



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 July 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 Ben Johnson

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 Ben Johnson

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

- Minutes of the Board of Directors meeting of June 24th, 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*)
- FY 2015-16 CEO Meeting Attendance** (*see attachment #3*)

Board of Directors:

City of Antioch

Wade Harper

Mary Rocha

City of Brentwood

Gene Clare

Barbara Guise

City of Oakley

Doug Hardcastle**

Kevin Romick

City of Pittsburg

Ben Johnson*

Pete Longmire

Contra Costa County

Federal Glover

Mary Piepho

Member-at-Large

Ken Gray

* Chair: FY 2015-16

** Vice-chair: FY 2015-16

**Board of Directors Meeting Agenda
Wednesday July 22nd, 2015**

7. ACTION AND DISCUSSION ITEMS

- a. **ACTION ITEM:** Updated Productivity Guidelines

(see attachment: tab #4)

Requested Action: Approve the proposed updated Productivity Guidelines.

- b. **ACTION ITEM:** Fare Structure Changes

(see attachment: tab #5)

Requested Action: Adopt Resolution #150722 adopting the proposed fare structure changes.

- c. **ACTION ITEM:** Employee Handbook Updates

(see attachment: tab #6)

Requested Action: 1. Approve the proposed Maintenance Department's Drug and Alcohol policy update and new forms. 2. Approve the proposed update to ECCTA's Administration & Maintenance Department employee handbooks to allow new employees access to up to twenty-four hours of PTO after ninety days of employment.

- d. **ACTION ITEM:** Staff and Board Member Conference Attendance

(see attachment: tab #7)

Requested Action: Approve the requested additional conference attendance.

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: September 23rd, 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 July 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

June 24, 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); Pete Longmire (Pittsburg); Mary N. Piepho (Contra Costa County); Kevin Romick (Oakley); Ben Johnson (Pittsburg/Vice Chair); and Gene Clare (Brentwood/Chair)

*Arrived after Roll Call

ABSENT: Wade Harper (Antioch); and Mary Rocha (Antioch)

STAFF: Jeanne Krieg, Chief Executive Officer (CEO)
Steve Ponte, Chief Operating Officer (COO)
Ben Stock, Legal Counsel

OTHERS

PRESENT: Sharon Checchi, Antioch
Cheryl Clark, Antioch
Michael Daugelli, Board Alternate
Susan Hinson, First Transit
Gary Mitchell, First Transit
Hosie Pintily, First Transit

PLEDGE OF ALLEGIANCE

Chair Clare led the Pledge of Allegiance.

PUBLIC COMMENT

Michael Daugelli, Antioch, reported that he had started a column in the senior newsletter and had been promoting the use of Tri Delta Transit services by highlighting specific routes and potential destinations, and had noticed that more people at the Antioch Senior Center were now using Tri Delta Transit. He explained that in future columns he planned to make sure that connections through Tri Delta Transit to other destinations were clear.

Chair Clare asked Mr. Daugelli to provide the Board with a copy of his newsletter at the next meeting.

CHAIR'S REPORT

There was no Chair's Report.

PUBLIC HEARING

Chair Clare announced the public hearing to accept comments on proposals and explained that the Metropolitan Transportation Commission (MTC) had required the changes in order for Tri Delta Transit to become part of the Clipper® system. He added that no decision would be made at this time. The decision would be made at the Board of Directors meeting scheduled for July 22, 2015.

Chair Clare opened the PUBLIC HEARING 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

Sharon Checchi, Antioch, expressed concern with the loss of the 24-hour pass given that it was very helpful to seniors, particularly for her since she had to go to Kaiser three times a day, and the 24-hour pass made that process less costly to her. She referred to the East County Connection and the free rides in that case and asked the Board why the same could not be done with the 24-hour pass.

Cheryl Clark, Antioch, explained that she worked and rode the bus five days a week and even the modest increase that had been proposed would impact her income. She asked if the rate increase could be delayed. She also commented that many riders were taking advantage of the senior fares even though they weren't seniors and she urged some enforcement in that regard in that the senior rates should apply only to seniors.

Chair Claire asked for the name and address of those who spoke to allow a staff response.

Michael Daugelli, Antioch, commented that although he understood the need for consistency with MTC regulations, he too expressed concern with the loss of the 24-hour pass and noted no changes had been proposed to the monthly pass.

Mr. Daugelli added that he appreciated the bus-to-bus transfer within 120 minutes and the accumulator for the four systems.

CONSENT CALENDAR

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

- A. Minutes of the Board of Directors meeting of May 27, 2015
- B. Financial Report
- C. Marketing Activities Report

AYES: Gray, Guise, Hardcastle, Johnson, Longmire, Parent, Piepho, Romick, and Clare

NOES: None

ABSTAIN: None

ABSENT: Harper, and Rocha

CHIEF EXECUTIVE OFFICER'S REPORT

- A. Operations Report

Chief Executive Officer Jeanne Krieg reported that Tri Delta Transit had an unexpected test of its Emergency Operations Center last week with the chemical release at the Antioch water park. The Antioch Police Department had contacted Tri Delta Transit for assistance in transporting several children to hospitals, although when the bus arrived at the scene Antioch Police had advised that they had decided to use parents to transport the children. She described the event as a great exercise and she was pleased to see how well the Tri Delta Transit team had performed.

Ms. Krieg also reported that Tri Delta Transit's lobbyist Pat Jordon had some personal issues to address and for the next year staff would be working with Paul Dean, a former American Public Transportation Association (APTA) staff member who specialized in the needs of small operators.

Ms. Krieg referenced the fact that Tri Delta Transit still owned a spare radio channel capacity that could be sold, and explained that interest in that channel had been expressed by the California High Speed Rail Authority and PG&E. It was likely Tri Delta Transit could sell the channel for a good profit.

Announcing that she had been appointed to serve on a national advisory board that would be developing a curriculum for transit maintenance employees who wanted to move into a supervisory or management position but lacked the training, Ms. Krieg stated she was honored to serve on that panel to help develop a curriculum for the training program.

Also serving on the Executive Committee and Board of Directors for APTA, Ms. Krieg explained in that capacity she had been appointed to various committees and task forces, one of which was particularly interesting to her in that she was serving as the chair of a group call RCA: Research, Communication, and Advocacy currently working to develop messages in Washington DC that would get some movement on federal transportation funding authorization. The current bill, Moving Ahead for Progress in the 21st Century Act (MAP-21), expired on September 30, 2014, although there had been two short-term extensions, the last of which would expire on July 31, 2015. She noted that a similar situation with more extensions had occurred in 2005. She had made a presentation to the APTA Board of Directors this past weekend and had received solid support.

Ms. Krieg also reported that Clipper® equipment was being installed on all Tri Delta Transit buses with the live date changed from September 25 to October 4, which would work better because Sunday was traditionally when changes were made to schedules, routes, or fares.

Ms. Krieg advised that the bus involved in the fatal accident on Gentrytown had been released to Tri Delta Transit last week and would be sent to the repair shop soon.

With respect to operations, Ms. Krieg reported that system ridership continued to be flat, slightly up on paratransit, and slightly down on fixed route. She added that the year was expected to be flat. Expenses were in line, within budget, and all indicators were that the year would be ended well within budget and likely under budget.

ACTION AND DISCUSSION ITEMS

A. Updated Service Standards

Ms. Krieg reported that the proposed updated service standards had been reviewed by the Board at its last meeting when more information had been requested in the set of standards to be used when considering amenities at bus stops. She described a service standard as a minimum level of service.

Steve Ponte, COO, explained that the Federal Transit Administration (FTA) wanted to make sure that Tri Delta Transit had established a set of standards for the placement of amenities. Explaining that some areas were not suitable for shelters, he identified those areas where that was the case. He also described the service standards with such components as vehicle headways, transit amenities, service availability, vehicle assignments, transit security and amenity placement with a wanted versus non-wanted amenity, and minimum ridership.

Ms. Krieg explained that the service standards had to do with Title VI requirements in that the same standard would be applied across the board having to do with Americans with Disabilities Act (ADA) and Police preferences.

Of the 71 most used stops, Ms. Krieg stated that 26 did not have shelters because nine were requested to be removed by Police, ten had ADA issues, five business owners had opposed the placement of a shelter, and two had not received requests for shelters. She noted the need to have a standard in place to respond to federal requirements.

Director Longmire referred to requests for removal in the City of Pittsburg and verified with Mr. Ponte how those removals had occurred.

Director Parent verified that the equity standards were consistent with federal law, and requested clarification as to the ADA issues that had affected ten of the shelters.

In response, Ms. Krieg explained that there were some situations where ADA access was not possible given a sidewalk, property line, or other issue, and while it did not happen frequently, she stated that Tri Delta Transit had worked with the cities to address those types of issues. As an example, in Oakley there was a bus stop in the middle of a dirt area and there had been a request for a shelter, although that could not be done given no sidewalk consistent with ADA standards. In that case, the City of Oakley had used capital money to install a sidewalk which had allowed the shelter.

On motion by Director Johnson, seconded by Director Guise, ECCTA Boardmembers approved the proposed service standards, as presented, carried by the following vote.

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

B. Reasonable Modification

Mr. Ponte reported that the FTA had amended the ADA and had indicated that a reasonable modification to policies and practices had to be prepared for those who rode paratransit and fixed route buses. He stated that everything had been done as required and he described the reasonable modifications that could apply. He noted that the modifications were not allowed to necessarily alter the existing system.

Director Piepho referred to the deniable reasonable modification of entering private property without permission and suggested that the allowed reasonable modification to enter private property should include the statement "with permission," although Ms. Krieg explained that a property owner would have to sign a release.

After discussion, the Board suggested a clarification to the reasonable modification to: *Enter private property, with permission.*

Director Hardcastle expressed amazement at the level of services that were being offered by Tri Delta Transit.

Ms. Krieg commented that some people wanted to be dropped off at a particular door at a business or an apartment complex, which Tri Delta Transit always did. The new process would formalize that practice.

On motion by Director Guise, seconded by Director Gray, ECCTA Boardmembers adopted Resolution 150624 adopting reasonable modification of policies and practices for individuals with disabilities, carried by the following vote.

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

C. Cost of Living

Ms. Krieg advised of the desire to offer each employee a cost of living one-time payment, which had been done last year with a different percentage, across the board, and stated that next year an actual salary adjustment would be proposed. She described the proposal as good for the long-term health of the agency, and had discussed the issue with employees who had expressed appreciation for the proposal.

On motion by Director Piepho, seconded by Director Johnson, ECCTA Boardmembers authorized a 2.5 percent one-time payment to each employee in lieu of a cost of living adjustment, carried by the following vote.

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

D. August Board of Directors Meeting

Ms. Krieg explained that agenda items were programmed out several months in advance and since August was looking pretty light, she suggested it would be a good idea to cancel the August meeting now. She noted that the Bylaws allowed the Board Chair to cancel a meeting two weeks ahead. In this case, she asked permission to cancel the meeting scheduled for August.

On motion by Director Johnson, seconded by Director Piepho, ECCTA Boardmembers authorized the cancellation of the August 2015 meeting of the ECCTA Board of Directors, carried by the following vote.

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

E. FY 2015-16 ECCTA Board of Directors Officers

Ms. Krieg reported that this was the time of year to change officers; the Bylaws stipulated the particular rotation for Chair and Vice Chair. The Chair for 2015-16 would be the representative from the City of Pittsburg, and the Vice Chair would be the representative from the City of Oakley.

Ms. Krieg reported that it had been a pleasure working with Gene Clare as Chair of the Board.

Chair Clare stated that he had been a member of the Board of Directors since 2006. He commended Tri Delta Transit staff and noted that it had been a wonderful experience being Chair.

Chair

On motion by Director Piepho, seconded by Director Guise, ECCTA Boardmembers elected Pittsburg representative Ben Johnson as Chair of the ECCTA Board of Directors for FY 2015-16, carried by the following vote.

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

Newly-elected Chair Johnson stated it had been a pleasure working with former Chair Clare. He appreciated the fact that he had been allowed to learn the process along with the Chair and supported that process into the future.

Chair Johnson stated that under former Chair Clare's leadership, Tri Delta Transit had a very successful year where ridership remained at the highest level in the history of the agency, passengers per hours had increased, and reliability had improved.

Chair Johnson added that the year would end on June 30 with strong financial indicators in that the agency would be under budget and would continue to rebuild Transportation Development Act (TDA) and State Transit Assistance (STA) reserves to pre-recession levels.

Chair Johnson offered highlights of the last year under former Chair Clare's leadership included the agency's receipt of the Outstanding Small System Award being named the "best of the best" in the public transportation industry; the Triennial audit by FTA had been completed with no areas of concern; the agency had successfully completed FTA's prestigious Environmental and Sustainable Management System training course; and the eighteen-month project to evaluate and redesign the system had begun.

Chair Johnson thanked former Chair Clare for his vision and leadership.

Vice Chair

On motion by Director Romick, seconded by Director Guise, ECCTA Boardmembers elected Oakley representative Doug Hardcastle as Vice Chair of the ECCTA Board of Directors for FY 2015-16, carried by the following vote.

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

BOARD OF DIRECTORS COMMENTS

Members of the Board thanked former Chair Clare for his leadership as Chair over the last year.

Director Gray acknowledged Happy Birthday wishes; and reported that the Senior Mobility Action Council was putting together a workshop on October 23 at John Muir Hospital concerning senior driving mobility.

Director Guise reported that Harvest Time (not the CornFest) would be held the weekend after the Fourth of July.

Director Romick stated that the Fourth of July would also include a celebration of City of Oakley cityhood, with fireworks.

Director Piepho referred to the Senior Mobility Action Council and verified with Director Gray that the CHP had been informed given its senior driving program.

Director Longmire stated that the Pittsburg Diamonds professional baseball team schedule had begun and Jose Canseco had been playing with the team. He extended Happy Birthday wishes to Director Parent.

Director Parent stated that the Pittsburg Diamonds baseball game on June 25 would include the Home Run Derby; there would also be a car show on June 25; the launch ramp for kite boarding would be initiated at the Pittsburg Marina on June 28, and there would be fireworks on July 4.

Chair Clare stated he had been fortunate to have been the Chair when Tri Delta Transit had been selected as the Best Small Transit System in America, which he described as a lifetime thrill. He thanked everyone for their kind comments.

Chair Johnson thanked the Board for allowing him to be the Chair and noted the upcoming APTA Conference in Denver when he, Director Longmire, and Director Rocha would be attending that conference.

ADJOURNMENT

Chair Johnson adjourned the meeting of the Eastern Contra Costa Transit Authority at 4:47 P.M. to July 22, 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 June 30, 2015
(unaudited)

	YTD Actual			YTD Budget			YTD Variance <i>favorable/(unfavorable)</i>			FY15 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	\$ 3,246,670	\$ 2,782,687	\$ 463,983	\$ 3,356,998	\$ 2,899,998	\$ 457,000	\$ (110,328)	\$ (117,311)	\$ 6,983	\$ 3,357,000	\$ 2,900,000	\$ 457,000	\$ 97%	\$ 2,900,000	\$ 457,000	\$ 97%	\$ 2,900,000	\$ 457,000	102%
Other Income	\$ 334,481	\$ 150,000	\$ 184,481	\$ 290,000	\$ 108,000	\$ 182,000	\$ 44,481	\$ 42,000	\$ 2,481	\$ 290,000	\$ 108,000	\$ 182,000	115%	\$ 108,000	\$ 182,000	139%	\$ 108,000	\$ 182,000	101%
Total Operating Revenues:	\$ 3,581,151	\$ 2,932,687	\$ 648,464	\$ 3,646,998	\$ 3,007,998	\$ 639,000	\$ (65,847)	\$ (75,311)	\$ 9,464	\$ 6,655,000	\$ 3,008,000	\$ 639,000	54%	\$ 3,008,000	\$ 639,000	54%	\$ 3,008,000	\$ 639,000	101%
OPERATING EXPENSES																			
Purchased Transportation	\$ 11,310,882	\$ 7,934,593	\$ 3,376,289	\$ 11,475,600	\$ 7,929,200	\$ 3,546,400	\$ 164,718	\$ (5,393)	\$ 170,111	\$ 11,475,600	\$ 7,929,200	\$ 3,546,400	99%	\$ 7,929,200	\$ 3,546,400	100%	\$ 7,929,200	\$ 3,546,400	95%
Materials and Supplies	\$ 3,175,222	\$ 2,590,603	\$ 584,619	\$ 3,924,000	\$ 3,271,000	\$ 653,000	\$ 748,778	\$ 680,397	\$ 68,381	\$ 3,924,000	\$ 3,271,000	\$ 653,000	81%	\$ 3,271,000	\$ 653,000	79%	\$ 3,271,000	\$ 653,000	90%
Salaries & Benefits	\$ 3,784,585	\$ 3,412,603	\$ 371,982	\$ 3,910,000	\$ 3,518,000	\$ 392,000	\$ 125,415	\$ 105,397	\$ 20,018	\$ 3,910,000	\$ 3,518,000	\$ 392,000	97%	\$ 3,518,000	\$ 392,000	97%	\$ 3,518,000	\$ 392,000	95%
Services	\$ 796,230	\$ 656,521	\$ 139,709	\$ 840,000	\$ 672,000	\$ 168,000	\$ 43,770	\$ 15,479	\$ 28,291	\$ 840,000	\$ 672,000	\$ 168,000	95%	\$ 672,000	\$ 168,000	95%	\$ 672,000	\$ 168,000	83%
Other	\$ 361,591	\$ 344,012	\$ 17,579	\$ 448,898	\$ 423,498	\$ 25,400	\$ 87,307	\$ 79,486	\$ 7,821	\$ 448,900	\$ 423,500	\$ 25,400	81%	\$ 423,500	\$ 25,400	81%	\$ 423,500	\$ 25,400	69%
Casualty and liability insurance	\$ 412,446	\$ 346,231	\$ 66,215	\$ 443,000	\$ 314,000	\$ 129,000	\$ 30,554	\$ (32,231)	\$ 62,785	\$ 443,000	\$ 314,000	\$ 129,000	110%	\$ 314,000	\$ 129,000	110%	\$ 314,000	\$ 129,000	51%
Utilities	\$ 246,878	\$ 235,538	\$ 11,340	\$ 213,000	\$ 201,000	\$ 12,000	\$ (33,878)	\$ (34,538)	\$ 660	\$ 213,000	\$ 201,000	\$ 12,000	116%	\$ 201,000	\$ 12,000	116%	\$ 201,000	\$ 12,000	95%
Taxes	\$ 18,797	\$ 14,968	\$ 3,829	\$ 27,500	\$ 21,500	\$ 6,000	\$ 8,703	\$ 6,532	\$ 2,171	\$ 27,500	\$ 21,500	\$ 6,000	70%	\$ 21,500	\$ 6,000	68%	\$ 21,500	\$ 6,000	64%
Total Operating Expenses:	\$ 20,106,631	\$ 15,535,069	\$ 4,571,562	\$ 21,281,998	\$ 16,350,198	\$ 4,931,800	\$ 1,175,367	\$ 815,129	\$ 360,238	\$ 37,632,200	\$ 16,350,200	\$ 4,931,800	53%	\$ 16,350,200	\$ 4,931,800	53%	\$ 16,350,200	\$ 4,931,800	93%
NON-OPERATING REV																			
Federal Funds	\$ -	\$ -	\$ -	\$ 585,151	\$ 550,420	\$ 34,731	\$ (34,269)	\$ (47,839)	\$ 5,432	\$ 585,151	\$ 550,420	\$ 34,731	96%	\$ 550,420	\$ 34,731	96%	\$ 550,420	\$ 34,731	106%
State Funds	\$ 12,533,618	\$ 9,352,906	\$ 3,180,712	\$ 13,087,066	\$ 10,080,558	\$ 3,006,508	\$ (553,448)	\$ (727,652)	\$ 174,204	\$ 13,087,066	\$ 10,080,558	\$ 3,006,508	96%	\$ 10,080,558	\$ 3,006,508	93%	\$ 10,080,558	\$ 3,006,508	99%
Local Funds	\$ 1,725,614	\$ 973,870	\$ 751,744	\$ 1,693,683	\$ 937,620	\$ 756,063	\$ 31,931	\$ 36,250	\$ (4,319)	\$ 1,693,683	\$ 937,620	\$ 756,063	102%	\$ 937,620	\$ 756,063	104%	\$ 937,620	\$ 756,063	99%
Inter-Operator Agreements	\$ 2,267,902	\$ 2,267,902	\$ -	\$ 2,267,900	\$ 2,267,900	\$ -	\$ 2	\$ 2	\$ -	\$ 2,267,900	\$ 2,267,900	\$ -	100%	\$ 2,267,900	\$ -	100%	\$ 2,267,900	\$ -	100%
Interest & Other Misc Income	\$ (1,654)	\$ 7,704	\$ (9,358)	\$ 1,200	\$ 1,080	\$ 120	\$ (2,854)	\$ 6,624	\$ (9,478)	\$ 1,200	\$ 1,080	\$ 120	-138%	\$ 1,080	\$ 120	-138%	\$ 1,080	\$ 120	-7798%
Total Non-operating Revenues:	\$ 16,525,480	\$ 12,602,382	\$ 3,923,098	\$ 17,635,000	\$ 13,342,200	\$ 4,292,800	\$ (1,109,520)	\$ (739,818)	\$ (369,702)	\$ 30,977,200	\$ 13,342,200	\$ 4,292,800	53%	\$ 13,342,200	\$ 4,292,800	53%	\$ 13,342,200	\$ 4,292,800	91%
EXCESS REV/(EXP)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	

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

TRI DELTA TRANSIT
Income Statement - Comparison to Prior Year
As of June 30, 2015
(unaudited)

	June 2015 YTD Actual		June 2014 YTD Actual		FY15 vs FY14 - YTD		% Change from Previous Year	
	ECCTA	FR	ECCTA	FR	ECCTA	FR	ECCTA	FR
OPERATING REVENUES								
Passenger Fares	\$ 3,246,670	\$ 2,782,687	\$ 3,358,977	\$ 2,905,848	\$ (112,307)	\$ (123,161)	-3%	-4%
Other Income	\$ 334,481	\$ 150,000	\$ 313,061	\$ 120,000	\$ 21,420	\$ 30,000	7%	25%
<i>Total Operating Revenues:</i>	\$ 3,581,151	\$ 2,932,687	\$ 3,672,038	\$ 3,025,848	\$ (90,887)	\$ (93,161)	-2%	-3%
OPERATING EXPENSES								
Purchased Transportation	\$ 11,310,882	\$ 7,934,593	\$ 11,147,718	\$ 7,816,544	\$ (163,164)	\$ (118,049)	-1%	-2%
Materials and Supplies	\$ 3,175,222	\$ 2,590,603	\$ 3,545,989	\$ 2,893,456	\$ 370,767	\$ 302,853	10%	10%
Salaries & Benefits	\$ 3,784,585	\$ 3,412,603	\$ 3,848,373	\$ 3,454,799	\$ 63,788	\$ 42,196	2%	1%
Services	\$ 796,230	\$ 656,521	\$ 793,577	\$ 645,840	\$ (2,653)	\$ (10,681)	0%	-2%
Other	\$ 361,591	\$ 344,012	\$ 370,490	\$ 350,836	\$ 8,899	\$ 6,824	2%	2%
Casualty and liability insurance	\$ 412,446	\$ 346,231	\$ 450,444	\$ 379,291	\$ 37,998	\$ 33,060	8%	9%
Utilities	\$ 246,878	\$ 235,538	\$ 223,601	\$ 212,378	\$ (23,277)	\$ (23,160)	-10%	-11%
Taxes	\$ 18,797	\$ 14,968	\$ 6,873	\$ 21,166	\$ (11,924)	\$ 6,198	-173%	35%
<i>Total Operating Expenses:</i>	\$ 20,106,631	\$ 15,535,069	\$ 20,407,277	\$ 15,774,310	\$ 300,646	\$ 239,241	1%	2%
NON-OPERATING REV								
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
State Funds	\$ 12,533,618	\$ 9,352,906	\$ 12,723,737	\$ 9,448,011	\$ (190,119)	\$ (95,105)	-1%	-1%
Local Funds	\$ 1,725,614	\$ 973,870	\$ 1,667,337	\$ 956,826	\$ 58,277	\$ 17,044	100%	100%
Inter-Operator Agreements	\$ 2,267,902	\$ 2,267,902	\$ 2,117,053	\$ 2,117,053	\$ 150,849	\$ 150,849	0%	0%
Interest & Other Misc Income	\$ (1,654)	\$ 7,704	\$ 227,112	\$ 226,572	\$ (228,766)	\$ (218,868)	-101%	-97%
<i>Total Non-operating Revenues:</i>	\$ 16,525,480	\$ 12,602,382	\$ 16,735,239	\$ 12,748,462	\$ (209,759)	\$ (146,080)	-1%	-1%
EXCESS REV/(EXP)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-


Total Operating Revenues:

Total Operating Expenses:

Total Non-operating Revenues:

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

Staff Report to ECCTA Board of Directors

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

I. Completed Marketing Activities

- 1. School Registration Brentwood/Oakley**
Attending annual school registrations at all middle & high schools to promote bus service to all students and families. Information as well as trip planning services to be provided at the following schools in July: Deer Valley High School, Freedom High School, Heritage High School, Liberty High School, Bristow MS, Edna Hill MS, Adams MS, Delta Vista MS, O'Hara Park MS, Dallas Ranch MS and Park MS.
- 2. Seafood Festival Shuttle**
Coordinating revision of event shuttle for September event. Currently working with event staff to secure details of shuttle requirements.
- 3. Art, Wine & Jazz Festival Cross Promotion**
Completed agreement and secured promotional partnership with local event to take place in August. Agreement provides for sponsorship recognition, advertising extension and on-site event participation for Tri Delta Transit.
- 4. Summer Youth Pass Program Continued**
Continued promotion and sale of Summer Youth Passes. Passes sold to date (July 14): 350
- 5. Clipper Card Marketing Communications Cont'd**
Completing the development of 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.
- 6. Route 300 2 for 1 program extension**
Secured year-long extension from 511 Contra Costa to continue free (2 for 1) \$33 ticket promotion to include new as well as past participants.
- 7. Class Pass/Facility Tour**
Two class pass trips/facility tours scheduled and provided in July, 2015
- 8. 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 implementation
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 direct mail
9. Antioch/Pittsburg 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 July 22, 2015

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Chief Executive Officer's Report

July 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:

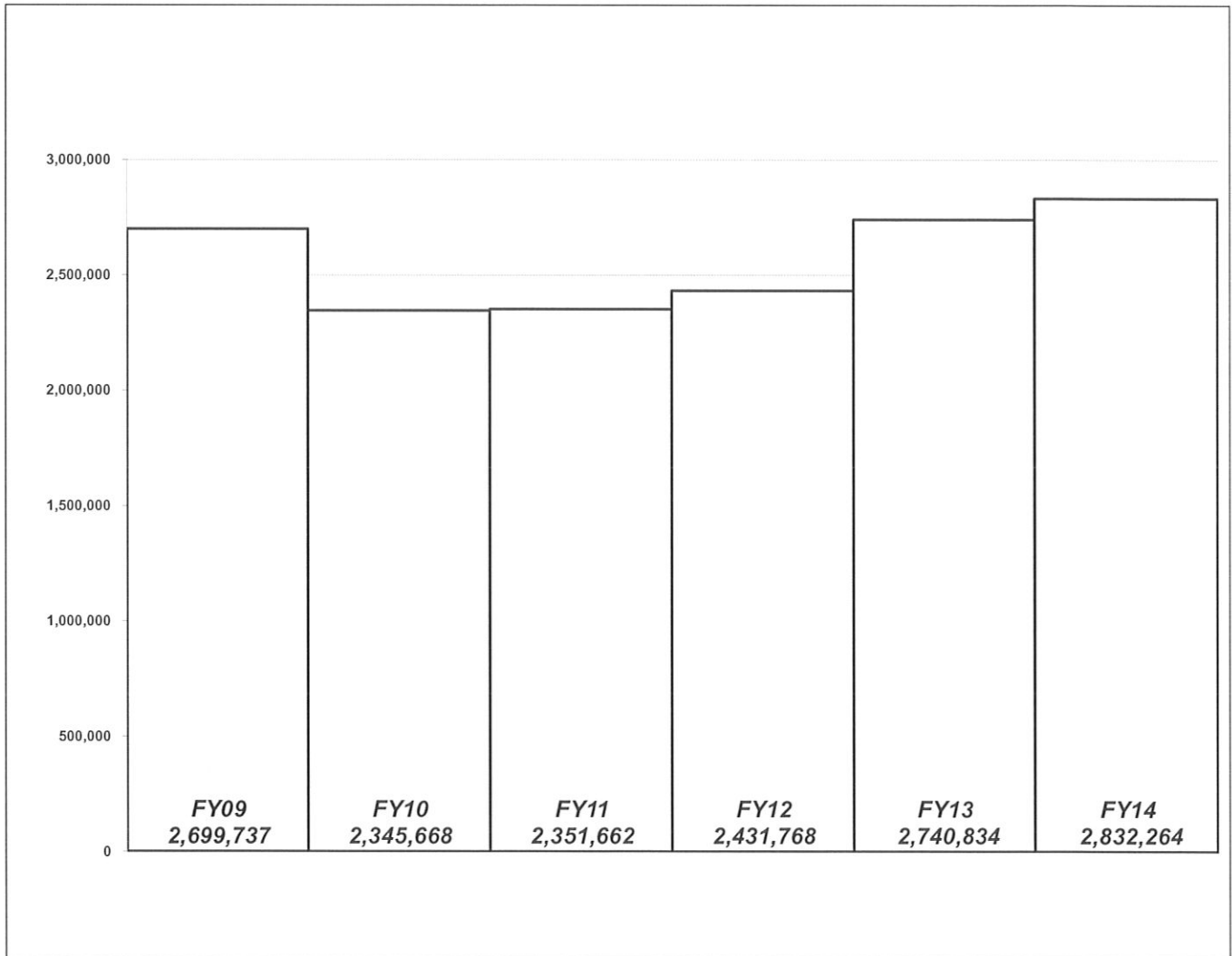
- The adopted Reasonable Modification policy was implemented.
- The Clipper small operators subgroup formed and set up a regular meeting schedule. The group includes all small operator in the nine county Bay Area
- The kick-off meeting for the UC Berkeley PATH Integrated Dynamic Transit Operations system demonstration project that will use Tri Delta Transit as the subject was held. CCTA is overseeing the Caltrans-funded project that will demonstrate transit connect, dynamic dispatch, and dynamic rideshare in east county.
- Clipper equipment has been installed on most of the fleet.
- The facility solar project is progressing. A proposal will be presented to the Board of Directors in September
- Work continued 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.
- 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.
- has been delayed due to contract issues between UCB and CalTrans
- 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)

*Agenda Item #6a
Eastern Contra Costa Transit Authority
Board of Directors Meeting
July 22, 2015*

**TRI DELTA TRANSIT
FISCAL YTD COMPARISON
FR RIDERSHIP
FISCAL YEAR**



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

							Budget		YTD COMPARISON		
							13/14	13/14B	Actual		% ▲
	08/09	09/10	10/11	11/12	12/13	13/14	% ▲	June 2013	June 2014		
DIAL-A-RIDE											
PASSENGER RATIOS											
Total DAR Trips Provided	122,643	125,759	129,041	130,619	128,999	123,450	-4%	128,999	131,476	2%	
Average Weekday Ridership	447	463	474	481	470	451	-4%	470	471	0%	
Average Sat Ridership	109	110	110	106	140	116	-23%	140	180	29%	
Average Sun/Hol Ridership	59	68	71	71	72	80	11%	72	68	-5%	
Average Passengers/Hour (wkdays)	2.6	2.3	2.2	2.2	1.9	1.9	0%	2.0	2.0	0%	
SERVICE RATIOS											
Ride Refusals / Day	0.0	0.0	0.0	0.0	0.0	0.0	0%	0.0	0.0	0%	
Customer Complaints	0.244%	0.143%	0.148%	0.183%	0.097%	0.100%	2%	0.095%	0.071%	-25%	
On Time Performance	83%	87%	85%	85%	87%	90%	4%	87%	89%	2%	
Miles Between Preventable Accidents	91,065	131,554	61,377	898,467	328,002	100,000	-25%	328,002	244,390	-25%	
Miles Between Road calls	22,776	34,318	21,920	56,154	109,568	50,000	-106%	109,568	61,109	-44%	
COST RATIOS											
Farebox Recovery Ratio	10%	11%	12%	11%	11%	11%	-1%	11%	10%	-13%	
Cost/Passenger	\$ 25.63	\$ 31.12	\$ 31.47	\$ 30.58	\$ 33.22	\$ 35.21	7%	\$ 33.22	\$ 35.24	-6%	
Cost/Revenue Hour	\$ 60.34	\$ 65.53	\$ 63.05	\$ 64.34	\$ 63.52	\$ 66.75	5%	\$ 63.52	\$ 68.72	-8%	
Cost/Revenue Mile	\$ 4.71	\$ 5.53	\$ 5.25	\$ 5.22	\$ 5.36	\$ 5.49	2%	\$ 5.36	\$ 5.76	-7%	
FIXED ROUTE											
PASSENGER RATIOS											
Total FR Trips Provided	2,699,737	2,345,668	2,351,662	2,431,768	2,740,834	2,759,400	1%	2,740,834	2,832,264	3%	
Average Weekday Ridership	9,556	8,338	8,345	8,594	9,616	9,592	0%	9,616	9,930	3%	
Average Sat Ridership	2,909	2,652	2,594	2,753	3,232	3,319	3%	3,232	3,464	7%	
Average Sun/Hol Ridership	2,054	1,966	1,989	2,087	2,788	3,100	15%	2,788	2,692	-3%	
Average Passengers/Hour	16.7	15.2	15.1	15.9	17.7	17.9	1%	17.7	19.0	7%	
SERVICE RATIOS											
Customer Complaints	0.017%	0.016%	0.020%	0.023%	0.012%	0.012%	0%	0.012%	0.009%	-27%	
On Time Performance	97%	95%	97%	86%	86%	90%	5%	86%	92%	7%	
Miles Between Preventable Accidents	406,115	183,217	170,175	120,644	65,392	100,000	29%	65,392	110,754	69%	
Miles Between Road calls	35,096	41,372	37,539	32,481	42,844	50,000	22%	42,844	67,684	58%	
COST RATIOS											
Farebox Recovery Ratio	14%	17%	16%	16%	18%	20%	10%	18%	18%	3%	
Cost/Passenger	\$ 5.73	\$ 6.17	\$ 6.52	\$ 6.60	\$ 6.01	\$ 6.18	3%	\$ 6.01	\$ 5.57	7%	
Cost/Revenue Hour	\$ 96.06	\$ 93.78	\$ 98.54	\$ 105.05	\$ 106.53	\$ 110.94	4%	\$ 106.53	\$ 105.55	1%	
Cost/Revenue Mile	\$ 6.40	\$ 6.71	\$ 6.98	\$ 7.46	\$ 7.98	\$ 8.41	6%	\$ 7.98	\$ 7.69	4%	

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

TOTAL PASSENGER TRIPS													
ROUTE											YTD COMPARISON		
	08/09	% Chg	09/10	% Chg	10/11	% Chg	11/12	% Chg	12/13	% Chg	June 2013	June 2014	% cng
70	1,639	-84%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
200	56,875	-1%	35,204	-38%	36,121	3%	37,682	4%	55,322	47%	55,322	55,914	1%
201	110,203	28%	99,356	-10%	105,655	6%	110,660	5%	119,977	8%	119,977	124,289	4%
300	329,351	7%	270,095	-18%	290,750	8%	302,067	4%	290,313	-4%	290,313	328,582	13%
379	12,430	N/A	12,219	-2%	12,230	0%	10,235	-16%	15,232	49%	15,232	6,759	-56%
380	658,729	6%	590,428	-10%	565,484	-4%	584,779	3%	680,981	16%	680,981	682,650	0%
383	50,003	-5%	43,852	-12%	39,780	-9%	34,210	-14%	35,031	2%	35,031	32,073	-8%
384	43,912	-16%	29,694	-32%	25,653	-14%	26,201	2%	8,227	-69%	8,227	N/A	N/A
385	39,333	15%	34,901	-11%	36,855	6%	36,481	-1%	61,388	68%	61,388	70,974	16%
386	6,293	-9%	4,843	-23%	4,650	-4%	3,042	-35%	2,172	-29%	2,172	1,902	-12%
387	221,639	1%	192,402	-13%	195,608	2%	212,731	9%	262,396	23%	262,396	264,036	1%
388	334,113	9%	296,477	-11%	311,242	5%	320,981	3%	366,041	14%	366,041	400,190	9%
389	73,789	-31%	52,773	-28%	48,272	-9%	46,723	-3%	53,255	14%	53,255	53,068	0%
390	57,614	-6%	51,711	-10%	49,042	-5%	52,650	7%	68,564	30%	68,564	72,054	5%
391	359,921	2%	331,928	-8%	332,841	0%	346,080	4%	370,500	7%	370,500	386,640	4%
Dimes a Ride	26,643	-22%	14,208	-47%	12,745	-10%	11,328	-11%	N/A	N/A	N/A	N/A	N/A
Delta Express (LLL)	13,712	7%	1,899	-86%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Express (Hac)	18,646	43%	15,771	-15%	18,586	18%	11,831	-36%	N/A	N/A	N/A	N/A	N/A
Shuttles	12,426	-11%	6,790	-45%	9,161	35%	9,446	3%	4,941	-48%	4,941	3,370	0%
392	110,423	3%	106,300	-4%	105,702	-1%	112,330	6%	133,569	19%	133,569	142,284	7%
393	114,551	1%	102,975	-10%	104,487	1%	111,697	7%	135,181	21%	135,181	133,078	-2%
394	47,492	7%	51,842	9%	46,798	-10%	50,614	8%	71,557	41%	71,557	64,904	-9%
395	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	6,187	100%	6,187	9,497	53%
Total Fixed Route	2,699,737	3%	2,345,664	-13%	2,351,662	0%	2,431,768	3%	2,740,834	13%	2,740,834	2,832,264	3%

AVERAGE PASSENGERS PER REVENUE HOUR													
ROUTE											YTD COMPARISON		
	08/09	% Chg	09/10	% Chg	10/11	% Chg	11/12	% Chg	12/13	% Chg	June 2013	June 2014	% cng
70	4.4	-27%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
200	10.1	17%	9.3	-8%	10.0	7%	10.3	3%	12.6	22%	12.6	12.5	-1%
201	17.9	7%	18.5	3%	19.1	3%	19.7	3%	17.8	-10%	17.8	17.9	1%
300	16.5	12%	14.2	-14%	15.2	7%	15.8	4%	15.8	0%	15.8	18.6	18%
379	10	N/A	12.7	N/A	13.2	4%	9.8	-26%	10.7	9%	10.7	16.8	57%
380	20.2	7%	17.4	-14%	16.6	-5%	17.4	5%	20.2	16%	20.2	20.6	2%
383	12.7	4%	12.3	-3%	11.2	-9%	9.7	-13%	10.2	5%	10.2	12.6	23%
384	9.3	15%	11.7	26%	9.6	-18%	10.2	7%	14.6	43%	14.6	N/A	N/A
385	11.2	46%	13.3	18%	12.0	-10%	11.1	-7%	11.9	7%	11.9	12.9	8%
386	5.7	31%	6.1	9%	6.0	-2%	3.9	-36%	3.6	-7%	3.6	6.3	74%
387	20.6	4%	17.4	-16%	17.7	2%	19.6	11%	22.8	16%	22.8	23.7	4%
388	16.6	10%	14.4	-14%	15.0	4%	15.5	3%	17.1	10%	17.1	18.2	7%
389	16.5	6%	15.0	-9%	14.7	-2%	13.6	-8%	13.4	-1%	13.4	14.4	8%
390	13.2	-7%	12.1	-8%	9.9	-19%	10.7	9%	18.6	73%	18.6	20.8	12%
391	19.5	9%	16.9	-13%	16.8	0%	18.7	11%	19.6	5%	19.6	20.5	4%
Dimes a Ride	10.3	-16%	9.0	-13%	8.1	-10%	10.9	36%	N/A	N/A	N/A	N/A	N/A
Delta Express (LLL)	8.2	1%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Express (Hac)	10.6	43%	8.0	-25%	9.0	12%	8.1	-10%	N/A	N/A	N/A	N/A	N/A
Shuttles	10.8	-11%	8.1	-25%	11.7	44%	N/A	N/A	N/A	N/A	8.5	6.4	-26%
392	16.9	1%	15.4	-9%	15.1	-2%	15.2	1%	17.6	16%	17.6	19.1	9%
393	17.9	1%	15.5	-14%	15.7	1%	16.4	5%	17.5	7%	17.5	17.5	0%
394	12.5	-3%	11.7	-6%	10.8	-8%	11.7	9%	15.0	28%	15.0	17.0	13%
395	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	12.0	N/A	12.0	16.2	35%
Total Fixed Route	16.7	8%	15.2	-9%	15.1	-1%	15.9	5%	17.7	12%	17.7	19.0	7%

TAB 3

Agenda Item 6a
FY 2015-16 CEO Meeting Attendance

Board of Directors Meeting Agenda

Wednesday July 22, 2015

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: July 22, 2015

Agenda Item: FY2015-16 CEO Meeting Attendance
Agenda Item #6b

Lead Staff: Jeanne Krieg 

Several years ago, the Board of Directors approved travel associated with my involvement in industry organizations, asking for an annual update. My current committee commitment is:

<u>Organization</u>	<u>Committee</u>	<u>Notes:</u>
American Public Transportation Association (APTA)	<ul style="list-style-type: none"> ▪ APTA Executive Committee (elected position) ▪ APTA Board of Directors (elected position) ▪ Small Operators Steering Committee Past Chair (elected position) ▪ Legislative Committee (volunteer position) ▪ Bus & Paratransit CEOs (volunteer position) ▪ Awards Committee (appointed position) 	
CTA	<ul style="list-style-type: none"> ▪ Executive Committee (elected position) ▪ Small Operators Committee (elected position) 	
TCRP	<ul style="list-style-type: none"> ▪ TCRP Panel Participant (appointed position) ▪ TCRP Committee Member (appointed position) 	Travel expenses are paid by the National Academy of Sciences

All of the APTA and CTA committees meet either using conference calls or in conjunction with other conferences such as the annual conference, the CEO conference, the bus conference, and the legislative conference. No action is required for travel associated with these committees unless the Board of Directors desires to change approval of my involvement in these organizations. The travel cost associated with my industry participation was included in the FY15-16 budget.

Action Requested

No action requested.

*Agenda Item #6b
Eastern Contra Costa Transit Authority
Board of Directors
Meeting: July 22, 2015*

TAB 4

Agenda Item 7a

ACTION ITEM: Updated Productivity Guidelines

Board of Directors Meeting Agenda

Wednesday July 22, 2015

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: July 22, 2015

Agenda Item: Updated Productivity Guidelines
Agenda #7a

Lead Staff: Steve Ponte

Approved: Jeanne Krieg 

Background

State and Federal policy require all agencies to set productivity guidelines. Requirements are not specific which means each agency can focus on their own priorities when setting guidelines. Federal and state audits include a review of the productivity guidelines to ensure each agency is measuring the guidelines against actual performance. From time to time, each agency is required to evaluate the adopted guidelines and make adjustments to reflect improvements and changes in performance. This demonstrates a focus on continual improvement.

ECCTA's last productivity guidelines were approved in 2012. Since that time, the useful information generated from our various technological tools has become more sophisticated and detailed. These tools include the GPS system, the automatic passenger counting system, the farebox, the phone system software, and vehicle maintenance software.

The proposed productivity guidelines include stretch goals that will be used to incentivize the operations contractor in the next contract.

Staff Request

Approve the proposed updated ECCTA Productivity Guidelines.

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

Attached:

1. Current Productivity Guidelines (2 pages)
2. Draft Productivity Guidelines (3 pages)

CURRENT

ECCTA Productivity Guidelines

November 2012

<u>Service Evaluation Standards</u>	<u>Red Flags</u> ¹	<u>Current level</u>
Passenger per hour (all fixed routes)	<15.	14.5
Passenger per hour (established fixed route ²)	<10	Route 200 (8.9) Route 201 (15.4) Route 300 (14.5) Route 379 (11.3) Route 380 (15.5) Route 383 (8.1) Route 385 (11.9) Route 386 (3.1) Route 387 (19.1) Route 388 (13.2) Route 389 (11.3) Route 390 (15.2) Route 391 (15.8) Route 392 (13.6) Route 393 (14.6) Route 394 (12.8) Route 395 (new)
Passenger per hour (new fixed route ³)	<7.0	N/A
Passenger per hour (Dial-a-Ride – all routes)	<1.5	2.0
Passenger per hour (Dial-a-Ride – individual routes)	<2.0	3.0
Fare Box recovery (fixed route)	<14.0%	18.0%

¹ If an evaluation standard falls below this level, a plan for improvement will be developed and presented to the ECCTA Board of Directors

² established route = a route that has been operating more than 12 months

³ new route = a route that has been operating less than 12 months

CURRENT

<u>Service Evaluation Standards</u>	<u>Red Flags</u>	<u>Current level</u>
Fare Box recovery (Dial-a-Ride)	<10%	10.0%
ADA Ride refusals	>1 per month	0 per month
Vehicle load factor (per peak period trip)	>150%	#
Vehicle load factor (per off-peak period trip)	>150%	#
On-Time performance	<90%	91.10%
Late trip (late 11-15 minutes)	>6%	3.39%
Very Late trip/ Missed trip (late trips more than 16 minutes)	>3%	3.99%
Early Trips (depart before scheduled time)	>1%	1.52%

These statistics will be available January 2013 when the new passenger counting software goes on-line.

ECCTA Productivity Guidelines

July 2015

<u>Productivity Guidelines for Fixed Route</u>	<u>Red Flags</u>	<u>Current level</u>	<u>Goal</u>
Fixed Route Passenger per hour (all fixed routes)	Less than 18	19.4	20
Fixed Route Passenger per hour (established fixed route)	Less than 12	Route 200 (12.6) Route 201 (16.8) Route 300 (20.5) Route 379 (27.2) Route 380 (20.6) Route 383 (13.4) Route 385 (12.6) Route 386 (6.2) Route 387 (23.6) Route 388 (17.5) Route 389 (14.9) Route 390 (21.4) Route 391 (22.1) Route 392 (20.0) Route 393 (20.5) Route 394 (16.5) Route 395 (16.5)	16
Fixed Route Passenger per hour (new fixed route)	Less than 7.0	N/A	10
Fare Box Recovery (fixed route)	Less than 17%	18.0%	20%
Fixed Route Vehicle load factor (per peak period trip)	.100	.251	.750
Fixed Route late Trips (late 11-15 minutes)	More than 4%	4.03%	2.0%
Fixed Route Miles between Preventable Accidents	Less than 100,000	146,000	166,000
Fixed Route Miles between Road Calls	Less than 20,000	25,000	30,000
Fixed Route Customer Complaints	More than .048%	.024%	.012%
Fixed Route Early Trips	More than 2%	1.05%	.4%

ECCTA Productivity Guidelines

July 2015

<u>Productivity Guidelines for both Fixed Route and Paratransit</u>	<u>Red Flags</u>	<u>Current level</u>	<u>Goal</u>
On-Time Performance	Less than 90%	92.16%	96.1
Customer Calls received vs. recorded	More than 10	100%	100%
Preventative Maintenance Inspections	Less than 95%	96%	98%
Operator Uniform Infractions	More than 1 per month	2 infractions per year	0%
Operating Air Conditioners in buses	More than 1 inoperable per month	2 inoperable per year	1 per year
Lost Calls	More than 18%	22.8%	Less than 8%
Average time for Abandoned Calls	More than 2'20"	2'15"	Less than 1'30"
Lift/Ramp availability	More than 1	100%	100%

TAB 5

Agenda Item 7b
ACTION ITEM: Fare Structure Changes

Resolution 150722

Board of Directors Meeting Agenda

Wednesday July 22, 2015

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: July 22, 2015

Agenda Item: Fare Structure Changes – Agenda #7b

Lead Staff: Steve Ponte

Approved: Jeanne Krieg 

Background

To comply with the east bay regional fare structure incorporated within the Clipper card agreement, ECCTA is required to change the current fare structure. The Clipper card for the east bay operators (Tri Delta Transit, County Connection, Westcat, and Wheels) was designed to include a single day pass fare structure. The changes to the ECCTA fare structure are:

- Change the current 24 hour general public pass to a general public day pass
- Change the current 24 hour Senior/Disabled pass to a Senior/Disabled day pass
- Increase the general public day pass from \$3.35 to \$3.75
- Increase Senior/Disabled day pass from \$1.35 to \$1.75

Changes for Clipper card users only

- Add a bus to bus transfer
- Add a day pass accumulator for use on all east bay buses

As required by Title VI of the Civil Rights Act, ECCTA is required to conduct a fare equity analysis before any fare changes can occur. ECCTA conducted a fare equity analysis and recorded all comments received during the public input process. The report is attached.

Staff Request

Approve Resolution #150722 adopting the proposed fare structure changes.

*Agenda Item #7b
Eastern Contra Costa Transit Authority
Board of Directors
Meeting: July 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 #150722 Fare Structure Change

Resolution #150722 authorizes the fare structure for the Eastern Contra Costa Transit Authority to change in accordance with the Clipper card operating requirements.

WHEREAS, EASTERN CONTRA COSTA TRANSIT AUTHORITY plans to accept the Bay Area Clipper card; and

WHEREAS, a single fare structure for the east bay operators is required to accept the Clipper card; and

WHEREAS, Eastern Contra Costa Transit Authority has agreed to a single east bay operator fare structure for Clipper; and

WHEREAS, Eastern Contra Costa Transit Authority has completed a Title VI Fare equity analysis; and

WHEREAS, Eastern Contra Costa Transit Authority has determined there are no Disparate Impacts above the Title VI levels; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #150722 authorizing the changes to the fare structure. .

PASSED AND ADOPTED THIS 22th day of July 2015, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Ben Johnson, Chair

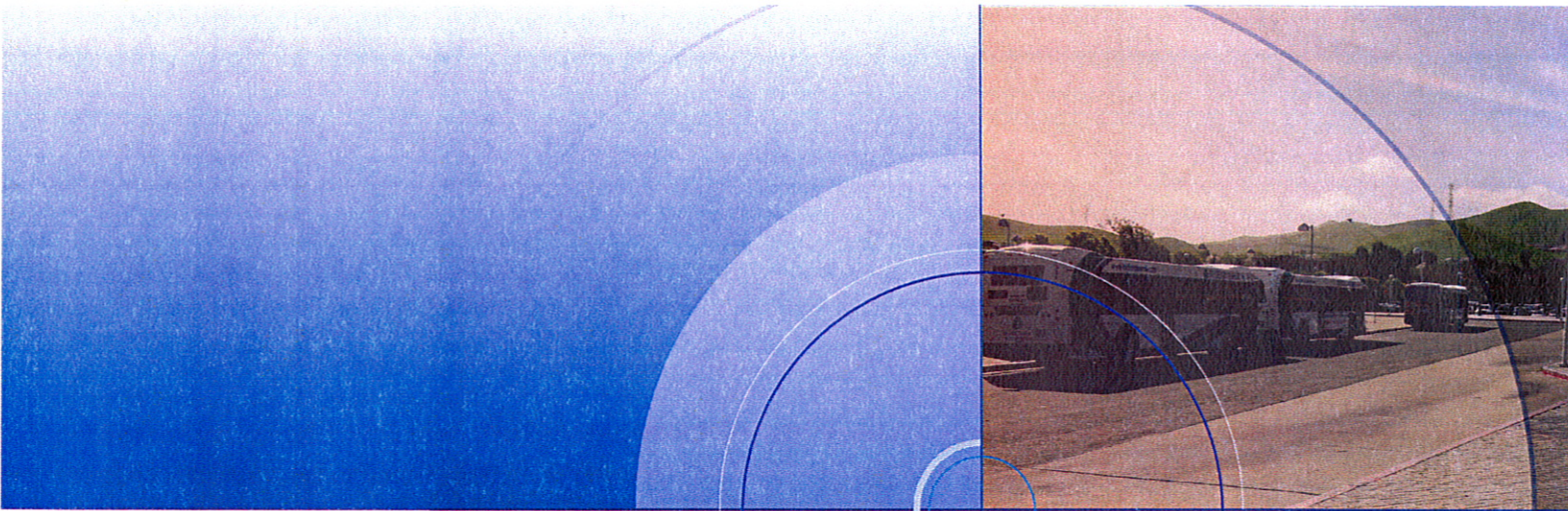
Jeanne Krieg, CEO

AYES: _____

NOES: _____

ABSENT: _____

ABSTENTIONS: _____



Tri-Delta System Redesign Title VI Fare Equity Analysis

Draft

July 2015



Tri Delta Transit

801 Wilbur Avenue
Antioch, CA 94509

Prepared by:

**CDM
Smith**

Tri Delta Transit

Title VI Fare Equity Analysis

DATE: July 8, 2015

1. Background

The purpose of the Tri Delta Transit Title VI Fare Equity Analysis is to evaluate a proposed fare change for day passes at Tri Delta Transit. The reason for the change is to provide a consistent fare amongst four east bay transit operators, including Tri Delta Transit, CCCTA, Westcat, and LAVTA. The consistent fare for day passes will allow riders to use multiple transit operators on the same day pass, when using the Clipper Card. The following changes will apply to day passes:

- The existing 24-hour pass will change to a day pass that is only valid for the day it is purchased;
- Costs of single-ride fares of Tri Delta Transit, CCCTA, Westcat, and LAVTA will accumulate automatically until they reach the cost of a day pass; and
- The price of the 24-hour/day pass will increase from \$3.35 to \$3.75 for the general public and \$1.35 to \$1.75 for senior/disabled riders. All other fares will remain the same.

This analysis is undertaken in connection with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin. While low-income riders are not a protected class under Title VI, the Federal Transit Administration (FTA), also requires recipients to evaluate proposed service and fare changes to determine whether low-income riders will bear a disproportionate burden of the changes. Accordingly, the FTA has adopted regulations and reporting compliance requirements for agencies that receive federal financial assistance to ensure that the programs and activities of each respective agency comply with the requirements of Title VI.

The purpose of this study is to analyze the effect of the fare increase based on the FTA's Title VI requirements and guidelines, including but not limited to, FTA Circular 4702.1B (Circular), which requires an analysis of impacts of the new fares on minority and low-income riders. This report determines if the new service and new fare would have a disparate impact on minority riders or place a disproportionate burden on low-income riders based on Tri Delta Transit's Disparate Impact and Disproportionate Burden Policy.

Disparate Impact and Disproportionate Burden Policy

The Disparate Impact and Disproportionate Burden Policy was developed pursuant to the Circular, following a public participation process, and adopted by the ECCTA Board of Directors on April 22, 2015.

Purpose of the Disparate Impact and Disproportionate Burden Policy

The Federal Transit Administration (FTA) Title VI Circular 4702.1B requires Tri Delta Transit to develop a Disparate Impact and Disproportionate Burden Policy for use in the assessment of proposed Major Service Changes or fare changes. The purpose of the Disparate Impact and Disproportionate Burden Policy is to define when impacts of a Major Service Change or a fare change result in disparate impacts or disproportionate burdens on protected populations or riders, defined as minority or low-income populations or riders. A finding of disproportionate impacts would determine whether Tri Delta Transit may need to take additional steps to avoid, minimize or mitigate impacts.

Definition of Disparate Impact and Disproportionate Burden

A Disparate Impact refers to a neutral policy or practice that disproportionately and adversely affects members of a group identified by race, color, or national origin. A Disproportionate Burden refers to a neutral policy or practice that disproportionately and adversely affects low-income populations.

Service Area Demographics

The service area demographics describe the proportion of minority and low-income populations using the 2014 Tri Delta Transit On-Board Survey and 2008-2012 ACS Census tract population data. The On-Board Survey estimates the minority and low-income population of riders using the system. The 2008-2012 ACS Census tract population data estimates the minority and low-income population within the service area; the service area includes census tracts adjacent to bus stations.

Each Census tract within the study area was analyzed to determine if the percentage of minority and low-income populations exceed the systemwide average based on the definitions and thresholds described below (see **Figure 1** and **Figure 2**).

- **Minority Definition** – Consistent with federal guidelines, minority populations are defined as American Indian and Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander.
- **Low-income Definition** – Tri Delta Transit defines the low-income populations as those who are at or below 200 percent of the poverty level established for households by the Department of Health and Human Services (HHS) poverty guidelines. Tri Delta Transit's definition is more inclusive of low-income populations than the HHS guidelines to account for the higher living costs in the Bay Area compared to most of the rest of the United States. This definition takes into account both the household size and household income of survey respondents. The combinations of household size and income that are defined as "low-income" shown in **Table 1**.

Table 1: 2012 Federal* Poverty Guidelines

Persons in family/household	Poverty Guideline (Federal)	200% (Tri Delta Transit Service Area)
1	\$11,170	\$22,340
2	\$15,130	\$30,260
3	\$19,090	\$38,180
4	\$23,050	\$46,100
5	\$27,010	\$54,020
6	\$30,970	\$61,940
7	\$34,930	\$69,860
8	\$38,890	\$77,780

**For the 48 Contiguous States and the District of Columbia
Source: U.S. Department of Health & Human Services*

Based on the 2008-2012 ACS Census tract data the service area minority population is 62.5% and the low-income population is 31.2%.

On-Board Survey Ridership Demographics

The 2014 Tri Delta On-Board Survey was conducted to gather accurate travel data from transit riders to update the regional travel demand model. In addition to gathering travel behavior, the demographics of riders were also collected including race and income. Approximately 1,300 surveys were conducted across all time periods (4 AM to 12 AM) and for both weekday and weekend days. Based on the survey results and the definitions outlined above the on-board minority population is 78.6% and the on-board low-income population is 60.6% (see **Table 2**).

Table 2: On-Board Survey Low-income and Minority Populations

	Survey	Percent
Minority	994	78.6%
Non-Minority	265	21.4%
Low Income	647	60.6%
Non-Low Income	290	39.4%
Race Question Responses	1237	-
Income Question Responses	937	-

Source: 2014 Tri Delta Transit On-Board Survey

Data for this Title VI Fare Equity Analysis will use ridership data from the on-board survey. FTA requires ridership data be used for Fare equity analyses.

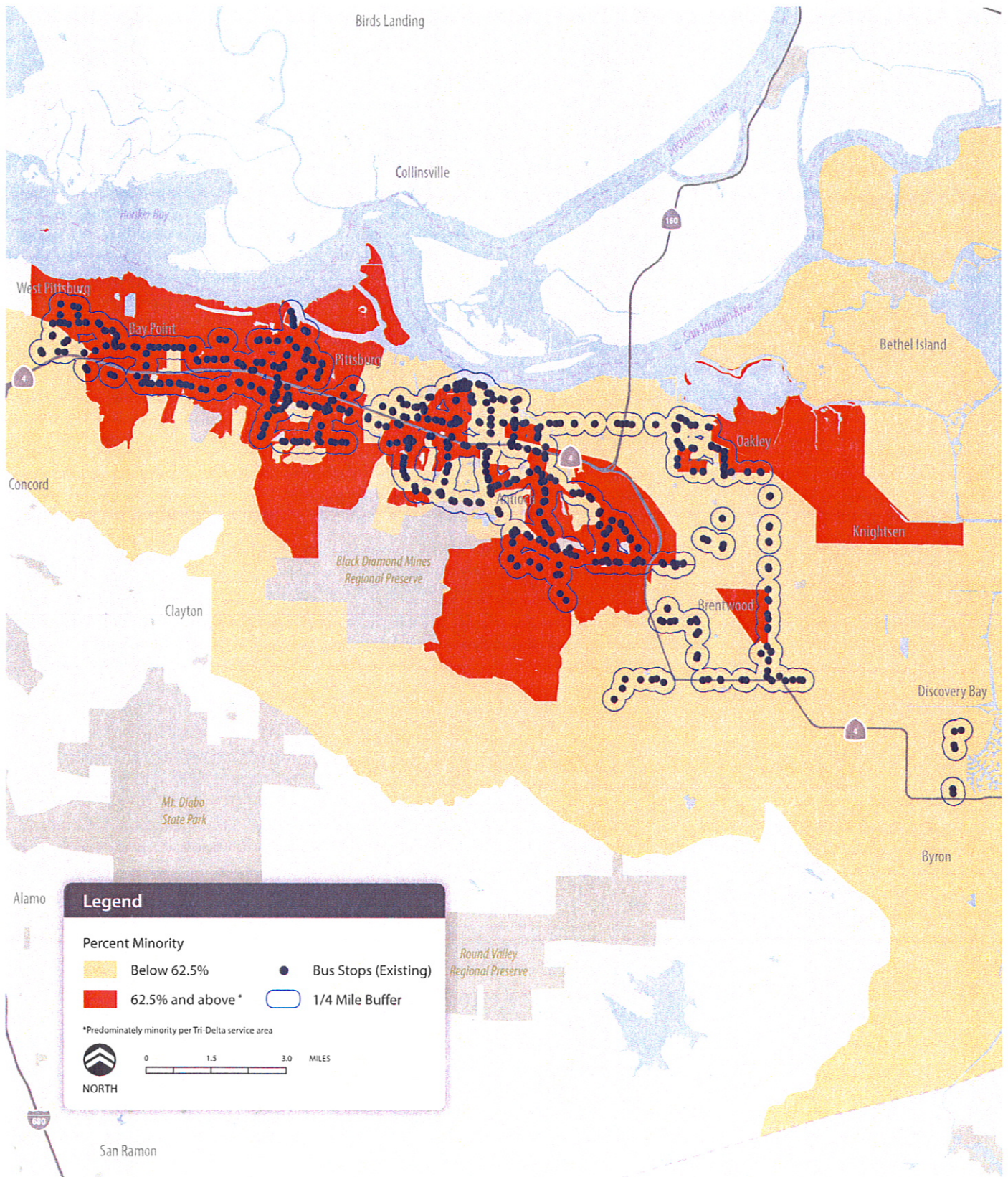


Figure 1
Percent Minority by Block Group

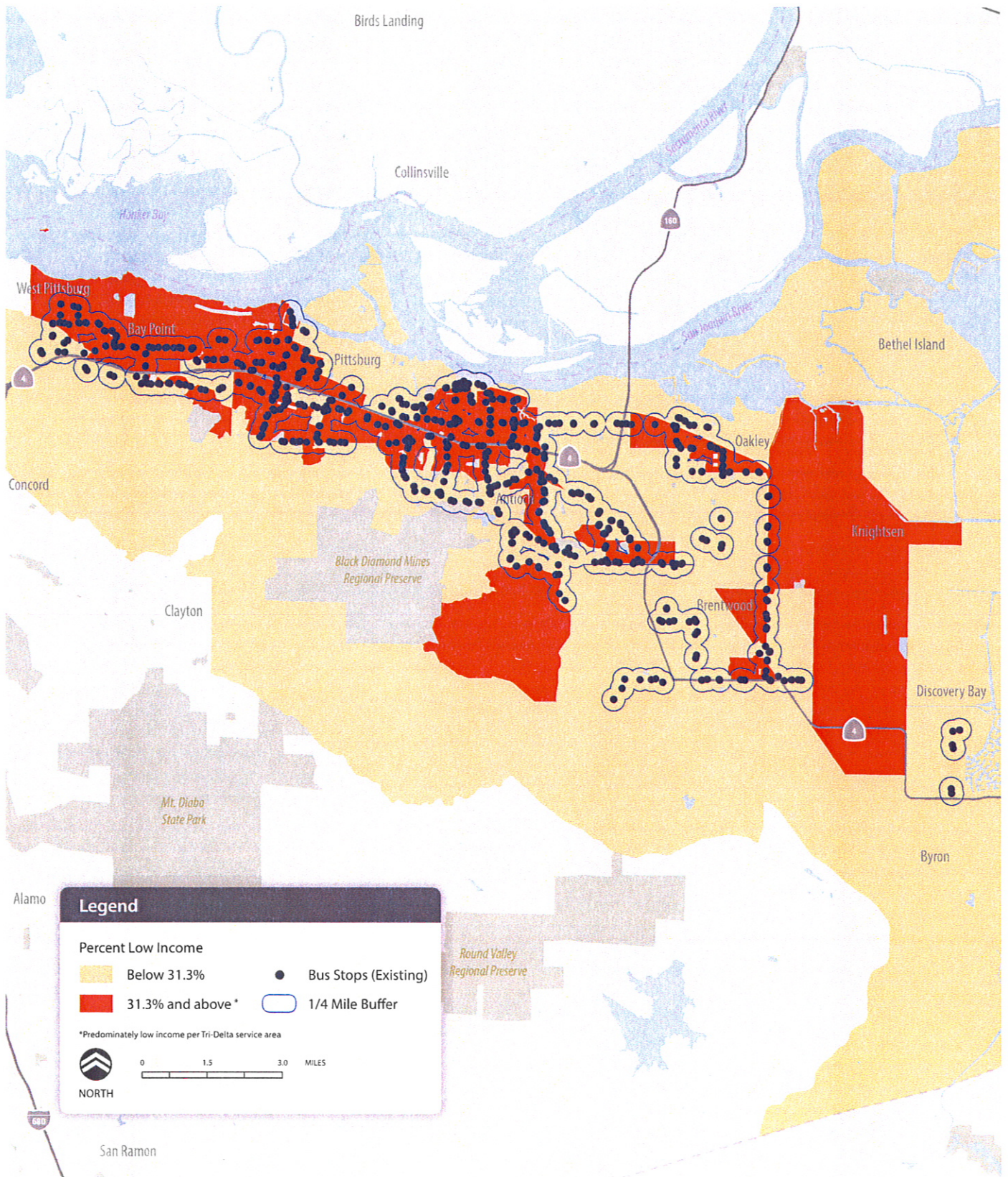


Figure 2
Percent Low Income by Block Group

2. Title VI Fare Equity Analysis

Proposed Fare Increase

The Clipper Card is being integrated into four east bay transit operators: Tri Delta Transit, CCCTA, Westcat, and LAVTA. In order to streamline payment for day passes and allow passengers to tag onto any of the four operators a standard fare is necessary. This day pass will be recognized on any of the four operators. In order for the day pass to work all the operators had to agree on a day pass and on the price. The determined price of the day pass is \$3.75 for the general public and \$1.75 for senior/disabled riders. All other fares will remain the same for Tri Delta Transit.

To be consistent with the other transit operators for the purposes of integrating with the Clipper Card, the existing 24-hour pass will change to a day pass that is only valid for the day it is purchased.

The new fares shown in **Table 3** will be implemented on **September 1, 2015**.

Table 3: Existing and New Fares

	Existing Fare	New Fare
Express BART Transfer	\$1.75	-
Express BART Transfer – Senior/Disabled	\$1.25	-
Local BART Transfer	\$1.25	-
Local BART Transfer – Senior/Disabled	\$0.85	-
Express Single ride	\$2.50	-
Express Single ride – Senior/Disabled	\$1.25	-
Local Single ride	\$2.00	-
Local Single ride – Senior/Disabled	\$0.85	-
24 Hour Pass/Day Pass	\$3.35	\$3.75
24 Hour Pass/Day Pass – Senior/Disabled	\$1.35	\$1.75
20 ride Pass	\$33.00	-
20 ride Pass – Senior/Disabled	\$17.00	-
31-Day Pass	\$57.00	-
31-Day Pass Value Pass	\$60.00	-
31-Day Pass Value Pass Express	\$70.00	-

Methodology

As stated in the Disparate Impact and Disproportionate Burden Policy:

For fare changes, a comparison of the percent change in average fare by fare payment type for protected and non-protected riders will be completed. A fare change will be considered to have a disparate impact or disproportionate burden when the difference between the changes for protected riders and non-protected riders is greater than 5 percent.

The following steps will be taken to determine if there is a disparate impact or disproportionate burden:

1. Using the 2014 on-board survey, determine the percentage of minority and low-income populations using each fare type.
2. Calculate the percent difference between existing and future fares for protected and non-protected riders
3. Compare the weighted average fare change between protected and non-protected riders, if greater than 10 percent determine if there is a disparate impact or disproportionate burden.

Data and Analysis

Step 1: Using the 2014 on-board survey, determine the percentage of minority and low-income populations using each fare type.

Data from the 2014 Tri Delta Transit On-Board Survey was used to analyze the percentage of minority and low-income populations using each fare type. **Table 4** and **Table 5** shows the number and percent using each fare type. The most frequently used fare type for minority and low-income, as well as non-low-income and non-minority populations, were local single rides and 24 hour passes.

Table 4: Minority and Non-Minority Population by Fare Type

	Total Survey Responses (with race data)	Total Population Percent	Percent Minority Percent	Percent Non-minority Percent
Express BART Transfer	2	0.2%	0.1%	0.4%
Express BART Transfer – Senior/Disabled	0	0.0%	0.0%	0.0%
Local BART Transfer	4	0.3%	0.4%	0.0%
Local BART Transfer – Senior/Disabled	0	0.0%	0.0%	0.0%
Express Single ride	106	8.6%	8.7%	8.3%
Express Single ride – Senior/Disabled	8	0.6%	0.6%	0.8%
Local Single ride	600	48.7%	51.3%	39.2%
Local Single ride – Senior/Disabled	58	4.7%	3.2%	10.2%
24 Hour Pass/Day Pass	226	18.3%	18.7%	17.0%
24 Hour Pass/Day Pass – Senior/Disabled	44	3.6%	3.0%	5.7%
20 ride Pass	66	5.4%	5.3%	5.7%
20 ride Pass – Senior/Disabled	5	0.4%	0.3%	0.8%
31-Day Pass	95	7.7%	7.4%	8.7%
31-Day Pass Value Pass	18	1.5%	0.9%	3.4%

Table 5: Low-Income and Non-low-Income Population by Fare Type

	Total Survey Responses	Total Population Percent	Low-Income Percent	Non-low-income Percent
Express BART Transfer	2	0.2%	0.0%	0.5%
Express BART Transfer – Senior/Disabled	0	0.0%	0.0%	0.0%
Local BART Transfer	5	0.5%	0.7%	0.3%
Local BART Transfer – Senior/Disabled	0	0.0%	0.0%	0.0%
Express Single ride	88	9.4%	7.4%	12.6%
Express Single ride – Senior/Disabled	4	0.4%	0.4%	0.5%
Local Single ride	458	49.1%	49.9%	47.8%
Local Single ride – Senior/Disabled	43	4.6%	6.2%	2.2%
24 Hour Pass/Day Pass	169	18.1%	18.9%	16.9%
24 Hour Pass/Day Pass – Senior/Disabled	37	4.0%	4.8%	2.7%
20 ride Pass	42	4.5%	3.2%	6.6%
20 ride Pass – Senior/Disabled	3	0.3%	0.5%	0.0%
31-Day Pass	67	7.2%	6.5%	8.2%
31-Day Pass Value Pass	15	1.6%	1.6%	1.6%

Step 2: Calculate the percent difference between existing and future fares for protected and non-protected riders.

The fares for existing and future riders was calculated by using a weighted average fare; this was accomplished by averaging all fares and weighting them by the percentage of riders using those fare types. This was completed separately for protected and non-protected riders. For passes, the average cost per ride was used and is based on usage data provided by Tri-Delta Transit.

The percent difference between existing and future fares was calculated by calculating the difference in existing and future fares and dividing by the existing fare. This was completed for minority, non-minority, low-income, and non-low-income riders.

Table 6 shows the results from these calculations. The weighted average fares for minority and non-minority as well as low-income and non-low-income populations are similar and increase between \$.05 and \$.06 for all groups.

Table 6 Weighted Average Fare Change

	Existing Average Fare	Future Average Fare	Cost Difference	Percent Difference
Minority	\$1.93	\$1.98	\$0.06	3.0%
Non-Minority	\$1.78	\$1.84	\$0.06	3.4%
Low-Income	\$1.87	\$1.94	\$0.06	3.4%
Non-low-Income	\$1.95	\$2.00	\$0.05	2.7%

Note: For passes, the average cost per ride was used to calculate average fare. For 1.59 rides for the typical 24-hour/day pass and 45 rides for the typical 31-Day pass.

Step 3: Compare the percent difference between protected and non-protected riders, if greater than 5 percent determine if there is a disparate impact or disproportionate burden.

The difference in percent between protected and non-protected riders was evaluated to determine if there is a disparate impact or disproportionate burden. If the change impacts minority or low-income populations more than non-minority or non-low-income populations, then there is the potential for there to be a disparate impact or disproportionate burden.

The percent difference between protected and non-protected riders is presented in **Table 7**. The proposed fare increase impacts minority populations less than non-minority populations. For low-income populations, the Change impacts low income populations more than non-low-income populations. However, the percent difference is less than the 10% threshold.

Table 7: Fare Percent Difference Comparison

	Percent Difference	Impact	Disparate Impact or Disproportionate Burden
Minority	3.0%	Change impacts minority populations less than non-minority populations	No (percent difference less than 5% threshold)
Non-minority	3.4%		
Difference between Minority and Non-minority	-0.4%		
Low-Income	3.4%	Change impacts low income populations more than non-low-income populations	No (percent difference less than 5% threshold)
Non-low-income	2.7%		
Difference between Low-Income and Non-low-income	0.7%		

Equity Evaluation of Proposed Changes

The findings presented in this section are consistent with the requirements of the Circular and Tri Delta Transit’s Disparate Impact and Disproportionate Burden Policy. The findings from the Fare Analysis indicate the increase will not result in a disparate impact to minority riders nor will it disproportionately burden low-income riders.

3. Public Engagement

Public comments were received both in writing and at the Tri Delta Transit Board meeting held on June 24, 2015. The following comments were received:

- Keep the 24 hour pass and not have a day pass. (5 comments)
- Increase is too much both general and disabled fares. (5 Comments)
- The transfer between operators is beneficial. (2 comments)
- The fare accumulator is beneficial. (2 comments)
- When was the last fare increase? (1 comment)

TAB 6

Agenda Item 7c

ACTION ITEM: Employee Handbook Updates

Board of Directors Meeting Agenda

Wednesday July 22, 2015

4:00pm

ECCTA Boardroom


801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: July 22, 2015

Agenda Item: Employee Handbook Updates – Agenda Item #7c

Lead Staff: Ann Hutcheson

Approved: Jeanne Krieg 

Update #1- Maintenance Department Drug & Alcohol Program

A recommendation by the Federal Transit Administration auditors during their recent visit was for ECCTA to clarify how and when ECCTA audits contractors, service agents, and the collection site.

During the discussion, staff recognized an additional need for a pre-employment notification & acknowledgement process. Applicants for a safety sensitive job position are informed about the requirement for a pre-employment drug test through the job announcement and during the interview. They are not currently required to sign a form indicating they acknowledge this requirement. The new acknowledgement form will be signed by the applicant indicating they are aware of the requirement for a pre-employment drug test if they are offered a job. It will be attached to the application and become a part of the application review process.

Documents addressing these recommendation are attached:

- ***A Zero Tolerance Policy*** The current policy with the auditor's recommended additional language in shown in **bold** type. (ATTACHMENT 1)
- Collection Site Audit Report form (ATTACHMENT 2)
- Contractors & Service Agents Evaluation Form (ATTACHMENT 3)
- Pre-Employment Notification & Acknowledgement form (ATTACHMENT 4)

Update #2- Administration & Maintenance department handbooks -- Paid Sick Leave

January 1, 2015, AB 1522, the “Healthy Workplace Healthy Family Act of 2014” took effect in California. This law states that an employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment, is entitled to up to twenty-four hours of paid sick leave after ninety days of employment.

Since ECCTA’s current Paid Time Off (PTO) policy exceeds this requirement, the only change to ECCTA’s handbooks will be to allow probationary employees access to up to twenty-four hours of PTO after ninety days of their probationary period instead of waiting for completion of their probationary period (one hundred eighty days).

Staff Request

1. Approve the proposed Maintenance Department’s Drug and Alcohol policy update and new forms.
2. Approve the proposed update to ECCTA’s Administration & Maintenance Department employee handbooks to allow new employees access to up to twenty-four hours of PTO after ninety days of employment.

Attachment 1

A Zero Tolerance Policy

Eastern Contra Costa Transit Authority (ECCTA) supports a policy of a drug-free workforce. To implement the policy, ECCTA has instituted a program of drug abuse education for employees, drug and alcohol testing for all employees and applicants for employment, a statement of prohibited behavior(s), corrective action related to positive tests or a refusal to test, and resources for employee assistance and rehabilitation.

ECCTA requires contractors repairing, rebuilding, or overhauling an ECCTA vehicle, to comply with DOT 49 CFR Part 40; 49CFR Part 655 drug and alcohol regulations. The Drug and Alcohol Program Manager (DAPM) will audit contractors, service agents and the collection site annually.

ECCTA recognizes that if employees use illegal drugs and/or misuse alcohol, it poses a significant risk to public safety, as well as to the employee's health and well being. Drug use includes, but is not limited to, marijuana, amphetamines, opiates, phencyclidine and cocaine as well as any substance which causes the presence of these drugs or drug metabolites such as hemp-related products, coca leaves or any substance not approved for medical use by the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. The "use" of drugs means presence in an employee's body system while on duty. ECCTA cooperates fully with local, state, and federal authorities in matters pertaining to the use, possession, or sale of controlled substances by anyone on ECCTA premises.

PURPOSE

The purpose of this policy is to assure worker fitness for duty and to protect ECCTA employees, customers, and the public from the safety and health risks posed by the misuse of alcohol and use of prohibited drugs. This policy is intended to comply with all applicable federal, state and local legislation and regulations governing workplace anti-drug use and alcohol misuse. They include DOT 49 CFR Part 40; 49 CFR Part 655. This policy incorporates the requirements of these regulations for safety-sensitive employees.

Reporting to work in an impaired or unfit condition because of the use or consumption of controlled substances or alcohol is strictly prohibited. Any employee who uses, possesses, or is involved in the sale or purchase of any prohibited drugs, while on ECCTA premises, conducting ECCTA business, or operating ECCTA equipment is considered to be in violation of ECCTA policy.

Collection Site Audit Report

Date of audit: _____

Name of Collection Site: Contra Costa Industrial Medical Clinic

Address: 2339 Buchanan Road, Antioch, CA 94509

Phone: (925) 779-9194

Alcohol Testing Procedures

1. Obtain a copy of BAT (Breath Alcohol Technician) certificates and review training records for operating the EBT (Evidential Breath Testing) machine used on site. _____ (check)

2. EBT machine in use:

Make: _____

Model: _____

3. Check records to determine if the EBT has received periodic calibration testing as specified by the manufacturer:

How often: _____

By whom: _____

Last Calibrated: _____

4. Verify that the record of calibration has been maintained.

Yes _____ No _____ If yes, how many years of records are maintained? _____

5. Verify that the proper Alcohol Testing form is used. Verify that tamper proof material is being used.

Yes _____ No _____

6. Ensure Collection Site is following Part 40, "Alcohol Collection Procedures".

Yes _____ No _____

7. Verify EBT machine is calibrated after every positive test. (to avoid cancelled test)

Yes _____ No _____

A Collection Site audit is to be performed annually by the DAPM and this completed form kept on file.

Urine Collection Procedures

1. Collection site is using correct "Chain of Custody Control Form".

Yes _____ No _____

2. Collection site is following a written procedure for urine specimen collections.

Yes _____ No _____

General Understanding

1. Collection site provides a private, confidential, secure area to complete the collection process.

Yes _____ No _____

2. Collection site personnel ask for ID from the employee.

Yes _____ No _____

3. Collection site understands what the term "shy bladder" means.

Yes _____ No _____

4. Collection site gives a copy of the Chain of Custody form to the employee.

Yes _____ No _____

5. Collection site has correct laboratory information.

Yes _____ No _____

6. Ensure collection sit follows FTA regulations 49CFR, Part 40.

Yes _____ No _____

Attach documentation that corrections were made for all deficiencies found above.

Signature: _____

Title: _____



Contractors & Service Agents Evaluation Form

Contractor or Service Agent Name: _____

Instructions: Check each column as appropriate.

Checklist	Serious Deficiencies Identified (0)	Deficiencies Identified (1)	No Deficiencies Identified (2)
1.) Supervisor personnel (FTA trained and/or certified)			
2.) Current copy of D&A Plan on file			
3.) D&A Policy posted			
4.) Recordkeeping (secure, testing program, testing results)			
5.) Training acknowledgement on file & current			
6.) Performing random samples per FTA regulations (previous MIS report)			
7.) SAP services			

Inspection Outcome: (attach any additional comments to this form)

- Acceptable: rating > 5 and no more than one with serious deficiencies
- Unacceptable: rating < 5 or more than one section with serious deficiencies

Rating (out of 10) = _____

Acceptable Outcome for Inspection: _____ Yes _____ No

Onsite Inspection by: _____ Date: _____
Signature

Position/Title: _____

The Contractor or Service Agent will have five (5) working days to present ECCTA documentations that corrections, if any, have been made. This evaluation form shall be completed by December 31 every year by the DAPM and kept on file.



Pre-Employment Notification & Acknowledgement

I understand and acknowledge that I will be required to undergo a urine drug test under the authority of the U.S. Department of Transportation (DOT), Federal Transit Administration (FTA) prior to being hired into a safety-sensitive position as defined in CFR Part 655¹. I understand and acknowledge that I will not be assigned to perform a safety-sensitive function unless my urine drug test has a verified negative result.

(Print Name)

(Signature)

(Date)

Have you tested positive, or refused to test, on any DOT pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, a safety-sensitive position in the past two years? Please circle your response below:

YES

NO

If you answered YES, can you provide documentation that you successfully completed the DOT return-to-duty requirements described in 49 CFR Part 40, Subpart O? Please circle your response below:

YES

NO

(Print Name)

(Signature)

(Date)

¹ A safety-sensitive function, as described in 49 CFR Part 655 Section 655.4, includes: (1) operating a revenue service vehicle; (2) operating a non-revenue service vehicle, when required to be operated by a CDL holder; (3) controlling dispatch or movement of a revenue service vehicle; (4) maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service; or (5) carrying a firearm for security purposes.

TAB 7

Agenda Item 7d

ACTION ITEM: Staff & Board Member Conference Attendance

Board of Directors Meeting Agenda

Wednesday July 22, 2015

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: July 22, 2015

Agenda Item: FY2015-16 Board Member and Staff Conference
Attendance -- Agenda Item #7d

Lead Staff: Jeanne Krieg 

Staff Conference Attendance

Current policy allows staff members to attend up to two conferences per year without authorization from the Board of Directors. The following additional conferences have been requested from staff. The costs associated with these additional conferences was included in the FY15-16 budget.

Employee	Meeting	Comments
Steve Ponte	APTA CEO's Conference	APTA added a track for Deputy CEO's that has educational benefits for Steve.
Steve Ponte	APTA Bus Conference	This is a staff-oriented conference that includes intensive educational sessions
Steve Ponte	CalACT Autumn/Spring Conferences	ECCTA is a member of CalACT and should participate in the organization. Steve has been assigned to represent ECCTA. If the conferences are within driving distance, Steve would attend.
Ann Hutcheson	CAPPO	Ann is a former officer of CAPPO and continues to be active. (California Association of Public Procurement Officers)

Board Member Conference Attendance

Current policy allows board members to attend up to two conferences per year without authorization from the Board of Directors. Additional conferences must be approved by the Board of Directors. Chair Ben Johnson has requested authorization to attend one extra conference during FY 2015-16. The costs associated with this additional conference was included in the FY15-16 budget.

Staff Request

Approve the requested additional conference attendance.

*Agenda Item #7d
Eastern Contra Costa Transit Authority
Board of Directors
Meeting: July 22, 2015*