



TRI DELTA TRANSIT

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

Board of Directors Meeting Agenda

Wednesday June 24th, 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**

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.

3. **Public Comment**

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

PUBLIC HEARING: Accepting comments on proposals to:

- Offer a day pass instead of a 24 hour pass
- Increase the day pass price from \$3.35 to \$3.75 for general public
- Increase the day pass price from \$1.35 to \$1.75 for senior and disabled
- For Clipper® Cards only:
 - Offer a day pass accumulator that is valid on CCCTA, WestCat, Wheels, and ECCTA
 - Offer a bus-to-bus transfer within 120 minutes with a full fare payment

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

- Minutes of the Board of Directors meeting of May 27th, 2015
- Financial Report
- Marketing Activities Report

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

Board of Directors:

City of Antioch

Wade Harper

Mary Rocha

City of Brentwood

Gene Clare*

Barbara Guise

City of Oakley

Doug Hardcastle

Kevin Romick

City of Pittsburg

Ben Johnson**

Pete Longmire

Contra Costa County

Federal Glover

Mary Piepho

Member-at-Large

Ken Gray

* Chair: FY 2014-15

** Vice-chair: FY 2014-15

**Board of Directors Meeting Agenda
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6. **CEO's Report:** Jeanne Krieg
 - a. **Operations Report** (*see attachment: tab #2*)

7. ACTION AND DISCUSSION ITEMS

- a. **ACTION ITEM:** Updated Service Standards
(*see attachment: tab #3*)
Requested Action: Approve the proposed service standards.
- b. **ACTION ITEM:** Reasonable Modification
(*see attachment: tab #4*)
Requested Action: Adopt Resolution #150624 adopting reasonable modification of policies and practices for individuals with disabilities.
- c. **ACTION ITEM:** Cost of Living
(*see attachment: tab #5*)
Requested Action: Authorize a 2.5% one-time payment to each employee in lieu of a cost of living adjustment.
- d. **ACTION ITEM:** August Board of Directors Meeting
(*see attachment: tab #6*)
Requested Action: Authorize the cancellation of the August 2015 meeting of the ECCTA Board of Directors.
- e. **ACTION ITEM:** FY 2015-16 ECCTA Board of Directors Officers
(*see attachment: tab #7*)
Requested Action #1: Elect Pittsburg representative Ben Johnson as chair of the ECCTA Board of Directors for FY 2015-16.

Chair Clare will pass the gavel to incoming Chair Johnson.

Requested Action #2: Elect Oakley representative Doug Hardcastle to serve as the vice-chair of the ECCTA Board of Directors for FY 2015-16.

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: July 22nd, 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 June 24, 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

May 27, 2015

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

ROLL CALL / CALL TO ORDER

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

*Arrived at 4:22 P.M.

ABSENT: None

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

OTHERS

PRESENT: Susan Hinson, First Transit
Gary Mitchell, First Transit
Hosie Pintily, First Transit

PLEDGE OF ALLEGIANCE

Chair Clare led the Pledge of Allegiance.

PUBLIC COMMENT

There were no comments from the public.

CHAIR'S REPORT

There was no Chair's Report.

CONSENT CALENDAR

On motion by Director Guise, seconded by Director Romick, ECCTA Boardmembers adopted the Consent Calendar, with Director Daugelli's abstention on Item A only, carried by the following vote:

- A. Minutes of the Board of Directors meeting of April 22, 2015
- B. Financial Report
- C. Marketing Activities Report

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

CHIEF EXECUTIVE OFFICER'S REPORT

A. Operations Report

Chief Executive Officer Jeanne Krieg reported that Congress had passed the Moving Ahead for Progress in the 21st Century Act (MAP-21) extension on May 23 through July 31, 2015, since the current extension of MAP-21 was due to expire on May 31, 2015. She noted that the leaders of the Senate's Transportation Policy Panel planned to hold a markup hearing on a six-year Transportation Reauthorizing Bill on June 24, 2015.

Ms. Krieg reminded those interested in attending the American Public Transportation Association (APTA) Transit Board Members Seminar set for July 18-21 in Denver to verify their interest so that the appropriate arrangements could be made.

Ms. Krieg explained that the Antioch Code Enforcement Department had been working with Tri Delta Transit to address the homeless camps at the future Park & Ride lot at Sixth Street and Auto Center Drive, and with the removal of those camps a fence had been installed with No Trespassing signs around the perimeter to keep the property clear.

Ms. Krieg also reported that Clipper devices had been installed on the four different styles of Tri Delta Transit buses, had been tested and found to be appropriate where installed, and a full system installation would begin on June 12, with the Clipper system scheduled to go live on September 25, 2015. Sales of the 2015 Summer Youth Pass wristbands had begun, to be sold for \$50, with 511 Contra Costa to pay an additional \$10 for each pass sold.

Referencing comments in the news that federal transportation grants had been held up due to California's Public Employees' Pension Reform Act (PEPRA), which had to do with allowing transportation workers a collective bargaining position, Ms. Krieg clarified that did not apply to Tri Delta Transit because its pension plan did not fall under PEPRA.

Ms. Krieg emphasized that Tri Delta Transit was benefiting today from the early decisions that had been made by its founding members. As to the new Governmental Accounting Standards Board (GASB) Statements 68 and 71 having to do with retirement benefits that would become effective with the fiscal year ending June 30, she explained that the founding members had put the agency on a defined contribution plan as opposed to a defined benefit plan, which had also been beneficial to Tri Delta Transit.

Ms. Krieg stated that Los Medanos College (LMC) continued to plan for its new campus in Brentwood, expected to open in August 2018, and that LMC had included Tri Delta Transit in the planning for that campus. She also reported that Tri Delta Transit would be using a booth at the County Fair to gather more information for the public outreach portion of the system re-design project.

After Tri Delta Transit had been selected as the Best Small Transit System in North America last year, Ms. Krieg reported that she had been appointed to the committee that evaluates the systems. She described the detailed process and noted that if a system did not meet the qualifications the award would not be issued; this year, for instance, there would be no award in the Best Medium Transit System in North America category given that no system had qualified under that category.

Ms. Krieg referred to an article provided to the Board that had been printed online in the Contra Costa Times titled "*Tri-Delta made bus trip a success for wheelchair-bound,*" which described a local wheelchair-bound resident's first experience using a Tri Delta Transit bus, and which represented the importance of providing services for those using the bus to get to work or school, and also those with no other way to get around.

Ms. Krieg also reported that expenses were within budget and all indicators showed the year would be ended within budget; ridership on fixed routes was flat compared to last year at this time, which she noted was not bad given that last year had been a record year; passengers per hour had increased by 2 percent again in April and operating cost per passenger had improved; ridership on paratransit continued to increase; and the system capacity was being tested with the influx of seniors on the system which had resulted in an increase in complaints and a decrease in on-time performance.

B. FTA Triennial Review

Ms. Krieg stated that the Federal Transit Administration (FTA) had changed the way it approached the audit process and wanted to partner with the operators to make sure that everything that was done was in compliance with requirements. She noted that the FTA's Triennial Review had come up with some suggestions for how Tri Delta Transit should move forward in the future. She added that no Board action was required. The next audit review would be in three years.

With respect to the County Fair in response to the Board, Ms. Krieg explained that while information would be made available by Tri Delta Transit marketing staff and bus drivers, the booth would be manned by consultant staff as part of the outreach effort for the system re-design project.

ACTION AND DISCUSSION ITEMS

A. Proposed FY 2015-16 Budget

Ms. Krieg reported that the capital and operating budget combined was \$45 million.

Tom Harais, Chief Financial Officer, presented the fully funded budget, a copy of which had been included in the Board packets, and reported that Tri Delta Transit was relatively stable and had been for three years. He added that what was currently being done would continue, and suggested there would be a 2 percent increase in Dial-A-Ride and paratransit while fixed route was expected to remain the same under the current schedule. He reported that fuel costs were not as high as budgeted (\$3.56/gallon budgeted while the average had been \$2.80/gallon), although that was not expected to continue going forward and he had used the current cost of fuel with the same estimated consumption. He reported there had been some savings in materials and supplies but he was back to a full budget in that area. He also noted that the Gilligs would be replaced with new buses in October/November, and the last time the old buses had been sold they had been sold at \$5,000 apiece. For salaries, he had budgeted enough money to fill vacant positions given that funding had increased slightly.

Director Parent referred to the reduction of the standard of providing services to people standing and waiting for buses and asked what part of the budget covered that and would there be an adjustment to the budget over this year's budget.

Mr. Harais stated that he had made no adjustment because it should be relatively immaterial with reported costs. While there was no capital project to add additional shelters and garbage cans, he stated there were occasionally some small items to come up that if there was a plan in place they could use some available funding.

Director Romick referred to the full Information Technology (IT) position and asked about the plan for desktops, reported by Mr. Harais that the current equipment was outdated and staff was still using Windows 7.

Director Romick recommended upgrading to Windows 8 now and downloading Windows 10 for free when it became available. He stressed the need to purchase systems that had enough memory to accommodate Windows 10 but emphasized the need to avoid being on the leading edge of the new Windows program given the problems that could occur.

Steve Pointe, Chief Operating Operator, noted that Tri Delta Transit had a Windows 2000 server for some of the software it used.

Director Gray supported the retention of an IT person given the constant change in technology, and Ms. Krieg clarified that was a conversation to be had; if the Board wanted an in-house IT person, she would bring the issue back to the Board but the money would be budgeted for that position if ultimately needed.

On motion by Director Johnson, seconded by Director Daugelli, ECCTA Boardmembers approved the proposed FY 2015-16 Budget, which carried by the following vote.

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

B. Authorization to File Claims

Ms. Krieg advised that she would have to be authorized to file claims for the funds necessary to operate the budget through the two funding sources provided through the Transportation Development Act (TDA). She presented the two resolutions required for the authorization.

On motion by Director Johnson, seconded by Director Harper, ECCTA Boardmembers adopted Resolution 150527a which authorizes the Chief Executive Officer or her designee to file an application with the Metropolitan Transportation Commission (MTC) for the FY 16 allocation of Transportation Development Act and State Transit Assistance funds, carried by the following vote.

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

On motion by Director Johnson, seconded by Director Harper, ECCTA Boardmembers adopted Resolution 150527b which authorizes the Chief Executive Officer or her designee to execute and submit an allocation request for FY 16 Regional Measure 2 (RM2) funds, carried by the following vote.

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

ABSTAIN: None
ABSENT: None

C. Updated Service Standards

Mr. Ponte advised that to comply with federal regulations, ECCTA had to periodically review and update its service standards, which had to be what actually existed. He referred to each of the standards based on vehicle headways, transit amenities, service availability, vehicle assignments, transit security, and amenities placement and described what currently existed and what had been proposed. He had written the standards accordingly. He reported that staff was constantly getting calls for a bench or a shelter at a specific location and he had looked at shelters, benches, and trash receptacles at each of those locations, and presented a standard that a shelter would not be put in place unless there were 41 boardings a day. He explained how he had reached a target of 41 boardings, and clarified that there were no universal standards in that the FTA did not care what the standards were – only that there were standards.

In response to Director Parent, Mr. Ponte reported that there were 646 stops and potentially 350 of those stops had no amenities. As to how many of the 350 stops with no amenities would qualify under the proposed standards, he suggested that 15 to 20 stops might qualify under the new standards. He clarified that while the high school, for instance, met the standard, shelters would not be installed because they were always vandalized and destroyed.

Director Parent suggested therefore that the service was being downgraded and there was no money to provide amenities at the stops that would qualify under the new standards.

Chair Clare questioned whether the budget could be reevaluated to determine whether funds could be secured to provide needed amenities.

Mr. Harais suggested while it was possible to do that, the last shelters had been developed under special funding, local funds in that case, and those kinds of things became available from time to time although there was no ability for long-range planning in those types of funding opportunities.

Chair Clare referred to the price of diesel, for instance, and asked if some of the savings in that category could be redirected toward some of the shelters, to which Mr. Harais stated that could be done but he would rather not given that those funds were TDA funds that could be used for operating purposes.

In response to Director Longmire, Mr. Ponte clarified that stops with 41 average boardings would not automatically be provided a shelter; he wanted to wait for the public to ask for the shelters to then allow a determination as to whether it would be possible to consider providing a shelter. He added that shelters were expensive.

Director Parent suggested there were people who would likely not ride the bus given a lack of shelter to allow them to get out of the weather. She noted that oftentimes those without access to their own transportation had to wait for a bus by sitting on a curb or a planter.

Director Harper explained that the City of Antioch had requested Safe Routes to School (SR2S) funding for handicap accessible curbs from MTC, and he asked if Tri Delta Transit could work with the cities to tap into the same funding mechanism and potentially partner to be able to provide bus shelters.

By consensus, the Board directed staff to return the item to the next meeting agenda for discussion.

Director Longmire requested a list of the locations where amenities were offered and an identification of the specific amenities offered; and based on the service standards the number of locations that would need trash cans, benches, or shelters in the knowledge that the amenities might not be warranted or welcomed at that location.

Director Guise suggested that one or two Eagle Scouts could build a bench.

Given the continuance of the item, no action was taken at this time.

D. Board Member Travel

Ms. Krieg referred to the adopted policy where budget permitting, each member of the Board was allowed to travel to two conferences within a fiscal year and any additional travel requests would have to be approved by the Board. She noted that six Directors had responded to the APTA Seminar in July. Because of that, Chair Clare had removed himself from that list so there were five interested members at a cost of \$2,500 per member. While the same issue applied to conferences after July, at this point the only action to be taken would be to approve Director Johnson's request for approval of an additional conference.

By consensus, the item was tabled pending the selection of the new Chair and Vice Chair of the Board.

BOARD OF DIRECTORS COMMENTS

Chair Clare commended staff for the good work.

Director Johnson reported that the Culinary Crawl in Pittsburg would start again on June 4, 2015.

ADJOURNMENT

On motion by Director Johnson, seconded by Director Guise and carried unanimously to adjourn the meeting of the Eastern Contra Costa Transit Authority at 4:47 P.M. to June 24, 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 May 31, 2015
(unaudited)

	YTD Actual			YTD Budget			YTD Variance favorable/(unfavorable)			FY15 Full Year Budget			YTD % of Fiscal Year Budget			
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	
OPERATING REVENUES																
Passenger Fares	\$ 2,979,192	\$ 2,546,462	\$ 432,730	\$ 3,087,128	\$ 2,668,569	\$ 418,559	\$ (107,936)	\$ (122,127)	\$ 14,191	\$ 3,357,000	\$ 2,900,000	\$ 457,000	\$ 89%	\$ 88%	\$ 95%	
Other Income	\$ 318,312	\$ 150,000	\$ 166,312	\$ 236,500	\$ 100,000	\$ 136,500	\$ 81,812	\$ 50,000	\$ 31,812	\$ 290,000	\$ 109,000	\$ 182,000	\$ 110%	\$ 139%	\$ 92%	
Total Operating Revenues:	\$ 3,297,504	\$ 2,696,462	\$ 600,042	\$ 3,323,628	\$ 2,768,569	\$ 555,059	\$ (26,124)	\$ (72,127)	\$ 46,003	\$ 3,647,000	\$ 3,009,000	\$ 638,000	\$ 90%	\$ 90%	\$ 94%	
OPERATING EXPENSES																
Purchased Transportation	\$ 10,369,087	\$ 7,272,826	\$ 3,096,261	\$ 10,488,700	\$ 7,251,800	\$ 3,236,900	\$ 119,613	\$ (21,026)	\$ 140,639	\$ 11,475,600	\$ 7,929,200	\$ 3,546,400	\$ 90%	\$ 92%	\$ 87%	
Materials and Supplies	\$ 2,869,555	\$ 2,345,776	\$ 523,779	\$ 3,590,140	\$ 2,993,271	\$ 596,869	\$ 720,585	\$ 647,495	\$ 73,090	\$ 3,924,000	\$ 3,271,000	\$ 653,000	\$ 73%	\$ 72%	\$ 80%	
Salaries & Benefits	\$ 3,436,316	\$ 3,089,705	\$ 346,611	\$ 3,588,837	\$ 3,229,000	\$ 369,837	\$ 152,521	\$ 139,295	\$ 13,226	\$ 3,910,000	\$ 3,518,000	\$ 392,000	\$ 88%	\$ 88%	\$ 88%	
Services	\$ 745,255	\$ 609,894	\$ 135,361	\$ 782,000	\$ 625,000	\$ 157,000	\$ 36,745	\$ 15,106	\$ 21,639	\$ 840,000	\$ 672,000	\$ 168,000	\$ 89%	\$ 91%	\$ 81%	
Other	\$ 315,341	\$ 299,483	\$ 15,858	\$ 387,375	\$ 363,074	\$ 24,301	\$ 72,034	\$ 63,591	\$ 8,443	\$ 448,900	\$ 423,500	\$ 25,400	\$ 70%	\$ 71%	\$ 62%	
Casualty and liability insurance	\$ 381,015	\$ 318,257	\$ 62,758	\$ 411,570	\$ 292,009	\$ 119,561	\$ 30,555	\$ (26,248)	\$ 56,803	\$ 443,000	\$ 314,000	\$ 129,000	\$ 86%	\$ 101%	\$ 46%	
Utilities	\$ 226,739	\$ 216,279	\$ 10,460	\$ 195,000	\$ 184,000	\$ 11,000	\$ (31,739)	\$ (32,279)	\$ 540	\$ 213,000	\$ 201,000	\$ 12,000	\$ 106%	\$ 108%	\$ 87%	
Taxes	\$ 18,797	\$ 14,968	\$ 3,829	\$ 20,625	\$ 17,550	\$ 3,075	\$ 1,828	\$ (754)	\$ (754)	\$ 27,500	\$ 21,500	\$ 6,000	\$ 68%	\$ 70%	\$ 64%	
Total Operating Expenses:	\$ 18,362,105	\$ 14,167,188	\$ 4,194,917	\$ 19,464,247	\$ 14,955,704	\$ 4,508,543	\$ 1,102,142	\$ 788,516	\$ 313,626	\$ 21,282,000	\$ 16,350,200	\$ 4,931,800	\$ 86%	\$ 87%	\$ 85%	
NON-OPERATING REV																
Federal Funds	\$ -	\$ -	\$ -	\$ 585,151	\$ 55,042	\$ 530,109	\$ (585,151)	\$ (55,042)	\$ (530,109)	\$ 585,151	\$ 55,042	\$ 530,109				
State Funds	\$ 11,302,569	\$ 8,185,463	\$ 3,117,106	\$ 12,564,042	\$ 9,716,977	\$ 2,847,065	\$ (1,261,473)	\$ (1,531,514)	\$ 270,041	\$ 13,087,066	\$ 10,080,558	\$ 3,006,508	\$ 86%	\$ 81%	\$ 104%	
Local Funds	\$ 1,424,739	\$ 834,854	\$ 589,885	\$ 1,269,401	\$ 713,181	\$ 576,220	\$ 135,338	\$ 121,673	\$ 13,665	\$ 1,693,683	\$ 937,620	\$ 756,063	\$ 84%	\$ 89%	\$ 79%	
Inter-Operator Agreements	\$ 2,267,902	\$ 2,267,902	\$ -	\$ 1,700,925	\$ 1,700,925	\$ -	\$ 566,977	\$ 566,977	\$ -	\$ 2,267,900	\$ 2,267,900	\$ -	\$ 100%	\$ 100%	\$ -	
Interest & Other Misc Income	\$ 14,820	\$ 14,432	\$ 388	\$ 1,100	\$ 990	\$ 110	\$ 13,720	\$ 13,442	\$ 278	\$ 1,200	\$ 1,080	\$ 120	\$ 1235%	\$ 1336%	\$ 329%	
Total Non-operating Revenues:	\$ 15,010,030	\$ 11,302,651	\$ 3,707,379	\$ 16,140,619	\$ 12,187,115	\$ 3,953,504	\$ (1,130,569)	\$ (684,464)	\$ (246,125)	\$ 17,635,000	\$ 13,342,200	\$ 4,292,800	\$ 85%	\$ 85%	\$ 86%	
EXCESS REV/(EXP)	\$ (54,571)	\$ (168,075)	\$ 113,504	\$ -	\$ -	\$ -	\$ (54,571)	\$ (168,075)	\$ 113,504	\$ -	\$ -	\$ -				


Agenda Item #5b
 Eastern Contra Costa Transit Authority
 Board of Directors Meeting
 June 24, 2015

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

	May 2015 YTD Actual			May 2014 YTD Actual			FY15 vs FY14 - YTD			% Change from Previous Year		
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR
OPERATING REVENUES												
Passenger Fares	\$ 2,979,192	\$ 2,546,462	\$ 432,730	\$ 3,040,201	\$ 2,628,169	\$ 412,032	\$ (61,009)	\$ (81,707)	\$ 20,698	\$ -2%	\$ -3%	\$ 5%
Other Income	\$ 318,312	\$ 150,000	\$ 168,312	\$ 258,378	\$ 110,000	\$ 148,378	\$ 59,934	\$ 40,000	\$ 19,934	\$ 23%	\$ 36%	\$ 0%
Total Operating Revenues:	\$ 3,297,504	\$ 2,696,462	\$ 601,042	\$ 3,298,579	\$ 2,738,169	\$ 560,410	\$ (1,075)	\$ (41,707)	\$ 40,632	\$ 0%	\$ -2%	\$ 7%
OPERATING EXPENSES												
Purchased Transportation	\$ 10,369,087	\$ 7,272,826	\$ 3,096,261	\$ 10,223,963	\$ 7,172,116	\$ 3,051,847	\$ (145,124)	\$ (100,710)	\$ (44,414)	\$ -1%	\$ -1%	\$ -1%
Materials and Supplies	\$ 2,869,555	\$ 2,345,776	\$ 523,779	\$ 3,137,532	\$ 2,557,287	\$ 580,245	\$ 267,977	\$ 211,511	\$ 56,466	\$ 9%	\$ 8%	\$ 10%
Salaries & Benefits	\$ 3,436,316	\$ 3,089,705	\$ 346,611	\$ 3,528,015	\$ 3,154,455	\$ 373,560	\$ 91,699	\$ 64,750	\$ 26,949	\$ 3%	\$ 2%	\$ 7%
Services	\$ 745,255	\$ 609,894	\$ 135,361	\$ 728,322	\$ 587,618	\$ 140,704	\$ (16,933)	\$ (22,276)	\$ 5,343	\$ -2%	\$ -4%	\$ 4%
Other	\$ 315,341	\$ 299,483	\$ 15,858	\$ 312,305	\$ 297,578	\$ 14,727	\$ (3,036)	\$ (1,905)	\$ (1,131)	\$ -1%	\$ -1%	\$ -8%
Casualty and liability insurance	\$ 381,015	\$ 318,257	\$ 62,758	\$ 390,345	\$ 326,268	\$ 64,077	\$ 9,330	\$ 8,011	\$ 1,319	\$ 2%	\$ 2%	\$ 2%
Utilities	\$ 226,739	\$ 216,279	\$ 10,460	\$ 202,296	\$ 191,962	\$ 10,334	\$ (24,443)	\$ (24,317)	\$ (126)	\$ -12%	\$ -13%	\$ -1%
Taxes	\$ 18,797	\$ 14,968	\$ 3,829	\$ 6,873	\$ 21,166	\$ 5,919	\$ (11,924)	\$ 6,198	\$ 2,090	\$ -173%	\$ 29%	\$ 35%
Total Operating Expenses:	\$ 18,362,105	\$ 14,167,188	\$ 4,194,917	\$ 18,549,863	\$ 14,308,450	\$ 4,241,413	\$ 187,758	\$ 141,262	\$ 46,496	\$ 1%	\$ 1%	\$ 1%
NON-OPERATING REV												
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Funds	\$ 11,302,569	\$ 8,185,463	\$ 3,117,106	\$ 12,149,678	\$ 9,447,022	\$ 2,702,656	\$ (847,109)	\$ (1,261,559)	\$ 414,450	\$ -7%	\$ -13%	\$ 15%
Local Funds	\$ 1,424,739	\$ 834,854	\$ 589,885	\$ 1,534,379	\$ 823,868	\$ 710,511	\$ (109,640)	\$ 10,986	\$ (120,626)	\$ 100%	\$ 100%	\$ 0%
Inter-Operator Agreements	\$ 2,267,902	\$ 2,267,902	\$ -	\$ 2,117,053	\$ 2,117,053	\$ -	\$ 150,849	\$ 150,849	\$ -	\$ 0%	\$ 0%	\$ 0%
Interest & Other Misc Income	\$ 14,820	\$ 14,432	\$ 388	\$ 226,541	\$ 226,048	\$ 493	\$ (211,721)	\$ (211,616)	\$ (105)	\$ -93%	\$ -94%	\$ -21%
Total Non-operating Revenues:	\$ 15,010,030	\$ 11,302,651	\$ 3,707,379	\$ 16,027,651	\$ 12,613,991	\$ 3,413,660	\$ (1,017,621)	\$ (1,311,340)	\$ 293,719	\$ -6%	\$ -10%	\$ 9%
EXCESS REV/(EXP)	\$ (54,571)	\$ (168,075)	\$ 113,504	\$ 776,367	\$ 1,043,710	\$ (267,343)	\$ (830,938)	\$ (1,211,785)	\$ 380,847			

Agenda Item #5b
 Eastern Contra Costa Transit Authority
 Board of Directors Meeting
 June 24, 2015

Staff Report to ECCTA Board of Directors

Meeting Date: June 24, 2015
Agenda Item: Marketing/Communications Activities – Agenda Item 5c
Lead Staff: Mike Furnary
Approved: Jeanne Krieg 

I. Completed Marketing Activities

1. **USS POSSCO Community Event**
Shared booth with 511 Contra Costa at annual community event targeting East County residents to provide transit information/options.
2. **Green Footprint Festival**
Participated in event promoting environmental friendly services. On site to promote the environmental benefits of riding public transportation and to provide information about Tri Delta Transit routes and services
3. **Summer Youth Pass Program Continued**
Continued promotion and sale of Summer Youth Passes. Plan includes on site event promotion, television, online, print and outdoor advertising.
4. **Clipper Card Marketing Communications**
Working in conjunction with MTC and East Bay operators to develop marketing materials for the launch of Clipper Card in September. Developing brochures, car cards, window decals for buses, Clipper Card sleeves and transit agency decals.
5. **Pittsburg High School/Chamber of Commerce Career Fair**
Participated with Pittsburg Chamber of Commerce in one-day career resource event to provide transit information to future workers and college bound students.
6. **Class Pass/Facility Tour**
Two class pass trips/facility tours scheduled and provided in June, 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

II. Planned Marketing/Communications Activities

1. New Tri Delta Transit branding campaign launch
2. Seafood Festival Shuttle coordination
3. Art & Wine festival cross promotion and event activity
4. Email alert promotion conclusion
5. Schedule revise to coordinate with Clipper Card
6. System-wide collateral rewrite/revise to coordinate with Clipper
7. Pre-encoded fare media revise and reprinting
8. 2 for 1 ticket program renewal negotiations with 511 Contra Costa
9. School registration attendance

III. Current Organization Commitments

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

TAB 2

Agenda Item 6a
CEO's REPORT: Operations Report

Board of Directors Meeting Agenda

Wednesday June 24, 2015

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Chief Executive Officer's Report

June 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:

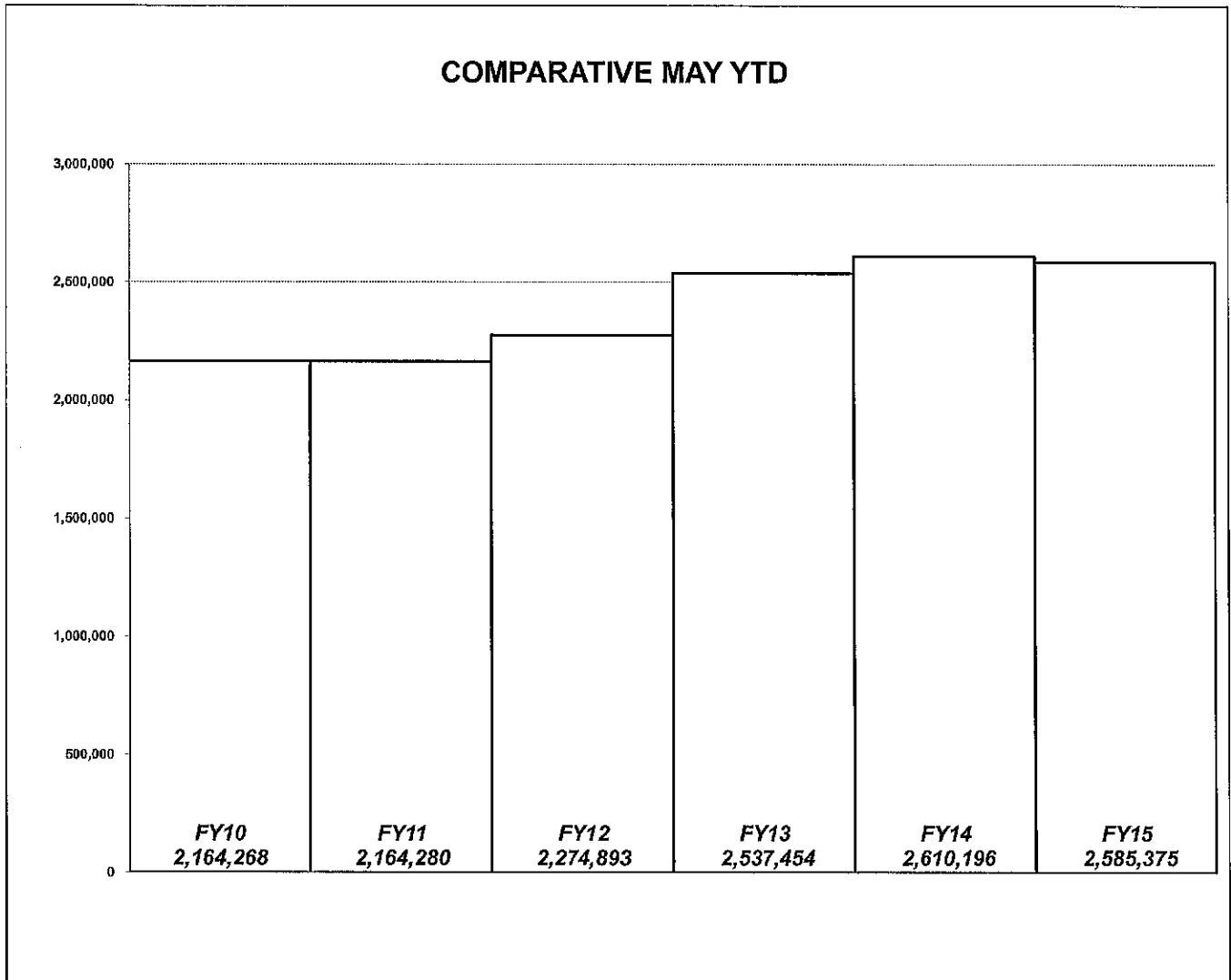
- Work began on the Contra Costa County Express Bus Plan. Arup is the consultant.
- Planning for the second generation of Clipper continued. Implementation is scheduled for 2019.
- A water conservation program was implemented for the facility.
- Tri Delta Transit is working with Google to become an option on Google Maps.
- The 2015 Summer Youth Pass is for sale.
- The Bus Route Evaluation & Re-design project continued.
- The UC Berkeley PATH Integrated Dynamic Transit Operations system demonstration project that will use Tri Delta Transit as the subject has been delayed due to contract issues between UCB and CalTrans
- The House of Representatives passed a two-month extension of the federal transportation bill.
- Construction throughout East County continues to be a challenge. On-time performance is being affected.

Pending:

- Clipper Card implementation (September 25, 2016)
- Service to Brentwood LMC campus (August 2018)
- Next generation of Clipper (2019)
- Pittsburg Seafood Festival shuttle (September 12-13, 2015)
- Service to eBART stations in Pittsburg and Antioch (2019)
- MTC's TDA audit results
- Electric bus procurement
- Fixed route bus delivery (buses will be on production line October 2016)
- A&E: Antioch Park & Ride lot (in process)
- Oakley Park & Ride lot construction
- PATH Integrated Dynamic Transit Operations system demonstration project
- 511 Interface
- Contra Costa County Mobility Management Plan implementation
- Contra Costa County Transportation Plan
- Operations Contract (expires June 30, 2016)
- CCTA Express Bus Study (update to the 2001 study)
- Federal Funding Re-Authorization
- Solar project for the administration/maintenance facility
- Electric Car Charging Station grant
- Park & Ride lots – land acquisition
- Federal transportation bill
- AVL System integration with MTC's 511 system
- Highway 239
- Bus service to Tracy Business Park

Agenda Item #6a
Eastern Contra Costa Transit Authority
Board of Directors Meeting
June 24, 2015

TRI DELTA TRANSIT YTD COMPARISON FR RIDERSHIP



EASTERN CONTRA COSTA TRANSIT AUTHORITY KEY PERFORMANCE INDICATORS BY SERVICE

								YTD COMPARISON		
						Budget	14/15B	Actual		% ▲
	09/10	10/11	11/12	12/13	13/14	14/15	% ▲	May 2014	May 2015	
DIAL-A-RIDE										
PASSENGERS										
Total DAR Trips Provided	125,759	129,041	130,619	128,999	131,476	137,383	4%	121,042	122,583	1%
Average Weekday Ridership	463	474	481	470	471	492	5%	473	488	3%
Average Sat Ridership	110	110	106	140	180	189	5%	182	156	-14%
Average Sun/Hol Ridership	68	71	71	72	68	77	12%	70	64	-8%
Average Passengers/Hour (wkdys)	2.3	2.2	2.2	1.9	2.0	2.0	0%	2.0	2.0	0%
CUSTOMER SERVICE										
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%	0.071%	0.105%	-48%
On Time Performance	87%	85%	85%	87%	89%	90%	1%	89%	87%	-2%
MAINTENANCE										
Gallons of Fuel Consumed	87,903	85,174	116,392	139,678	145,043	148,082	2%	132,406	126,809	-4%
Miles Between Preventable Accidents	131,554	61,377	898,467	328,002	244,390	1,002,590	310%	298,002	149,127	-50%
Miles Between Road calls	34,318	21,920	56,154	109,568	61,109	66,839	9%	59,616	149,127	150%
COST RATIOS										
Farebox Recovery Ratio	11%	12%	11%	11%	10%	9%	-5%	10%	10%	6%
\$/Gal Fuel	\$ 2.73	\$ 3.33	\$ 3.84	\$ 3.81	\$ 3.67	\$ 3.73	2%	\$ 3.64	\$ 3.08	15%
Operating Cost/Passenger	\$ 31.12	\$ 31.47	\$ 30.58	\$ 33.22	\$ 35.25	\$ 35.90	2%	\$ 35.04	\$ 34.22	2%
Operating Cost/Revenue Hour	\$ 65.53	\$ 63.05	\$ 64.34	\$ 63.52	\$ 68.75	\$ 71.60	4%	\$ 68.69	\$ 69.74	-2%
Operating Cost/Revenue Mile	\$ 5.53	\$ 5.25	\$ 5.22	\$ 5.36	\$ 5.76	\$ 6.01	4%	\$ 5.77	\$ 5.73	1%
FIXED ROUTE										
PASSENGERS										
Total FR Trips Provided	2,345,668	2,351,662	2,431,768	2,740,834	2,832,264	2,826,000	0%	2,610,196	2,585,375	-1%
Average Weekday Ridership	8,338	8,345	8,594	9,616	9,930	9,949	0%	9,992	9,894	-1%
Average Sat Ridership	2,652	2,594	2,753	3,232	3,464	3,391	-2%	3,465	3,443	-1%
Average Sun/Hol Ridership	1,966	1,989	2,087	2,788	2,692	2,695	0%	2,684	2,786	4%
Average Passengers/Hour	15.2	15.1	15.9	17.7	19.0	19.3	2%	19.0	19.3	2%
CUSTOMER SERVICE										
Customer Complaints	0.016%	0.020%	0.023%	0.012%	0.009%	0.009%	0%	0.009%	0.009%	0%
On Time Performance	95%	97%	86%	86%	92%	90%	-2%	92%	92%	0%
MAINTENANCE										
Gallons of Fuel Consumed	635,897	639,072	636,276	562,702	603,013	595,703	-1%	553,460	548,002	1%
Miles Between Preventable Accidents	183,217	170,175	120,644	65,392	110,754	2,424,482	2089%	106,577	118,127	11%
Miles Between Road calls	41,372	37,539	32,481	42,844	67,684	67,347	0%	69,942	45,805	-35%
COST RATIOS										
Farebox Recovery Ratio	17%	16%	16%	18%	18%	18%	0%	18%	18%	-2%
\$/Gal Fuel	\$ 2.53	\$ 3.20	\$ 3.52	\$ 3.95	\$ 3.48	\$ 3.56	2%	\$ 3.48	\$ 2.81	19%
Operating Cost/Passenger	\$ 6.17	\$ 6.52	\$ 6.60	\$ 6.01	\$ 5.58	\$ 5.79	4%	\$ 5.48	\$ 5.48	0%
Operating Cost/Revenue Hour	\$ 93.78	\$ 98.54	\$ 105.05	\$ 106.53	\$ 105.76	\$ 111.77	6%	\$ 104.29	\$ 105.89	-2%
Operating Cost/Revenue Mile	\$ 6.71	\$ 6.98	\$ 7.46	\$ 7.98	\$ 7.71	\$ 8.07	5%	\$ 7.60	\$ 7.60	0%

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

TOTAL PASSENGER TRIPS													
ROUTE											YTD COMPARISON		
	09/10	% Chg	10/11	% Chg	11/12	% Chg	12/13	% Chg	13/14	% Chg	May 2014	May 2015	% Chg
200	35,204	-38%	36,121	3%	37,682	4%	55,322	47%	55,914	1%	51,588	49,525	-4%
201	99,356	-10%	105,655	6%	110,660	5%	119,977	8%	124,289	4%	115,154	102,678	-11%
300	270,095	-18%	290,750	8%	302,067	4%	290,313	-4%	328,582	13%	299,896	324,234	8%
379	12,219	-2%	12,230	0%	10,235	-16%	15,232	49%	6,759	-56%	6,723	3,211	-52%
380	590,428	-10%	565,484	-4%	584,779	3%	680,981	16%	682,650	0%	630,654	618,172	-2%
383	43,852	-12%	39,780	-9%	34,210	-14%	35,031	2%	32,073	-8%	30,057	28,814	-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%	36,865	6%	36,481	-1%	61,388	68%	70,974	16%	66,333	62,843	-5%
386	4,843	-23%	4,650	-4%	3,042	-35%	2,172	-29%	1,902	-12%	1,886	1,531	-19%
387	192,402	-13%	195,608	2%	212,731	9%	262,396	23%	264,036	1%	242,889	237,660	-2%
388	296,477	-11%	311,242	5%	320,981	3%	366,041	14%	400,190	9%	369,551	341,308	-8%
389	52,773	-28%	48,272	-9%	46,723	-3%	53,255	14%	53,068	0%	48,868	46,674	-5%
390	51,711	-10%	49,042	-5%	52,650	7%	68,564	30%	72,054	5%	65,922	64,985	-1%
391	331,928	-8%	332,841	0%	346,080	4%	370,500	7%	386,640	4%	355,329	368,831	4%
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%	3,370	5,375	59%
392	106,300	-4%	105,702	-1%	112,330	6%	133,569	19%	142,284	7%	130,565	131,562	1%
393	102,975	-10%	104,487	1%	111,697	7%	135,181	21%	133,078	-2%	122,566	130,941	7%
394	51,842	9%	46,798	-10%	50,614	8%	71,557	41%	64,904	-9%	59,902	57,903	-3%
395	N/A	N/A	N/A	N/A	N/A	N/A	6,187	100%	9,497	100%	8,943	9,228	3%
Total Fixed Route	2,345,664	-13%	2,351,662	0%	2,431,768	3%	2,740,834	13%	2,832,264	3%	2,610,196	2,585,375	-1%

AVERAGE PASSENGERS PER REVENUE HOUR													
ROUTE											YTD COMPARISON		
	09/10	% Chg	10/11	% Chg	11/12	% Chg	12/13	% Chg	13/14	% Chg	May 2014	May 2015	% Chg
200	9.3	-8%	10.0	7%	10.3	3%	12.6	22%	12.5	-1%	12.5	12.6	1%
201	18.5	3%	19.1	3%	19.7	3%	17.8	-10%	17.9	1%	18.0	17.0	-6%
300	14.2	-14%	15.2	7%	15.8	4%	15.8	0%	18.6	18%	18.5	20.4	11%
379	12.7	N/A	13.2	4%	9.8	-26%	10.7	9%	16.8	57%	16.8	27.0	60%
380	17.4	-14%	16.6	-5%	17.4	5%	20.2	16%	20.6	2%	20.8	20.5	-1%
383	12.3	-3%	11.2	-9%	9.7	-13%	10.2	5%	12.6	23%	12.8	13.5	6%
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	12.6	-4%
386	6.1	9%	6.0	-2%	3.9	-36%	3.6	-7%	6.3	74%	6.3	6.2	-1%
387	17.4	-16%	17.7	2%	19.6	11%	22.8	16%	23.7	4%	23.9	23.5	-1%
388	14.4	-14%	15.0	4%	15.5	3%	17.1	10%	18.2	7%	18.4	17.5	-5%
389	15.0	-9%	14.7	-2%	13.6	-8%	13.4	-1%	14.4	8%	14.4	15.2	6%
390	12.1	-8%	9.9	-19%	10.7	9%	18.6	73%	20.8	12%	20.7	21.5	4%
391	16.9	-13%	16.8	0%	18.7	11%	19.6	5%	20.5	4%	20.5	22.0	7%
Dimes a Ride	9.0	-13%	8.1	-10%	10.9	38%	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	6.5	30.7	373%
392	15.4	-9%	15.1	-2%	15.2	1%	17.6	16%	19.1	9%	19.1	18.7	-2%
393	15.5	-14%	15.7	1%	16.4	5%	17.5	7%	17.5	0%	17.5	18.6	7%
394	11.7	-6%	10.8	-8%	11.7	9%	15.0	28%	17.0	13%	17.1	15.7	-8%
395	N/A	N/A	N/A	N/A	N/A	N/A	12.0	N/A	16.2	N/A	16.7	15.5	-7%
Total Fixed Route	15.2	-9%	15.1	-1%	15.9	5%	17.7	12%	19.0	7%	19.0	19.3	2%

TAB 3

Agenda Item 7a

ACTION ITEM: Updated Service Standards .

Board of Directors Meeting Agenda

Wednesday June 24, 2015

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: June 24, 2015

Agenda Item: Updated Service Standards
Agenda #7a

Lead Staff: Steve Ponte

Approved: Jeanne Krieg 

Background

1. Staff's proposed updated service standards were reviewed by the members of the ECCTA Board of Directors during their May 27, 2015 meeting. The members of the board requested that more information be presented during the next meeting.
2. A **service standard** is defined as a minimum level of service.
3. Setting service standards is required by Title VI to ensure that equity between classes is considered during the decision making process regarding provision of service. Title VI does not require specific standards for transit agencies – it only requires each agency to set their own standards and to review/amend their standards periodically.
4. ECCTA amends service standards to reflect changes in the service and changes in the service area.
5. ECCTA's service standards are:
 - a. Vehicle Headways
 - The minimum headways (time between buses) on any route.

- b. Transit Amenities
 - The minimum number of amenities per mile.
- c. Service Availability
 - The minimum number of routes traveling through census tracts in the ECCTA service area.
- d. Vehicle Assignments
 - The minimum number of routes assigned to a vehicle block and how buses are distributed throughout the service area.
- e. Transit Security
 - The minimum security equipment required on buses.
- f. Amenity Placement
 - The minimum number of boardings/alightings suggested before an amenity is placed at a stop. An amenity is defined as a bench, shelter, trash receptacle, or wayfinder.

Considerations

1. To comply with federal regulations, ECCTA is required to periodically review and, if required, update service standards. The last review by the ECCTA Board of Directors occurred in November 2011.
2. The proposed service standard amendments are:
 - a. **Vehicle Headways:** Amended to reflect the reduction in scheduled trips.
 - b. **Transit Amenities:** Amended to correct a mis-statement that the standard is 2.65 amenities per mile. The actual standard is 1 amenity per directional route mile.
 - c. **Service Availability:** Amended to include all new census tracts in and out of the Antioch Urbanized Area. ECCTA has two service areas: the entire service area and the federally recognized urbanized area which excludes some of the unincorporated areas of eastern Contra Costa County.
 - d. **Vehicle Assignments:** Amended to allow fewer blocks with two or more routes per assignment.

- e. **Transit Security:** There are no changes to this standard.
- f. **Amenity Placement:** This standard is new and was added for future placement of amenities. Funding is scarce for amenities so there is a need for a standard to use as a basis for amenity placement. The proposed levels are a minimum level that will be used for placement.

For Discussion

During the May board meeting, most of the questions by board members concerned placement of amenities. The following is considered by staff when placing any amenity:

1. **ADA accessibility:** An area where an amenity is placed must meet all ADA requirements.
2. **Unwanted amenities:** There are some bus stops where a nearby business or the community does not want an amenity. The requests to remove — or not place --- an amenity come from police departments to address vagrancy and other illegal activity, business owners who do not want an amenity near their business, and city staff who do not want an amenity because it does not blend well with the surroundings. A few examples of requests to remove an amenity are:
 - a. Pittsburg: 3rd and Marina, car dealership at Railroad & Bliss, car dealership at Railroad & DeAnza Trail, Railroad near Mi Pueblo, Railroad at Parkside, Railroad on ramp to westbound Highway 4.
 - b. Brentwood: City Hall.
 - c. Antioch: Prewett Park, Burger King on Lone Tree Way, Chevron Station on Lone Tree Way, Lone Tree at Tregallas, 4th and O, 18th and D, 18th and A.
 - d. Oakley: Main & Cypress, O'Hara and Main
3. **Amenities needed at specific locations:** Amenities are sometimes requested at locations required for a particular situation such as a senior center, a day program, or a group home.

4. Cost to purchase and install an amenity:

- a. Shelter: \$10,000
- b. Bench: \$1,000
- c. Trash can: \$400 to \$550

5. **Cost to maintain the amenity:** There are currently 71 shelters with trash receptacles, 256 benches and 150 trash receptacles. High use areas are cleaned every three days. Low use areas are serviced every two weeks. The annual cost for shelter maintenance (employee and equipment) is about \$100,000.

Page | 4

Bus Stop Statistics

- 1. Benches: 256
- 2. Shelters: 71
- 3. Trash Receptacles: 150
- 4. Wayside information signs: 35
- 5. Total Stops: 693
- 6. Stops that have less than 11 boarding/alighting daily: 363 52%
- 7. Of the 71 most used stops, 26 do not have shelters because:
 - a. 9: removal requests
 - b. 10: ADA issues
 - c. 5: business/owners say no
 - d. 2: No requests

The attached chart shows the existing standards and the proposed updated standards.

Staff Request

Approve the proposed updated ECCTA Service Standards.

ECCTA Service Standards

Standard	Current	Proposed
<p>Vehicle Headways</p>	<p>All established routes shall operate on a minimum headway of one hour with the following exceptions:</p> <ol style="list-style-type: none"> 1. Commuter service (limited stop service that is limited to peak periods) 2. Routes that do not meet the current productivity guidelines 3. Routes that have more than 1.5 miles between stops due to ADA bus stop accessibility standards 	<p>All established routes shall operate on a minimum headway of at least one during the hour for the routes span of service with the following exceptions:</p> <ol style="list-style-type: none"> 1. Commuter service (limited stop service that is limited to peak periods) 2. Routes that do not meet the current productivity guidelines 3. Routes that had trips with less than 5 passengers per trip and the trip was discontinued 4. Routes that have more than 1.5 miles between stops 5. Routes that have more than 1.5 miles between stops due to ADA bus stop accessibility standards 6. Routes that operate school days only
<p>Transit Amenities</p>	<p>The distribution of transit amenities including benches, shelters, and trash cans should be no less than 2.65 amenities per directional route mile. The exceptions are commuter service routes and routes that have more than 1.5 miles between stops.</p>	<p>The distribution of transit amenities including benches, shelters, and trash cans should be no less than 1 amenity per directional route mile. The exceptions are commuter service routes, routes that have more than 1.5 miles between stops, and routes that are operated school days only.</p>
<p>Service Availability</p>	<ol style="list-style-type: none"> 1. 75% (39) of all census tracts shall have fixed route service that operates on a minimum of one hour headways 2. 85% (44) of all census tracts shall have at least commuter service 3. 50% (26) of all census tracts shall have fixed route service that operates on a minimum of thirty minute headways during peak periods 4. 50% (26) of all census tracts shall have fixed route service with at least one hour headways on weekends/holidays 	<ol style="list-style-type: none"> 1. 40% of all census tracts shall have fixed route service that operates on a minimum of one hour headways as defined by Vehicle Headways 2. 40% of all census tracts shall have fixed route service that operates on a minimum of thirty minute headways during peak periods as defined by Vehicle Headways 3. 40% of all census tracts shall have fixed route service with at least one hour headways on weekends/holidays as defined by Vehicle Headways

Standard	Current	Proposed
Vehicle Assignments	All revenue vehicles are assigned to routes on a rotating basis. Most routes are interlined so buses assigned to a block will be used on all routes. Buses are not assigned to a particular route therefore buses are evenly distributed throughout the entire service area on a random basis. 90% of all route blocks shall include at least two different routes	All revenue vehicles are assigned to routes on a rotating basis. Most routes are interlined so buses assigned to a block will be used on all routes. Buses are not assigned to a particular route therefore buses are evenly distributed throughout the entire service area on a random basis. 70% of all route blocks shall include at least two different routes.
Transit Security	All revenue vehicles are equipped with video surveillance and DriveCam® systems. Additionally, all buses are equipped with GPS and an emergency alarm notification system. ECCTA's dispatch office monitors vehicle location/status and is able to deploy local police forces to a specific location if necessary.	<i>No change:</i> All revenue vehicles are equipped with video surveillance and DriveCam® systems. Additionally, all buses are equipped with GPS and an emergency alarm notification system. ECCTA's dispatch office monitors vehicle location/status and is able to deploy local police forces to a specific location if necessary.
Amenity Placement	None	<p>All amenities in place as of May 27, 2015 shall be grandfathered into the service standards new placement shall follow the standards:</p> <ul style="list-style-type: none"> • Shelters shall not be placed at stops with less than 41 average boardings/alightings per day or at locations that will not comply with ADA standards • Benches will not be placed at stops with less than 15 average boardings/alightings per day or at a locations that will not comply with ADA standards • Trash receptacles will not be placed at stops with less than 25 average boardings/alightings per day or at a locations that will not comply with ADA standards

TAB 4

Agenda Item 7b
ACTION ITEM: Reasonable Modification

Resolution 150624

Board of Directors Meeting Agenda

Wednesday June 24, 2015

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: June 24, 2015

Agenda Item: Reasonable Modification of Policies and Practices
Agenda Item 7b

Lead Staff: Steve Ponte

Approved: Jeanne Krieg 

Background

On March 13th, the Department of Transportation issued a final rule to clarify that public transportation entities are required to make reasonable modifications/accommodations to their policies, practices, and procedures to ensure program accessibility. While this requirement is not a new obligation for public transportation entities receiving federal financial assistance, courts have identified an unintended gap in the Americans with Disabilities Act (ADA) regulations. The intent of this final rule is to fill in the gap. The real-world effect will be that the nature of an individual's disability cannot preclude a public transportation entity from providing full access to the entity's service unless some exception applies.

The final rule requires all recipients of federal funds to adopt a Reasonable Modification of Policies and Procedures policy for individuals with disabilities. This policy allows individuals with disabilities the guideline in which they may request reasonable modifications or to complain that ECCTA has denied them reasonable modifications.

Reasonable Modification may include:

- Enter private property
- Open the front door of the business
- Eating and drinking on the bus
- Fare handling

Deniable Reasonable Modification:

- Enter private property without permission
- Dedicated or special vehicles
- Outside the service area
- Intermediate stops

Agenda Item #7b

*Eastern Contra Costa Transit Authority
Board of Directors
Meeting: June 24, 2015*

Summary of USDOT's Reasonable Modification Final Rule

- Effective Date: July 13, 2015
- Reasonable Modification applies to fixed route and paratransit
- Reasonable Modification does not require universal door to door transportation – Systems can remain curb to curb by policy as long as they consider and grant (as deemed appropriate) individual requests for door to door service
- In fixed route, reasonable modifications do not require route deviations, but could include special passenger notifications or the driver positioning the fixed route vehicle to avoid an obstacle in order to obtain accessibility
- Reasonable Modification does not require the assignment of a particular type or model of vehicle to service as long as the vehicle is ADA compliant
- Requires development of process (plan) and complaint process prior to implementation date
- Requires designation of an individual as a Reasonable Modification Coordinator
- Encourages determinations of reasonable modifications during eligibility process
- Presumes most reasonable modification requests will be made in advance at eligibility or through reservations process
- Does not require individuals to make reasonable modification requests in writing, in advance of use or use the term “reasonable modification”
- Does require transit agencies to document any reason to deny modification request
- Requires that real time reasonable modification requests to be evaluated and accommodated (if deemed appropriate) by vehicle operators. Transit operators can require the operator to contact a supervisor prior to granting or denying a request as long as the operator has two way communications.
- The rule only allow a denial of reasonable modification request for the following three reasons:
 - Modification would be a fundamental alteration of the service provided
 - Granting the modification would expose the requestor or the operator or other riders to a “Direct Threat”.
 - The modification is not necessary for the individual to actually use the service
- If a modification is denied, the operator has a responsibility to provide an alternative “work around” if feasible to ensure accessibility
- Requires public notification of the plan and the contact information for the Reasonable Modification Coordinator including the phone number, email, and physical address. Such information must be available in printed materials and on web site.
- Materials should describe process for requesting reasonable modifications and process for filing a complaint
- Requires prompt response to requests or complaints

Staff Request

Adopt Resolution 150624 adopting reasonable modification of policies and practices for individuals with disabilities.

Agenda Item #7b

Eastern Contra Costa Transit Authority

Board of Directors

Meeting: June 24, 2015



TRI DELTA TRANSIT

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

RESOLUTION #150524

Reasonable Modification of Policies and Practices

Resolution #150524 adopts a Policy for Reasonable Modification of Policies and Practices for Individuals with Disabilities.

WHEREAS, EASTERN CONTRA COSTA TRANSIT AUTHORITY'S (ECCTA) currently accepts federal funds; and

WHEREAS, ECCTA is required to comply with the Americans with Disabilities Act; and

WHEREAS, 49 CFR Parts 27 and 37 have been amended to include Reasonable Modification of Policies and Procedures.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #150524 authorizing the implementation of the attached Reasonable Modification of Policies and Practices policy.

PASSED AND ADOPTED THIS 24ND day of June 2015, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Gene Clare, Chair

Jeanne Krieg, CEO

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



TRI DELTA TRANSIT

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

ADOPTED BY ECCTA'S BOARD OF DIRECTORS: _____

Eastern Contra Costa Transit Authority Reasonable Modification of Policies and Practices Policy

49 CFR Parts 27 and 37; Reasonable Modification of Policies and Practices states that ECCTA shall make reasonable accommodations in policies, practices or procedures when such accommodations necessary will not result in fundamental changes in the service and or program.

ECCTA shall support and enforce all the regulations of the American with Disabilities Act including the Reasonable Modification of Policies and Practices.

ECCTA will take realistic and affirmative steps to ensure that all reasonable modifications are reviewed and applied to the service if they do not result in fundamental changes to the service or program.

ECCTA's sub-contractors will take realistic and affirmative steps to ensure that all reasonable modifications are reviewed and applied to the service if they do not result in fundamental changes to the service or program.

ECCTA's Civil Rights Officer shall act as the Reasonable Modification Coordinator.

ECCTA recognizes that there are two types of requested modification:

1. On-the-spot requests

On-the-spot requests will be accommodated as long as the request does not:

- fundamentally alter the service provided
- expose the requestor or the operator or other riders to a "Direct Threat".
- a necessity for the individual to actually use the service

2. Advance requests

Advance requests can be submitted to the Reasonable Modification Officer via:

- Fax: (925) 757-2530
- TTY: (925) 754-3695
- Telephone: (925) 754-6622
- Mail or in-person: ECCTA, Office of Civil Rights, 801 Wilbur Avenue, Antioch, CA 94509



TRI DELTA TRANSIT

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

The request can be submitted using a downloadable form at www.TriDeltaTransit.com/location or can be communicated directly to the Reasonable Modification Coordinator who will complete the form on the requestor's behalf.

An advance request for reasonable modification will be accommodated as long as the request does not:

- fundamentally alter the service provided
- expose the requestor or the operator or other riders to a "Direct Threat".
- a necessity for the individual to actually use the service

The Reasonable Modification Officer will reply to an advance request for reasonable modification within thirty calendar days of receipt of the request. If required, the requestor will be contacted for additional information. If the requestor fails to provide the requested additional information within five calendar days, the Reasonable Modification Coordinator may administratively close the request.

ECCTA's complaint process for individuals who do not agree with an on-the-spot or an advance request for reasonable modification decision is as follows:

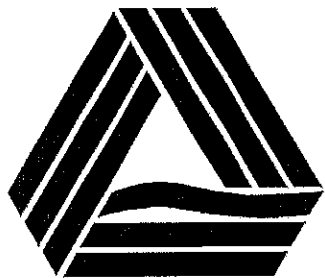
A complaint can be submitted to ECCTA's Office of Civil Rights via:

- Fax: (925) 757-2530
- TTY: (925) 754-3695
- Telephone: (925) 754-6622
- Mail or in-person: ECCTA, Office of Civil Rights, 801 Wilbur Avenue, Antioch, CA 94509

The complaint can be submitted using a downloadable form at www.TriDeltaTransit.com/location or can be communicated directly to ECCTA's Office of Civil Rights who will complete the complaint form on the individual's behalf.

ECCTA will reply to a complaint about a reasonable modification within ninety calendar days of receipt of the complaint. If required, the complainant will be contacted for additional information. If the complainant fails to provide the requested additional information within fourteen calendar days, the complaint may be administratively closed.

If a complaint about the denial of a reasonable modification is dismissed, ECCTA's Office of Civil Rights shall inform the complainant of their rights to appeal to the appropriate federal agency.



TRI DELTA TRANSIT

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

Eastern Contra Costa Transit Authority Advance Reasonable Modification Request

Request Date:	
Requestor contact information: <ul style="list-style-type: none"><input type="radio"/> Address<input type="radio"/> City<input type="radio"/> Phone number<input type="radio"/> Cell phone number (if applicable)<input type="radio"/> Email address (if applicable)	
Reasonable modification request Please describe the modification you are requesting. Be as specific as possible. (location, type of modification requested, etc.). Add additional pages, if necessary.	

The Reasonable Modification Officer will reply to your advance request for reasonable modification within thirty calendar days of receipt of the request. If required, you will be contacted for additional information. If you fail to provide the requested additional information within five calendar days, the Reasonable Modification Coordinator may administratively close your request.



TRI DELTA TRANSIT

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

Eastern Contra Costa Transit Authority Reasonable Modification Complaint

Complaint Date:	
Contact information: <ul style="list-style-type: none"><input type="radio"/> Address<input type="radio"/> City<input type="radio"/> Phone number<input type="radio"/> Cell phone number (if applicable)<input type="radio"/> Email address (if applicable)	
Reasonable modification complaint Is your complaint about an on-the-spot request or an advance request? Please describe your complaint and be as specific as possible. (location, type of modification requested, etc.). Add additional pages, if necessary.	

ECCTA will reply to your complaint about a reasonable modification within ninety calendar days of receipt of the complaint. If required, you will be contacted for additional information. If you fail to provide the requested additional information within fourteen calendar days, the complaint may be administratively closed.

If your complaint about the denial of a reasonable modification is dismissed, ECCTA's Office of Civil Rights shall inform you of your rights to appeal to the appropriate federal agency.

TAB 5

Agenda Item 7c
ACTION ITEM: Cost of Living

Board of Directors Meeting Agenda

Wednesday June 24, 2015

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: June 24, 2015

Agenda Item: 2015 Cost of Living Wage Adjustment – Agenda Item #7c

Lead Staff: Jeanne Krieg 

Background

With the exception of the years of the recession (2010, 2011, and 2012), the ECCTA Board of Directors considers a cost-of-living adjustment each year, usually in June or July.

Considerations

1. The US Department of Labor Bureau of Labor Statistics Consumer Price Index for all urban consumers in the San Francisco-Oakland-San Jose area for the period between 2014 and 2015 is:
 - February 2014 to February 2015: 2.53%
 - April 2014 to April 2015: 2.44%
2. The staff has done an excellent job this past year. They have continued to work to save money where possible, take on extra assignments, and protect our interests by participating in regional transit funding meetings. Ridership levels are very good, our relationship with our communities continues to be positive, and audits by regulatory agencies (CHP, MTC, and FTA) continue to be very positive.
3. The FY15-16 budget includes a 3% cost of living increase for all employees.

Recommendation

Approve a 2.5% one-time payment to each employee in lieu of a cost of living adjustment.

TAB 6

Agenda Item 7d

ACTION ITEM: August Board of Directors Meeting

Board of Directors Meeting Agenda

Wednesday June 24, 2015

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: June 24, 2015

Agenda Item: August 2015 ECCTA Board of Director Meeting
Agenda Item #7d

Lead Staff: Jeanne Krieg 

Background

The regular meeting date and time of the ECCTA Board of Directors is the 4th Wednesday of each month at 4:00pm. The Board Chair has the authority to cancel or reschedule any Tri Delta Transit Board meeting if there is a lack of pressing agenda items or if extenuating circumstances exist. As much notice as possible is given so board members can plan accordingly.

Considerations

Staff projections indicate there will be no pressing agenda items for the August meeting agenda.

Requested Action

Authorize the cancellation of the August 26th, 2015 meeting of the ECCTA Board of Directors.

TAB 7

Agenda Item 7e

ACTION ITEM: FY 2015-16 ECCTA Board of Directors Officers

Board of Directors Meeting Agenda

Wednesday June 24, 2015

4:00pm


ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: June 24th, 2015

Agenda Item: FY 15-16 ECCTA Board of Directors Officers – Agenda Item #7e

Lead Staff: Jeanne Krieg 

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

	<u>Chair</u>	<u>Vice-chair</u>
FY 14-15	Brentwood	Pittsburg
FY 15-16	Pittsburg	Oakley
FY 16-17	Oakley	Antioch
FY 17-18	Antioch	County
FY18-19	County	Brentwood
FY19-20	Brentwood	Pittsburg
FY 20-21	Pittsburg	Member-at-Large

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

The Oakley representatives (Kevin Romick and Doug Hardcastle) agreed that Director Hardcastle will assume the vice-chair position for FY15-16.

Requested Action

#1: Elect Pittsburg representative Ben Johnson as the chair of the ECCTA Board of Directors for FY 2015-16.

#2: Elect Oakley representative Doug Hardcastle to serve as the vice-chair of the ECCTA Board of Directors for FY 2015-16.

*Agenda Item #7e
Eastern Contra Costa Transit Authority
Board of Directors
Meeting: June 24, 2015*