



TRI DELTA TRANSIT

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

Board of Directors Meeting Agenda

Wednesday April 22nd, 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 February 25, 2015
- Financial Report
- Marketing Activities Report

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

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

- Operations Report** (*see attachment: tab #2*)
- Communication to Board from Website** (*see attachment: tab #3*)
- Bus Stop Amenities Report** (*see attachment: tab #4*)

Board of Directors:

City of Antioch

Wade Harper

Mary Rocha

City of Brentwood

Gene Clare*

Barbara Guise

City of Oakley

Doug Hardcastle

Kevin Romick

City of Pittsburg

Ben Johnson**

Pete Longmire

Contra Costa County

Federal Glover

Mary Piepho

Member-at-Large

Ken Gray

* Chair: FY 2014-15

** Vice-chair: FY 2014-15

**Board of Directors Meeting Agenda
Wednesday April 22, 2015**

7. ACTION AND DISCUSSION ITEMS

- a. **ACTION ITEM:** 2015 Pittsburg Seafood Festival Shuttle
(see attachment: tab #5)

Requested Action: Authorize staff to operate shuttle service for the 2015 Pittsburg Seafood Festival on September 12th & 13th, 2015.

- b. **ACTION ITEM:** Employee Handbook Changes
(see attachment: tab #6)

Requested Action: Approve the proposed revised appeals process to binding arbitration, effective April 23, 2015.

- c. **ACTION ITEM:** Title VI, Limited English Proficiency, and Environmental Justice Policies (see attachment: tab #7)

Requested Action: Adopt Resolution 150422a which adopts ECCTA's Title VI, Limited English Proficiency, and Environmental Justice policies that guard against discriminatory practices or decisions.

- d. **ACTION ITEM:** Funding Resolutions
(see attachment: tab #8)

Requested Action: Adopt Resolution 150422b, 150422c, and 150422d authorizing the CEO to apply for various funding opportunities.

8. Board of Directors Comments

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

9. Adjourn

Next Meeting: May 27th, 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 April 22, 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

February 25, 2015

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

ROLL CALL / CALL TO ORDER

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

ABSENT: None

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

OTHERS

PRESENT: Susan Hinson, First Transit
Gary Mitchell, First Transit
Hosie Pintily, First Transit
Michael Daugelli, Board Alternate
Mariah Piepho
Holland White, Supervisor Glover's Office

PLEDGE OF ALLEGIANCE

Chair Clare led the Pledge of Allegiance.

PUBLIC COMMENT

Michael Daugelli, Antioch, corrected his statement in the minutes from the January 28, 2015 meeting, as follows:

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

Mr. Daugelli also noted that he had occasion to meet a Muni driver who had proudly started with Tri Delta Transit, and that one could use Tri Delta Transit to make connections to Yosemite.

CHAIR'S REPORT

Chair Clare welcomed Doug Hardcastle from the City of Oakley; stated that Federal Glover had appointed Nancy Parent to serve as his alternate, replacing Mary Erbez; and Merl Craft was sitting in for Pete Longmire from Pittsburg.

CONSENT CALENDAR

On motion by Director Johnson, seconded by Director Piepho, ECCTA Boardmembers adopted the Consent Calendar, as shown, with the correction to the minutes offered by Michael Daugelli, carried by the following vote:

- A. Minutes of the Board of Directors meeting of January 28, 2015
- B. Financial Report
- C. Marketing Activities Report

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

CHIEF EXECUTIVE OFFICER'S REPORT

- A. Operations Report

Chief Executive Officer Jeanne Krieg advised that Tri Delta Transit's participation with the Environmental Sustainability Management System (ESMS) at Virginia Tech had involved a series of trainings, programs, and systems over the last year and a half. She announced that the final audit of Tri Delta Transit's participation, which had been expected within the 50 to 95 percent range of other audits; had been presented at 97 percent. She thanked Tri Delta Transit's team of Steve Ponte, Ann Hutcheson, Susan Hinson, Irene Schaefer, and former employee Rich Babcock for all the great work. The next step would be to put the final touches on the final report which she would present to the Board when available.

Ms. Krieg also reported that mechanic Andres Montoya, who had been with Tri Delta Transit for seven and a half years, had been promoted to Shop Manager, and one more mechanic had been hired as an apprentice to produce a fully staffed Maintenance Department.

With respect to the route redesign project, Ms. Krieg stated that while the process continued the attendance at the public workshops had been disappointing and MIG, the consultant, had proposed a unique "high touch" approach that involved going out into the community and meeting people where they were instead of asking the public to come to Tri Delta Transit. She explained that MIG would join established community events such as farmer's markets, community fairs, and festivals to conduct intercept surveys, and create community input walls to collect anonymous responses from community members about public transit at large public venues. She noted that had been done at one public event which had produced good feedback.

Ms. Krieg reported that the auction for the retired MedVans and pallets of various bus parts had been publicized and inspections would be available March 9 and 10, with bids due on March 24; Clipper project managers would tour the Tri Delta Transit facility on February 27 to start the process of Clipper installation; it was time to submit the Form 700 Conflict of Interest Form which was due April 1, 2015, and while she had been told by the County that the filers list was electronic this year and Directors would receive an email, that had not occurred; and the Federal Transit Administration ((FTA's) consultant had conducted Tri Delta Transit's triennial audit, which had overall gone very well with the final audit report to be published in late March and be presented to the Board in April.

Ms. Krieg expressed disappointment that Tri Delta Transit's grant application to purchase electric vehicles had not been accepted, although she stated that staff would continue to pursue other grants.

Ms. Krieg also reported that the schedule change would be implemented on March 8, 2015; fixed route ridership was flat but respectable for a suburban system; nearly 10,000 rides were provided each day and passengers per hour was at 19.4, approaching her goal of 20; costs were stable, and TDA reserves were being rebuilt to pre-recession levels; and overall things were stable and looking very well.

Director Guise suggested the low turnout in the public workshops could mean that residents were pleased with the Tri Delta Transit system.

Further with respect to the low turnouts at the workshops, Ms. Krieg explained that MIG team members had actually ridden the buses to pass out surveys and had talked to many of the passengers, and free bus passes had been distributed as prizes to encourage participation at the workshops.

ACTION AND DISCUSSION ITEMS

A. 2015 Summer Youth Pass

Ms. Krieg reported that the Summer Youth Pass with Tri Delta Transit had been sold every summer since 2008, and every year it became more successful.

Ms. Krieg reported that Tri Delta Transit staff had been working with Contra Costa 511, and this year would work with Supervisor Glover's Youth Summit, to be held on May 9 at Pittsburg High School. She requested approval to market an unlimited-ride 2015 Summer Pass to passengers aged 5-17 years of age for \$50, and explained that for each pass sold, Contra Costa 511 would reimburse Tri Delta Transit \$10.

On motion by Director Harper, seconded by Director Guise, ECCTA Boardmembers authorized staff to market an unlimited-ride 2015 Summer Pass to passengers aged 5-17 for \$50, carried by the following vote.

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

B. Problem Ticket Policy

Ms. Krieg advised that a Problem Ticket Policy was required on the rare occasion when a customer did not follow a reasonable path when there was a problem with a ticket. She noted that the new fareboxes sometimes jammed and sometimes did the wrong thing, which was always resolved with the customer. She added that the fareboxes were smart and could see what happened and resolve the situation. On occasion, someone would come in with a ticket from months back and ask for a fee reconciliation, which was time consuming and difficult when a situation had occurred months previously. She therefore requested a policy to require the reporting of a problem within 30 days of the occurrence.

Director Piepho supported the policy to create notification sooner rather than later if there was a problem, but requested that the first sentence in the first paragraph of the policy be amended as follows:

Customers who experience a problem with the fare box on a Tri Delta Transit bus must contact Tri Delta Transit's Administrative Office immediately or as soon as possible, but no later than 30 days of the occurrence.

When asked, Ms. Krieg advised that the Problem Ticket Policy would be included in the schedule book, be displayed on the buses, and be on the ticket itself.

On motion by Director Piepho, seconded by Director Rocha, ECCTA Boardmembers adopted a Problem Ticket Policy, with the amended language, as shown, which carried by the following vote.

AYES: Craft, Gray, Glover, Guise, Hardcastle, Harper, Johnson, Piepho, Rocha, Romick, and Clare

NOES: None
ABSTAIN: None
ABSENT: None

C. Facility Parking Lot Policy

Ms. Krieg referred to a situation where a car had been left in the Tri Delta Transit parking lot and had then been torched, and in the process it had been discovered that Tri Delta Transit had no legal ability to tow from the parking lot. As a result, a Facility Parking Lot Policy was needed to comply with the California Vehicle Code. She noted that in the past staff had been doing all the things that the policy would officially put in place. She requested the adoption of the resolution so that if anything happened in the future there would be a legal ability to tow.

Chair Clare suggested that signage also be installed to identify that the facility was for authorized official business for Tri Delta Transit only.

Ben Stock, Legal Counsel, advised that signage would be required in order to implement the policy, and that similar signs had already been installed.

Director Harper suggested that Tri Delta Transit staff meet with the Traffic Division of the Antioch Police Department to help with the process of private property tows.

On motion by Director Piepho, seconded by Director Harper, ECCTA Boardmembers adopted Resolution 150225c which establishes a policy for parking at the Eastern Contra Costa Transit Authority facility located at 801 Wilbur Avenue, Antioch, California, carried by the following vote.

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

D. Change Order for Title VI Analysis

Chief Operating Officer Steve Ponte reported that when Clipper was implemented senior and disabled day passes would all have to have the same fare, which would require a Title VI analysis. At this point, he noted that the current general public 24-hour pass at \$3.35 had been proposed for change to \$3.75, and the current senior and disabled 24-hour pass at \$1.35 had been proposed for change to \$1.75. While he assumed that all four operators had agreed to that price, he explained that depending upon the analysis the price could go up or down.

Since CDM Smith was currently conducting the Title VI analysis for the route redesign, it had agreed to take on the project for a price not to exceed \$15,000. Mr. Ponte recommended the adoption of the resolution to be able to start accepting Clipper.

On motion by Director Glover, seconded by Director Harper, ECCTA Boardmembers adopted Resolution 150225a authorizing the CEO to enter into a change order with CDM Smith to conduct the required Title VI analysis for an amount not to exceed \$15,000, carried by the following vote.

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

E. Fixed Route Bus Procurement

Ms. Krieg presented a report on Tri Delta Transit's entire vehicle revenue fleet and when they were planned to be replaced, and included photographs of the different buses in the fleet. Currently, there were 20 fixed route buses that had reached the end of their useful life and needed to be replaced. She commented that FTA used a 12-year standard of useful life although Tri Delta Transit's buses to be replaced were actually 14 years old and would be 15.5 years old by the time of their replacement. She added that the MCI buses would be retained pending the completion of the eBART Service Analysis. The cost of the 20 bus replacements would be \$10,741,489. She requested approval of the resolution.

Chair Clare thanked Ms. Krieg for the report on the status of Tri Delta Transit buses and the plan for their replacement.

Director Harper offered kudos to Ms. Krieg and her team for extending the useful life of the vehicles, for being good fiscal stewards, and for the report offering the status of Tri Delta Transit vehicles.

On motion by Director Piepho, seconded by Director Harper, ECCTA Boardmembers adopted Resolution 150225b authorizing the CEO to execute and deliver a purchase order to Gillig LLC, through County Connection RFP 2012-MA-02, for an amount not to exceed \$10,741,489, carried by the following vote.

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

BOARD OF DIRECTORS COMMENTS

Director Gray reported that his son would be a full-fledged BART driver;

Director Guise reported that while there would be no CornFest this year, there would be a Harvest Time on the usual CornFest weekend.

Director Hardcastle asked for a monthly report on Tri Delta Transit's total fuel costs.

Director Piepho introduced her daughter Mariah, who had been participating in the Brentwood Youth and Government Program.

Director Glover introduced Holland White, an intern in his office. He also asked Ms. Krieg if there was a need for a luxury liner with a bathroom in the Tri Delta Transit fleet.

Ms. Krieg explained that had yet to be determined although if there was a bathroom on a bus along with a wheelchair lift, there would be an insufficient number of seats available in that type of vehicle of 52 or 54 seats to make it worthwhile. In further response to Director Glover, she noted that she had been closely following information related to double decker buses.

Chair Clare advised that the Brentwood Youth in Government Program allowed local high school students to learn about city government and the various departments involved, and allowed participation at City Council meetings, intended to offer youth an appreciation and understanding of local government.

Chair Clare advised that he would not be present at the next meeting given a conflict.

ADJOURNMENT

On motion by Vice Chair Johnson, seconded by Director Gray to adjourn the meeting of the Eastern Contra Costa Transit Authority at 5:41 P.M. to March 25, 2015 at 4:00 P.M. at the ECCTA Administration Facility, 801 Wilbur Avenue, Antioch, California.

Respectfully submitted,

Anita L. Tucci-Smith

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

	YTD Actual			YTD Budget			YTD Variance favorable/(unfavorable)			FY-15 Full Year Budget						YTD % of Fiscal Year Budget			
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	
OPERATING REVENUES																			
Passenger Fares	\$ 2,418,008	\$ 2,064,946	\$ 353,062	\$ 2,518,338	\$ 2,175,240	\$ 343,098	\$ (100,330)	\$ (110,294)	\$ 9,964	\$ 3,857,000	\$ 2,900,000	\$ 457,000	\$ 72%	\$ 71%	\$ 77%	\$ 482,000	\$ 182,000	\$ 79%	
Other Income	\$ 294,052	\$ 150,000	\$ 144,052	\$ 220,500	\$ 84,000	\$ 136,500	\$ 73,552	\$ 66,000	\$ 7,552	\$ 290,000	\$ 108,000	\$ 182,000	\$ 101%	\$ 139%	\$ 79%	\$ 639,000	\$ 74%	\$ 78%	
Total Operating Revenues:	\$ 2,712,060	\$ 2,214,946	\$ 497,114	\$ 2,738,838	\$ 2,259,240	\$ 479,598	\$ (26,778)	\$ (44,294)	\$ 17,516	\$ 3,647,000	\$ 3,008,000	\$ 639,000	\$ 74%	\$ 74%	\$ 78%				
OPERATING EXPENSES																			
Purchased Transportation	\$ 8,506,978	\$ 5,963,603	\$ 2,543,375	\$ 8,544,100	\$ 5,916,800	\$ 2,627,300	\$ 37,122	\$ (46,803)	\$ 83,925	\$ 11,475,600	\$ 7,929,200	\$ 3,546,400	\$ 74%	\$ 75%	\$ 72%	\$ 3,546,400	\$ 75%	\$ 72%	
Materials and Supplies	\$ 2,315,897	\$ 1,891,806	\$ 423,991	\$ 2,933,704	\$ 2,444,505	\$ 489,199	\$ 617,807	\$ 552,599	\$ 65,208	\$ 3,924,000	\$ 3,271,000	\$ 653,000	\$ 59%	\$ 68%	\$ 65%	\$ 653,000	\$ 59%	\$ 74%	
Salaries & Benefits	\$ 2,832,336	\$ 2,543,894	\$ 288,442	\$ 2,946,511	\$ 2,651,000	\$ 295,511	\$ 114,175	\$ 107,106	\$ 7,069	\$ 3,910,000	\$ 3,518,000	\$ 392,000	\$ 72%	\$ 72%	\$ 74%	\$ 392,000	\$ 72%	\$ 74%	
Services	\$ 610,521	\$ 492,002	\$ 118,519	\$ 664,000	\$ 531,000	\$ 133,000	\$ 53,479	\$ 38,998	\$ 14,481	\$ 840,000	\$ 672,000	\$ 168,000	\$ 73%	\$ 73%	\$ 71%	\$ 168,000	\$ 73%	\$ 71%	
Other	\$ 271,973	\$ 258,786	\$ 13,187	\$ 297,000	\$ 278,967	\$ 18,033	\$ 25,027	\$ 20,181	\$ 4,846	\$ 448,900	\$ 423,500	\$ 25,400	\$ 61%	\$ 61%	\$ 52%	\$ 25,400	\$ 61%	\$ 52%	
Casualty and liability insurance	\$ 318,153	\$ 264,510	\$ 53,643	\$ 348,708	\$ 248,005	\$ 100,703	\$ 30,555	\$ (16,505)	\$ 47,060	\$ 443,000	\$ 314,000	\$ 129,000	\$ 72%	\$ 84%	\$ 42%	\$ 129,000	\$ 84%	\$ 42%	
Utilities	\$ 189,678	\$ 180,779	\$ 8,899	\$ 199,000	\$ 150,000	\$ 49,000	\$ (30,678)	\$ (30,779)	\$ 101	\$ 213,000	\$ 201,000	\$ 12,000	\$ 89%	\$ 90%	\$ 74%	\$ 12,000	\$ 89%	\$ 74%	
Taxes	\$ 13,758	\$ 10,974	\$ 2,784	\$ 20,625	\$ 17,550	\$ 3,075	\$ 6,867	\$ 6,576	\$ 291	\$ 27,500	\$ 21,500	\$ 6,000	\$ 50%	\$ 51%	\$ 46%	\$ 6,000	\$ 51%	\$ 46%	
Total Operating Expenses:	\$ 15,059,294	\$ 11,606,454	\$ 3,452,840	\$ 15,913,648	\$ 12,237,827	\$ 3,675,821	\$ 854,824	\$ 631,373	\$ 222,981	\$ 21,282,000	\$ 16,350,200	\$ 4,931,800	\$ 71%	\$ 71%	\$ 70%	\$ 4,931,800	\$ 71%	\$ 70%	
NON-OPERATING REV																			
Federal Funds	\$ -	\$ -	\$ -	\$ 585,151	\$ 55,042	\$ 530,109	\$ (685,151)	\$ (55,042)	\$ (530,109)	\$ 585,151	\$ 55,042	\$ 530,109	\$ -	\$ -	\$ -	\$ 530,109	\$ -	\$ -	
Slate Funds	\$ 9,854,588	\$ 7,173,956	\$ 2,680,632	\$ 9,598,533	\$ 7,508,719	\$ 2,089,814	\$ 256,055	\$ (334,763)	\$ 590,818	\$ 13,087,056	\$ 10,080,568	\$ 3,006,508	\$ 75%	\$ 71%	\$ 89%	\$ 3,006,508	\$ 75%	\$ 89%	
Local Funds	\$ 1,380,418	\$ 790,533	\$ 589,885	\$ 1,289,401	\$ 713,181	\$ 576,220	\$ 91,017	\$ 77,362	\$ 13,665	\$ 1,693,683	\$ 937,620	\$ 756,063	\$ 82%	\$ 84%	\$ 78%	\$ 756,063	\$ 82%	\$ 78%	
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%	\$ 100%	\$ -	\$ 100%	\$ 100%	
Interest & Other Misc Income	\$ 13,377	\$ 13,141	\$ 236	\$ 800	\$ 720	\$ 80	\$ 12,577	\$ 12,421	\$ 156	\$ 1,200	\$ 1,080	\$ 120	\$ 111%	\$ 115%	\$ 197%	\$ 120	\$ 115%	\$ 197%	
Total Non-operating Revenues:	\$ 13,516,285	\$ 10,245,532	\$ 3,270,753	\$ 13,174,810	\$ 9,978,587	\$ 3,196,223	\$ 341,475	\$ 266,945	\$ 74,530	\$ 17,635,000	\$ 13,342,200	\$ 4,292,800	\$ 77%	\$ 77%	\$ 76%	\$ 4,292,800	\$ 77%	\$ 76%	
EXCESS REV/(EXP)	\$ 1,169,051	\$ 854,024	\$ 315,027	\$ -	\$ -	\$ -	\$ 1,169,051	\$ 854,024	\$ 315,027	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Agenda Item #5b
 Eastern Contra Costa Transit Authority
 Board of Directors Meeting
 April
 22, 2015

TRI DELTA TRANSIT
Income Statement - Comparison to Prior Year

As of March 31, 2015
(unaudited)

	March 2015 YTD Actual		March 2014 YTD Actual		FY15 vs FY14 - YTD		% Change from Previous Year	
	ECCTA	DR	ECCTA	DR	ECCTA	DR	ECCTA	DR
OPERATING REVENUES								
Passenger Fares	\$ 2,418,008	\$ 2,064,946	\$ 2,474,765	\$ 331,648	\$ (56,757)	\$ 21,414	\$ -2%	\$ 6%
Other Income	\$ 294,052	\$ 150,000	\$ 223,409	\$ 133,409	\$ 70,643	\$ 10,643	\$ 32%	\$ 0%
Total Operating Revenues:	\$ 2,712,060	\$ 2,214,946	\$ 2,698,174	\$ 465,057	\$ 13,886	\$ 32,057	\$ 1%	\$ 7%
OPERATING EXPENSES								
Purchased Transportation	\$ 8,506,978	\$ 5,963,603	\$ 8,347,921	\$ 2,488,846	\$ (159,057)	\$ (54,529)	\$ -2%	\$ -2%
Materials and Supplies	\$ 2,315,897	\$ 1,891,906	\$ 2,536,042	\$ 470,863	\$ 220,145	\$ 46,872	\$ 9%	\$ 10%
Salaries & Benefits	\$ 2,832,336	\$ 2,543,894	\$ 2,882,551	\$ 324,195	\$ 50,215	\$ 35,753	\$ 2%	\$ 1%
Services	\$ 610,521	\$ 492,002	\$ 665,177	\$ 107,633	\$ 54,656	\$ (10,886)	\$ 8%	\$ -10%
Other	\$ 271,973	\$ 258,786	\$ 238,793	\$ 12,114	\$ (33,240)	\$ (1,073)	\$ -14%	\$ -9%
Casualty and liability insurance	\$ 318,153	\$ 264,510	\$ 330,477	\$ 57,791	\$ 12,324	\$ 4,148	\$ 4%	\$ 7%
Utilities	\$ 189,678	\$ 180,779	\$ 167,839	\$ 8,868	\$ (21,839)	\$ (31)	\$ -13%	\$ 0%
Taxes	\$ 13,758	\$ 10,974	\$ 6,873	\$ 5,187	\$ (6,885)	\$ 2,403	\$ -100%	\$ 46%
Total Operating Expenses:	\$ 15,059,294	\$ 11,606,454	\$ 15,191,970	\$ 3,475,497	\$ 132,676	\$ 22,657	\$ 1%	\$ 1%
NON-OPERATING REV								
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Funds	\$ 9,854,588	\$ 7,173,956	\$ 10,422,792	\$ 2,330,742	\$ (568,204)	\$ 349,890	\$ -5%	\$ 15%
Local Funds	\$ 1,380,418	\$ 790,533	\$ 1,292,545	\$ 558,365	\$ 87,873	\$ 31,520	\$ 100%	\$ 0%
Inter-Operator Agreements	\$ 2,267,902	\$ 2,267,902	\$ 1,587,789	\$ -	\$ 680,113	\$ -	\$ 0%	\$ 0%
Interest & Other Misc Income	\$ 13,377	\$ 13,141	\$ 225,245	\$ 413	\$ (211,868)	\$ (177)	\$ -94%	\$ -43%
Total Non-operating Revenues:	\$ 13,516,285	\$ 10,245,532	\$ 13,528,371	\$ 2,889,520	\$ (12,086)	\$ 381,233	\$ 0%	\$ -4%
EXCESS REV/(EXP)	\$ 1,169,051	\$ 854,024	\$ 1,034,575	\$ (120,920)	\$ 134,476	\$ 435,947		

OPERATING REVENUES
 Passenger Fares
 Other Income
Total Operating Revenues:


OPERATING EXPENSES
 Purchased Transportation
 Materials and Supplies
 Salaries & Benefits
 Services
 Other
 Casualty and liability insurance
 Utilities
 Taxes
Total Operating Expenses:

NON-OPERATING REV
 Federal Funds
 State Funds
 Local Funds
 Inter-Operator Agreements
 Interest & Other Misc Income
Total Non-operating Revenues:

EXCESS REV/(EXP)

Agenda Item #5b
 Eastern Contra Costa Transit Authority
 Board of Directors Meeting
 April 22, 2015

Staff Report to ECCTA Board of Directors

Meeting Date: April 22, 2015
Agenda Item: Marketing/Communications Activities – Agenda Item 5c
Lead Staff: Mike Furnary
Approved: Jeanne Krieg 

I. Completed Marketing Activities

1. GFI Ticket Completion

Completed purchase process and received new supply of on board tickets for fare boxes—1.2 million tickets/18-month supply

2. Bay Point Direct Mail

Completed targeted direct mail project promoting routes serving Bay Point. Free week incentive mailed to residents of Bay Point for routes 200, 201, 389 & 393. Free week provided March 23 - 29

3. Senior Outreach Events

Continued providing scheduled presentations to Seniors to encourage use of fixed route service as an alternative to Dial-a-Ride. Five presentations scheduled in March/April with continued presentations scheduled through spring 2015

4. Summer Youth Pass

Began coordinated efforts with 511 Contra Costa, Westcat and Supervisor Glover's office for a joint promotion/distribution of Summer Youth Passes for 2015.

5. Try Transit Challenge

Completed new rider incentive program reaching goal of 500 participants. Distributed 2,000 passes expected to generate 7,000 rides

6. My Trips Application Communication & Direct Mail

Completed direct mail and consumer communications for new Dial-a-Ride app allowing customers to review and cancel Dial-a-Ride trips online or via a mobile device. Direct mail communications and online web page created and posted in March. Future plans include additional direct mail communications as new app features become available.

7. CC Fair Cross Promotion

Began communication with CC Fairgrounds for upcoming cross promotion. Also in communication with MIG to use/share booth space for community outreach on our system redesign project.

8. Class Pass/Facility Tour/Classroom on Wheels Presentation

Four class passes provided/scheduled for March 2015 as of March 12.

9. Ongoing marketing programs

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

II. Planned Marketing/Communications Activities

1. Fair cross promotion
2. Route 385 promotion
3. Youth Pass promotion plan cont'd
4. Try Transit Challenge promotion
5. More Than Buses Campaign

TAB 2

Agenda Item 6a
CEO's REPORT: Operations Report

Board of Directors Meeting Agenda

Wednesday April 22, 2015

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Chief Executive Officer's Report

March – April, 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:

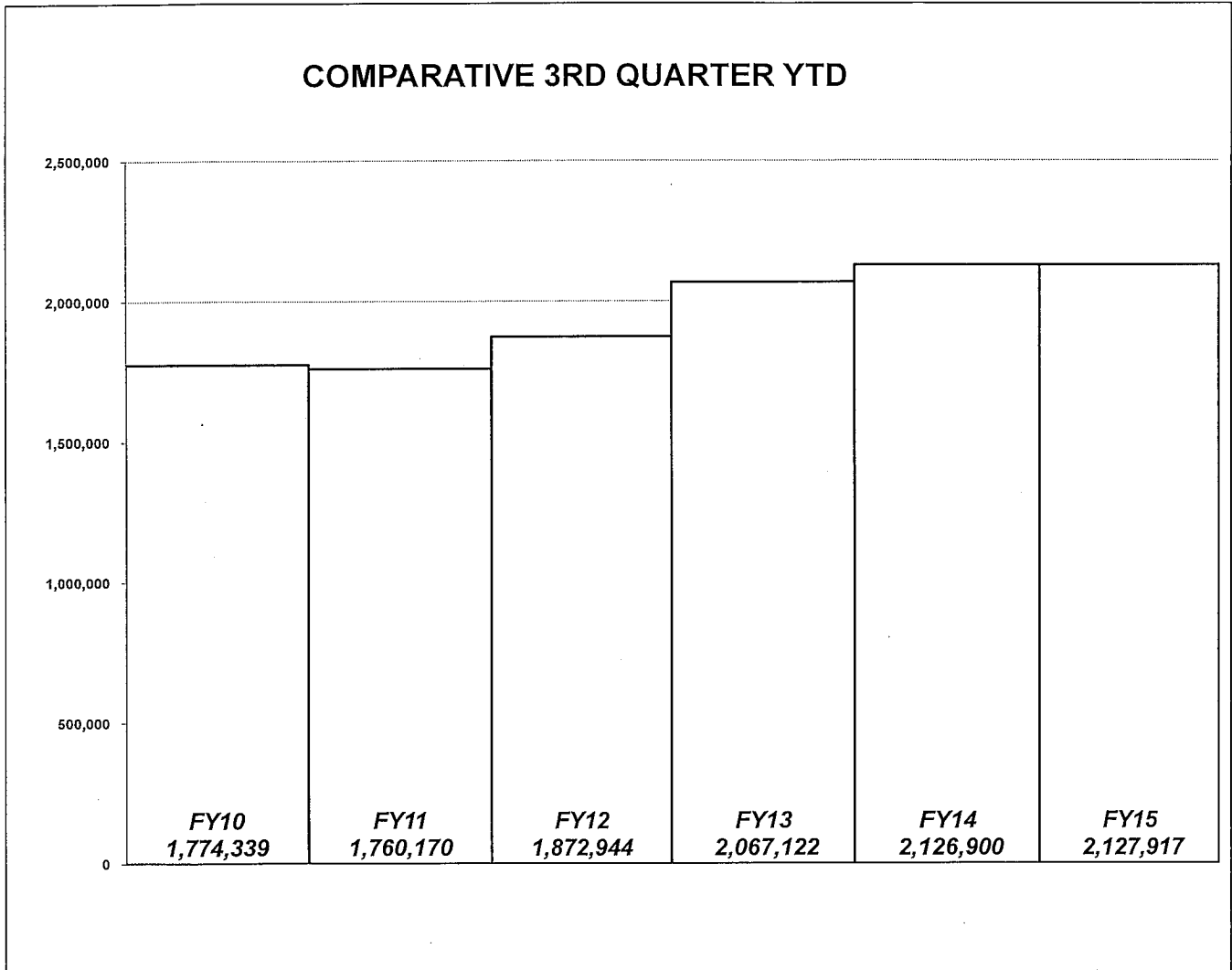
- Antioch code enforcement officers have been working with staff to address continuing issues associated with homeless camps on the Antioch Park & Ride property at Auto Center Drive & 6th.
- Installation of the Clipper equipment at ECCTA's facility and on some buses began.
- The US DOT published additional requirements associated with the Americans with Disabilities Act. The new rule becomes effective July 13, 2015.
- Emergency repair work to the coupler that sits on top of the fuel tank was required.
- AC Transit's chair, Chris Peeples, is serving as the Bus Transit Coordinating Council's representative on the CCTA board. He called a meeting of the BTCC to get input for his term.
- A schedule change was implemented March 8.
- The facility auction was held and netted \$7422.
- Public contract law (SB 854) went into effect meaning all contractors and vendors who perform a public works contract costing over \$1000 must register with the California Department of Industrial Relations.
- Paratransit customers have access to Transit Miner *My Trips* program allowing on-line access to their trips.
- The senior outreach program continued with presentations to various senior groups throughout east county.
- The Bus Route Evaluation & Re-design project continued.

Pending:

- FTA audit results
- MTC's TDA audit results
- Electric bus procurement
- Summer youth pass: sales begin May 1st.
- Fixed route bus delivery (buses will be on production line October 2016)
- Securement system for new buses
- 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

Agenda Item #6a
Eastern Contra Costa Transit Authority
Board of Directors Meeting
April 22, 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	%	Mar 2014	Mar 2015	
DIAL-A-RIDE										
PASSENGERS										
Total DAR Trips Provided	125,759	129,041	130,619	128,999	131,476	137,383	4%	99,495	101,131	2%
Average Weekday Ridership	463	474	481	470	471	492	5%	478	491	3%
Average Sat Ridership	110	110	106	140	180	189	5%	182	165	-9%
Average Sun/Hol Ridership	68	71	71	72	68	77	12%	72	67	-7%
Average Passengers/Hour (wkdays)	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%	0.075%	0.111%	47%
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%	107,251	104,475	-3%
Miles Between Preventable Accidents	131,554	61,377	898,467	328,002	244,390	1,002,590	310%	242,049	147,090	-39%
Miles Between Road calls	34,318	21,920	56,154	109,568	61,109	66,839	9%	66,025	122,579	86%
COST RATIOS										
Farebox Recovery Ratio	11%	12%	11%	11%	10%	9%	-5%	10%	10%	7%
\$/Gal Fuel	\$ 2.73	\$ 3.33	\$ 3.84	\$ 3.81	\$ 3.67	\$ 3.73	2%	\$ 3.59	\$ 3.10	-14%
Operating Cost/Passenger	\$ 31.12	\$ 31.47	\$ 30.58	\$ 33.22	\$ 35.25	\$ 35.90	2%	\$ 34.93	\$ 34.14	2%
Operating Cost/Revenue Hour	\$ 65.53	\$ 63.05	\$ 64.34	\$ 63.52	\$ 68.75	\$ 71.60	4%	\$ 69.13	\$ 69.71	-1%
Operating Cost/Revenue Mile	\$ 5.53	\$ 5.25	\$ 5.22	\$ 5.36	\$ 5.76	\$ 6.01	4%	\$ 5.82	\$ 5.75	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%	2,126,900	2,127,917	0%
Average Weekday Ridership	8,338	8,345	8,594	9,616	9,930	9,949	0%	10,003	9,963	0%
Average Sat Ridership	2,652	2,594	2,753	3,232	3,464	3,391	-2%	3,398	3,519	4%
Average Sun/Hol Ridership	1,966	1,989	2,087	2,788	2,692	2,695	0%	2,731	2,809	3%
Average Passengers/Hour	15.2	15.1	15.9	17.7	19.0	19.3	2%	19.0	19.4	2%
CUSTOMER SERVICE										
Customer Complaints	0.016%	0.020%	0.023%	0.012%	0.009%	0.009%	0%	0.009%	0.008%	-5%
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%	449,261	447,470	0%
Miles Between Preventable Accidents	183,217	170,175	120,644	65,392	110,754	2,424,482	2089%	113,992	141,196	24%
Miles Between Road calls	41,372	37,539	32,481	42,844	67,684	67,347	0%	67,552	44,770	-34%
COST RATIOS										
Farebox Recovery Ratio	17%	16%	16%	18%	18%	18%	0%	18%	18%	0%
\$/Gal Fuel	\$ 2.53	\$ 3.20	\$ 3.52	\$ 3.95	\$ 3.48	\$ 3.56	2%	\$ 3.47	\$ 2.84	18%
Operating Cost/Passenger	\$ 6.17	\$ 6.52	\$ 6.60	\$ 6.01	\$ 5.58	\$ 5.79	4%	\$ 5.51	\$ 5.45	1%
Operating Cost/Revenue Hour	\$ 93.78	\$ 98.54	\$ 105.05	\$ 106.53	\$ 105.76	\$ 111.77	6%	\$ 104.48	\$ 105.82	-1%
Operating Cost/Revenue Mile	\$ 6.71	\$ 6.98	\$ 7.46	\$ 7.98	\$ 7.71	\$ 8.07	5%	\$ 7.63	\$ 7.62	0%

**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	Mar 2014	Mar 2015	% Chg
	200	35,204	-38%	36,121	3%	37,682	4%	55,322	47%	55,914	1%	42,465	40,533
201	99,356	-10%	105,655	6%	110,660	5%	119,977	8%	124,289	4%	94,584	82,654	-13%
300	270,095	-18%	290,750	8%	302,067	4%	290,313	-4%	328,582	13%	237,991	266,420	12%
379	12,219	-2%	12,230	0%	10,235	-16%	15,232	49%	6,759	-56%	5,997	2,599	-57%
380	590,428	-10%	565,484	-4%	584,779	3%	680,981	16%	682,650	0%	513,253	509,868	-1%
383	43,852	-12%	39,780	-9%	34,210	-14%	35,031	2%	32,073	-8%	24,235	23,352	-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%	53,986	49,957	-7%
386	4,843	-23%	4,650	-4%	3,042	-35%	2,172	-29%	1,902	-12%	1,643	1,245	-24%
387	192,402	-13%	195,608	2%	212,731	9%	262,396	23%	264,036	1%	198,791	196,782	-1%
388	296,477	-11%	311,242	5%	320,981	3%	366,041	14%	400,190	9%	302,915	281,640	-7%
389	52,773	-28%	48,272	-9%	46,723	-3%	53,255	14%	53,068	0%	40,501	37,010	-9%
390	51,711	-10%	49,042	-5%	52,650	7%	68,564	30%	72,054	5%	53,606	53,085	-1%
391	331,928	-8%	332,841	0%	346,080	4%	370,500	7%	386,640	4%	287,283	302,507	5%
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%	106,426	110,592	4%
393	102,975	-10%	104,487	1%	111,697	7%	135,181	21%	133,078	-2%	103,481	107,730	4%
394	51,842	9%	46,798	-10%	50,614	8%	71,557	41%	64,904	-9%	48,875	49,363	1%
395	N/A	N/A	N/A	N/A	N/A	N/A	6,187	100%	9,497	100%	7,565	7,205	-5%
Total Fixed Route	2,345,664	-13%	2,351,662	0%	2,431,768	3%	2,740,834	13%	2,832,264	3%	2,126,900	2,127,917	0%

AVERAGE PASSENGERS PER REVENUE HOUR											YTD COMPARISON		
ROUTE	09/10	% Chg	10/11	% Chg	11/12	% Chg	12/13	% Chg	13/14	% Chg	Mar 2014	Mar 2015	% Chg
	200	9.3	-8%	10.0	7%	10.3	3%	12.6	22%	12.5	-1%	12.6	12.6
201	18.5	3%	19.1	3%	19.7	3%	17.8	-10%	17.9	1%	18.1	16.8	-8%
300	14.2	-14%	15.2	7%	15.8	4%	15.8	0%	18.6	18%	18.0	20.6	14%
379	12.7	N/A	13.2	4%	9.8	-26%	10.7	9%	16.8	57%	15.9	28.7	81%
380	17.4	-14%	16.6	-5%	17.4	5%	20.2	16%	20.6	2%	20.9	20.7	-1%
383	12.3	-3%	11.2	-9%	9.7	-13%	10.2	5%	12.6	23%	12.4	13.4	8%
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	12.5	-5%
386	6.1	9%	6.0	-2%	3.9	-36%	3.6	-7%	6.3	74%	6.7	6.5	-3%
387	17.4	-16%	17.7	2%	19.6	11%	22.8	16%	23.7	4%	24.0	23.7	-1%
388	14.4	-14%	15.0	4%	15.5	3%	17.1	10%	18.2	7%	18.5	17.5	-6%
389	15.0	-9%	14.7	-2%	13.6	-8%	13.4	-1%	14.4	8%	14.5	14.7	1%
390	12.1	-8%	9.9	-19%	10.7	9%	18.6	73%	20.8	12%	20.6	21.5	4%
391	16.9	-13%	16.8	0%	18.7	11%	19.6	5%	20.5	4%	20.3	22.1	8%
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	6.5	30.7	375%
392	15.4	-9%	15.1	-2%	15.2	1%	17.6	16%	19.1	9%	18.8	19.2	2%
393	15.5	-14%	15.7	1%	16.4	5%	17.5	7%	17.5	0%	17.8	18.6	5%
394	11.7	-6%	10.8	-8%	11.7	9%	15.0	28%	17.0	13%	16.8	16.3	-3%
395	N/A	N/A	N/A	N/A	N/A	N/A	12.0	N/A	16.2	N/A	17.1	14.7	-14%
Total Fixed Route	15.2	-9%	15.1	-1%	15.9	5%	17.7	12%	19.0	7%	19.0	19.4	2%

TAB 3

Agenda Item 6b

INFORMATION ITEM: Communication from website

Board of Directors Meeting Agenda

Wednesday April 22, 2015

4:00pm


ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: April 22, 2015

Agenda Item: Communication from ECCTA's Website
(Agenda Item 6b)

Lead Staff: Jeanne Krieg 

Background

The attached communication was sent to the Tri Delta Transit Board of (Trustees) Directors via ECCTA's website.

Requested Action

Information only – no action requested

This was sent via the customer service page on Tuesday, April 14, 2015:

Dear Tri Delta Transit President and Board of Trustees;

Please read in full. I am a Sociology major and my Grandchildren live in Antioch. As you know, rental properties may harbor greater percentages of illicit drug abuse and gang violence; which in turn, greatly affects policing, schools, business and labor, and the overall quality of life for all of it's citizenry. I believe that Antioch is in crisis and should take necessary steps to reverse this crisis. City Government also has a fiduciary responsibility to its citizens. Antioch cannot afford to spend hundreds of millions of dollars endlessly without a resolution to these problems. Antioch is in need of measures and programs that will enhance it's prime commuter location in the Bay Area.

I advocate a community public policy; a pilot program designed and funded that provides property owners and the City of Antioch greater control (& protections) over all rental residential properties. I advocate drug testing for all prospective adult rental applicants- including when existing leases come due. I advocate tax incentives for property owners and businesses that will comply with drug testing for rental applicants and prospective employees. This is not a discriminatory effort. There are many middle and lower income families that really desire and need drug free schools and communities. Officially promoting, advertising, and offering rental 'bargains' for drug free residences is a key component. And so, this is designed to protect innocent residents and children, improve policing, increase future business and City growth, and save vital City funding. California voters have spoken and choose drug rehabilitation services over incarceration for minor drug offenses. A pilot program design could include increased drug rehabilitation services and REACH programs that augment drug rehabilitation services already in place. As it now stands, there are long waiting lists for drug rehabilitation services in the Antioch area. A program design idea might feature a cost effective [Ebola styled] drug treatment facility. Designing a "loophole free" Pilot Program that considers related issues such as homelessness and human trafficking is essential. There are now California Cities (such as Sonoma) that have made street homelessness within City Limits a misdemeanor. Please collaborate on this issue with the; Antioch City Attorney and Council Members, Chamber of Commerce, California; Policy Makers, Grant writers, & Legislature, Governor Brown, Victim Services, Contra Costa District Attorney's Office, Antioch Police, Reach Project Board Members, Educators, Department of Human Services, Churches and NGO's, and City, State or Federal Authorities to design an effective pilot program with grant funding.

I have already emailed; Mayor Harper, Mayor Pro Tem Ogorchok, Antioch Council Members; Rocha, Wilson and Tiscareno, Community Development Department; Tina Wehrmeister, Antioch City Planners, Antioch Economic Development Department; Lizeht Zepada, Antioch Environmental Department, and Antioch Unified School District Board of Trustees, Antioch Police Department, about this important issue.

Thank You,
Rachel Knight Mills

TAB 4

Agenda Item 6c
INFORMATION ITEM: Bus Stop Amenities

Board of Directors Meeting Agenda

Wednesday April 22, 2015

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors**Meeting Date:** April 22, 2015**Agenda Item:** Bus Stop Amenities -- Agenda Item 6c**Lead Staff:** Jeanne Krieg

Background

Vice-chair Ben Johnson requested a report showing the number of bus stop amenities Tri Delta Transit has in the system. Here is the requested information:

Amenity	#
Bench	256
Shelter	71
Garbage can	150
Wayfinder route information device	35
Wayfinder route information sign	2 at BART station

There are 646 stops in the system.

Requested Action

Information only – no action requested.

TAB 5

Agenda Item 7a

ACTION ITEM: 2015 Seafood Festival Shuttle

Board of Directors Meeting Agenda

Wednesday April 22, 2015

4:00pm

ECCTA Boardroom


801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: April 22, 2015

Agenda Item: Pittsburg Seafood Festival Shuttle – Agenda Item #7a

Lead Staff: Mike Furnary

Approved: Jeanne Krieg 

Background

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

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

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

*Agenda Item #7a
Eastern Contra Costa Transit Authority
Board of Directors Meeting
April 22, 2015*

Considerations

1. The cost to operate the shuttle service to the Pittsburg Seafood Festival would be less than \$5000.
2. The Pittsburg Chamber of Commerce has been a good partner with Tri Delta Transit and the shuttle is an opportunity for us to provide an appreciated community service as well as to get positive publicity.
3. Ridership on the 2014 shuttle service was 5,375.

Requested Action

Authorize staff to operate shuttle service for the 2015 Pittsburg Seafood Festival on September 12th & 13th.

TAB 6

Agenda Item 7b

ACTION ITEM: Employee Handbook Changes

Board of Directors Meeting Agenda


Wednesday April 22, 2015

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: April 22, 2015
Agenda Item: Employee Handbook – Agenda Item #7b
Lead Staff: Ann Hutcheson
Approved: Jeanne Krieg 

Background

Regulatory changes made to binding arbitration requirements necessitate an update to ECCTA's appeals process. These changes will require a revision to ECCTA's administration and maintenance department handbooks.

Attached are:

- The current version of the binding arbitration process.
- The proposed recommendation made by ECCTA's attorney.

Requested Action

Approve the proposed revised appeals process to binding arbitration, effective April.23, 2015.

Step Two

CURRENT

If the employee is not satisfied with the CEO's decision in Step One or if the CEO disciplined/terminated the employee, the employee may, within five working days after the imposition of the discipline or termination, submit a written notice to the CEO setting forth the grounds for his/her Step Two appeal and requesting that the matter be submitted to binding alternative dispute resolution (ADR). Within two working days after receipt of the notice of appeal from the employee, the CEO shall submit a list of (ADR) organizations including a cost schedule and each organization's qualifications.

The employee shall, on a form provided by ECCTA, select an ADR organization and include a check made payable to the ADR organization in an amount equal to one-half of the minimum cost.

Within two working days after receipt of the employee's selection, ECCTA shall submit a list of five arbitrators on the selected ADR organization's panel. Each party shall take turns striking out arbitrators from the list until only one remains. The employee shall be the first to strike a name from the list.

The arbitrator would determine a percentage allocation of costs with a reallocation depending on the outcome.

PROPOSED

Step Two: Appeal of Disciplinary Action to Binding Arbitration

- A. If the employee is not satisfied with the CEO's decision at Step One, an employee may appeal the imposition of a suspension, a demotion that results in a pay reduction, or a termination to binding arbitration. Only an unpaid suspension, a demotion that results in a pay reduction, or a termination are appealable to binding arbitration.
- B. **Time to Appeal.** Within five (5) working days of the date of the imposition of suspension or termination, the employee may appeal the disciplinary action to binding arbitration by submitting a written notice of appeal to the CEO. In the absence of a timely written appeal notice filed by the employee, the disciplinary action shall be effective on the date identified in the discipline notice.
- C. **Arbitrator Selection.** Within two (2) working days after receipt of the employee's written request for binding arbitration, the CEO shall request a list of seven (7) arbitrators from the State Mediation and Conciliation Service (SMCS). The employee and ECCTA shall mutually select an arbitrator. If the parties cannot mutually agree on an arbitrator from the list, the arbitrator shall be selected by alternately striking names from the list. Either party may reject a list once and request another list from SMCS. The employee shall be the first to strike a name from the list.
- D. **Costs.** The fees and expenses of the arbitrator and court reporter shall be borne by ECCTA. If either party requests a transcript of the proceedings, that party shall bear the full costs of the transcript. If the parties mutually agree to request a transcript, the total costs of the transcript shall be divided equally between ECCTA and the employee.
- E. **Scheduling the Hearing.** After the arbitrator has been selected, the arbitrator shall set the matter for hearing. Hearing(s) shall be held on ECCTA work days, unless mutually agreed otherwise.

- F. **Arbitration Rules.** The arbitrator shall conduct the hearing in accordance with the provisions of this policy.
- G. **Evidence.** The hearing shall be informal and need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule that might make the admission of the evidence improper over objection in civil actions. Hearsay evidence may be admitted for any purpose but shall not be sufficient in itself to support a finding, unless it would be admissible in civil actions. The rules of privileges and of official or judicial notice shall be effective to the same extent as in civil actions. Irrelevant and repetitious evidence shall be excluded. Oral evidence shall be taken only under oath or affirmation.
- H. **Exclusion of Witnesses.** The Arbitrator may, in his/her discretion, exclude witnesses not under examination, except the employee and the party attempting to substantiate the charges against the employee, and their representatives. When hearing testimony that may bring disrepute to persons other than the employee appealing discipline, the Arbitrator may exclude all persons not having a direct interest in the hearing.
- I. **Burden Of Proof.** ECCTA bears the burden of proof of substantiating the charges.
- J. **Arbitrator's Authority.** The Arbitrator will have no power to add to, subtract from, or modify the written policies, rules, regulations, and procedures of ECCTA, and the Arbitrator shall determine whether sufficient cause exists for disciplinary action in accordance with accepted arbitral standards of "just cause."
- K. **Representation.** At the employee's own expense, the employee may be represented by an attorney or other representative chosen by the employee.
- L. **Final and Binding Decision.** The arbitrator's decision will be in writing and will set forth the arbitrator's findings of fact, reasoning, and conclusions. A copy of the award will be submitted to ECCTA, and the employee. The arbitrator's decision will be final and binding on the employee and ECCTA. Either the ECCTA or the employee may seek judicial review of the arbitrator's decision under the standards set forth in California Civil Procedure Code Section 1286.2.

TAB 7

Agenda Item 7c

ACTION ITEM: Title VI, LEP, & Environmental Justice Policies

Resolution #150422a

Board of Directors Meeting Agenda

Wednesday April 22, 2015

4:00pm

ECCTA Boardroom


801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: April 22, 2015

Agenda Item: Title VI, Limited English Proficiency, and Environmental Justice Policies (Agenda Item 7c)

Lead Staff: Steve Ponte

Approved: Jeanne Krieg 

Background

To comply with Title VI (49 CFR part 21), Limited English Proficiency (70FR 74087, December 14, 2005), and Environmental Justice (Executive Order 5610.2), ECCTA must adopt system-wide policies necessary to guard against discriminatory practices or decisions.

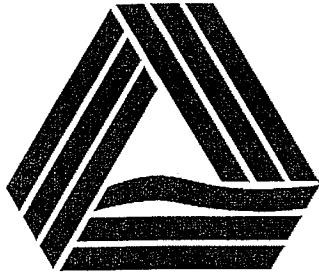
- Title VI is a policy that guards against discriminatory practices or decisions based on race and/or ethnicity.
- Limited English Proficiency (LEP) guards against discriminatory practices or decisions based on the inability to speak English “not well or not at all”.
- Environmental Justice guards against discriminatory practices or decisions based on low income or poverty level income.

The proposed Title VI policy, which includes the LEP policy and the Environmental Justice Policy is 122 pages, so, in the interest of saving paper and postage, they will be emailed to board members for review. (Some email providers will not accept a large file.) The proposed 2015 policies can be viewed on the Tri Delta Transit website (www.trideltatransit.com) under the Civil Rights tab. Printed copies will be mailed upon request. A few printed copies will be available during the board meeting.

Requested Action

Adopt Resolution 150422a which adopts ECCTA’s Title VI, Limited English Proficiency, and Environmental Justice policies that guard against discriminatory practices or decisions.

Agenda Item #7c
Eastern Contra Costa Transit Authority
Board of Directors
Meeting: April 22, 2015



TRI DELTA TRANSIT

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

RESOLUTION #150422a Title VI, LEP and EJ

Resolution #150422a adopts Title VI, Limited English Proficiency (LEP) and Environmental Justice (EJ) policies that guard against discriminatory practices or decisions.

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

WHEREAS, ECCTA is required to file a Title VI, LEP and EJ report to the Federal Transit Administration; and

WHEREAS, Title VI, LEP and EJ are required to guard against discriminatory practices or decisions; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #150422a authorizing the implementation of the Title VI, Limited English Proficiency and Environmental Justice policies.

PASSED AND ADOPTED THIS 22ND day of April 2015, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Gene Clare, Chair

Jeanne Krieg, CEO

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

TAB 8

Agenda Item 7d

ACTION ITEM: Funding Resolutions

Resolution #150422b

Resolution #150422c

Resolution #150422d

Board of Directors Meeting Agenda


Wednesday April 22, 2015

4:00pm

ECCTA Boardroom

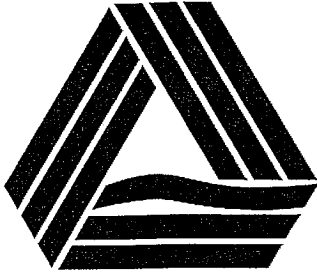
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: April 22, 2015
Agenda Item: Funding Resolutions -- Agenda Item 7d
Lead Staff: Tom Harais
Approved: Jeanne Krieg 

There are three funding opportunities that staff is pursuing and each requires a resolution from the ECCTA Board of Directors. The required resolutions are attached. Staff requests that the board approve them:

1. The Board approved resolution 150128a at the January 28th board meeting authorizing staff to apply for Low Carbon Transit Operations Program (LCTOP) funds a. These funds are to be used to enhance service on Route 201 (Concord). The resolution did not reference the project by name and Caltrans has requested that we do so. We provide **Resolution 150422b** here to comply with Caltrans' request.
2. **Resolution 150422c** is for Local Support for funding to provide capital and operating revenues for Routes 200 Martinez and 201 Concord from the MTC Lifeline program. There are three sources of funds within the program, Prop 1B, STA and JARC. ECCTA will utilize the operating funds over a three year period beginning the first fiscal year that they are available for reimbursement.
3. **Resolution 150422d** authorizes staff to obtain Prop 1B, FY15 CTSGP funds to be used to acquire and install communication equipment that provides recording capability to enhance ECCTA's ability to record and retain electronic voice communications. This equipment and software will be used in normal operations and provides important, additional capability for disaster recovery operations.



TRI DELTA TRANSIT

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

RESOLUTION # 150422b

AUTHORIZATION FOR THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) TO BE USED FOR ROUTE 201 ENHANCEMENTS (Concord Route)

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 22nd day of April 2015, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Gene Clare, Chair

Jeanne Krieg, Chief Executive Officer

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

RESOLUTION # 150422c

RESOLUTION OF LOCAL SUPPORT FOR LIFELINE PROJECTS

WHEREAS, the Metropolitan Transportation Commission (MTC) has established a Lifeline Transportation Program to assist in funding projects that 1) are intended to result in improved mobility for low-income residents of the nine San Francisco Bay Area counties, 2) are developed through a collaborative and inclusive planning process and 3) are proposed to address transportation gaps and/or barriers identified through a substantive community-based transportation plan or are otherwise based on a documented assessment of needs; and

WHEREAS, MTC has adopted principles, pursuant to MTC Resolution No. 4159, to guide implementation of the Lifeline Transportation Program for the three year period from Fiscal Year 2013-14 through Fiscal Year 2015-16, and has designated the County Congestion Management Agency (or another countywide entity) in each of the nine bay area counties to help with recommending project selections and project administration; and

WHEREAS, the Contra Costa Transportation Authority (CCTA) has been designated by MTC to assist with the Lifeline Transportation Program in Contra Costa county on behalf of MTC; and

WHEREAS, CCTA conducted a competitive call for projects for the Lifeline Transportation Program in Contra Costa county; and

WHEREAS, the Eastern Contra Costa Transit Authority (ECCTA) submitted a project in response to the competitive call for projects; and

WHEREAS, CCTA has confirmed that ECCTA's proposed project, described more fully on Attachment A to this Resolution, attached to and incorporated herein as though set forth at length, is consistent with the Lifeline Transportation Program goals as set out in MTC Resolution No. 4159; and

WHEREAS, CCTA, after review, recommends ECCTA's proposed project, described more fully on Attachment A to this Resolution, attached to and incorporated herein as though set forth at length, be funded in part under the Lifeline Transportation Program; and

WHEREAS, ECCTA agrees to meet project delivery and obligation deadlines, comply with funding conditions placed on the receipt of funds allocated to the Lifeline Transportation Program, provide for the required local matching funds, and satisfy all other conditions set forth in MTC Resolution No. 4159; and

WHEREAS, ECCTA certifies that the project and purposes for which funds are being requested is in compliance with the requirements of the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), and with the State Environmental Impact Report Guidelines (14 California Code of Regulations Section 1500 et seq.) and if relevant the National Environmental Policy Act (NEPA), 42 USC Section 4-1 et seq. and the applicable regulations thereunder; and

WHEREAS, there is no legal impediment to ECCTA making the funding request; and

WHEREAS, there is no pending or threatened litigation which might in any way adversely affect the ability of ECCTA to deliver the proposed project for which funds are being requested, now therefore be it

RESOLVED, that ECCTA requests that MTC program funds available under its Lifeline Transportation Program, in the amounts requested for which ECCTA is eligible, for the project described in Attachment A of this Resolution; and be it further

RESOLVED, that staff of ECCTA shall forward a copy of this Resolution, and such other information as may be required, to MTC, CCTA, and such other agencies as may be appropriate.

PASSED AND ADOPTED THIS 22nd day of April 2015, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

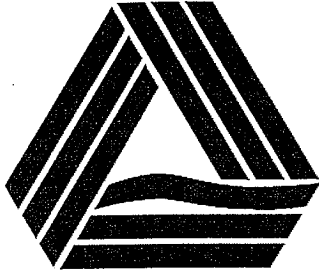
Gene Clare, Chair

Jeanne Krieg, Chief Executive Officer

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

ATTACHMENT A
Lifeline Transportation Program Cycle 4 Projects

Project Name	Project Description	Lifeline Transportation Program Funding Amounts			Local Match Amount	Total Project Cost
		Prop 1B	STA	5307/JARC		
Replace FR and DR revenue vehicles	Add to rev vehicle replacement funds for FR and DR revenue vehicles to be used in for enhanced service on Route 201 (Concord)	\$178,754		\$486,761	\$67,485	\$733,000
Operations Funding for Routes 200 & 201	Three year operating subsidy for the Martinez & Concord routes (200 & 201).	\$	\$852,895	\$347,105	\$3,100,000	\$4,300,000



TRI DELTA TRANSIT

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

RESOLUTION #150422d

AUTHORIZATION FOR APPLICATION FOR TRANSIT SYSTEM SAFETY, SECURITY AND DISASTER RESPONSE ACCOUNT PROGRAM FUNDS FY15 6761-0002

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

WHEREAS, the California Governor's Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and

WHEREAS, the Eastern Contra Costa Transit Authority (ECCTA) is eligible to receive CTSGP funds; and

WHEREAS, the Eastern Contra Costa Transit Authority will apply for FY15 CTSGP funds in an amount up to \$47,440 for the procurement and installation of communication equipment that provides recording capability to enhance ECCTA's ability to retain and review electronic voice communications with ECCTA headquarters; and

WHEREAS, the Eastern Contra Costa Transit Authority recognizes that it is responsible for compliance with all Cal OES CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal OES requires the Eastern Contra Costa Transit Authority to complete and submit a Governing Body Resolution for the purposes of identifying agents authorized to act on behalf of Eastern Contra Costa Transit Authority to execute actions necessary to obtain CTSGP funds from Cal OES and ensure continued compliance with Cal OES CTSGP assurances, and state and federal laws.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #150422d authorizing Jeanne Krieg the CEO or her designee to execute for and on behalf of Eastern Contra Costa Transit Authority, any actions necessary to obtain financial assistance provided by the California Governor's Office of Emergency Services under the CTSGP.

PASSED AND ADOPTED THIS 22nd day of April 2015, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Gene Clare, Chair

Jeanne Krieg, Chief Executive Officer

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