



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 January 28th, 2015

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Available on line: www.trideltatransit.com

Please see the last page of this agenda for:

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

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

2. **Pledge of Allegiance**

3. **Public Comment**

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

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

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

- Minutes of the Board of Directors meeting of December 17, 2014
- Financial Report
- Marketing Activities Report

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

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

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

Board of Directors:

City of Antioch

Wade Harper
Mary Rocha

City of Brentwood

Gene Clare*
Barbara Guise

City of Oakley

Randy Pope
Kevin Romick

City of Pittsburg

Ben Johnson**
Pete Longmire

Contra Costa County

Federal Glover
Mary Piepho

Member-at-Large

Ken Gray

* Chair: FY 2014-15

** Vice-chair: FY 2014-15

7. ACTION AND DISCUSSION ITEMS

- a. **ACTION ITEM:** Extra Conference Request for Staff
(see attachment: tab #3)
Requested Action: Approve the attendance of one extra conference for Chief Operating Officer Steve Ponte during FY 2014-15.
- b. **ACTION ITEM:** Board Member Conference Attendance Policy
(see attachment: tab #4)
Requested Action: Adopt a policy for board member travel to conferences.
- c. **ACTION ITEM:** Position Name and Job Description Change: Assistant Director of Maintenance to Shop Manager
(see attachment: tab #5)
Requested Action: Approve the proposed title and job description change.
- d. **ACTION ITEM:** Authorization to Apply for LCTOP Funds
(see attachment: tab #6)
Requested Action: Adopt Resolution 150128a authorizing the CEO or her designee to take the necessary actions to obtain LTOP funds
- e. **ACTION ITEM:** Change Order for Environmental Review
(see attachment: tab #7)
Requested Action: Adopt Resolution 150128b authorizing the CEO to enter into a change order with Mark Thomas and Co. to sub-contract with Circlepoint to conduct the required environmental review for an amount not to exceed \$31,900..
- f. **ACTION ITEM:** Board Meeting Time
(see attachment: tab #8)
Requested Action: Direct staff on whether to pursue changing the time the ECCTA Board of Directors meets

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

Public Comment Guidelines:

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

Agenda, staff report, and document availability:

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

Americans with Disabilities Act Information:

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

Anticipated action by the Board of Directors:

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

TAB 1

Agenda Item 5a,b,c

Consent Calendar (ACTION ITEM): Minutes, Financial Report, and
Marketing Activities Report

Board of Directors Meeting Agenda

Wednesday January 28, 2015

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

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

MINUTES

December 17, 2014

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

ROLL CALL / CALL TO ORDER

PRESENT: Ken Gray (Member-at-Large), Barbara Guise (Brentwood), Wade Harper (Antioch), Mary N. Piepho* (Contra Costa County), Mary Rocha (Antioch), Kevin Romick (Oakley), Ben Johnson (Pittsburg/Vice Chair), and Gene Clare (Brentwood/Chair)

*Arrived after Roll Call

ABSENT: Federal Glover (Contra Costa County)

STAFF: Jeanne Krieg, Chief Executive Officer
Steve Ponte, Chief Operating Officer
Ben Stock, Legal Counsel
Ann Hutcheson, Director of Administrative Services

OTHERS

PRESENT: Susan Hinson, First Transit
Gary Mitchell, First Transit
Hosie Pintily, First Transit
Nick Promponas, First Transit
Don Swain, First Transit
Michael Daugelli, Board Alternate
Susan Checchi

PLEDGE OF ALLEGIANCE

Chair Clare led the Pledge of Allegiance.

PUBLIC COMMENT

Michael Daugelli, Antioch, reported on a recent trip by members of the Antioch Senior Center to Union Square in San Francisco for the lighting of the Christmas Tree. He also took this opportunity to compliment Tri Delta Transit staff and a First Transit bus driver who had addressed a serious situation when a passenger had a seizure while on the bus.

CHAIR'S REPORT

Chair Clare identified the need to place an emergency item on the agenda and explained for that to happen the Board must make two findings in order to place the item on the agenda: The Board must find that there is a need to take immediate action; and the Board must find that this need came to the attention of Tri Delta Transit staff subsequent to the posting of the agenda. The item he proposed to add was the Conference Attendance Policy. He stated there was a need to take immediate action because the timeline for registering for the American Public Transportation Association (APTA) Legislative Conference was too soon to wait until the next Board meeting in January. He asked that the Conference Attendance Policy be amended given that members could only attend two conferences a year. The upcoming Legislative Conference was restricted to the chair, vice chair, and newest member of the Board, and all three had already attended two conferences this year.

On motion by Director Piepho, seconded by Director Guise to place an emergency item on the agenda for a matter that had arisen after the posting of the agenda, to be considered as Item F under Action and Discussion Items, carried by the following vote:

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

CONSENT CALENDAR

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

- A. Minutes of the Board of Directors meeting of October 29, 2014
- B. Financial Report
- C. Marketing Activities Report

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

CHIEF EXECUTIVE OFFICER'S REPORT

- A. Operations Report

Chief Executive Officer (CEO) Jeanne Krieg introduced Kevin Moody, the new Director of Maintenance, who she reported had already implemented some positive changes. Mr.

Moody had also gone through his first CHP audit, which had gone well.

Ms. Krieg reported that all operational and financial riderships were within acceptable tolerances, and month-to-month ridership on fixed route had increased by two percent comparing this November with November last year, and was now consistently over the threshold of 10,000 passengers per day. She expressed concern with the decrease in gasoline prices for ridership given a recent survey conducted by the Metropolitan Transportation Commission (MTC) as part of the system redesign project, which showed that 66 percent of passengers had at least one car in a household but only 38 percent of passengers had a valid driver's license. She noted that fuel prices were under \$2.00 for the first time in a very long time, and today's price was \$1.80.

Ms. Krieg reported that the route redesign project continued. The next step after the board survey would be a series of public outreach sessions in January 2015. Those sessions had been scheduled for Saturday, January 10 from 11:30 A.M. to 1:30 P.M. at the Antioch Community Center Community Hall; Wednesday, January 28 from 6:30 P.M. to 8:30 P.M. at the City of Oakley Council Chambers; and Thursday, January 29 from 6:30 P.M. to 9:30 P.M. at the Ambrose Community Center Auditorium. She noted that anyone who attended the seminar, with the exception of elected officials, would receive a free bus pass.

Ms. Krieg explained that in researching weekend Dial-a-Ride trips, it had been discovered that there had been an overcharge of \$1.50 per trip since September 15, 2013, for a specific weekend trip. A fare of \$8.50 had been charged instead of \$7.00. Research had found that 84 customers had taken that particular trip for a total amount overcharged of \$460.50. An apology letter would be mailed out with refund checks. While most refunds were in the \$1.50 to \$3.00 range, she explained that one customer would receive a refund check for \$81.00

In response to Director Piepho as to how the error had occurred, Ms. Krieg explained a misunderstanding of the weekend BART service and how the Americans with Disabilities Act (ADA) service interfaced with BART. That error had now been corrected.

ACTION AND DISCUSSION ITEMS

A. Independent Auditor's Report for the Year Ended June 30, 2014

Ms. Krieg reported that Maze & Associates had done this year's audit, which had gone well with compliance with all requirements.

On motion by Director Romick, seconded by Director Piepho, ECCTA Boardmembers adopted Resolution 141217a accepting the Independent Auditor's Report for the year ended June 30, 2014, carried by the following vote.

AYES: Gray, Guise, Harper, Johnson, Piepho, Rocha, Romick, and Clare
NOES: None

ABSTAIN: None
ABSENT: Glover

B. 2015 Marketing Plan and Advertising Strategy

Ms. Krieg advised that she was presenting the 2015 Marketing Plan and advertising strategy for Mike Furnary, Director of Marketing. She explained that the Marketing Plan and advertising strategy was conducted on a calendar year basis in the middle of Tri Delta Transit's fiscal year. She added that Tri Delta Transit's marketing materials had received awards for years.

Ms. Krieg also commented that one of the most interesting projects that Mr. Furnary had planned for the coming year was to target employers and work with the employer to develop a transit benefit for their employees. Livermore/Amador Valley Transit also wanted to work with Tri Delta Transit to offer employees some transit benefit. She clarified, when asked, that if an employer had more than 50 employees, some transit benefit had to be provided.

Director Romick referred to the report and the statement that: *As traffic increases and gasoline prices remain high, use of automobiles will begin to be seen as too expensive/a financial burden. The option of public transportation will be given serious consideration.* Given the current decrease in gas prices, he suggested that statement be stricken.

Director Rocha suggested that parking was an issue that could encourage bus transit.

Ms. Krieg explained that the newest promotion was a flyer in the Sunday paper promoting Park & Ride lots since parking was free at Park & Ride lots.

Director Piepho referred to the opportunities section and the eBART component, and the need to get people trained to park free in a parking lot as opposed to using the bus parking lot.

On motion by Director Johnson, seconded by Director Piepho, ECCTA Boardmembers approved the proposed 2015 Marketing Plan and Advertising Strategy, carried by the following vote.

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

C. Bus Advertising Contract

Ms. Krieg advised that the current contract for bus advertising would expire this month. She noted that at one point there had been a partnership with County Connection and

WestCAT, although all had now gone out on their own but contracted with the same company.

Ms. Krieg explained that the \$80,000 prepaid was the minimum guarantee to receive for the first year of the contract and once a certain amount of advertising on the buses had been sold, Tri Delta Transit would get a percentage of the overage. She explained that some restrictions had been imposed related to the placement of the ads on the buses to make it clear that it was a Tri Delta Transit bus and not just a movable billboard.

On motion by Director Rocha, seconded by Director Harper, ECCTA Boardmembers adopted Resolution 141217b authorizing the CEO to execute and deliver a three-year contract with two one-year options to Lamar Transit Advertising, carried by the following vote.

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

D. Disposition of Retired Vans and Obsolete Parts

Ms. Krieg reported that the new MedVans were all now in service and the old vans were in need of disposal along with nine pallets of obsolete parts. She requested authorization to have an auction to get rid of the buses and the pallets.

When asked by Director Piepho, Ms. Krieg reported that the availability of the retired vans and obsolete parts would be posted in publications traditionally working with that kind of equipment. She explained that there was historically a lot of interest in Tri Delta Transit's auctions.

On motion by Director Johnson, seconded by Director Piepho, ECCTA Boardmembers adopted Resolution 141217c authorizing staff to publicly advertise the sale of six retired vans and nine pallets of obsolete parts to the highest qualified buyer or buyers, carried by the following vote.

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

E. 2015 ECCTA Board of Directors Meetings

Ms. Krieg explained that each year the November and December Board meetings were

typically changed to remain clear of the holidays. She asked that the November and December meetings both be changed to the third Wednesday of the month; November 18, 2015 and December 16, 2015.

On motion by Director Piepho, seconded by Director Romick, ECCTA Boardmembers adopted Resolution 141217d rescheduling the November and December 2015 meetings of the ECCTA Board of Directors, carried by the following vote.

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

F. Emergency Item – Conference Attendance Policy

Ms. Krieg advised that the Conference Attendance Policy had been discussed in depth in 2012 and a policy had been established by the Board at its meeting on August 22, 2012, the minutes from which had been provided to the Board. She noted that in the past the number of Directors who could attend any one conference had been unlimited and there were three conferences that most had attended; the Boardmember Seminar in July, the Annual Conference in October, and the Legislative Conference in March. The Legislative Conference had become an issue because a large number of Directors wanted to attend and the legislative areas were not large enough to accommodate all. As a result, the Board had limited the attendees at the Legislative Conference to the chair and vice chair or their alternates, which she suggested should continue. The other restriction of the other conferences was the chair/vice chair and newest member. She noted that the newest member category was difficult to implement.

Ms. Krieg explained that the Legislative Conference had to be scheduled a year in advance and this next year there would be no House members in town during that conference. She stated that Director Harper had expressed an interest in attending that conference, and if the chair and vice chair did not want to attend there was an order of eligibility, with Oakley representation next and Antioch thereafter should the chair and vice chair be exempt from the two conferences per year rule. On top of that, Tri Delta Transit had a ticket with Southwest Airlines in Wade Harper's name that had to be used by October 2015.

When asked, Ms. Krieg clarified that the policy had been written to be consistent with Tri Delta Transit's fiscal year; the question had been raised now given that the registration for the APTA Conference was open and registering early allowed a better rate and the conference hotel sold out very early; and with the current policy the chair and vice chair would not be allowed to attend the Legislative Conference given that both had already attended two conferences this year;

Chair Clare stated that as chair he should be able to attend more than two conferences. He suggested a change to the policy that there be a two conference limit with the exception of the chair and vice chair.

Director Piepho referred to the 2012 conversation which she had opposed given that it was too bureaucratic. She had not supported the new policy at that time as being necessary or warranted. She noted that the discussion and the debate at that time had been extensive. She did not mind returning to the old policy and emphasized the need to lead and function.

Director Guise explained that the problem was that the old policy had been abused at a particular point in time, which had cost Tri Delta Transit a great deal of money, and which was why it had come forward and was important for the chair/vice chair and to educate a new member of the Board. She liked the original idea of attendance by the chair, vice chair, and newest member without limit unless there was a rotation of a new member. She supported some type of control.

Director Piepho referred to the existing policy that had been amended where someone who wanted to attend beyond two conferences would require Board approval to do so. She suggested that the existing policy was fine.

Director Romick clarified that there were issues with the Legislative Conference which did not work with multiple members. He referred to the prior issue that had precipitated the change in policy, and explained that if there was a need for attendance beyond the two conferences the Board would have to be convinced to allow that to occur.

Director Johnson suggested that one issue should be addressed with respect to the Legislative Conference without addressing any of the other conferences where there could be a maximum of three people.

Chair Clare noted that the current policy eliminated an active chair from being active. He proposed an amendment to the current policy to allow an exception for the chair and vice chair from having to comply with the two conference maximum.

Director Rocha commented that in the past there had always been a concern with the number of members to attend and she noted that had worked in the past and she did not know why it was an issue at this time.

Director Harper questioned whether the discussion fit the criteria for an emergency item, and Ms. Krieg stated that if the chair, vice chair, and newest member wanted to attend the Legislative Conference it was an urgency item.

Director Harper did not support a change to the policy at this time and suggested that if the

Board wanted to discuss an exception that could be considered.

Chair Clare stated he had no desire to attend but he did not want an active chair to be limited. He made a motion to amend the policy that Directors beyond two would need to seek approval with the exception of chair and vice chair, with the elimination of the language related to the newest member.

Director Johnson seconded the motion.

Director Rocha supported Director Harper's recommendation to allow Chair Clare to attend the Legislative Conference this time and deal with the policy issue with the new Board.

Director Gray suggested there could always be an exception to the rule. He agreed with the need to limit the number of attendees at the Legislative Conference to two, possibly three people.

Director Johnson agreed and noted that the chair and vice chair should be included as representing the Board. He suggested therefore that the chair and vice chair should have the authority to attend and if they could not someone else would be selected in their place.

Director Harper expressed concern that the Chair had raised the emergency item, submitted the proposal, made the motion, and would benefit from the action.

Director Piepho also agreed with the need to have the Conference Attendance Policy return for discussion on a future agenda to ensure transparency.

Chair Clare reiterated that he had no interest in attending the Legislative Conference.

On the motion by Chair Clare to amend the policy that Directors beyond two would need to seek approval with the exception of chair and vice chair, with the elimination of the language related to the newest member, seconded by Director Johnson, FAILED to carry by the following Roll Call vote:

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

On motion by Director Piepho, seconded by Director Romick to approve an increase in the number of meetings the chair and vice chair can attend this fiscal year and place a discussion of the Conference Attendance Policy on the next ECCTA agenda, with staff recommendations for adjustments or alternatives to the existing policy to meet the needs of the Board, carried by the following Roll Call vote:

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

Ms. Krieg asked which Directors wanted to attend the Legislative Conference to allow her to make the needed arrangements with respect to registration.
Directors Johnson and Harper advised of their desire to attend the Legislative Conference.

Chair Clare adjourned into closed session at 4:55 P.M.

CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

(Government Code Section 54956.9(d)(1))

Name of case: *Mayrdawna Davis v. Tri-Delta Paratransit, AKA, First Transit, et al.*, Contra Costa County Superior Court, Case No. C14-01718

RETURN TO OPEN SESSION

Chair Clare reconvened at 5:03 P.M. and advised that there was nothing to report from closed session.

BOARD OF DIRECTORS COMMENTS

Directors offered best wishes for the Holidays and looked forward to great things for Tri Delta Transit in 2015.

ADJOURNMENT

Chair Clare adjourned the meeting of the Eastern Contra Costa Transit Authority at 5:07 P.M. to January 28, 2015 at 4:00 P.M. at the ECCTA Administration Facility, 801 Wilbur Avenue, Antioch, California.

Respectfully submitted,

Anita L. Tucci-Smith

TRI DELTA TRANSIT
Income Statement - Comparison to Annual Budget
 As of December 31, 2014
(unaudited)

	YTD Actual				YTD Budget				YTD Variance favorable/(unfavorable)				FY15 Full Year Budget				YTD % of Fiscal Year Budget			
	ECCTA	FR	DR		ECCTA	FR	DR		ECCTA	FR	DR		ECCTA	FR	DR		ECCTA	FR	DR	
OPERATING REVENUES																				
Passenger Fares	\$ 1,604,560	\$ 1,355,340	\$ 249,220	\$ 1,696,626	\$ 1,464,169	\$ 232,457	\$ 16,763	\$ (92,066)	\$ (108,829)	\$ 16,763	\$ (10,200)	\$ 290,936	\$ 3,657,000	\$ 2,900,000	\$ 457,000	\$ 48%	\$ 3,657,000	\$ 2,900,000	\$ 47%	\$ 48%
Other Income	\$ 140,800	\$ 60,000	\$ 80,800	\$ 151,000	\$ 60,000	\$ 91,000	\$ (10,200)	\$ (10,200)	\$ -	\$ (10,200)	\$ -	\$ 290,000	\$ 108,000	\$ 192,000	\$ 44%	\$ 290,000	\$ 108,000	\$ 56%	\$ 49%	\$ 44%
Total Operating Revenues:	\$ 1,745,360	\$ 1,415,340	\$ 330,020	\$ 1,847,626	\$ 1,524,169	\$ 323,457	\$ 6,563	\$ (102,266)	\$ (108,829)	\$ 6,563	\$ (108,829)	\$ 580,936	\$ 3,647,000	\$ 3,008,000	\$ 639,000	\$ 48%	\$ 3,647,000	\$ 3,008,000	\$ 47%	\$ 52%
OPERATING EXPENSES																				
Purchased Transportation	\$ 5,740,316	\$ 4,009,205	\$ 1,731,111	\$ 5,723,500	\$ 3,956,800	\$ 1,766,700	\$ 35,589	\$ (16,816)	\$ (52,405)	\$ 35,589	\$ (52,405)	\$ 11,475,600	\$ 7,929,200	\$ 3,546,400	\$ 50%	\$ 11,475,600	\$ 7,929,200	\$ 51%	\$ 49%	\$ 49%
Materials and Supplies	\$ 1,628,409	\$ 1,329,847	\$ 298,562	\$ 1,963,804	\$ 1,635,305	\$ 328,498	\$ 29,936	\$ 335,395	\$ 305,459	\$ 29,936	\$ 305,459	\$ 3,924,000	\$ 3,271,000	\$ 653,000	\$ 41%	\$ 3,924,000	\$ 3,271,000	\$ 41%	\$ 46%	\$ 46%
Salaries & Benefits	\$ 1,864,149	\$ 1,678,822	\$ 185,327	\$ 1,926,978	\$ 1,734,000	\$ 192,978	\$ 7,651	\$ 62,829	\$ 55,178	\$ 7,651	\$ 55,178	\$ 3,910,000	\$ 3,518,000	\$ 392,000	\$ 48%	\$ 3,910,000	\$ 3,518,000	\$ 48%	\$ 47%	\$ 47%
Services	\$ 425,010	\$ 329,939	\$ 95,071	\$ 420,000	\$ 336,000	\$ 84,000	\$ (11,071)	\$ (5,010)	\$ 6,061	\$ (11,071)	\$ 6,061	\$ 840,000	\$ 672,000	\$ 168,000	\$ 51%	\$ 840,000	\$ 672,000	\$ 49%	\$ 49%	\$ 57%
Other	\$ 170,366	\$ 162,122	\$ 8,244	\$ 145,500	\$ 136,710	\$ 8,790	\$ 546	\$ (24,866)	\$ (25,412)	\$ 546	\$ (25,412)	\$ 448,900	\$ 423,500	\$ 25,400	\$ 38%	\$ 448,900	\$ 423,500	\$ 38%	\$ 38%	\$ 32%
Casualty and liability insurance	\$ 212,102	\$ 176,445	\$ 35,657	\$ 243,273	\$ 174,200	\$ 69,073	\$ 33,416	\$ 31,171	\$ (2,245)	\$ 33,416	\$ (2,245)	\$ 443,000	\$ 314,000	\$ 129,000	\$ 48%	\$ 443,000	\$ 314,000	\$ 56%	\$ 56%	\$ 28%
Utilities	\$ 126,773	\$ 120,909	\$ 5,864	\$ 106,000	\$ 100,000	\$ 6,000	\$ 136	\$ (20,773)	\$ (20,909)	\$ 136	\$ (20,909)	\$ 213,000	\$ 201,000	\$ 12,000	\$ 60%	\$ 213,000	\$ 201,000	\$ 60%	\$ 60%	\$ 49%
Taxes	\$ 9,788	\$ 7,788	\$ 2,000	\$ 13,750	\$ 11,700	\$ 2,050	\$ 50	\$ 3,962	\$ -3,912	\$ 50	\$ -3,912	\$ 27,500	\$ 21,500	\$ 6,000	\$ 36%	\$ 27,500	\$ 21,500	\$ 36%	\$ 36%	\$ 33%
Total Operating Expenses:	\$ 10,176,913	\$ 7,815,077	\$ 2,361,836	\$ 10,542,805	\$ 8,084,716	\$ 2,458,089	\$ 96,253	\$ 365,892	\$ 269,639	\$ 96,253	\$ 269,639	\$ 21,282,000	\$ 16,350,200	\$ 4,931,800	\$ 48%	\$ 21,282,000	\$ 16,350,200	\$ 48%	\$ 48%	\$ 48%
NON-OPERATING REV																				
Federal Funds	\$ -	\$ -	\$ -	\$ 530,109	\$ -	\$ 530,109	\$ -	\$ (530,109)	\$ -	\$ -	\$ (530,109)	\$ 565,151	\$ 55,042	\$ 530,109	\$ 56%	\$ 565,151	\$ 55,042	\$ 49%	\$ 49%	\$ 56%
Slate Funds	\$ 6,605,316	\$ 4,924,896	\$ 1,680,420	\$ 6,145,402	\$ 4,937,316	\$ 1,208,086	\$ 472,334	\$ 459,914	\$ (12,420)	\$ 472,334	\$ (12,420)	\$ 13,087,066	\$ 10,080,558	\$ 3,006,508	\$ 50%	\$ 13,087,066	\$ 10,080,558	\$ 49%	\$ 49%	\$ 56%
Local Funds	\$ 990,904	\$ 562,878	\$ 428,026	\$ 865,118	\$ 488,741	\$ 376,377	\$ 31,649	\$ 105,786	\$ 74,137	\$ 31,649	\$ 74,137	\$ 1,693,683	\$ 937,620	\$ 756,063	\$ 59%	\$ 1,693,683	\$ 937,620	\$ 60%	\$ 60%	\$ 57%
Inter-Operator Agreements	\$ 1,655,200	\$ 1,655,200	\$ -	\$ 1,133,950	\$ 1,133,950	\$ -	\$ -	\$ 521,250	\$ 521,250	\$ -	\$ -	\$ 2,267,900	\$ 2,267,900	\$ -	\$ 73%	\$ 2,267,900	\$ 2,267,900	\$ 73%	\$ 73%	\$ 73%
Interest & Other Misc Income	\$ 4,321	\$ 4,175	\$ 146	\$ 600	\$ 540	\$ 60	\$ 86	\$ 3,721	\$ 3,635	\$ 86	\$ 3,635	\$ 1,200	\$ 1,080	\$ 120	\$ 360%	\$ 1,200	\$ 1,080	\$ 387%	\$ 387%	\$ 122%
Total Non-operating Revenues:	\$ 9,255,741	\$ 7,147,149	\$ 2,108,592	\$ 8,695,179	\$ 6,560,547	\$ 2,134,632	\$ (26,040)	\$ 560,562	\$ 586,602	\$ (26,040)	\$ 586,602	\$ 17,635,000	\$ 13,342,200	\$ 4,292,800	\$ 52%	\$ 17,635,000	\$ 13,342,200	\$ 52%	\$ 52%	\$ 49%
EXCESS REV/(EXP)	\$ 824,188	\$ 747,412	\$ 76,776	\$ -	\$ -	\$ -	\$ 76,776	\$ 824,188	\$ 747,412	\$ 76,776	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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
 Slate 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
 January 28, 2015

TRI DELTA TRANSIT
Income Statement - Comparison to Prior Year
 As of December 31, 2014
(unaudited)

	December 2014 YTD Actual			December 2013 YTD Actual			FY15 vs FY14 - YTD			% Change from Previous Year		
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR
OPERATING REVENUES												
Passenger Fares	\$ 1,604,560	\$ 1,355,340	\$ 249,220	\$ 1,624,629	\$ 1,420,991	\$ 203,638	\$ (20,069)	\$ (65,651)	\$ 45,582	\$ -1%	\$ -5%	\$ 22%
Other Income	\$ 140,800	\$ 60,000	\$ 80,800	\$ 143,975	\$ 60,000	\$ 83,975	\$ (3,175)	\$ -	\$ (3,175)	\$ -2%	\$ 0%	\$ 0%
Total Operating Revenues:	\$ 1,745,360	\$ 1,415,340	\$ 330,020	\$ 1,768,604	\$ 1,480,991	\$ 287,613	\$ (23,244)	\$ (65,651)	\$ 42,407	\$ -1%	\$ -4%	\$ 15%
OPERATING EXPENSES												
Purchased Transportation	\$ 5,740,316	\$ 4,009,205	\$ 1,731,111	\$ 5,635,809	\$ 3,961,372	\$ 1,674,437	\$ (104,507)	\$ (47,833)	\$ (56,674)	\$ -2%	\$ -1%	\$ -3%
Materials and Supplies	\$ 1,628,409	\$ 1,329,847	\$ 298,562	\$ 1,709,486	\$ 1,394,224	\$ 315,262	\$ 81,077	\$ 64,377	\$ 16,700	\$ 5%	\$ 5%	\$ 5%
Salaries & Benefits	\$ 1,864,149	\$ 1,678,822	\$ 185,327	\$ 1,884,869	\$ 1,693,603	\$ 191,266	\$ 20,720	\$ 14,781	\$ 5,939	\$ 1%	\$ 1%	\$ 3%
Services	\$ 425,010	\$ 329,939	\$ 95,071	\$ 408,327	\$ 327,473	\$ 80,854	\$ (16,683)	\$ (2,466)	\$ (14,217)	\$ -4%	\$ -1%	\$ -18%
Other	\$ 170,366	\$ 162,122	\$ 8,244	\$ 156,976	\$ 148,575	\$ 8,401	\$ (13,390)	\$ (13,547)	\$ 157	\$ -9%	\$ -9%	\$ 2%
Casualty and liability insurance	\$ 212,102	\$ 176,445	\$ 35,657	\$ 229,887	\$ 193,185	\$ 36,702	\$ 17,785	\$ 16,740	\$ 1,045	\$ 8%	\$ 9%	\$ 3%
Utilities	\$ 126,773	\$ 120,909	\$ 5,864	\$ 127,117	\$ 120,277	\$ 6,840	\$ 344	\$ (632)	\$ 976	\$ 0%	\$ -1%	\$ 14%
Taxes	\$ 9,788	\$ 7,788	\$ 2,000	\$ 6,873	\$ 11,254	\$ 2,771	\$ (2,915)	\$ 3,466	\$ 771	\$ -42%	\$ 31%	\$ 28%
Total Operating Expenses:	\$ 10,176,913	\$ 7,815,077	\$ 2,361,836	\$ 10,166,496	\$ 7,849,963	\$ 2,316,533	\$ (10,417)	\$ 34,886	\$ (45,303)	\$ 0%	\$ 0%	\$ -2%
NON-OPERATING REV												
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Funds	\$ 6,605,316	\$ 4,924,896	\$ 1,680,420	\$ 7,543,447	\$ 5,862,741	\$ 1,680,706	\$ (938,131)	\$ (937,845)	\$ (286)	\$ -12%	\$ -16%	\$ 0%
Local Funds	\$ 990,904	\$ 562,878	\$ 428,026	\$ 575,338	\$ 382,928	\$ 192,380	\$ 415,566	\$ 179,920	\$ 235,646	\$ 100%	\$ 100%	\$ 0%
Inter-Operator Agreements	\$ 1,655,200	\$ 1,655,200	\$ -	\$ 1,058,526	\$ 1,058,526	\$ -	\$ 596,674	\$ 596,674	\$ -	\$ 0%	\$ 0%	\$ 0%
Interest & Other Misc Income	\$ 4,321	\$ 4,175	\$ 146	\$ 222,202	\$ 221,908	\$ 294	\$ (217,881)	\$ (217,733)	\$ (148)	\$ -98%	\$ -98%	\$ -50%
Total Non-operating Revenues:	\$ 9,255,741	\$ 7,147,149	\$ 2,108,592	\$ 9,399,513	\$ 7,526,133	\$ 1,873,380	\$ (143,772)	\$ (378,984)	\$ 235,212	\$ -2%	\$ -5%	\$ 13%
EXCESS REV/(EXP)	\$ 824,188	\$ 747,412	\$ 76,776	\$ 1,001,621	\$ 1,157,161	\$ (155,540)	\$ (177,433)	\$ (409,749)	\$ 232,316			

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
 January 28, 2015

Staff Report to ECCTA Board of Directors

Meeting Date: January 28, 2015
Agenda Item: Marketing/Communications Activities – Agenda Item #5c
Lead Staff: Mike Furnary
Approved: Jeanne Krieg 

I. Completed Marketing Activities

1. **Email/Text Alert Campaign Launch**
Launched a comprehensive effort to increase subscriber base of email/text alerts. Promotion includes print, online, television, on-board and outdoor advertising elements. At the time this report was written we have already realized a 24% increase in subscribers.
2. **TV Commercial Production**
Produced new TV spot to support email/text alert campaign efforts.
3. **Commuter Pass Follow Up Direct Mail**
Launched follow-up marketing efforts from previous Commuter Pass ticket sales promotion.
4. **RFQ Ticket Printing**
Initiated procedure to request quotes for reprinting un-encoded fare media.
5. **Senior Facility Point of Service Display:**
Began working with senior high density housing locations to have new, permanent on-site display materials to promote and encourage ridership among residents.
6. **Class Pass/Facility Tour/Classroom on Wheels Presentation**
Two class passes provided/scheduled for January 2015
7. **Ongoing marketing programs**
 - Welcome Pack mailing
 - 2 for 1 tickets on Route 300 (subsidized by 511 Contra Costa)
 - Take One on board newsletter
 - Gatekeeper quarterly newsletter

II. Planned Marketing/Communications Activities

1. Schedule revise
2. Senior presentation schedule
3. Class Pass & Senior presentation outreach
4. 2015 advertising campaign launch

TAB 2

Agenda Item 6a
CEO's REPORT: Operations Report

Board of Directors Meeting Agenda

Wednesday January 28, 2015

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Chief Executive Officer's Report

January 2015



TRI DELTA TRANSIT

ECCTA Executive Team

Jeanne Krieg
Chief Executive Officer

Steve Ponte
Chief Operating Officer

Tom Harais
Chief Financial Officer

Ann Hutcheson
Director of Administrative Services

Kevin Moody
Director of Maintenance

Mike Furnary
Director of Marketing

Susan Hinson
First Transit Director of Operations

Highlights:

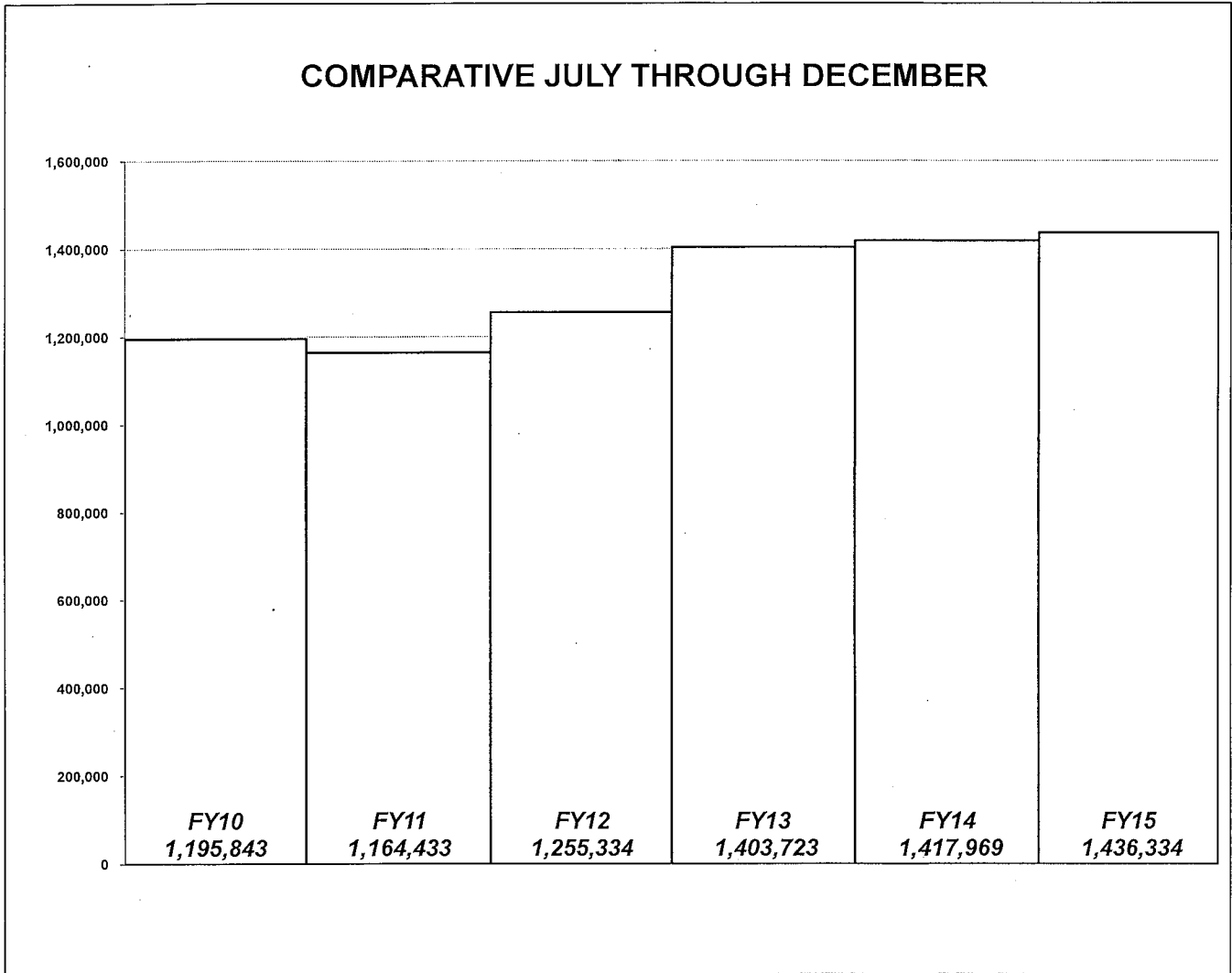
- ECCTA welcomed two new employees: Mechanic Anthony Fernandez and Service Worker Agustin Diaz. The candidate for the remaining open mechanic position has been selected and is completing the pre-employment requirements.
- The FTA triennial audit is in process. The audit is scheduled to be completed by early 2015.
- MTC's TDA performance audit is in process. The audit is scheduled to be completed by early 2015.
- The phase of the Cap & Trade program that includes fees on gasoline and diesel began January 1st.
- I was honored with an appointment to the APTA Awards Committee to represent the 2014 winners on the committee.
- Virginia Tech's ESMS audit is in process. The final site visit will be January 29th.
- The facility auction will be held in March.
- The update to the 2001 Express Bus Study began. Steve Ponte is representing ECCTA on the oversight committee.
- The solar project is progressing on schedule.
- The Bus Route Evaluation & Re-design project continued. The public outreach sessions are being conducted.
- Regular meetings are being conducted by MTC – and progress is being made -- for the implementation of Clipper on the Tri Delta Transit system.

Pending:

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

*Agenda Item #6a
Eastern Contra Costa Transit Authority
Board of Directors Meeting
January 28, 2015*

**TRI DELTA TRANSIT
1ST HALF YEAR COMPARISON
FR RIDERSHIP**



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

								YTD COMPARISON		
						Budget	14/15B	Actual		% ▲
	09/10	10/11	11/12	12/13	13/14	14/15	% ▲	Dec 2013	Dec 2014	
DIAL-A-RIDE										
PASSENGER RATIOS										
Total DAR Trips Provided	125,759	129,041	130,619	128,999	131,476	137,383	4%	67,572	69,609	3%
Average Weekday Ridership	463	474	481	470	471	492	5%	482	500	4%
Average Sat Ridership	110	110	106	140	180	189	5%	184	181	-2%
Average Sun/Hol Ridership	68	71	71	72	68	77	12%	75	72	-4%
Average Passengers/Hour (wkdy)	2.3	2.2	2.2	1.9	2.0	2.0	0%	2.0	2.0	0%
SERVICE RATIOS										
Ride Refusals / Day	0.0	0.0	0.0	0.0	0.0	0.0	0%	0.0	0.0	0%
Customer Complaints	0.143%	0.148%	0.183%	0.097%	0.071%	0.075%	6%	0.095%	0.099%	5%
On Time Performance	87%	85%	85%	87%	89%	90%	1%	89%	87%	-2%
Miles Between Preventable Accidents	131,554	61,377	898,467	328,002	244,390	1,002,590	310%	488,180	250,603	-49%
Miles Between Road calls	34,318	21,920	56,154	109,568	61,109	66,839	9%	61,051	100,257	64%
COST RATIOS										
Farebox Recovery Ratio	11%	12%	11%	11%	10%	9%	-5%	9%	11%	20%
Cost/Passenger	\$ 31.12	\$ 31.47	\$ 30.58	\$ 33.22	\$ 35.25	\$ 35.90	2%	\$ 34.28	\$ 33.93	1%
Cost/Revenue Hour	\$ 65.53	\$ 63.05	\$ 64.34	\$ 63.52	\$ 68.75	\$ 71.60	4%	\$ 68.35	\$ 69.28	-1%
Cost/Revenue Mile	\$ 5.53	\$ 5.25	\$ 5.22	\$ 5.36	\$ 5.76	\$ 6.01	4%	\$ 5.76	\$ 5.78	0%
FIXED ROUTE										
PASSENGER RATIOS										
Total FR Trips Provided	2,345,668	2,351,662	2,431,768	2,740,834	2,832,264	2,826,000	0%	1,417,969	1,436,334	1%
Average Weekday Ridership	8,338	8,345	8,594	9,616	9,930	9,949	0%	9,918	10,002	1%
Average Sat Ridership	2,652	2,594	2,753	3,232	3,464	3,391	-2%	3,466	3,577	3%
Average Sun/Hol Ridership	1,966	1,989	2,087	2,788	2,692	2,695	0%	2,668	2,819	6%
Average Passengers/Hour	15.2	15.1	15.9	17.7	19.0	19.3	2%	18.6	19.4	4%
SERVICE RATIOS										
Customer Complaints	0.016%	0.020%	0.023%	0.012%	0.009%	0.009%	0%	0.010%	0.008%	-23%
On Time Performance	95%	97%	86%	86%	92%	90%	-2%	91%	92%	1%
Miles Between Preventable Accidents	183,217	170,175	120,644	65,392	110,754	2,424,482	2089%	122,367	136,878	12%
Miles Between Road calls	41,372	37,539	32,481	42,844	67,684	67,347	0%	58,271	53,562	-8%
COST RATIOS										
Farebox Recovery Ratio	17%	16%	16%	18%	18%	18%	0%	18%	17%	-4%
Cost/Passenger	\$ 6.17	\$ 6.52	\$ 6.60	\$ 6.01	\$ 5.58	\$ 5.79	4%	\$ 5.54	\$ 5.44	2%
Cost/Revenue Hour	\$ 93.78	\$ 98.54	\$ 105.05	\$ 106.53	\$ 105.76	\$ 111.77	6%	\$ 103.24	\$ 105.76	-2%
Cost/Revenue Mile	\$ 6.71	\$ 6.98	\$ 7.46	\$ 7.98	\$ 7.71	\$ 8.07	5%	\$ 7.58	\$ 7.65	-1%

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

TOTAL PASSENGER TRIPS											YTD COMPARISON		
ROUTE	09/10	% Chg	10/11	% Chg	11/12	% Chg	12/13	% Chg	13/14	% Chg	Dec 2013	Dec 2014	% Chg
	200	35,204	-38%	36,121	3%	37,682	4%	55,322	47%	55,914	1%	29,099	27,105
201	99,356	-10%	105,655	6%	110,660	5%	119,977	8%	124,289	4%	65,362	53,795	-18%
300	270,095	-18%	290,750	8%	302,067	4%	290,313	-4%	328,582	13%	156,392	177,799	14%
379	12,219	-2%	12,230	0%	10,235	-16%	15,232	49%	6,759	-56%	4,558	1,669	-63%
380	590,428	-10%	565,484	-4%	584,779	3%	680,981	16%	682,650	0%	338,674	344,651	2%
383	43,852	-12%	39,780	-9%	34,210	-14%	35,031	2%	32,073	-8%	16,285	15,616	-4%
384	29,694	-32%	25,653	-14%	26,201	2%	8,227	-69%	N/A	N/A	N/A	N/A	N/A
385	34,901	-11%	36,855	6%	36,481	-1%	61,388	68%	70,974	16%	36,706	32,522	-11%
386	4,843	-23%	4,650	-4%	3,042	-35%	2,172	-29%	1,902	-12%	1,210	853	-30%
387	192,402	-13%	195,608	2%	212,731	9%	262,396	23%	264,036	1%	133,960	131,720	-2%
388	296,477	-11%	311,242	5%	320,981	3%	366,041	14%	400,190	9%	202,267	193,008	-5%
389	52,773	-28%	48,272	-9%	46,723	-3%	53,255	14%	53,068	0%	26,970	24,602	-9%
390	51,711	-10%	49,042	-5%	52,650	7%	68,564	30%	72,054	5%	34,902	35,289	1%
391	331,928	-8%	332,841	0%	346,080	4%	370,500	7%	386,640	4%	190,113	206,286	9%
Dimes a Ride	14,208	-47%	12,745	-10%	11,328	-11%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Express (Hac)	15,771	-15%	18,586	18%	11,831	-36%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Shuttles	6,790	-45%	9,161	35%	9,446	3%	4,941	-48%	3,370	-32%	3,303	5,375	63%
392	106,300	-4%	105,702	-1%	112,330	6%	133,569	19%	142,284	7%	71,136	75,410	6%
393	102,975	-10%	104,487	1%	111,697	7%	135,181	21%	133,078	-2%	67,982	72,604	7%
394	51,842	9%	46,798	-10%	50,614	8%	71,557	41%	64,904	-9%	33,888	34,490	2%
395	N/A	N/A	N/A	N/A	N/A	N/A	6,187	100%	9,497	100%	5,162	3,540	-31%
Total Fixed Route	2,345,664	-13%	2,351,662	0%	2,431,768	3%	2,740,834	13%	2,832,264	3%	1,417,969	1,436,334	1%

AVERAGE PASSENGERS PER REVENUE HOUR											YTD COMPARISON		
ROUTE	09/10	% Chg	10/11	% Chg	11/12	% Chg	12/13	% Chg	13/14	% Chg	Dec 2013	Dec 2014	% Chg
	200	9.3	-8%	10.0	7%	10.3	3%	12.6	22%	12.5	-1%	12.7	12.5
201	18.5	3%	19.1	3%	19.7	3%	17.8	-10%	17.9	1%	18.5	16.2	-12%
300	14.2	-14%	15.2	7%	15.8	4%	15.8	0%	18.6	18%	17.5	20.4	16%
379	12.7	N/A	13.2	4%	9.8	-26%	10.7	9%	16.8	57%	13.0	29.8	128%
380	17.4	-14%	16.6	-5%	17.4	5%	20.2	16%	20.6	2%	20.4	20.7	1%
383	12.3	-3%	11.2	-9%	9.7	-13%	10.2	5%	12.6	23%	11.7	13.2	13%
384	11.7	26%	9.6	-18%	10.2	7%	14.6	43%	N/A	N/A	N/A	N/A	N/A
385	13.3	18%	12.0	-10%	11.1	-7%	11.9	7%	12.9	8%	13.1	12.2	-7%
386	6.1	9%	6.0	-2%	3.9	-36%	3.6	-7%	6.3	74%	6.7	7.5	12%
387	17.4	-16%	17.7	2%	19.6	11%	22.8	16%	23.7	4%	23.8	23.5	-1%
388	14.4	-14%	15.0	4%	15.5	3%	17.1	10%	18.2	7%	18.5	17.7	-4%
389	15.0	-9%	14.7	-2%	13.6	-8%	13.4	-1%	14.4	8%	14.2	14.4	2%
390	12.1	-8%	9.9	-19%	10.7	9%	18.6	73%	20.8	12%	19.9	21.3	7%
391	16.9	-13%	16.8	0%	18.7	11%	19.6	5%	20.5	4%	20.0	22.3	12%
Dimes a Ride	9.0	-13%	8.1	-10%	10.9	36%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Express (Hac)	8.0	-25%	9.0	12%	8.1	-10%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Shuttles	8.1	-25%	11.7	44%	N/A	N/A	N/A	N/A	6.4	N/A	6.9	30.7	347%
392	15.4	-9%	15.1	-2%	15.2	1%	17.6	16%	19.1	9%	18.7	19.5	4%
393	15.5	-14%	15.7	1%	16.4	5%	17.5	7%	17.5	0%	17.4	18.7	8%
394	11.7	-6%	10.8	-8%	11.7	9%	15.0	28%	17.0	13%	16.6	17.0	3%
395	N/A	N/A	N/A	N/A	N/A	N/A	12.0	N/A	16.2	N/A	17.0	10.8	-36%
Total Fixed Route	15.2	-9%	15.1	-1%	15.9	5%	17.7	12%	19.0	7%	18.6	19.4	4%

TAB 3

Agenda Item 7a

ACTION ITEM: Extra Conference Request for Staff


Board of Directors Meeting Agenda

Wednesday January 28, 2015

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors**Meeting Date:** January 28, 2015**Agenda Item:** Extra Conference Request for Staff –
Agenda Item #7a**Lead Staff:** Jeanne Krieg 

Current policy allows staff members to attend up to two conferences per year. Additional conferences must be approved by the Board of Directors. The request for additional conferences for FY 14-15 is:

<u>Employee</u>	<u># of Conferences Requested</u>	<u>Conferences</u>
Steve Ponte (Chief Operating Officer)	3	APTA Annual Conference & EXPO APTA CEO's Conference APTA Legislative Conference

Budget for this additional travel is included in the FY14-15 budget.

Steve has been invited to speak at APTA's CEO's conference during the Deputy CEO session to discuss his position as the second-in-command of a transit agency. This is an excellent professional – and personal – development opportunity for Steve.

Recommendation

Approve the attendance of one extra conference for Chief Operating Officer Steve Ponte during FY 2014-15.

TAB 4

Agenda Item 7b

ACTION ITEM: Board Member Conference Attendance Policy

Board of Directors Meeting Agenda

Wednesday January 28, 2015

4:00pm


ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: January 28, 2015

Agenda Item: Board Member Conference Attendance Policy
Agenda Item #7b

Lead Staff: Jeanne Krieg 

Background

In 1994, the following travel policy for members of the ECCTA Board of Directors was adopted:
Each member of the Board of Directors may travel to two conferences within a fiscal year. The Board of Directors, prior to attendance, must approve additional travel.

In 2011, the following amendment was adopted:
ECCTA Board Member attendance at the annual APTA Legislative Conference is limited to the ECCTA Board Chair and/or Vice Chair or their designee(s)

In 2012, the following travel policy for members of the ECCTA Board of Directors was adopted:
Budget permitting, each member of the Board of Directors may travel to two conferences within a fiscal year. If a board member requests to attend additional conferences, the Board of Directors must approve the additional travel prior to attendance. With the exception of APTA EXPO, conference attendance is limited to three board members: the Chair, the Vice-chair, and the newest member of the Board of Directors. If any of those three are not able to attend, the next in line would be determined by the rotation of the Chair and vice-chair. Budget permitting, attendance at the APTA EXPO is not limited. ECCTA board member attendance at the annual APTA Legislative Conference is limited to the ECCTA Board Chair and/or Vice-chair or their designee(s).

During the December 2014 meeting Board Chair Gene Clare requested that the policy be reconsidered to allow an active chair and/or vice chair to attend additional conferences. Additionally, staff reported that the stipulation of the “newest member of the Board of Directors” was unclear as each year there are potentially many new members.

Chair Clare’s motion to amend the policy that Directors beyond two would need to seek approval with the exception of chair and vice chair, with the elimination of the language related to the newest member failed to carry.

Director Piepho's motion to approve an increase in the number of meetings the chair and vice chair can attend this fiscal year and place a discussion of the Conference Attendance Policy on the next ECCTA agenda, with staff recommendations for adjustments or alternatives to the existing policy to meet the needs of the Board, passed.

Recommendation

Staff recommends the adoption of the following policy:

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

Option: add this statement: *The Board Chair and Vice-chair can travel to as many conferences as they wish during their tenure.*

TAB 5

Agenda Item 7c

**ACTION ITEM: Position Name Change: Assistant Director of Maintenance to Shop
Manager**

Board of Directors Meeting Agenda

Wednesday January 28, 2015

4:00pm

ECCTA Boardroom


801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: January 28, 2015

Agenda Item: Position Name Change: Assistant Director of Maintenance to Shop Manager
Agenda Item #7c

Lead Staff: Steve Ponte

Approved: Jeanne Krieg 

Background

In 2008, the addition of the position of Assistant Director of Maintenance was approved by the Board of Directors. Kevin Moody was promoted to the position from Mechanic and held the position for one year. It was decided to move Kevin back to the mechanic position due to budgetary considerations. The position has remained unfilled since mid-2009.

The budget situation is much better now so staff began the process to re-fill the position. After an analysis of the tasks and duties as well as the needs of the Maintenance Department, staff developed a replacement job description and re-titled the position to Shop Manager. The proposed job description is attached. The Assistant Director of Maintenance description is also attached.

Recommendation

Approve the proposed title and job description change.

Proposed

Shop Manager

January 2015

DESCRIPTION:

Under the direction of the Director of Maintenance, the Shop Manager will:

- Assist in maintaining records to meet regulatory requirements.
- Assist in training of employees on his/her shift
- Supervise day-to-day activities of mechanics and service workers.
- Assist in conducting performance evaluations
- Act as the Director of Maintenance in his/her absence.
- Act as a Mechanic I when time permits
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Experience:

Five years of hands-on mechanical experience on heavy-duty diesel vehicles including some in a supervisory capacity. Transit experience preferred.

Education:

High school diploma or equivalent preferred. In addition, trade school, college mechanical courses, or equivalent preferred. Training using electronic diagnostic equipment desired.

Knowledge and Abilities:

Must have a strong and demonstrable knowledge of basic mechanics as well as experience related to major engine/transmission overhauls. Verbal, written, and mathematical skills very important. The Shop Manager must have the ability to operate a personal computer; work independently yet be a team player; train, manage, and motivate employees; prioritize and assign work to employees; and troubleshoot problems associated with the maintenance department.

Intermediate level user of spread sheet software. Familiar with common office software such as Outlook[®], Excel[®] and Word[®]. A commitment to accuracy. Strong organizational skills. A flexible attitude that can accommodate a dynamic environment.

Must have a valid California driver's license with a Class B with a P endorsement.

Proposed

Description of Employee's Job Duties

Employee Name: _____

Employer Name: <i>Eastern Contra Costa Transit Authority</i>	Employer Address: <i>801 Wilbur Avenue, Antioch, CA 94509</i>
--	---

Job Title: <i>Shop Manager</i>	Hrs. Worked Per Week <i>9/80</i>
--	--

Description of Job Responsibilities: *(Describe all job duties)-Under the direction of the Director of Maintenance:*

Maintains maintenance and vehicle records. Ensures record keeping compliance with local and state regulators. Directs the daily activities of the Mechanics and Service Workers on his/her shift. Prepares work schedules and supervises the day-to-day activities for mechanics, service workers. Act as a Mechanic I when time permits.

1. Check the frequency of activity required of the employee to perform the job.

ACTIVITY (hours per day)	NEVER 0 hours	OCCASIONALLY up to 3 hours	FREQUENTLY 3-6 hours	CONSTANTLY 6-8 hours
Sitting			X	
Walking			X	
Standing			X	
Bending (neck)			X	
Bending (waist)			X	
Squatting		X		
Climbing		X		
Kneeling		X		
Crawling		X		
Twisting (neck)		X		
Twisting (waist)		X		
Hand use:				
Dominant hand right/left				
Is repetitive use of hand required?				X
Simple Grasping (right)				X
Simple Grasping (left)				X
Power Grasping (right)			X	
Power Grasping (left)			X	
Fine Manipulation (right)				X
Fine Manipulation (left)				X
Pushing & Pulling (right)		X		
Pushing & Pulling (left)		X		

Proposed

2. Indicated below are the daily lifting and carrying requirements of the job:

Lifting	NEVER	OCCASIONALLY	FREQUENTLY	CONSTANTLY	HEIGHT
	0 hours	up to 3 hours	3-6 hours	6-8 hours	
0-10 lbs.		X			
11-25 lbs.		X			
26-50 lbs.		X			
51-75 lbs.		X			
76-100 lbs.	X				
100+ lbs.	X				

Carrying	NEVER	OCCASIONALLY	FREQUENTLY	CONSTANTLY	DISTANCE
	0 hours	up to 3 hours	3-6 hours	6-8 hours	
0-10 lbs.		X			
11-25 lbs.		X			
26-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
100+ lbs.	X				

The heaviest item required to carry and the distance to be carried: Alternator. 20 feet

3. The requirements are:

	YES	NO	(If yes please briefly describe)
a. Driving cars?	X		Staff cars, buses, trucks and or vans.
b. Working around equipment and machinery?	X		Assist with diagnostics and instruction in shop bays.
c. Walking on uneven ground?	X		Parking lot, occasional road calls.
d. Exposure to excessive noise?	X		Occasional bus idling.
e. Exposure to extremes in temperature, humidity or wetness?	X		Occasionally works in shop bay, outside, or road call.
f. Exposure to dust, gas, fumes, or chemicals?	X		Office located in shop close to maintenance work areas.
g. Working at heights?	X		Occasional scissor lift work.
h. Hand/wrist movements?	X		Uses computer and small hand tools occasionally.
i. Back strain?	X		Long periods of sitting at desk and around shop equipment.
j. Eye strain?	X		Long periods of computer usage.
k. Neck/shoulder strain?	X		Answering telephone.
l. Assist clean-up & handling of hazardous materials/waste	X		Annual training.

Assistant Director of Maintenance

March 2008

DESCRIPTION:

Under the direction of the Director of Maintenance, the Assistant Director of Maintenance will:

- Maintain records to meet regulatory requirements.
- Oversee the parts room.
- Schedule work for mechanics and service workers.
- Supervise day-to-day activities of the Maintenance Coordinator and the Receiving Clerk.
- Supervise day-to-day activities of mechanics and service workers.
- Assist in conducting performance evaluations
- Act as the Director of Maintenance in his/her absence.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Experience:

Five years of hands-on mechanical experience on heavy-duty diesel vehicles including some in a supervisory capacity. Transit experience preferred.

Education:

High school diploma or equivalent preferred. In addition, trade school, college mechanical courses, or equivalent preferred. Training using electronic diagnostic equipment desired.

Knowledge and Abilities:

Must have a strong and demonstrable knowledge of basic mechanics as well as experience related to major engine/transmission overhauls. Verbal, written, and mathematical skills very important. The Assistant Director of Maintenance must have the ability to operate a personal computer; work independently yet be a team player; train, manage, and motivate employees; prioritize and assign work to employees; and troubleshoot problems associated with the maintenance department.

Intermediate level user of spread sheet software. Familiar with common office software such as Outlook[®], Excel[®] and Word[®]. A commitment to accuracy. Strong organizational skills. A flexible attitude that can accommodate a dynamic environment.

Must have a valid California driver's license with a Class B with a P endorsement and a good driving record.

Description of Employee's Job Duties

Employee Name: _____

Employer Name: <i>Eastern Contra Costa Transit Authority</i>	Employer Address: <i>801 Wilbur Avenue, Antioch, CA 94509</i>
--	---

Job Title: <i>Assistant Director of Maintenance</i>	Hrs. Worked Per Week <i>9/80</i>
---	--

Description of Job Responsibilities: *(Describe all job duties)-Under the direction of the Director of Maintenance:*

Maintains maintenance and vehicle records. Ensures record keeping compliance with local and state regulators. Oversees the parts room and the Maintenance Coordinator and Receiving Clerk's duties. Prepares work schedules and supervises the day-to-day activities for mechanics, service workers.

1. Check the frequency of activity required of the employee to perform the job.

ACTIVITY (hours per day)	NEVER 0 hours	OCCASIONALLY up to 3 hours	FREQUENTLY 3-6 hours	CONSTANTLY 6-8 hours
Sitting			X	
Walking			X	
Standing			X	
Bending (neck)			X	
Bending (waist)			X	
Squatting		X		
Climbing		X		
Kneeling		X		
Crawling		X		
Twisting (neck)		X		
Twisting (waist)		X		
Hand use:				
Dominant hand right/left				
Is repetitive use of hand required?				X
Simple Grasping (right)				X
Simple Grasping (left)				X
Power Grasping (right)			X	
Power Grasping (left)			X	
Fine Manipulation (right)				X
Fine Manipulation (left)				X
Pushing & Pulling (right)		X		
Pushing & Pulling (left)		X		

2. Indicated below are the daily lifting and carrying requirements of the job:

Lifting					
	NEVER 0 hours	OCCASIONALLY up to 3 hours	FREQUENTLY 3-6 hours	CONSTANTLY 6-8 hours	HEIGHT
0-10 lbs.		X			
11-25 lbs.		X			
26-50 lbs.		X			
51-75 lbs.		X			
76-100 lbs.	X				
100+ lbs.	X				

Carrying					
	NEVER 0 hours	OCCASIONALLY up to 3 hours	FREQUENTLY 3-6 hours	CONSTANTLY 6-8 hours	DISTANCE
0-10 lbs.		X			
11-25 lbs.		X			
26-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
100+ lbs.	X				

The heaviest item required to carry and the distance to be carried: Alternator. 20 feet

3. The requirements are:

	YES	NO	(If yes please briefly describe)
a. Driving cars?	X		Staff cars, buses, trucks and or vans.
b. Working around equipment and machinery?	X		Assist with diagnostics and instruction in shop bays.
c. Walking on uneven ground?	X		Parking lot, occasional road calls.
d. Exposure to excessive noise?	X		Occasional bus idling.
e. Exposure to extremes in temperature, humidity or wetness?	X		Occasionally works in shop bay, outside, or road call.
f. Exposure to dust, gas, fumes, or chemicals?	X		Office located in shop close to maintenance work areas.
g. Working at heights?	X		Occasional scissor lift work.
h. Hand/wrist movements?	X		Uses computer and small hand tools occasionally.
i. Back strain?	X		Long periods of sitting at desk and around shop equipment.
j. Eye strain?	X		Long periods of computer usage.
k. Neck/shoulder strain?	X		Answering telephone.
l. Assist clean-up & handling of hazardous materials/waste	X		Annual training.

TAB 6

Agenda Item 7d

ACTION ITEM: Authorization to Apply for LCTOP Funds

Resolution #150128a

Board of Directors Meeting Agenda

Wednesday January 28, 2015

4:00pm

ECCTA Boardroom


801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: January 28, 2015

Agenda Item: Authorization to Apply for LCTOP Funds
Agenda Item 7d

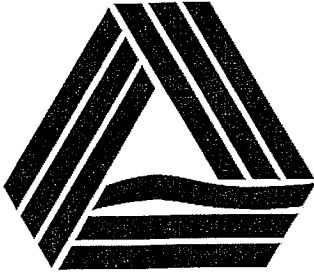
Lead Staff: Tom Harais

Approved: Jeanne Krieg 

Low Carbon Transit Operations Program (LCTOP)

- The Low Carbon Transit Operations Program (LCTOP) is one of the Cap and Trade funding programs established by the California Legislature in 2014.
- The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities.
- LCTOP is a formulaic program, rather than a competitive program, with similar guidelines to the 2008 Proposition 1B Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA).
- The Low Carbon Transit Operations Program will receive \$25 million in 2014-15 and 5 percent will be continuously appropriated annually beginning in 2015-16.
- ECCTA has been appropriated \$ 18,563 and \$ 160,083 for a total of \$178,646 for FY15.
- Staff wishes to apply these funds to enhance the service on the Concord route (Route 201)

Staff requests that the board adopt resolution #150128a authorizing the CEO or her designee to take the necessary actions to obtain LTOP funds.



TRI DELTA TRANSIT

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

RESOLUTION # 150128a

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

WHEREAS, the Eastern Contra Costa Transit Authority (ECCTA) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future 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, the 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 the 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 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.

PASSED AND ADOPTED THIS 28th day of January 2015, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Gene Clare, Chair

Jeanne Krieg, Chief Executive Officer

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

TAB 7

Agenda Item 7e

ACTION ITEM: Change Order for Environmental Review

Resolution #150128b

Board of Directors Meeting Agenda

Wednesday January 28, 2015

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors**Meeting Date:** January 28, 2015**Agenda Item:** Change Order for Environmental Review – Agenda Item #7e**Lead Staff:** Steve Ponte**Approved:** Jeanne Krieg 

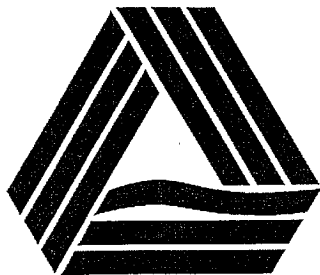
Background

The City of Antioch recently informed Tri Delta Transit staff that an environmental review will be required as part of the Antioch Park and Ride design project. Mark Thomas and Co. is the current prime contractor on this project. The environmental review will evaluate:

- Air Quality and Greenhouse Gases
- Biological Resources
- Noise
- Traffic/Transportation
- Water Quality

Recommendation

Adopt Resolution 150128b authorizing the CEO to enter into a change order with Mark Thomas and Co. to sub-contract with Circlepoint to conduct the required environmental review for an amount not to exceed \$31,990.



TRI DELTA TRANSIT

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

RESOLUTION #150128b AUTHORIZATION FOR CHANGE ORDER FOR ENVIRONMENTAL REVIEW

Resolution #150128b authorizes the CEO to execute and deliver a change order to Mark Thomas and Co. for an Environmental review Evaluation for the Antioch park and ride design not to exceed \$31,990.

WHEREAS, Eastern Contra Costa Transit Authority (ECCTA) is required to conduct an environmental review as part of the Antioch Park and Ride design project; and

WHEREAS, Mark Thomas and Co is the prime contractor; and

WHEREAS, The city of Antioch is requiring the Environmental review for Air Quality and Green house gases; and

WHEREAS, The city of Antioch is requiring the Environmental review for Biological Resources; and

WHEREAS, The city of Antioch is requiring the Environmental review for Noise; and

WHEREAS, The city of Antioch is requiring the Environmental review for Traffic/Transportation; and

WHEREAS, The city of Antioch is requiring the Environmental review for Water Quality; and

WHEREAS, Mark Thomas and Co. will sub-contract with Circlepoint to conduct and deliver the environmental review.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. ECCTA approves the change order to Mark Thomas and Co. for a sum not to exceed \$31,990.
2. ECCTA grants the CEO the authorization to execute and deliver a change order to Mark Thomas and Co.

PASSED AND ADOPTED THIS 28th day of January 2015, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Gene Clare, Chair

Jeanne Krieg, CEO

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

TAB 8

Agenda Item 7f

ACTION ITEM: Board Meeting Time

Board of Directors Meeting Agenda

Wednesday January 28, 2015

4:00pm


ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: January 28, 2015

Agenda Item: Board Meeting Time
Agenda Item #7f

Lead Staff: Jeanne Krieg 

Background

The City of Oakley's Mayor appointed Kevin Romick and Randy Pope to serve on the Eastern Contra Costa Transit Authority Board of Directors. He also appointed Vanessa Perry to serve as the alternate. Randy Pope and Vanessa Perry informed me that they are not available to attend the ECCTA board meetings due to work schedules. Mr. Pope requested that I inquire if the Board of Directors would be willing to change the time the meetings are scheduled to earlier in the day.

Considerations

1. I have been communicating with the Oakley City Manager about the issue and informed him that it is not a requirement for the board members to be an elected official. Other members of the JPA have appointed citizens and city staff members in the past in lieu of a council member.
2. Section 3.03.01 of the JPA bylaws: The Board of Directors shall regularly meet on the fourth Wednesday of each month at 4:00pm or at such other dates and times as the Board of Directors shall from time to time designate. If the meeting will fall upon a holiday, or the day before or after a holiday, the Board of Directors shall, if possible, at its regular preceding regular meeting, reschedule the meeting to a convenient date and time.
3. If the Board of Directors agrees to change the meeting time and date to accommodate Mr. Pope's request, the next step would be to update the bylaws and ask each member of the JPA to approve the change.
4. It is possible that the issue will be resolved prior to the meeting on January 28th. It is on the agenda at the request of Oakley Board Member Randy Pope.

Action Requested

If the issue has not been resolved by the time the Board of Directors meets on January 28th, direct staff on whether to pursue changing the time the ECCTA Board of Directors meets