

# 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 April 25, 2018

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Available online: [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 Monica Wilson
  - 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 4 of this agenda.

4. **Chair's Report:** Chair Monica Wilson

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

- a. Minutes of the Board of Directors meeting of March 28, 2018
- b. Financial Report
- c. Marketing Activities Report

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

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

- a. **Operations Report** (*see attachment: tab #2*)
- b. **Status Report:** 2018 Seafood Festival Shuttle

### Board of Directors:

City of Antioch

Lamar Thorpe  
Monica Wilson\*

City of Brentwood

Barbara Guise  
Robert Taylor

City of Oakley

Doug Hardcastle  
Kevin Romick

City of Pittsburg

Merl Craft  
Pete Longmire

Contra Costa County

Diane Burgis\*\*  
Federal Glover

Member-at-Large

Ken Gray

\* Chair: FY 2017-18

\*\* Vice-chair: FY 2017-18

**Board of Directors Meeting Agenda  
Wednesday April 25, 2018**

**7. ACTION AND DISCUSSION ITEMS**

**a. ACTION ITEM: FY18 LCTOP Fund Application**

*(see attachment: tab #3)*

**Requested Action:** Adopt Resolution #180425a authorizing the CEO to execute the certifications and assurances and apply for the Low Carbon Transit Operations Program (LCTOP) to continue operation of Route 381 serving the Pittsburg Center BART station for an additional 24 months.

**b. ACTION ITEM: Columbus Day Holiday**

*(see attachment: tab #4)*

**Requested Action:** Adopt Resolution #180425b which replaces the Columbus Day holiday with a floating holiday for administrative employees effective October 2018.

**c. ACTION ITEM: CEO's APTA Vice Chair Candidacy**

*(see attachment: tab #5)*

**Requested Action:** Adopt Resolution #180425c supporting ECCTA CEO Jeanne Krieg's candidacy and subsequent election to serve as the Vice Chair and eventually chair of the American Public Transportation Association.

**d. ACTION ITEM: Board Size and Composition**

*(see attachment: tab #6)*

**Requested Action #1:** If desired, adopt Resolution #180425d which directs ECCTA staff to contact each of the five members of the Eastern Contra Costa Transit Authority Joint Powers Agreement (JPA) requesting an amendment to the JPA concerning governance structure.

**Requested Action #2:** If desired, direct staff to draft an amended board members attendance policy that will be presented for consideration at the May 2018 meeting of the ECCTA Board of Directors.

**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: May 23<sup>rd</sup>, 2018 at 4:00pm, 801 Wilbur Avenue, Antioch, CA 94509

**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 at 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-MSC 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 April 25, 2018

ECCTA Boardroom  
801 Wilbur Avenue, Antioch, CA 94509

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

**MINUTES**

March 28, 2018

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

**ROLL CALL / CALL TO ORDER**

**PRESENT:** Merl Craft (Pittsburg); Federal Glover\* (Contra Costa County); Ken Gray (Member-at-Large); Barbara Guise (Brentwood); Doug Hardcastle (Oakley); Pete Longmire (Pittsburg); Kevin Romick (Oakley); Robert Taylor (Brentwood); Diane Burgis (Contra Costa County/Vice Chair); and Monica Wilson (Antioch/Chair)

\*Arrived after Roll Call

**ABSENT:** Lamar Thorpe (Antioch)

**STAFF:** Jeanne Krieg, Chief Executive Officer (CEO)  
Ann Hutcheson, Director of Administrative Services  
Joe Chappelle, Executive Assistant

**OTHERS**

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

**PLEDGE OF ALLEGIANCE**

Director Taylor led the Pledge of Allegiance.

**PUBLIC COMMENT**

There were no comments from the public.

**CHAIR'S REPORT**

Chair Wilson reported on the American Public Transportation Association (APTA) Legislative Conference to meet with Legislators and advised that she had gotten a lot of information on funding, transit, and public transportation bills; had an opportunity to meet with Congressman McNerney when she had been able to brag about Tri Delta Transit's accomplishments; and had also met with Congressman DeSaulnier's staff.

### **CONSENT CALENDAR**

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

- A. Minutes of the Board of Directors meeting of February 28, 2018
- B. Financial Report
- C. Marketing Activities Report

AYES: Burgis, Craft, Glover, Gray, Guise, Hardcastle, Longmire, Romick, Taylor, Wilson

NOES: None

ABSTAIN: None

ABSENT: Thorpe

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

- A. Operations Report

Chief Executive Officer (CEO) Jeanne Krieg also reported on the APTA Legislative Conference she had attended with Chair Monica Wilson and COO Steve Ponte, with a discussion on upcoming elections, ridership declines, and the fact she had been asked to run again for Chair of APTA. She noted that if she decided to run for Chair she would agendaize the item for Board discussion prior to doing so.

Referring to the Tri Delta Transit update that had been provided to Congressmen McNerney and DeSaulnier, Ms. Krieg stated the update was impressive in that it had identified all that Tri Delta Transit had and would be doing in 2018. One of the things that had not been included in the update was the addition of a human trafficking element to the See Something Say Something app. She reported after they left Washington, legislation was passed that funds the government through the end of the fiscal year ending September 30, and transit had been funded at higher-than-expected levels.

Ms. Krieg reported that BART had announced the opening of the Antioch to Bay Point extension on May 25, 2018, with a ribbon cutting ceremony scheduled for 11:00 A.M. Anyone would be able to ride the extension free until 8:00 P.M. that night and regular BART service would connect with the rest of the BART system on May 26. Tri Delta Transit would be implementing its significant route and schedule changes identified at the last meeting, with Tri Delta Transit staff to be at the new stations the opening week to assist customers who want to use the BART system. She recognized that despite the communication being sent to customers on the buses, on social media, on TV, and on radio to identify the BART opening, there would be some who had not been informed.

Ms. Krieg reported that the Mobility on Demand program had been going very well, with 400 who had signed up, and 150 of whom had enough tech savvy to use Uber or Lyft.

Ms. Krieg explained that the others were using United Taxi or had been registered for the program as a backup, if needed. Comments had been positive, and many agencies had expressed an interest in using the Tri Delta Transit model in their own systems (Tri Delta Transit had used Boston's system to set up the program). She described the particulars of the program by those who were users of Tri Delta Transit's Dial-a-Ride, and while a bit more costly than Dial-a-Ride, customers appreciated the convenience.

The next two projects to be implemented would be the Mobile Ticketing and Microtransit Demonstration Projects, which showed great potential. The Mobile Ticketing app was now being beta tested and would be introduced to customers in a few weeks. The Microtransit Project was being tested and should be ready for introduction in a month or two, focusing first on the underserved communities in Discovery Bay and Bethel Island.

In other matters, Ms. Krieg reported that the electric buses should be delivered over the next month or so, the new Gillig buses would be on the assembly line by late April, and a tour of the new Gillig factory in Livermore had been scheduled for Monday, April 30 from 9:00 A.M. to 1:00 P.M. Fixed route ridership continued to decline although all efficiencies looked good in terms of billable hours, salaries and benefits, and parts; and all financial performance parameters were as expected. She added that staff was getting prepared for the three-year Federal Transit Administration (FTA) audit.

In response to Director Longmire as to when the Board should be concerned with the ongoing decline in ridership, Ms. Krieg advised that there was no great alarm at this point. Statistics continued to be monitored.

Director Glover encouraged Ms. Krieg to pursue the APTA Chair position, which he stated would bring value to the national organization and to the local operators, and suggested the Board would do all it could to support that effort.

Director Longmire added it was good that Ms. Krieg and Tri Delta Transit staff reached out to new things given that the previous and current way of doing business would change in the future. He agreed with the need for Ms. Krieg to pursue the Chair position.

Michael Daugelli commended the CEO's report on the ridesharing system but suggested the public should know that the ridesharing system could not go all the way that Dial-a-Ride could at the same price.

### **ACTION AND DISCUSSION ITEMS**

#### **A. Pittsburg Seafood Festival Shuttle**

Ms. Krieg referred to the historical background of the Pittsburg Seafood Festival shuttle and noted the CEO of the Pittsburg Chamber of Commerce was present to provide a report on the last Festival.

Monica Couture, CEO of the Pittsburg Chamber of Commerce for the last three years, stated the Chamber valued the Tri Delta Transit shuttles and saw them as an added benefit and value to patrons. Since ridership had been steadily decreasing throughout the years along with the attendance, and since the Seafood Festival was a huge event that had a considerable monetary impact and being able to give back to the community, strategies to increase ridership had been proposed this year.

Some of those strategies included the hiring of a designated person to market the Seafood Festival; once a patron had purchased a ticket for the Festival they would be immediately referred to a shuttle page to allow pickups from BART, which would be promoted as access to the Festival; no parking would be available in the downtown; volunteers (over 1,200 in number) and entertainers would be shuttled into the area instead of being provided parking; signage would be improved to identify the shuttle pickup areas and designated parking areas at Los Medanos College (LMC), City Hall, and Pittsburg School sites; surveys would be utilized to identify the level of interest for the shuttle once arriving at the Festival; ticket sales would be started in the next couple of weeks; there would be continued coordination with City staff; and the Chamber would work with Tri Delta Transit's CEO and staff regarding the Event Brite early ticket interest, with a report to be provided to the Bboard in June to identify that interest.

Director Guise expressed her concern that the Chamber was already to have implemented all those strategies, although last year the shuttle ridership had been worse. As the member of the ECCTA Board who had recommended a 4,000 minimum ridership to justify the continued use of the shuttle, she remained committed to that minimum ridership.

When asked, Ms. Couture noted that since 2013 the Seafood Festival had not yielded a profit.

Ms. Krieg responded to questions and reported that it cost approximately \$20,000 to generate the shuttle and Tri Delta Transit could not accept money from the Chamber to subsidize the shuttle. On the request that Route 381 be operated during the Festival, she clarified that Route 381 ran on weekdays only.

Director Craft commented that there had been a lack of planning on the part of the Seafood Festival Committee last year until late in the process. She recommended an emphasis on the easy access to BART, particularly since there would be two stations to promote for this year's Festival and encouraged marketing sooner rather than later. She also noted the Festival used to be more family-oriented and stated that food plates were now larger and more expensive making it difficult to patronize more than one vendor, and the gate price had been raised.

Ms. Couture described the Chamber's challenges to make sure there was sufficient fresh seafood available along with sufficient restaurant participation.



Director Gray stated that being on the original Seafood Festival committee 34 years ago, one of the things emphasized had been sample sizes. He suggested the market had been outpriced and the local residents had also been outpriced.

Director Glover explained the question had to be the value that Tri Delta Transit received from providing the shuttles; taking people out of their cars into some form of transit and making transit systems work. He supported the continuation of the shuttle operation this year with the Chamber to return with some tool to measure the value of Tri Delta Transit's continued provision of shuttle services.

Director Guise noted that festivals were not as popular as they used to be and suggested the Chamber must provide an effective marketing effort to make the Seafood Festival successful.

Director Hardcastle could not support the continuation of a \$20,000 expenditure to help the Chamber figure out the problem.

Director Longmire agreed with the need for some measurable reason for Tri Delta Transit to continue to provide shuttle service to the Festival, particularly given that ridership was down all across the nation. He added that the Chamber Board of Directors had to provide some numerical justification for the shuttle. He supported the regional transportation type of perspective and noted that neighboring cities were coming together to provide more regional projects.

Director Craft urged the Chamber to consider a more regional approach to its marketing of the Seafood Festival.

Director Glover agreed that when looking at Tri Delta Transit and the community it served, each community had amenities important to the region and those communities should be able to participate in that activity to share the various amenities from each community.

Chair Wilson was also concerned whether there was a need to continue the shuttle given the \$20,000 cost. If approving the shuttle for another year, she emphasized the need for numbers and measurements to be able to see the benefit for the ECCTA Board to continue providing the shuttle service for the Festival beyond the next year.

Director Burgis pointed out the increasing cost of each ride given the declining ridership and noted that if providing the shuttle for one East County community would require the same for other communities in East County. She stated the agency could not afford to supplement the Seafood Festival or others. She wanted to see the budget.

On motion by Director Glover, seconded by Director Guise, ECCTA Boardmembers continued the Seafood Festival Shuttle service and requested the submittal of more data and a measurement of the value the shuttle would bring to Tri Delta Transit, carried by

the following vote:

AYES: Burgis, Craft, Glover, Gray, Guise, Longmire, Romick, Taylor, Wilson  
NOES: Hardcastle  
ABSTAIN: None  
ABSENT: Thorpe

**B. Connexionz Service Agreement**

Ms. Krieg advised that the Automatic Vehicle Location (AVL) system allowed the opportunity for real time information to customers. ECCTA had originally contracted with Connexionz for the hardware and software, which included maintenance. The end of that contract was near. She recommended a three-year contract for hardware and software support at a cost of \$110,352 annually, \$300 less than previous charges.

On motion by Director Glover, seconded by Director Burgis, ECCTA Boardmembers authorized the CEO to enter into a three-year hardware and software support agreement with Connexionz for ECCTA's Automatic Vehicle Location system for an amount not to exceed \$110,352 annually, carried by the following vote:

AYES: Burgis, Craft, Glover, Gray, Guise, Hardcastle, Longmire, Romick, Taylor, Wilson  
NOES: None  
ABSTAIN: None  
ABSENT: Thorpe

**BOARD OF DIRECTORS COMMENTS**

Director Longmire reported that Merl Craft had been selected as Woman of the Year by Assemblymember Tim Grayson.

Director Craft reported on upcoming presentations at the California Theatre and highlighted upcoming sports and sports camp family-oriented events in Pittsburg. She added that the eBART campaign would be kicked off to highlight its impact to the Pittsburg community.

Director Burgis expressed an interest in being as prepared as possible for the new eBART station and stated whatever could be done to represent the agency and East County cities should be done.

Director Glover was proud that eBART was finally going to be operational and looked forward to what it would provide for the East County region. He was also proud to be the first County Supervisor to serve as Chair of the Contra Costa Transportation Authority (CCTA) Board of Directors.

Director Guise commented that she had worked on BART to East County for 40 years and was pleased to see it finally come to fruition.

Director Gray was also pleased with the grand opening of eBART in Antioch on May 26 and reported that the ribbon cutting for the eBART opening of the Pittsburg Station would be on May 12. Announcements would be forthcoming.

Chair Wilson stated that Len Herendeen, Antioch's one-time Police Chief and Mayor had passed and there would be memorial services at the Lone Tree Golf Course on April 5. She also stated the Antioch Rotary would hold a 5K Bunny race on Saturday, March 31, and she encouraged people to come down to the Marina to see the race.

The Board wished everyone a Happy Easter.

### **ADJOURNMENT**

Chair Wilson adjourned the meeting of the Eastern Contra Costa Transit Authority at 5:21 P.M. to April 25, 2018 at 4:00 P.M. in 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 March 31, 2018  
*(unaudited)*

	YTD Actual			YTD Budget			YTD Variance favorable/(unfavorable)			FY18 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	\$ 2,020,828	\$ 1,722,950	\$ 297,878	\$ 2,255,188	\$ 1,934,788	\$ 320,399	\$ (234,360)	\$ (211,839)	\$ (22,521)	\$ 3,022,000	\$ 2,592,000	\$ 430,000	\$ 67%	\$ 2,592,000	\$ 430,000	\$ 66%	\$ 2,592,000	\$ 430,000	69%
Other Income	\$ 264,788	\$ 156,353	\$ 108,385	\$ 197,500	\$ 85,000	\$ 112,500	\$ 67,288	\$ 71,393	\$ (4,105)	\$ 235,000	\$ 85,000	\$ 150,000	113%	\$ 85,000	\$ 150,000	184%	\$ 85,000	\$ 150,000	72%
<b>Total Operating Revenues:</b>	\$ 2,285,616	\$ 1,879,303	\$ 406,273	\$ 2,452,688	\$ 2,019,788	\$ 432,899	\$ (187,072)	\$ (140,446)	\$ (28,626)	\$ 3,257,000	\$ 2,677,000	\$ 580,000	70%	\$ 2,677,000	\$ 580,000	70%	\$ 2,677,000	\$ 580,000	70%
<b>OPERATING EXPENSES</b>																			
Purchased Transportation	\$ 8,815,551	\$ 6,980,798	\$ 1,824,753	\$ 8,823,200	\$ 6,364,100	\$ 2,459,100	\$ 7,649	\$ (626,686)	\$ 634,347	\$ 11,609,200	\$ 8,515,900	\$ 3,293,300	75%	\$ 8,515,900	\$ 3,293,300	82%	\$ 8,515,900	\$ 3,293,300	55%
Materials and Supplies	\$ 2,084,409	\$ 1,684,489	\$ 399,920	\$ 2,245,147	\$ 1,837,497	\$ 407,650	\$ 160,738	\$ 153,008	\$ 7,730	\$ 3,000,000	\$ 2,454,900	\$ 545,100	69%	\$ 2,454,900	\$ 545,100	69%	\$ 2,454,900	\$ 545,100	73%
Salaries & Benefits	\$ 2,846,440	\$ 2,484,415	\$ 461,025	\$ 3,160,000	\$ 2,740,500	\$ 409,500	\$ 204,560	\$ 256,085	\$ (51,525)	\$ 4,200,000	\$ 3,654,000	\$ 546,000	70%	\$ 3,654,000	\$ 546,000	68%	\$ 3,654,000	\$ 546,000	84%
Services	\$ 545,922	\$ 506,597	\$ 139,325	\$ 622,489	\$ 479,250	\$ 143,239	\$ (23,423)	\$ (27,347)	\$ 3,924	\$ 630,000	\$ 639,000	\$ 191,000	78%	\$ 639,000	\$ 191,000	79%	\$ 639,000	\$ 191,000	73%
Other	\$ 276,662	\$ 263,063	\$ 15,599	\$ 291,300	\$ 281,235	\$ 10,065	\$ (14,592)	\$ (10,384)	\$ (5,534)	\$ 402,000	\$ 387,900	\$ 14,100	99%	\$ 387,900	\$ 14,100	69%	\$ 387,900	\$ 14,100	111%
Casualty and liability insurance	\$ 428,467	\$ 395,863	\$ 32,604	\$ 413,875	\$ 365,479	\$ 28,396	\$ (14,592)	\$ (10,384)	\$ (4,209)	\$ 534,000	\$ 499,600	\$ 34,400	80%	\$ 499,600	\$ 34,400	79%	\$ 499,600	\$ 34,400	95%
Utilities	\$ 123,184	\$ 116,230	\$ 6,954	\$ 208,800	\$ 196,272	\$ 12,528	\$ 85,616	\$ 80,042	\$ 5,574	\$ 240,000	\$ 225,600	\$ 14,400	51%	\$ 225,600	\$ 14,400	52%	\$ 225,600	\$ 14,400	48%
Taxes	\$ 16,329	\$ 13,237	\$ 3,092	\$ 17,000	\$ 14,500	\$ 2,500	\$ 671	\$ 1,263	\$ (582)	\$ 23,000	\$ 19,600	\$ 3,400	68%	\$ 19,600	\$ 3,400	68%	\$ 19,600	\$ 3,400	81%
<b>Total Operating Expenses:</b>	\$ 15,337,964	\$ 12,454,892	\$ 2,883,272	\$ 15,771,821	\$ 12,298,833	\$ 3,472,988	\$ 433,857	\$ (155,859)	\$ 589,716	\$ 21,038,200	\$ 18,396,500	\$ 2,641,700	73%	\$ 18,396,500	\$ 2,641,700	76%	\$ 18,396,500	\$ 2,641,700	62%
<b>NON-OPERATING REV</b>																			
Federal Funds	\$ -	\$ -	\$ -	\$ 796,430	\$ 255,408	\$ 541,024	\$ (796,430)	\$ (255,408)	\$ (541,024)	\$ 949,673	\$ 408,649	\$ 541,024		\$ 408,649	\$ 541,024		\$ 408,649	\$ 541,024	
State Funds	\$ 8,327,415	\$ 6,194,505	\$ 2,132,910	\$ 9,143,650	\$ 7,293,620	\$ 1,850,030	\$ (916,235)	\$ (1,099,115)	\$ 282,860	\$ 12,326,127	\$ 9,670,829	\$ 2,655,298	66%	\$ 9,670,829	\$ 2,655,298	64%	\$ 9,670,829	\$ 2,655,298	80%
Local Funds	\$ 1,084,540	\$ 238,970	\$ 845,570	\$ 1,406,853	\$ 758,007	\$ 648,846	\$ (322,313)	\$ (519,037)	\$ 186,724	\$ 1,875,804	\$ 1,010,678	\$ 865,126	56%	\$ 1,010,678	\$ 865,126	24%	\$ 1,010,678	\$ 865,126	96%
Inter-Operator Agreements	\$ 1,968,447	\$ 1,968,447	\$ -	\$ 1,968,447	\$ 1,968,447	\$ -	\$ -	\$ -	\$ -	\$ 2,624,596	\$ 2,624,596	\$ -	75%	\$ 2,624,596	\$ -	75%	\$ 2,624,596	\$ -	75%
Interest & Other Misc Income	\$ 4,578	\$ 4,717	\$ 161	\$ 3,753	\$ 3,584	\$ 189	\$ 1,125	\$ 1,153	\$ (28)	\$ 5,000	\$ 4,750	\$ 250	98%	\$ 4,750	\$ 250	99%	\$ 4,750	\$ 250	64%
<b>Total Non-operating Revenues:</b>	\$ 11,385,280	\$ 8,408,639	\$ 2,978,641	\$ 13,319,133	\$ 10,278,044	\$ 3,040,089	\$ (1,933,855)	\$ (1,872,405)	\$ (61,446)	\$ 17,781,200	\$ 13,719,500	\$ 4,061,700	64%	\$ 13,719,500	\$ 4,061,700	61%	\$ 13,719,500	\$ 4,061,700	73%
<b>EXCESS REV/(EXP)</b>	\$ (1,657,066)	\$ (2,168,710)	\$ 501,642	\$ -	\$ -	\$ -	\$ (1,657,066)	\$ (2,168,710)	\$ 501,642	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	

Agenda Item #5b  
 Eastern Contra Costa Transit Authority  
 Board of Directors Meeting  
 April 25, 2018

**TRI DELTA TRANSIT**  
**Income Statement - Comparison to Prior Year**  
 As of March 31, 2018  
*(unaudited)*

	March 2018 YTD Actual			March 2017 YTD Actual			FY18 vs FY17 - YTD			% Change from Previous Year		
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR
<b>OPERATING REVENUES</b>												
Passenger Fares	\$ 2,020,828	\$ 1,722,950	\$ 297,878	\$ 2,254,562	\$ 1,945,475	\$ 309,087	\$ (233,734)	\$ (222,425)	\$ (11,209)	-10%	-11%	-4%
Other Income	\$ 264,788	\$ 156,393	\$ 108,395	\$ 221,554	\$ 119,738	\$ 101,816	\$ 43,234	\$ 36,855	\$ 6,579	0%	0%	0%
<b>Total Operating Revenues:</b>	<b>\$ 2,285,616</b>	<b>\$ 1,879,343</b>	<b>\$ 406,273</b>	<b>\$ 2,476,116</b>	<b>\$ 2,065,213</b>	<b>\$ 410,903</b>	<b>\$ (190,500)</b>	<b>\$ (185,870)</b>	<b>\$ (4,630)</b>	<b>-8%</b>	<b>-9%</b>	<b>-1%</b>
<b>OPERATING EXPENSES</b>												
Purchased Transportation	\$ 8,815,551	\$ 6,990,798	\$ 1,824,753	\$ 8,611,129	\$ 6,635,110	\$ 1,976,019	\$ (204,422)	\$ (355,688)	\$ 151,266	-2%	-5%	8%
Materials and Supplies	\$ 2,084,409	\$ 1,684,489	\$ 399,920	\$ 2,140,841	\$ 1,767,822	\$ 373,019	\$ 56,432	\$ 83,333	\$ (26,907)	3%	5%	-7%
Salaries & Benefits	\$ 2,945,440	\$ 2,484,415	\$ 461,025	\$ 2,887,740	\$ 2,529,357	\$ 358,383	\$ (57,700)	\$ 44,942	\$ (102,642)	-2%	2%	-29%
Services	\$ 645,922	\$ 506,597	\$ 139,325	\$ 591,425	\$ 451,315	\$ 140,110	\$ (54,497)	\$ (55,282)	\$ 785	-9%	-12%	1%
Other	\$ 278,662	\$ 263,063	\$ 15,599	\$ 315,217	\$ 298,557	\$ 16,660	\$ 36,555	\$ 35,494	\$ 1,061	12%	12%	6%
Casualty and liability insurance	\$ 428,467	\$ 395,863	\$ 32,604	\$ 405,125	\$ 376,765	\$ 28,360	\$ (23,342)	\$ (19,098)	\$ (4,244)	-6%	-5%	-15%
Utilities	\$ 123,184	\$ 116,230	\$ 6,954	\$ 226,517	\$ 214,235	\$ 12,282	\$ 103,333	\$ 98,005	\$ 5,328	46%	46%	43%
Taxes	\$ 16,329	\$ 13,237	\$ 3,092	\$ 16,519	\$ 13,075	\$ 3,444	\$ 190	\$ (162)	\$ 352	1%	-1%	10%
<b>Total Operating Expenses:</b>	<b>\$ 15,337,964</b>	<b>\$ 12,454,692</b>	<b>\$ 2,883,272</b>	<b>\$ 15,194,513</b>	<b>\$ 12,286,236</b>	<b>\$ 2,908,277</b>	<b>\$ (143,451)</b>	<b>\$ (168,456)</b>	<b>\$ 25,005</b>	<b>-1%</b>	<b>-1%</b>	<b>1%</b>
<b>NON-OPERATING REV</b>												
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	1%	-4%
State Funds	\$ 8,327,415	\$ 6,194,505	\$ 2,132,910	\$ 8,351,348	\$ 6,131,474	\$ 2,219,874	\$ (23,933)	\$ 63,031	\$ (86,964)	-37%	-86%	200%
Local Funds	\$ 1,084,540	\$ 238,970	\$ 845,570	\$ 1,731,444	\$ 1,731,444	\$ -	\$ (846,904)	\$ (1,492,474)	\$ 845,570	78%	200%	-97%
Inter-Operator Agreements	\$ 1,968,447	\$ 1,968,447	\$ -	\$ 1,107,235	\$ 655,933	\$ 451,302	\$ 861,212	\$ 1,312,514	\$ (451,302)	-96%	-96%	1%
Interest & Other Misc Income	\$ 4,878	\$ 4,717	\$ 161	\$ 120,599	\$ 115,861	\$ 4,738	\$ (115,721)	\$ (111,144)	\$ (4,577)	1%	-3%	11%
<b>Total Non-Operating Revenues:</b>	<b>\$ 11,385,280</b>	<b>\$ 8,406,639</b>	<b>\$ 2,978,641</b>	<b>\$ 11,310,626</b>	<b>\$ 8,634,712</b>	<b>\$ 2,675,914</b>	<b>\$ 74,654</b>	<b>\$ (228,073)</b>	<b>\$ 302,727</b>	<b>1%</b>	<b>-3%</b>	<b>1%</b>
<b>EXCESS REV/(EXP)</b>	<b>\$ (1,667,068)</b>	<b>\$ (2,168,710)</b>	<b>\$ 501,642</b>	<b>\$ (1,407,771)</b>	<b>\$ (1,586,311)</b>	<b>\$ 178,540</b>	<b>\$ (259,297)</b>	<b>\$ (582,399)</b>	<b>\$ 323,102</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  
 April 25, 2018

## Staff Report to ECCTA Board of Directors

**Meeting Date:** April 25, 2018

**Agenda Item:** Marketing/Communications Activities  
Agenda Item #5c

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

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

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### **Mobility on Demand Update**

Marketing continues to advance the Mobility on Demand program. Registration currently stands at approximately 450 and comments are favorable. The following is a comment from a long-time paratransit user, Mr. Gerry Newell:

“Since I started using the program I have not once used Paratransit service. United Taxi has been great, even guiding me into unfamiliar locations and going above and beyond. The eight bucks that I personally pay for a trip is entirely worth it, as the same-day functionality of the program is vital to me. I applaud and thank whoever it was who came up with the idea. The Mobility on Demand program is just perfect.”

### **Service Change Communication**

A comprehensive communications plan is being implemented to prepare customers for upcoming service changes which will begin May 26. Communication channels include: on-board communications, in-field communications, newspaper ads and inserts, online, social media, television commercials, communication with school staff, and direct mail.

### **Schedule Revise/Reprint**

Completed revisions to the schedule book reflecting all upcoming system changes May 26. Printing in progress, to be followed by distribution upon delivery.

### **Contra Costa Fair Cross Promotion**

A cross promotion agreement was arranged with the Contra Costa County Fair to include Tri Delta Transit as an event sponsor with promotion of bus service to the four-day event. Tri Delta Transit will be included in a Fair Event Guide which will be distributed to all fair patrons, promoting Summer Youth Passes. The fair runs May 17-20, coinciding with the launch of youth pass sales.

### **BART Wayfinding Communication**

Work with BART to produce station signage for the two new BART stations continued.

### **Pittsburg Parks & Recreation Cross Promotion**

Cross promotional efforts are underway with the City of Pittsburg to promote the Tri Delta Transit summer youth passes in Pittsburg's recreational guide.

### **Ongoing Marketing Programs**

- Welcome Pack mailing
- Social media posting and communications
- 2-for-1 tickets on Route 300 (subsidized by 511 Contra Costa)
- *Take One* on-board newsletter
- *Gatekeeper* quarterly newsletter

### **Planned Marketing/Communications Activities**

- Electric bus roll out
- High-density housing direct mail
- Possible ridership focus groups
- ELERTS instructional/tutorial video
- Collateral review addressing system changes

# **TAB 2**

Agenda Item 6a  
CEO's REPORT: Operations Report

## **Board of Directors Meeting**

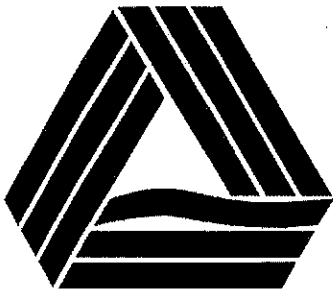
Wednesday April 25, 2018

ECCTA Boardroom  
801 Wilbur Avenue, Antioch, CA 94509



# Chief Executive Officer's Report

April 2018



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 has been focused on the service change that will begin Saturday May 26<sup>th</sup> coinciding with the opening of the BART extension to Antioch.
  - Regular meetings with BART staff to discuss service to the Antioch and Pittsburg eBART stations.
  - Placement of new bus stop signs.
  - Communication with customers and the public.
- Tri Delta Transit's new program, *Mobility on Demand*, continues to be very successful. Over 400 have signed up to participate. Customer comments have been positive.
- The first of the thirty new paratransit vehicles have arrived. As vehicles are retired, they are being moved to a storage lot on Wilbur near Viera. Disposition of the vehicles will be agendized for decision by the Board of Directors mid-2018.
- The BYD electric buses are nearly complete and ready for delivery.
- The See Something – Say Something Mobile App is available to all members of the public. It now includes an option to report suspected human trafficking situations.
- Promotion of the 2018 Summer Youth Pass began.
- Implementation of the new scheduling software is progressing as planned.
- Paratransit applications are now available on the Tri Delta Transit website.
- The fuel hedging process continued.
- The Clipper small operators subgroup, which includes all small operators in the nine county Bay Area, continues to meet on a regular basis.

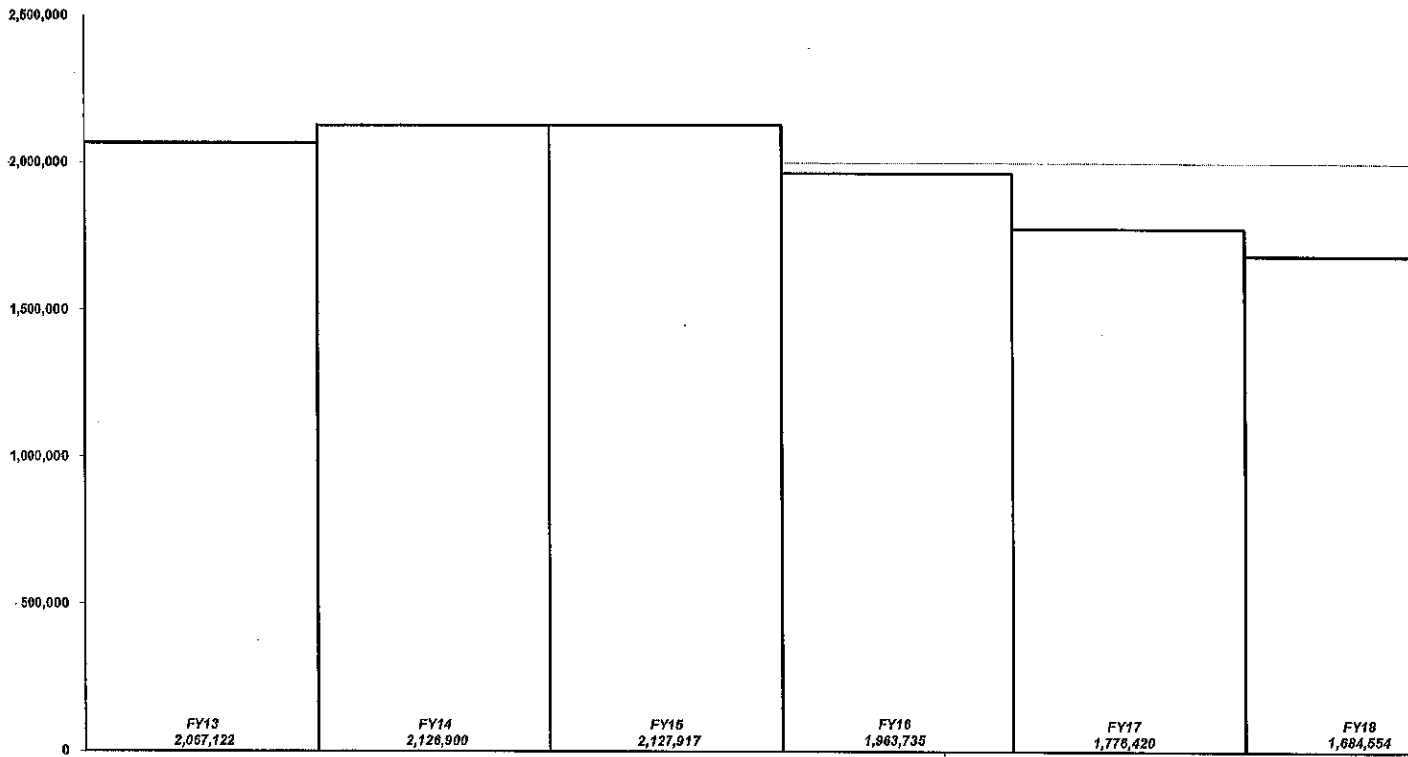
## Pending:

- 2018 Pittsburg Seafood Festival Shuttle
- Mobile Emergency Operations Center construction
- Microtransit Demonstration Project
- Mobility on Demand demonstration project
- Paratransit vehicle delivery (May 2018)
- Electric bus delivery (2018)
- Gillig bus delivery (May 2018)
- Mobile ticketing app implementation and group discount program
- 2018 Summer Youth Pass
- Facility auction (August 2018)
- TDA Audit – final report May 2018
- 2018 Triennial Audit (FTA)
- Service to Brentwood LMC campus (2018)
- Antioch Park & Ride lot construction
- Oakley Park & Ride lot construction

*Agenda Item #6a  
Eastern Contra Costa Transit Authority  
Board of Directors Meeting  
April 25, 2018*

# TRI DELTA TRANSIT

## COMPARATIVE FR RIDERSHIP - MAR YTD



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

								YTD COMPARISON			
	Actual						Budget	17/18B	Actual		% ▲
	12/13	13/14	14/15	15/16	16/17	17/18		% ▲	Mar-17	Mar-18	
<b>DIAL-A-RIDE</b>											
<b>PASSENGERS</b>											
Total DAR Trips Provided	128,999	131,476	133,768	131,917	133,406	132,000	-1%		99,515	93,759	-6%
Average Weekday Ridership	470	471	487	489	498	496	0%		499	469	-6%
Average Sat Ridership	140	180	153	118	107	102	-5%		108	107	1%
Average Sun/Hol Ridership	72	68	63	49	47	42	-11%		45	46	4%
Average Passengers/Hour (wkdy's DAR Only)	2.1	2.3	2.4	2.5	2.9	2.9	0%		2.9	2.9	0%
<b>CUSTOMER SERVICE</b>											
Ride Refusals / Day	0.0	0.0	0.0	0.0	0.0	0.0	-100%		0.0	0.0	0%
Customer Complaints	0.097%	0.071%	0.103%	0.114%	0.382%	0.328%	-15%		0.324%	0.496%	53%
On Time Performance	87%	89%	87%	85%	81%	85%	5%		83%	67%	-19%
<b>MAINTENANCE</b>											
Gallons of Fuel Consumed	139,678	145,043	138,528	135,809	131,836	130,106	-1%		97,672	91,505	-6%
Miles Between Preventable Accidents	328,002	244,390	162,293	159,143	153,397	200,000	30%		346,157	208,711	-40%
Miles Between Road calls	109,568	61,109	139,113	190,963	919,507	100,000	-89%		692,590	208,697	-70%
<b>COST RATIOS</b>											
Farebox Recovery Ratio	11%	10%	10%	10%	11%	9%	-12%		11%	10%	-3%
\$/Gal Fuel	\$ 3.81	\$ 3.67	\$ 3.09	\$ 2.59	\$ 2.57	\$ 2.60	1%		\$ 2.52	\$ 2.98	18%
Operating Cost/Passenger	\$ 33.22	\$ 35.25	\$ 34.18	\$ 34.41	\$ 29.15	\$ 35.16	21%		\$ 29.22	\$ 30.75	5%
Operating Cost/Revenue Hour	\$ 63.52	\$ 68.75	\$ 69.81	\$ 72.26	\$ 73.97	\$ 87.68	19%		\$ 73.44	\$ 81.25	11%
Operating Cost/Revenue Mile	\$ 5.36	\$ 5.76	\$ 5.74	\$ 5.85	\$ 5.18	\$ 6.17	19%		\$ 5.16	\$ 5.52	7%
<b>FIXED ROUTE</b>											
<b>PASSENGERS</b>											
Total FR Trips Provided	2,740,834	2,832,264	2,806,028	2,574,864	2,344,985	2,368,206	1%		1,776,420	1,684,554	-5%
Average Weekday Ridership	9,616	9,930	9,794	8,999	8,230	8,332	1%		8,352	7,965	-5%
Average Sat Ridership	3,232	3,464	3,498	3,081	2,715	2,777	2%		2,777	2,526	-9%
Average Sun/Hol Ridership	2,788	2,692	2,787	2,501	2,236	2,227	0%		2,227	2,135	-4%
Average Passengers/Hour	17.7	19.0	19.2	17.8	16.1	16.2	0%		16.5	14.9	-9%
<b>CUSTOMER SERVICE</b>											
Customer Complaints	0.012%	0.009%	0.009%	0.009%	0.025%	0.026%	5%		0.026%	0.026%	0%
On Time Performance	86%	92%	92%	92%	82%	85%	4%		81%	83%	3%
<b>MAINTENANCE</b>											
Gallons of Fuel Consumed	562,702	603,013	600,072	606,378	584,879	594,184	2%		442,304	428,408	-3%
Miles Between Preventable Accidents	65,392	110,754	98,066	97,469	117,465	100,000	-15%		108,128	124,301	15%
Miles Between Road calls	42,844	67,684	41,553	27,690	21,084	50,000	137%		20,889	22,197	6%
<b>COST RATIOS</b>											
Farebox Recovery Ratio	18%	18%	18%	18%	16%	16%	0%		16%	14%	-13%
\$/Gal Fuel	\$ 3.95	\$ 3.48	\$ 2.77	\$ 1.96	\$ 2.07	\$ 2.15	4%		\$ 2.04	\$ 2.30	13%
Operating Cost/Passenger	\$ 6.01	\$ 5.58	\$ 5.54	\$ 5.98	\$ 6.93	\$ 6.92	0%		\$ 6.92	\$ 7.39	7%
Operating Cost/Revenue Hour	\$ 106.53	\$ 105.76	\$ 106.36	\$ 106.33	\$ 111.83	\$ 112.11	0%		\$ 113.79	\$ 110.36	-3%
Operating Cost/Revenue Mile	\$ 7.98	\$ 7.71	\$ 7.62	\$ 7.49	\$ 7.98	\$ 8.08	1%		\$ 8.09	\$ 8.04	-1%

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

TOTAL PASSENGER TRIPS											YTD COMPARISON		
ROUTE	12/13		13/14		14/15		15/16		16/17		Mar-17	Mar-18	% Chg
	Trips	% Chg	Trips	% Chg	Trips	% Chg	Trips	% Chg	Trips	% Chg			
200	55,322	47%	55,914	1%	54,167	-3%	48,866	-10%	44,467	-9%	33,863	30,720	-9%
201	119,977	8%	124,289	4%	112,116	-10%	116,301	4%	117,839	1%	87,337	86,778	-1%
300	290,313	-4%	328,582	13%	353,802	8%	340,127	-4%	351,131	3%	284,385	257,576	-3%
379	15,232	49%	6,759	-56%	3,223	-52%	3,659	14%	2,407	-34%	1,783	2,158	21%
380	680,981	16%	682,650	0%	666,704	-2%	606,012	-9%	552,871	-9%	421,503	383,115	-9%
381	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	30,768	N/A
383	35,031	2%	32,073	-8%	30,200	-6%	25,830	-14%	21,938	-15%	16,550	15,631	-6%
384	8,227	-69%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
385	61,388	68%	70,974	16%	68,013	-4%	66,045	-3%	54,207	-18%	40,903	40,816	0%
386	2,172	-29%	1,902	-12%	1,583	-17%	1,507	-5%	1,398	-7%	964	889	-8%
387	262,396	23%	264,036	1%	257,944	-2%	233,185	-10%	198,990	-15%	150,694	132,973	-12%
388	366,041	14%	400,190	9%	370,128	-8%	327,585	-11%	287,820	-12%	218,542	196,011	-10%
389	53,255	14%	53,068	0%	51,480	-3%	45,836	-11%	40,557	-12%	30,133	29,979	-1%
390	68,564	30%	72,054	5%	71,211	-1%	70,022	-2%	71,431	2%	53,201	54,626	3%
391	370,500	7%	388,640	4%	402,579	4%	360,256	-11%	317,873	-12%	239,165	217,447	-9%
Shuttles	4,941	-48%	3,370	-32%	5,375	69%	13,410	149%	2,956	-78%	2,956	2,027	-31%
392	133,569	19%	142,284	7%	142,850	0%	124,708	-13%	110,687	-11%	85,545	81,474	-5%
393	135,181	21%	133,078	-2%	141,281	6%	126,653	-10%	114,022	-10%	87,221	81,508	-7%
394	71,557	41%	64,904	-9%	63,087	-3%	53,894	-15%	48,389	-10%	36,951	35,628	-4%
395	6,187	100%	9,497	100%	10,485	100%	10,988	100%	8,204	100%	4,934	4,542	-8%
<b>Total Fixed Route</b>	<b>2,740,834</b>	<b>13%</b>	<b>2,832,264</b>		<b>2,808,028</b>	<b>-1%</b>	<b>2,574,884</b>	<b>-8%</b>	<b>2,344,985</b>	<b>-9%</b>	<b>1,776,420</b>	<b>1,684,664</b>	<b>-5%</b>

AVERAGE PASSENGERS PER REVENUE HOUR											YTD COMPARISON		
ROUTE	12/13		13/14		14/15		15/16		16/17		Mar-17	Mar-18	% Chg
	PPRH	% Chg	PPRH	% Chg	PPRH	% Chg	PPRH	% Chg	PPRH	% Chg			
200	12.6	22%	12.5	-1%	12.6	1%	11.5	-9%	9.9	-14%	10.3	8.7	-15%
201	17.8	-10%	17.9	1%	17.0	-6%	16.1	-5%	13.8	-15%	14.0	12.9	-8%
300	15.8	0%	18.6	18%	20.3	10%	19.6	-4%	20.6	5%	20.6	20.7	0%
379	10.7	9%	16.8	57%	26.5	57%	30.6	16%	18.9	-38%	18.6	20.3	10%
380	20.2	18%	20.6	2%	20.2	-2%	18.7	-7%	17.3	-8%	17.8	16.1	-9%
381	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	11.1	N/A
383	10.2	5%	12.6	23%	13.0	3%	11.6	-11%	10.1	-12%	10.2	9.5	-8%
384	14.6	43%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
385	11.9	7%	12.9	8%	12.3	-4%	11.4	-6%	9.3	-19%	9.5	9.4	-1%
386	3.6	-7%	6.3	74%	6.3	1%	6.6	5%	6.0	-10%	5.6	5.0	-10%
387	22.8	16%	23.7	4%	23.3	-2%	21.7	-7%	18.6	-14%	19.3	15.9	-18%
388	17.1	10%	18.2	7%	17.4	-5%	16.2	-7%	14.3	-12%	14.6	13.0	-11%
389	13.4	-1%	14.4	8%	15.4	7%	14.4	-6%	12.4	-14%	12.6	11.6	-8%
390	18.6	73%	20.8	12%	21.5	3%	21.4	-1%	22.1	3%	22.4	22.2	-1%
391	19.6	5%	20.5	4%	21.9	7%	19.7	-10%	17.3	-12%	17.6	15.7	-11%
Shuttles	N/A	N/A	6.4	N/A	30.7	383%	23.6	-23%	15.0	-36%	16.0	17.2	7%
392	17.8	16%	19.1	9%	18.9	-1%	16.7	-12%	14.2	-15%	14.5	13.1	-10%
393	17.5	7%	17.5	0%	18.7	7%	16.8	-10%	15.3	-9%	15.3	14.2	-8%
394	15.0	28%	17.0	13%	15.9	-7%	13.9	-13%	12.9	-7%	13.0	12.2	-6%
395	12.0	N/A	16.2	N/A	16.4	1%	17.1	5%	9.9	-42%	10.3	9.7	-6%
<b>Total Fixed Route</b>	<b>17.7</b>	<b>12%</b>	<b>19.0</b>	<b>7%</b>	<b>19.2</b>	<b>1%</b>	<b>17.8</b>	<b>-7%</b>	<b>16.1</b>	<b>-9%</b>	<b>16.5</b>	<b>14.9</b>	<b>-9%</b>

# **TAB 3**

Agenda Item 7a

ACTION ITEM: FY18 LCTOP Fund Application

Resolution 180425a


## **Board of Directors Meeting**

Wednesday April 25, 2018

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

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

**Meeting Date:** April 25, 2018  
**Agenda Item:** FY18 LCTOP Funds – Agenda Item #7a  
**Lead Staff:** Tom Harais, Chief Financial Officer  
**Approved:** Jeanne Krieg, Chief Executive Officer 

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### **Background**

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862. The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emission and improve mobility, with a priority on serving disadvantaged communities. Approved projects in LCTOP support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project reducing greenhouse gas emissions.

For agencies whose service area includes disadvantaged communities, at least 50 percent of the total moneys received must be expended on projects that will benefit disadvantaged communities. Senate Bill 862 continuously appropriates five percent of the annual auction proceeds in the Greenhouse Gas Reduction Fund (Fund) for LCTOP, beginning in 2015-16. This program is administered by the California Department of Transportation (Caltrans) in coordination with Air Resource Board and the State Controller's Office. The California Department of Transportation. Caltrans is responsible to ensure that the statutory requirements of the program are met in terms of project eligibility, greenhouse reduction, disadvantaged community benefit, and other requirements of the law.

### **Considerations**

- ECCTA is an eligible recipient for Low Carbon Transit Operations Program funds.
- FY15 LCTOP funds were used for additional runs on ECCTA's Route 201 service.
- FY16 LCTOP funds were used to continue enhancements on ECCTA's Route 201.
- FY17 LCTOP funds were applied to the operation of ECCTA's new Route 381 in Pittsburg.
- Staff plans to use the FY18 LCTOP funds to continue operating the new Route 381.

**Requested Action**

Adopt Resolution #180425a authorizing the CEO to execute the certifications and assurances and apply for the Low Carbon Transit Operations Program (LCTOP) to continue operations of Route 381 serving the Pittsburg Center BART station for an additional 24 months.



# TRI DELTA TRANSIT

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

## RESOLUTION #180425a

### **AUTHORIZATION FOR THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)**

### **TO BE USED FOR SERVICE TO OPERATE ROUTE 381 (serving the Pittsburg Center BART Station)**

**WHEREAS**, Eastern Contra Costa Transit Authority (ECCTA) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

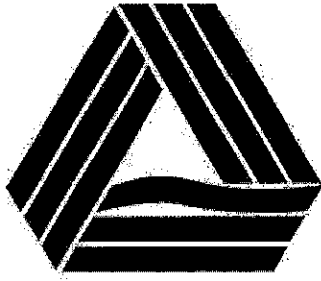
**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, ECCTA wishes to delegate authorization to execute these documents and any amendments thereto to the Chief Executive Officer;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of ECCTA that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that Jeanne Krieg, the Chief Executive Officer be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.





# TRI DELTA TRANSIT

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

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the Board of Directors of ECCTA that it hereby authorizes the submittal of the following project nomination and allocation request to the Department in FY 2017-18 LCTOP funds:

Project Name:	Continued operation of Route 381
Amount of LCTOP funds requested:	\$437,912
Short description of project:	Continued operation of Route 381: GHG reduction in CAC w/multi-modal connection
Contributing Sponsors:	Metropolitan Transportation Commission

**PASSED AND ADOPTED THIS** 25<sup>th</sup> day of April 2018, by the following votes:

## EASTERN CONTRA COSTA TRANSIT AUTHORITY

\_\_\_\_\_  
Monica Wilson, Chair

\_\_\_\_\_  
Jeanne Krieg, Chief Executive Officer

**AYES:** \_\_\_\_\_  
**NOES:** \_\_\_\_\_  
**ABSENT:** \_\_\_\_\_  
**ABSTENTIONS:** \_\_\_\_\_

# **TAB 4**

Agenda Item 7b  
ACTION ITEM: Columbus Day Holiday

Resolution 180425b

## **Board of Directors Meeting**

Wednesday April 25, 2018

ECCTA Boardroom  
801 Wilbur Avenue, Antioch, CA 94509

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

**Meeting Date:** April 25, 2018

**Agenda Item:** Columbus Day Holiday – Agenda Item #7b

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



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### **BACKGROUND**

Columbus Day – the second Monday in October – is currently a holiday for administrative employees. Columbus Day and the man who inspired it have generated controversy and many cities and states have replaced Columbus Day with alternative days of remembrance.

### **CONSIDERATIONS**

- Columbus Day is a national holiday but, in 2010, California eliminated it as a paid holiday for state employees.
- Tri Delta Transit operates regular service on Columbus Day.
- The maintenance department does not have Columbus Day as a holiday.
- Most banks remain open on Columbus Day.
- All stores are open on Columbus Day.
- Affected staff supports the proposal to replace the Columbus Day holiday with a floating holiday.

### **STAFF REQUEST**

Staff requests authorization to eliminate Columbus Day as a paid holiday and replace it with a paid “Honor your Hero” floating holiday day so each employee can take a day off sometime during the year to celebrate/commemorate a hero that they choose. It would mean the Tri Delta Transit administrative office would be open on Columbus Day.

### **ACTION REQUESTED**

Adopt Resolution #180425b which replaces the Columbus Day holiday with a floating holiday for administrative employees effective October 2018.



# TRI DELTA TRANSIT

Eastern Contra Costa Transit Authority  
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Phone 925.754.6622 Fax 925.757.2530

## **RESOLUTION #180425b Replacing Columbus Day Administrative Holiday**

**Resolution #180425b authorizes the replacement of the Columbus Day holiday with a floating holiday for administrative employees effective October 2018.**

**WHEREAS**, Columbus Day is celebrated the second Monday in each October; and

**WHEREAS**, Columbus Day is a national holiday but, in 2010, California eliminated it as a paid holiday for state employees; and

**WHEREAS**, Tri Delta Transit operates regular service on Columbus Day; and

**WHEREAS**, Tri Delta Transit's maintenance department does not have Columbus Day as a holiday; and

**WHEREAS**, most banks and stores remain open on Columbus Day; and

**WHEREAS**, affected staff supports the proposal to replace the Columbus Day holiday with a floating holiday.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #180425b which replaces the Columbus Day holiday with a floating holiday for administrative employees effective October 2018.

**PASSED AND ADOPTED THIS 25<sup>th</sup> day of April 2018**, by the following votes:

### **EASTERN CONTRA COSTA TRANSIT AUTHORITY**

\_\_\_\_\_  
Monica Wilson, Chair

\_\_\_\_\_  
Jeanne Krieg, CEO

**AYES:** \_\_\_\_\_  
**NOES:** \_\_\_\_\_  
**ABSENT:** \_\_\_\_\_  
**ABSTENTIONS:** \_\_\_\_\_

# **TAB 5**

Agenda Item 7c

**ACTION ITEM: CEO's APTA Vice Chair Candidacy**

Resolution 180425c

## **Board of Directors Meeting**

**Wednesday April 25, 2018**

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

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

Meeting Date: April 25, 2018  
Agenda Item: CEO's APTA Vice Chair Candidacy – Agenda Item #7c  
Lead Staff: Jeanne Krieg, Chief Executive Officer 

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After careful consideration, I have decided to take the advice many of you have given me over the years and announce my candidacy for Vice Chair of the American Public Transportation Association (APTA), if the ECCTA Board of Directors supports my candidacy and subsequent election. After serving as Vice Chair for one year, I would become Chair of the association. I believe I would be a successful chair and ask for your support.

If I win the election, it is a three year commitment:  
Year 1 (October 2018 – October 2019): Vice Chair  
Year 2 (October 2019 – October 2020): Chair  
Year 3 (October 2020 – October 2021): Immediate Past Chair

If elected, I would be required to travel to many APTA events and meetings. Most of the travel costs for the three-year period are covered by APTA yet there might be some expenses the agency would have to pick up. The ECCTA budget would allow for these expenses.

I am confident that the combination of electronic communication with the supportive, capable, and hard working staff will allow me to continue to effectively lead Tri Delta Transit while performing duties associated with leading APTA.

The election will be very competitive with many qualified candidates. The decision will be made by APTA's Nominating Committee on August 16, 2018.

### **ACTION REQUESTED:**

Adopt Resolution #180425c supporting ECCTA CEO Jeanne Krieg's candidacy and subsequent election to serve as the Vice Chair and eventually Chair of the American Public Transportation Association.



# TRI DELTA TRANSIT

Eastern Contra Costa Transit Authority  
801 Wilbur Avenue • Antioch, California 94509  
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## RESOLUTION #180425c

### Support of Eastern Contra Costa Transit Authority’s Chief Executive Officer Jeanne Krieg’s candidacy and subsequent election to serve as the Vice-Chair and eventually Chair of the American Public Transportation Association (APTA)

**WHEREAS**, the Eastern Contra Costa Transit Authority (ECCTA) has been a member in good standing of APTA since 1985; and

**WHEREAS**, Jeanne Krieg has been an active participant in APTA since 1991 graduating from the first Leadership APTA class and serving on numerous committees, task forces, the Board of Directors, and the Executive Committee; and

**WHEREAS**, Jeanne Krieg has served in numerous leadership roles in APTA and the transit industry including Chair of the California Transit Association, Chair of numerous TCRP project panels, Chair of APTA’s Small Operations Committee, Co-Chair of APTA’s Procurement Steering Committee; and

**WHEREAS**, Jeanne Krieg has led Eastern Contra Costa Transit Authority since 1995 with honesty, integrity, inclusion, and transparency; and

**WHEREAS**, Jeanne Krieg and her organization have received many local and national awards and recognitions including the 2014 Best Small Transit System in North America and the 2003 International Grand Champion (first – and last – small operator to win the Grand Champion award); and

**WHEREAS**, the ECCTA Board of Directors understands and supports the time and financial commitment necessary for Jeanne Krieg to serve as Vice Chair, Chair, and Immediate Past Chair; and

**WHEREAS**, to ensure inclusivity, APTA should have a small operator General Manager or CEO serve as APTA chair; and

**WHEREAS**, Jeanne Krieg would be an effective leader for APTA and is the best choice.

**NOW, THEREFORE, BE IT RESOLVED** that the ECCTA Board of Directors supports ECCTA CEO Jeanne Krieg’s candidacy and subsequent election to serve as the Vice Chair and eventually Chair of the American Public Transportation Association.

**PASSED AND ADOPTED THIS** 25<sup>th</sup> day of April 2018, by the following votes:

### EASTERN CONTRA COSTA TRANSIT AUTHORITY

\_\_\_\_\_  
Monica Wilson, Chair

\_\_\_\_\_  
Jeanne Krieg, Chief Executive Officer

**AYES:** \_\_\_\_\_  
**NOES:** \_\_\_\_\_  
**ABSENT:** \_\_\_\_\_  
**ABSTENTIONS:** \_\_\_\_\_

# **TAB 6**

Agenda Item 7d

**ACTION ITEM: Board Size and Composition**

Resolution 180425d

## **Board of Directors Meeting**

**Wednesday April 25, 2018**

**ECCTA Boardroom**

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



## Staff Report to ECCTA Board of Directors

**Meeting Date:** April 25, 2018

**Agenda Item:** Board of Directors Size and Composition – Agenda Item #7d

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

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### **Tri Delta Transit Background**

Eastern Contra Costa Transit Authority – known as Tri Delta Transit – was formed under a Joint Powers Agreement dated August 3, 1976 and operates under the restated agreement dated May 21, 1996 (that gave ECCTA additional power). The original JPA was an agreement between Pittsburg, Brentwood, Antioch, and Contra Costa County. It was put in place for the purpose of developing and implementing a public transportation service in Eastern Contra Costa County. Oakley joined in 2000 after it became a city.

The original Board of Directors began meeting in September 1976. A “Program Director” from Contra Costa County was assigned to the project but the actual day-to-day work was conducted by the Board of Directors. The then-chair Barbara Guise met with MTC, county officials, state representatives, and the individual city councils to get the project started. The board members divided themselves into working committees. They paid the bills, approved all expenses, developed the budget, conducted public hearings, designed the routes, selected bus stop locations, developed marketing programs, set fares, purchased equipment, designed the logo and paint schemes, and completed and submitted all necessary paperwork to establish the JPA. The service began as a two-year demonstration project on June 6, 1977 under contract with AC Transit. Contra Costa County employee Paul Kilkenny acted as the Transit Coordinator from September 1976 until the first ECCTA employee was hired in March 1978.

The original structure of the ECCTA Board of Directors (two from each of the JPA members and one member at large) has remained in place for 42 years.

### **Board Size and Composition Discussion Background**

- December 15<sup>th</sup>, 2010 (board meeting): The ECCTA Board of Directors discussed the size of the Tri Delta Transit governing board as well as the process to change the structure. After the discussion, the Board of Directors directed staff to develop a resolution authorizing staff to contact each of the five members of the JPA to request an amendment to the Joint Powers Agreement (JPA).

- January 19, 2011 (board meeting): A resolution reflecting the direction of the Board of Directors' direction was included in the agenda material. The ECCTA Board of Directors unanimously deferred the discussion of governance structure to the next meeting.
- February 23, 2011 (board meeting): A resolution authorizing ECCTA staff to contact each of the five members of the ECCTA JPA did not pass so the item was dismissed.
- January 24, 2018 (board meeting): Director Robert Taylor requested a discussion about the size and constitution of the ECCTA Board of Directors. Specifically, he asked to address whether the agency requires an eleven member Board of Directors. Chair Monica Wilson appointed Directors Craft, Glover, Taylor, and Thorpe to an ad hoc committee to discuss the size and composition of the ECCTA Board of Directors.
- March 28<sup>th</sup>, 2018 (ad hoc committee meeting): Directors Craft, Glover, and Taylor met and developed two recommendations to present to the full Board of Directors for consideration:
  1. The ECCTA Board of Directors should be reduced from eleven members to seven members:
    - Each of the four city members of the Eastern Contra Costa Transit Authority will appoint one representative from the city council and one alternate from the city council.
    - The two County Supervisors whose districts are served by ECCTA will serve on the ECCTA Board of Directors. The two county supervisors will have one alternate who will also be a sitting County Supervisor.
    - The six board members representing the JPA members will select and elect a Member-at-Large who will serve an unlimited number of two-year terms.
  2. The ECCTA Board of Directors will adopt an attendance policy for board meetings. The ad hoc committee requests input for the policy.

### **Considerations for ad hoc recommendation #1: Board Structure and Composition**

1. There are five members to ECCTA's JPA (Antioch, Brentwood, Contra Costa County, Oakley, Pittsburg). Any change to the JPA must be approved by each of the five members. If one member does not approve the change, the current JPA and bylaws (and eleven-member Board of Directors) remains in place.
2. If the ECCTA Board of Directors desires to present the idea to the five members of the JPA, a resolution must be adopted by the ECCTA Board of Directors. A proposed resolution is attached.

3. The board structures of other local transit agencies are:

Agency	Board Size	Comments
County Connection	11	One from each of the 10 cities and one appointed by the county
WestCAT	7	Two from each of the two cities and three appointed by the county
LAVTA	7	Two from each of the three cities and one appointed by the county
SamTrans	9	Three city council members, three public members, two from the county board of supervisors, and one appointed by the county.
Santa Clara VTA	11	Five from San Jose, four from other cities, and two from county
Golden Gate Transit	19	Nine from SF, four from Marin, three from Sonoma, and one each from Napa, Mendocino, and DelNorte.
San Joaquin RTD	5	Two from City of Stockton, two from San Joaquin County, and one at-large
AC Transit	7	All elected – five from geographical wards and two at-large
BART	9	All elected to geographical districts
CCTA	11 + 3 ex officio	Appointed from various county entities
MTC	19	Representing counties and various organizations
Tri Delta Transit	11	Two from each of the four cities, two from the county, and one at-large.

**Considerations for ad hoc recommendation #2: Attendance Policy**

Attached is the current attendance policy for members of the Board of Directors. Staff requests direction if the Board of Directors desires to amend the policy.

**Agenda Item #7d**  
*Eastern Contra Costa Transit Authority*  
*Board of Directors Meeting*  
*April 25, 2018*

### **Requested Action**

1. If desired, adopt Resolution #180425d which directs ECCTA staff to contact each of the five members of the Eastern Contra Costa Transit Authority Joint Powers Agreement (JPA) requesting an amendment to the JPA concerning governance structure.
2. If desired, direct staff to draft an amended board members attendance policy that will be presented for consideration at the May 2018 meeting of ECCTA Board of Directors.



**TRI DELTA TRANSIT**  
EASTERN CONTRA COSTA TRANSIT AUTHORITY

801 Wilbur Avenue  
Antioch • California 94509  
925 • 754-6622  
925 • 757-2530 FAX

[www.TriDeltaTransit.com](http://www.TriDeltaTransit.com)

**Eastern Contra Costa Transit Authority**  
**Board Member Attendance Policy**  
Adopted 10/31/01

**All board members are encouraged to attend all assigned committee meetings  
and all Board of Directors meetings.**

**(replaces policy adopted 2/28/96)**



# TRI DELTA TRANSIT

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

## **RESOLUTION #180425d AUTHORIZATION TO CONTACT MEMBERS OF THE ECCTA JPA**

**Resolution #180425d directs ECCTA staff to contact each of the five members of the Eastern Contra Costa Transit Authority Joint Powers Agreement (JPA) requesting an amendment to the JPA concerning governance structure.**

**WHEREAS**, the current JPA for the Eastern Contra Costa Transit Authority (ECCTA) addresses governance in section six as follows:

*6. Governance. A Board of Directors (Board) shall govern ECCTA. Each party shall appoint two (2) Directors to the Board. The Board shall select an at-large Director. Each appointing entity may appoint one (1) alternate. The term of each Director and alternate shall be two (2) years. Each Director may serve an unlimited number of terms. The Board shall adopt procedures for the Board's exercise of its powers and to define its responsibilities*

**WHEREAS**, according to section twelve of the JPA, *This Agreement may be amended only by the approval of the governing bodies of all of the parties.*

**WHEREAS**, the Board of Directors is desirous of decreasing the size of ECCTA's governing board from eleven members to seven, one from each city member of the JPA, two from Contra Costa County, and one member-at-large

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #180425d directing ECCTA staff to contact each of the five members of the JPA to request approval of a change in the JPA relating to the governance structure.

**PASSED AND ADOPTED THIS 25<sup>th</sup>** day of April 2018, by the following votes:

### **EASTERN CONTRA COSTA TRANSIT AUTHORITY**

\_\_\_\_\_  
Monica Wilson, Chair

\_\_\_\_\_  
Jeanne Krieg, Chief Executive Officer

**AYES:** \_\_\_\_\_  
**NOES:** \_\_\_\_\_  
**ABSENT:** \_\_\_\_\_  
**ABSTENTIONS:** \_\_\_\_\_