b>	<b>\$ 11,302,651</b>	<b>\$ 3,707,379</b>	<b>\$ (10,201)</b>	<b>\$ (485,168)</b>	<b>\$ 474,967</b>	<b>0%</b>	<b>-4%</b>	<b>13%</b>
<b>EXCESS REV/(EXP)</b>	<b>\$ 159,474</b>	<b>\$ (467,544)</b>	<b>\$ 627,018</b>	<b>\$ (54,571)</b>	<b>\$ (168,075)</b>	<b>\$ 113,504</b>	<b>\$ 214,045</b>	<b>\$ (299,469)</b>	<b>\$ 513,514</b>			

**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  
 June 22, 2016

## Staff Report to ECCTA Board of Directors

**Meeting Date:** June 22, 2016  
**Agenda Item:** Marketing/Communications Activities – Agenda Item 5c  
**Lead Staff:** Mike Furnary, Director of Marketing  
**Approved:** Jeanne Krieg, Chief Executive Officer 

### I. Completed Marketing Activities

1. **USS POSSCO Community Event**  
Shared booth with 511 Contra Costa at annual community event targeting East County residents to provide transit information/options.
2. **Green Footprint Festival**  
Participated in event promoting environmental friendly services. On site to promote the environmental benefits of riding public transportation and to provide information about Tri Delta Transit routes and services
3. **Summer Youth Pass Program Continued**  
Continued promotion and sale of Summer Youth Passes. Plan includes on site event promotion, television, online, print and outdoor advertising.
4. **Fair cross promo/Booth**  
Annual cross promotion extending Tri Delta Transit's presence in local media. Plan provided, outdoor, online, print and an admission discount for Tri Delta Transit customers as an incentive for riding the bus to the event.
5. **How to ride video #7 completion** – series completed/updated  
Completed final edits of last How to Ride video series and posted to youtube, embedded to Tri Delta Transit web site
6. **Class Pass/Facility Tour**  
One class pass trips/facility tour(s) scheduled and provided in June, 2016
7. **Ongoing marketing programs**
  - Welcome Pack mailing
  - 2 for 1 tickets on Route 300 (subsidized by 511 Contra Costa)
  - Take One on-board newsletter

### II. Planned Marketing/Communications Activities

1. New Employee Welcome Pack project
2. 511 Contra Costa cross promotion-Park & Ride
3. Art Wine Festival Cross Promotion
4. Seafood Festival cross promotion & shuttle coordination
5. School registrations / school pool ticket program
6. 2 for 1 20-ride pass program renewal
7. LMC table event
8. Clipper Card issue promotion

### **III. Current Organization Commitments**

1. East County Senior Coalition
2. APTA Marketing Committee
3. Local Chamber of Commerce Participation  
Antioch, Pittsburg, Brentwood, Oakley



# **TAB 2**

Agenda Item 6a  
CEO's REPORT: Operations Report

## **Board of Directors Meeting**

Wednesday June 22, 2016

ECCTA Boardroom  
801 Wilbur Avenue, Antioch, CA 94509

# Chief Executive Officer's Report

June 2016



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:

- Pre start-up activities for the operations contract with First Transit that begins July 1<sup>st</sup> continued.
- Personnel activity:
  - Mechanic Noel Leal was promoted to Lead Mechanic.
  - Mechanic Moises Trejo was promoted to Shop Manager.
  - Receiving Clerk Andrew Aranda was promoted to Mechanic.
  - Former Service Worker Agustin Diaz was promoted to Planning and Grants Coordinator.
  - Offers were made to a mechanic who recently moved to California from Indianapolis where he worked for the transit system Indygo
  - An offer was made for the open service worker position.
  - It is expected that the Parts Clerk and the Administrative Assistant positions will be filled within the next few weeks.
  - The MTC-sponsored summer intern will begin working at ECCTA later this month
- Sales of the 2016 Summer Youth Pass continued. The bands are \$50 for youths 17 and younger.
- The auditors began work on ECCTA's annual financial audit.
- An RFB for the solar project will be published soon.
- Funding is being secured for the purchase of four electric buses and the associated infrastructure.
- Plans are being developed and funding is being pursued to build four electric car charging stations in front of the ECCTA facility.

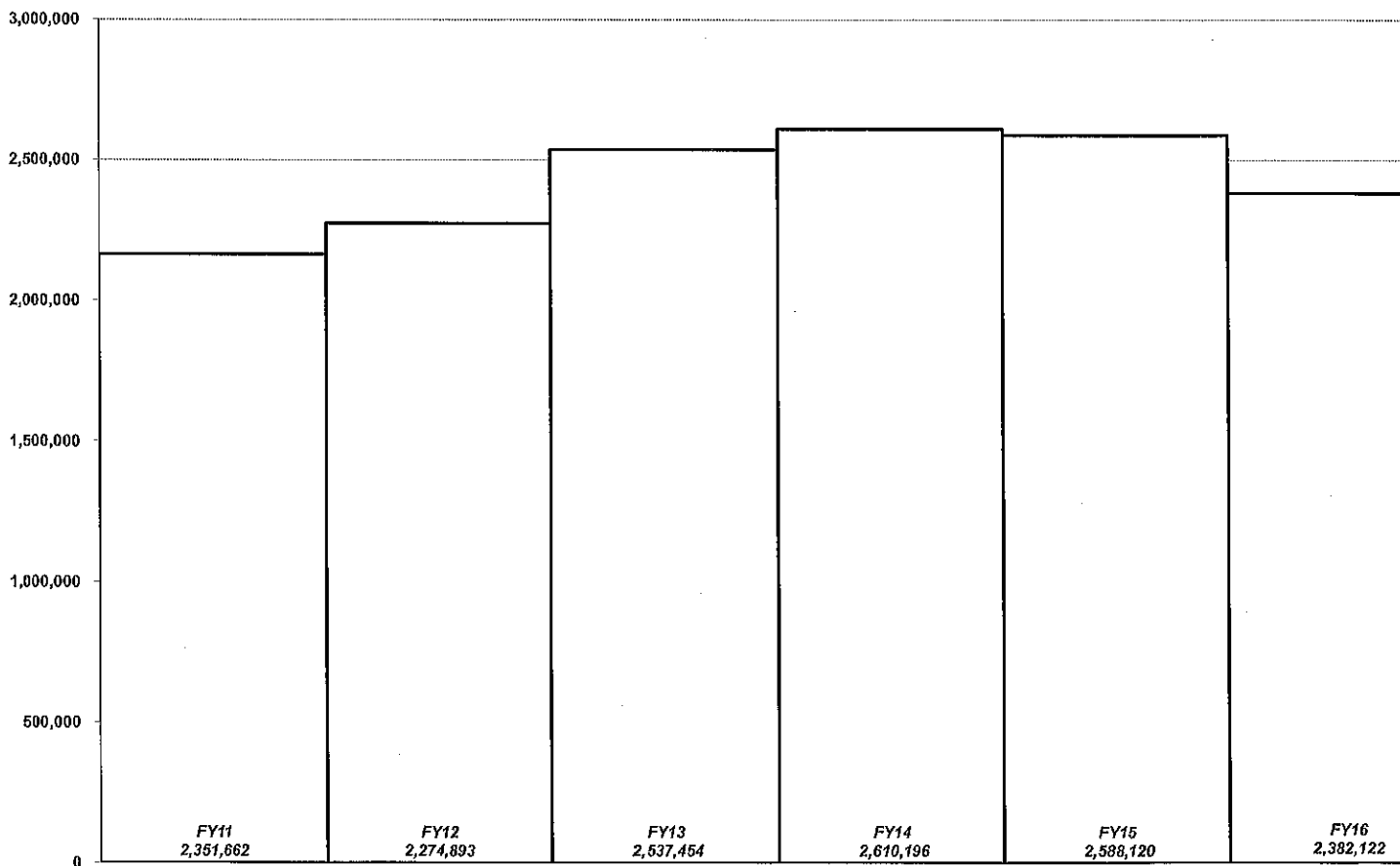
## Pending:

- Implementation of the 2016-2020 operations contract
- Radio spectrum sale contract
- BART Parking & Connectivity Committee
- Paratransit subcommittee
- Electric bus procurement
- Fixed route bus delivery (buses will be on production line October 2016)
- FTA's Safety Program
- Federal grants
- Service to Brentwood LMC campus (August 2018)
- Next generation of Clipper (2019)
- Service to eBART stations in Pittsburg and Antioch (2017)
- A&E: Antioch Park & Ride lot (in process)
- Oakley Park & Ride lot construction
- PATH Integrated Dynamic Transit Operations system demonstration project
- Contra Costa County Mobility Management Plan implementation
- Contra Costa County Transportation Plan

*Agenda Item #6a  
Eastern Contra Costa Transit Authority  
Board of Directors Meeting  
June 22, 2016*

# TRI DELTA TRANSIT

## COMPARATIVE YTD FR RIDERSHIP



## EASTERN CONTRA COSTA TRANSIT AUTHORITY KEY PERFORMANCE INDICATORS BY SERVICE

								<b>YTD COMPARISON</b>		
	<b>Actual</b>					<b>Budget</b>	<b>15/16B</b>	<b>Actual</b>		<b>% ▲</b>
	<b>10/11</b>	<b>11/12</b>	<b>12/13</b>	<b>13/14</b>	<b>14/15</b>	<b>15/16</b>	<b>% ▲</b>	<b>May-15</b>	<b>May-16</b>	
<b>DIAL-A-RIDE</b>										
<b>PASSENGERS</b>										
Total DAR Trips Provided	129,041	130,619	128,999	131,476	133,769	140,000	5%	122,583	120,546	-2%
Average Weekday Ridership	474	481	470	471	487	506	4%	488	489	0%
Average Sat Ridership	110	106	140	180	153	164	7%	156	119	-24%
Average Sun/Hol Ridership	71	71	72	68	63	66	6%	64	48	-25%
Average Passengers/Hour (wkdys)	2.2	2.2	1.9	1.9	2.0	2.2	9%	2.0	2.2	7%
<b>CUSTOMER SERVICE</b>										
Ride Refusals / Day	0.0	0.0	0.0	0.0	0.0	0.0	0%	0.0	0.0	0%
Customer Complaints	0.148%	0.183%	0.097%	0.071%	0.103%	0.103%	0%	0.105%	0.113%	7%
On Time Performance	85%	85%	87%	89%	87%	90%	3%	87%	85%	-2%
<b>MAINTENANCE</b>										
Gallons of Fuel Consumed	85,174	116,392	139,678	145,043	138,528	144,619	4%	126,609	124,016	-2%
Miles Between Preventable Accidents	61,377	898,467	328,002	244,390	162,293	200,000	23%	149,127	145,859	-2%
Miles Between Road calls	21,920	56,154	109,568	61,109	139,113	100,000	0%	149,127	175,023	17%
<b>COST RATIOS</b>										
Farebox Recovery Ratio	12%	11%	11%	10%	10%	10%	0%	10%	10%	0%
\$/Gal Fuel	\$ 3.33	\$ 3.84	\$ 3.81	\$ 3.67	\$ 3.09	\$ 3.25	5%	\$ 3.08	\$ 2.54	-18%
Operating Cost/Passenger	\$ 31.47	\$ 30.58	\$ 33.22	\$ 35.25	\$ 34.18	\$ 35.23	3%	\$ 34.22	\$ 34.39	1%
Operating Cost/Revenue Hour	\$ 63.05	\$ 64.34	\$ 63.52	\$ 68.75	\$ 69.81	\$ 71.60	3%	\$ 69.74	\$ 72.04	3%
Operating Cost/Revenue Mile	\$ 5.25	\$ 5.22	\$ 5.36	\$ 5.76	\$ 5.74	\$ 6.01	5%	\$ 5.73	\$ 5.82	1%
<b>FIXED ROUTE</b>										
<b>PASSENGERS</b>										
Total FR Trips Provided	2,351,662	2,431,768	2,740,834	2,832,264	2,806,028	2,826,000	1%	2,588,120	2,382,122	-8%
Average Weekday Ridership	8,345	8,594	9,616	9,930	9,794	9,949	2%	9,894	9,110	-8%
Average Sat Ridership	2,594	2,753	3,232	3,464	3,498	3,391	-3%	3,500	3,090	-12%
Average Sun/Hol Ridership	1,989	2,087	2,788	2,692	2,787	2,695	-3%	2,786	2,512	-10%
Average Passengers/Hour	15.1	15.9	17.7	19.0	19.2	19.3	1%	19.3	18.0	-7%
<b>CUSTOMER SERVICE</b>										
Customer Complaints	0.020%	0.023%	0.012%	0.009%	0.009%	0.009%	0%	0.009%	0.009%	7%
On Time Performance	97%	86%	86%	92%	92%	90%	-2%	92%	91%	0%
<b>MAINTENANCE</b>										
Gallons of Fuel Consumed	639,072	636,276	562,702	603,013	600,072	594,981	-1%	548,002	552,047	1%
Miles Between Preventable Accidents	170,175	120,644	65,392	110,754	98,066	100,000	2%	118,127	96,845	-18%
Miles Between Road calls	37,539	32,481	42,844	67,684	41,553	50,000	20%	45,805	27,499	-40%
<b>COST RATIOS</b>										
Farebox Recovery Ratio	16%	16%	18%	18%	18%	18%	1%	18%	18%	0%
\$/Gal Fuel	\$ 3.20	\$ 3.52	\$ 3.95	\$ 3.48	\$ 2.77	\$ 3.00	8%	\$ 2.81	\$ 1.93	-31%
Operating Cost/Passenger	\$ 6.52	\$ 6.60	\$ 6.01	\$ 5.58	\$ 5.54	\$ 5.79	6%	\$ 5.47	\$ 5.89	8%
Operating Cost/Revenue Hour	\$ 98.54	\$ 105.05	\$ 106.53	\$ 105.76	\$ 106.36	\$ 111.77	5%	\$ 105.89	\$ 105.98	0%
Operating Cost/Revenue Mile	\$ 6.98	\$ 7.46	\$ 7.98	\$ 7.71	\$ 7.62	\$ 8.07	6%	\$ 7.60	\$ 7.46	-2%

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

<b>TOTAL PASSENGER TRIPS</b>													
ROUTE	10/11		11/12		12/13		13/14		14/15		YTD COMPARISON		
	10/11	% Chg	11/12	% Chg	12/13	% Chg	13/14	% Chg	14/15	% Chg	May-15	May-16	% Chg
200	36,121	3%	37,682	4%	55,322	47%	55,914	1%	54,167	-3%	49,525	44,796	-10%
201	105,655	6%	110,660	5%	119,977	8%	124,289	4%	112,116	-10%	102,678	107,369	5%
300	290,750	8%	302,067	4%	290,313	-4%	328,582	13%	353,802	8%	324,234	310,999	-4%
379	12,230	0%	10,235	-16%	15,232	49%	6,759	-56%	3,223	-52%	3,211	3,649	14%
380	565,484	-4%	584,779	3%	680,981	16%	682,650	0%	666,704	-2%	618,172	561,110	-9%
383	39,780	-9%	34,210	-14%	35,031	2%	32,073	-8%	30,200	-6%	28,814	24,686	-14%
384	25,663	-14%	26,201	2%	8,227	-69%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
385	36,855	6%	36,481	-1%	61,388	68%	70,974	16%	68,013	-4%	62,843	61,425	-2%
386	4,650	-4%	3,042	-35%	2,172	-29%	1,902	-12%	1,583	-17%	1,531	1,483	-3%
387	195,608	2%	212,731	9%	262,396	23%	264,036	1%	257,944	-2%	237,660	214,595	-10%
388	311,242	5%	320,981	3%	366,041	14%	400,190	9%	370,128	-8%	341,308	303,209	-11%
389	48,272	-9%	46,723	-3%	53,255	14%	53,068	0%	51,480	-3%	46,674	42,316	-9%
390	49,042	-5%	52,650	7%	68,564	30%	72,054	5%	71,211	-1%	64,985	64,280	-1%
391	332,841	0%	346,080	4%	370,500	7%	386,640	4%	402,579	4%	368,831	332,844	-10%
Dimes a Ride	12,745	-10%	11,328	-11%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Express (Hac)	18,586	18%	11,831	-36%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Shuttles	9,161	35%	9,446	3%	4,941	-48%	3,370	-32%	5,375	59%	5,375	13,410	149%
392	105,702	-1%	112,330	6%	133,569	19%	142,284	7%	142,650	0%	133,002	116,864	-12%
393	104,487	1%	111,697	7%	135,181	21%	133,078	-2%	141,281	6%	130,941	118,313	-10%
394	46,798	-10%	50,614	8%	71,557	41%	64,904	-9%	63,087	-3%	58,903	50,270	-15%
395	N/A	N/A	N/A	N/A	6,187	100%	9,497	100%	10,485	100%	9,533	10,504	10%
<b>Total Fixed Route</b>	<b>2,351,662</b>	<b>0%</b>	<b>2,431,768</b>	<b>3%</b>	<b>2,740,834</b>	<b>13%</b>	<b>2,832,264</b>	<b>3%</b>	<b>2,806,029</b>	<b>-1%</b>	<b>2,588,120</b>	<b>2,382,122</b>	<b>-8%</b>

<b>AVERAGE PASSENGERS PER REVENUE HOUR</b>													
ROUTE	10/11		11/12		12/13		13/14		14/15		YTD COMPARISON		
	10/11	% Chg	11/12	% Chg	12/13	% Chg	13/14	% Chg	14/15	% Chg	May-15	May-16	% Chg
200	10.0	7%	10.3	3%	12.6	22%	12.5	-1%	12.6	1%	12.6	11.6	-8%
201	19.1	3%	19.7	3%	17.8	-10%	17.9	1%	17.0	-5%	17.0	16.6	-3%
300	15.2	7%	15.8	4%	15.8	0%	18.6	18%	20.3	10%	20.4	19.6	-4%
379	13.2	4%	9.8	-26%	10.7	9%	16.8	57%	26.5	57%	27.0	30.8	14%
380	16.6	-5%	17.4	5%	20.2	16%	20.6	2%	20.2	-2%	20.5	19.0	-7%
383	11.2	-9%	9.7	-13%	10.2	5%	12.6	23%	13.0	3%	13.5	12.1	-10%
384	9.6	-18%	10.2	7%	14.6	43%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
385	12.0	-10%	11.1	-7%	11.9	7%	12.9	8%	12.3	-4%	12.6	11.6	-8%
386	6.0	-2%	3.9	-36%	3.6	-7%	6.3	74%	6.3	1%	6.2	6.6	5%
387	17.7	2%	19.6	11%	22.8	16%	23.7	4%	23.3	-2%	23.5	21.9	-7%
388	15.0	4%	15.5	3%	17.1	10%	18.2	7%	17.4	-5%	17.5	16.4	-6%
389	14.7	-2%	13.6	-8%	13.4	-1%	14.4	8%	15.4	7%	15.2	14.6	-4%
390	9.9	-19%	10.7	9%	18.6	73%	20.8	12%	21.5	3%	21.5	21.5	0%
391	16.8	0%	18.7	11%	19.6	5%	20.5	4%	21.9	7%	22.0	19.9	-9%
Dimes a Ride	8.1	-10%	10.9	36%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Express (Hac)	9.0	12%	8.1	-10%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Shuttles	11.7	44%	N/A	N/A	N/A	N/A	6.4	N/A	30.7	383%	30.7	23.6	-23%
392	15.1	-2%	15.2	1%	17.6	16%	19.1	9%	18.9	-1%	19.0	16.8	-11%
393	15.7	1%	16.4	5%	17.5	7%	17.5	0%	18.7	7%	18.6	16.9	-9%
394	10.8	-8%	11.7	9%	15.0	28%	17.0	13%	15.9	-7%	16.0	13.9	-13%
395	N/A	N/A	N/A	N/A	12.0	N/A	16.2	N/A	16.4	1%	16.0	17.6	10%
<b>Total Fixed Route</b>	<b>15.1</b>	<b>-1%</b>	<b>15.9</b>	<b>5%</b>	<b>17.7</b>	<b>12%</b>	<b>19.0</b>	<b>7%</b>	<b>19.2</b>	<b>1%</b>	<b>19.3</b>	<b>18.0</b>	<b>-7%</b>

# **TAB 3**

Agenda Item 6b

INFORMATION ITEM: Clipper Emergency Purchase

## **Board of Directors Meeting**

Wednesday June 22, 2016

ECCTA Boardroom  
801 Wilbur Avenue, Antioch, CA 94509

## **Staff Report to ECCTA Board of Directors**

**Meeting Date:** June 22, 2016

**Agenda Item:** Clipper Emergency Purchase --- Agenda Item #6b

**Lead Staff:** Steve Ponte, Chief Operating Officer

**Approved:** Jeanne Krieg, Chief Executive Officer 

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### **Background**

It was necessary for me to exercise Tri Delta Transit's Emergency Purchasing Policy. The policy is:

#### ***Emergency Procurement***

*Deviations from the normal Procurement Procedures are permitted only in emergency situations, as determined by the Chief Executive Officer. Emergency procurements are those which, due to unusual circumstances beyond the control of the requisitioner, cannot be foreseen or otherwise provided for in the routine manner, and must be accomplished without delay. Emergencies usually involve urgent repair of revenue vehicles, facilities or utilities, correction of unsafe conditions, which if left uncorrected would result in immediate financial loss or injury to employees, customers, or members of the public.*

*When a Purchase Order is issued in an emergency situation, a properly executed Purchase Order must be signed by the Chief Executive Officer. When an emergency arises during normal business hours, the requester may inform the Procurement Officer of the requirements, including the vendor's name and the approximate amount of the procurement. If a vendor is not known, the Procurement Officer shall work with the requester to locate a vendor. It is the responsibility of the requisitioner to coordinate completion of the confirming Purchase Requisition.*

*When a valid emergency exists after normal working hours, the requester must attempt to contact the Procurement Officer. If the Procurement Officer is not available, the requester must contact the Chief Executive Officer (CEO).*

*The CEO may:*

- a. Make the purchase from a firm willing to accept an oral Purchase Order,*
- b. Pay cash and be reimbursed from petty cash (if less than \$100.00), or by check, the following business day,*
- c. Charge the purchase to an ECCTA-issued credit card, or*

#### **Agenda Item 6b**

Eastern Contra Costa Transit Authority

Board of Directors

Meeting: June 22, 2016

- d. *Charge the purchase to a personal credit card and present the sales slip the following business day for reimbursement.*

### **The Emergency Purchase**

The ECCTA Board of Directors approved the purchase of twenty fixed route buses which will be delivered in October 2016. The first bus will go on the assembly line on October 10<sup>th</sup>. (19 weeks from June 1<sup>st</sup>). The Clipper system requires special electrical harnesses and attachment points. Bus operators in the Bay Area were operating under the assumption that MTC was heading the installation of the Clipper required wiring. County Connection reported the issue to ECCTA staff about the misunderstanding about who was taking the lead on the harnesses. Staff worked with Gillig and Cubic (the Clipper equipment manufacturer) to cost out the installation of the harnesses. The lead time for the harnesses is 23 weeks so it was critical that a purchase order be presented to Cubic as soon as we discovered the need.

The 20 harnesses, contact points, installation, and testing will cost \$174,000, including a 10% contingency.



# **TAB 4**

Agenda Item 7a

**ACTION ITEM: PGandE Extension Agreement Payment**

## **Board of Directors Meeting**

**Wednesday June 22, 2016**

**ECCTA Boardroom  
801 Wilbur Avenue, Antioch, CA 94509**

## **Staff Report to ECCTA Board of Directors**

**Meeting Date:** June 22, 2016

**Agenda Item:** Pacific Gas and Electric Extension Agreement Payment  
Options --- Agenda Item #7a

**Lead Staff:** Steve Ponte, Chief Operating Officer

**Approved:** Jeanne Krieg, Chief Executive Officer 

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### **Background**

Tri Delta Transit will be taking delivery of four electric buses in 2017. Each bus requires a 480volt/100amp charging station. Currently the Tri Delta Transit facility has 220volt service. PGandE has been working with staff to develop a plan to upgrade the electric service to a new meter which will have enough power for 14 charging stations allowing Tri Delta Transit to expand the electric bus fleet in the future.

### **Options**

PGandE has presented options for payment to upgrade the electric service. Staff and the consultant are working with PGandE to determine which option is the best for our situation. One option involves a refundable deposit, the other involves a non-refundable deposit. PGandE is developing a full explanation of the options and staff will present an analysis of the options during the board and make a recommendation.

### **Next Step**

Once the option is selected, staff will publish an RFB for the electric work required on the agency side of the meter.

### **Requested Action**

Approve staff's recommendation of a payment option to Pacific Gas and Electric Company for power required for electric bus charging stations.

#### **Agenda Item 7a**

Eastern Contra Costa Transit Authority  
Board of Directors  
Meeting: June 22, 2016

# **TAB 5**

Agenda Item 7b

**ACTION ITEM: Pittsburg Seafood Festival Shuttle**

## **Board of Directors Meeting**

**Wednesday June 22, 2016**

**ECCTA Boardroom  
801 Wilbur Avenue, Antioch, CA 94509**

## Staff Report to ECCTA Board of Directors

**Meeting Date:** June 22<sup>nd</sup>, 2016

**Agenda Item:** Pittsburg Seafood Festival Shuttle – Agenda Item #7b

**Lead Staff:** Mike Furnary, Director of Marketing

**Approved:** Jeanne Krieg, Chief Executive Officer 

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### Background

Between 1994 and 2011, Tri Delta Transit, operated a shuttle service from various remote parking areas (LMC, Pittsburg school property, Pittsburg/Bay Point BART station) to the Pittsburg Seafood Festival which was held in the marina area. In 2012, the festival was moved to the pre-1994 location on Railroad Avenue. Ridership on the 2012 shuttle was very low so a shuttle was not operated in 2013. Here are historical ridership levels:

YEAR	Ridership	YEAR	Ridership
1998	13779	2005	8108
1999	10244	2006	10582
2000	25153	2007	7976
2001	9895	2008	8495
2002	11634	2010	6491
2003	8725	2011	5946
2004	6274	2012	324
		2013	0 (not operated)

In 2014, the Pittsburg Seafood Festival was moved back to the marina area and the Pittsburg Chamber of Commerce contacted ECCTA to request that Tri Delta Transit once again operate a shuttle from remote locations (LMC, BART, etc.) to the Seafood Festival. The ECCTA Board of Directors authorized staff to operate the shuttle with the understanding that a minimum 4,000 riders would have to use the service to be able to continue to provide shuttle service in 2015.

## **Considerations**

1. The cost to operate the shuttle service to the Pittsburg Seafood Festival is less than \$5000.
2. The Pittsburg Chamber of Commerce has been a good partner with Tri Delta Transit and the shuttle is an opportunity for us to provide an appreciated community service as well as to get positive publicity.
3. Ridership on the 2014 shuttle service was 5,375.
4. Ridership on the 2015 shuttle service was 4,637. The temperature was 105+ during the festival so attendance was down.
5. The Pittsburg Seafood Festival shuttle has operated above the 4000 passenger threshold set by the ECCTA Board of Directors for two years.

## **Requested Action**

Requested Action #1: Authorize staff to operate shuttle service for the 2016 Pittsburg Seafood Festival on September 10<sup>th</sup> & 11<sup>th</sup>.

Requested Action #2: Authorize staff to operate shuttle service for the Pittsburg Seafood Festival each year as long as ridership remains above 4000.

# **TAB 6**

Agenda Item 10

ACTION ITEM: FY 2016-17 ECCTA Board of Directors Officers

## **Board of Directors Meeting**

Wednesday June 22, 2016

ECCTA Boardroom  
801 Wilbur Avenue, Antioch, CA 94509

## Staff Report to ECCTA Board of Directors

**Meeting Date:** June 22<sup>nd</sup>, 2016

**Agenda Item:** FY 16-17 ECCTA Board of Directors Officers – Agenda Item #10

**Lead Staff:** Jeanne Krieg, Chief Executive Officer



The first amendment to the Restated Joint Exercise of Powers Agreement establishing the Eastern Contra Costa Transit Authority, dated May 21<sup>st</sup>, 2000 and approved by all members of the JPA, addresses the rotation of officers of the Board of Directors. The designated rotation is:

	<b><u>Chair</u></b>	<b><u>Vice-chair</u></b>
FY 15-16	Pittsburg	Oakley
FY 16-17	Oakley	Antioch
FY 17-18	Antioch	County
FY18-19	County	Brentwood
FY19-20	Brentwood	Pittsburg
FY 20-21	Pittsburg	Member-at-Large
FY 21-22	Member-at-Large	Oakley

Currently, Oakley representative Doug Hardcastle is serving as the vice-chair of the ECCTA Board of Directors and will presumably assume the role of chair when officially elected by the entire Board of Directors.

The Antioch representatives (Wade Harper and Mary Rocha) agreed that Director Rocha will assume the vice-chair position for FY16-17.

### **Requested Action**

#1: Elect Oakley representative Doug Hardcastle as the chair of the ECCTA Board of Directors for FY 2016-17.

#2: Elect Antioch representative Mary Rocha to serve as the vice-chair of the ECCTA Board of Directors for FY 2016-17.

**Agenda Item #10**  
*Eastern Contra Costa Transit Authority  
Board of Directors  
Meeting: June 22, 2016*