



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 December 16th, 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

a. **Roll Call**

2. **Pledge of Allegiance**

3. **Public Comment**

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

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 October 28th, 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*)

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 December 16th, 2015**

7. ACTION AND DISCUSSION ITEMS

- a. **DISCUSSION ITEM:** Status Report: Facility Solar Project
(see attachment: tab #3)
Staff will present an update on the progress of the solar project for the ECCTA facility.
No Action Requested

- b. **DISCUSSION ITEM:** Status Report: Operations Contract
(see attachment: tab #4)
Staff will present an update on the process for publishing the RFP for the operations contract
No Action Requested

- c. **DISCUSSION ITEM:** Status Report: Clipper
(see attachment: tab #5)
Staff will present an update on Clipper
No Action Requested

- d. **ACTION ITEM:** Bus Options Assignment Agreement
(see attachment: tab #6)
Requested Action: Authorize the CEO to sign the Bus Options Assignment Agreement with King County Department of Transportation to secure two bus options.

- e. **DISCUSSION ITEM:** 2016 ECCTA Board of Director Meeting Dates
(see attachment: tab #7)
Requested Action: Combine the November and December 2016 board meetings and conduct that meeting on December 14th, 2016.

- f. **ACTION ITEM:** Independent Auditor's Report for the year ended June 30, 2015
(see attachment: tab #8)
Requested Action: Adopt Resolution 151216a accepting the Independent Auditor's Report for the year ended June 30, 2015

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: January 27, 2016

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

Wednesday December 16, 2015

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

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

MINUTES

October 28, 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 Ben Johnson at 4:00 P.M.

ROLL CALL / CALL TO ORDER

PRESENT: Gene Clare (Brentwood); Ken Gray (Member-at-Large); Barbara Guise (Brentwood); Wade Harper (Antioch); Merl Craft, Alternate for Pete Longmire (Pittsburg); Mary Rocha (Antioch); Kevin Romick (Oakley); and Ben Johnson (Pittsburg/Chair)

ABSENT: Federal Glover (Contra Costa County); Mary N. Piepho (Contra Costa County); and Doug Hardcastle (Oakley/Vice Chair)

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

OTHERS

PRESENT: Tighe Boyle, Mobility Matters
Susan Hinson, First Transit
Sharon Johnson, Antioch Resident
Gary Mitchell, First Transit
Hosie Pintily, First Transit
Elaine Welch, Mobility Matters
Merle Wilson, Antioch Resident

PLEDGE OF ALLEGIANCE

Chair Johnson led the Pledge of Allegiance.

PUBLIC COMMENT

Merle Wilson, Antioch, a 90-year old resident, described some of the difficulties he had encountered when attempting to use the Dial-a-Ride system in that he had been unaware of the process and where to get off, and had been stuck on the bus for two hours. He suggested that riders be advised of where the bus was going and how long it would take. He also noted his understanding that Dial-a-Ride was primarily for those who were disabled, but commented that he was not disabled. He asked if an individual could call Dial-a-Ride to get a same-day ride to the store or to the hospital.

Sharon Johnson, Antioch, commented that she had been aware over the years that additional buses had been added to serve the area, although she suggested there was a lack of coordination, particularly with respect to connections. She stated there did not seem to be a route to serve the shopping centers to make it easy for people, like her father Mr. Wilson, to connect. In addition, while she did not live far from Deer Valley High School, because there was no bus in her neighborhood to get kids to school she had to drive her children to school. Given the growth in Antioch, she urged some consideration of the bus routes to accommodate the residents.

Chair Johnson advised that staff would contact both Mr. Wilson and Ms. Johnson to speak to their concerns.

CHAIR'S REPORT

Chair Johnson reported that he and Directors Clare, Gray, Harper, and Longmire had attended the American Public Transportation Association (APTA) Annual Conference. He thanked the Board for the opportunity to participate. He noted that Director Harper had also been a presenter at the event and had done a good job.

Chair Johnson commented that contrary to all the negative publicity of police officers, one of the Lieutenants in the Pittsburg Police Department had the honor of being selected to attend Law Enforcement Command College, an 18-month program designed to prepare law enforcement leaders of today for the challenges of the future.

CONSENT CALENDAR

Chair Johnson reported that Michael Daugelli had not been shown in the minutes as being present at the September 23, 2015 meeting.

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

- A. Minutes of the Board of Directors meeting of September 23, 2015, as amended.
- B. Financial Report
- C. Marketing Activities Report

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

NOES: None

ABSTAIN: None

ABSENT: Glover, Hardcastle, and Piepho

CHIEF EXECUTIVE OFFICER'S REPORT

- A. Operations Report

CEO Jeanne Krieg presented Michael Daugelli's most recent column published in the Antioch Senior Center newsletter, and a copy of Tri Delta Transit's latest schedule and map, both of which had been provided to the Board and to the public. To save reprinting costs, she reported the change to Route 201, which would not take effect until February 21, 2016, had been included on the schedule. She also noted that most customers preferred electronic schedules to the paper schedule, which would likely be phased out in a few years other than as a print-on-demand feature.

Ms. Krieg stated that Chair Johnson and Directors Clare, Gray, Harper, and Longmire had attended the APTA Annual Conference where the theme was *Collaboration*, and there had been several interesting sessions. Prior to that conference, she had participated in a special Federal Transit Administration (FTA) session that had looked at ways to improve access to healthcare. During the conference, Director Harper had joined the mayors of San Jose and Cleveland on a panel to discuss how public transportation could be strengthened through strategic collaboration.

Ms. Krieg reported that Clipper® would go live on November 1, staff was ready to proceed, and customers had been informed. She clarified that the implementation of Clipper® would mean a change to the 24-hour pass to a true day pass; day pass prices had increased from \$3.35 to \$3.75 for adults, and \$1.35 to \$1.75 for seniors and disabled.

Ms. Krieg advised that the approval to purchase the electric buses would be presented to the Board as soon as the Metropolitan Transportation Commission (MTC) and the FTA had the funding in order. In anticipation of that approval, the electric charging stations were being designed to place four charging locations, although the electrical services into the facility would be designed to serve 20 charging stations. She reported that another big project was the solar for the building; the paperwork for the loan had been approved, the next step would be the California Environmental Quality Act (CEQA) paperwork to be submitted to the City of Antioch, after which it would go to the state. On another matter, staff had met with City of Oakley staff regarding an Amtrak station for downtown Oakley that would include bus service.

Ms. Krieg also reported that AC Transit had approached Tri Delta Transit staff seeking office space for a top Information Technology (IT) employee who lived in Antioch and who would work in Tri Delta Transit offices a couple of days a week, and who in turn would provide IT support for Tri Delta Transit. The space was available and the resulting benefit to both AC Transit and Tri Delta Transit represented good collaboration.

With respect to federal transportation legislation, Ms. Krieg reported that the House of Representatives had passed the Surface Transportation Extension Act, extending transportation authorization from October 29 through November 20, 2015. Since the funds had already been collected through the gas tax, there would be no additional revenue through that authorization. Lawmakers were hopeful of working out the issues to be able to come up with a long-term fully funded transportation bill.

While not affecting Tri Delta Transit directly, Ms. Krieg explained that one part of the Surface Transportation Extension Act was an extension of the deadline for installation of Positive Train Control (PTC) on all passenger and rail trains. Without that extension, all rail would have stopped on December 31, 2015.

Ms. Krieg reported that the fiscal year had started with a slight decrease in ridership, likely due to the decrease in gas costs. While that situation would continue to be monitored and while a decrease in ridership was not good news, she stated with the cost of fuel at \$2.18 a gallon this year versus \$3.39 for last year, expenditures for fuel had gone down 35 percent, which was good for the budget. All other operation parameters and costs were within budget.

Director Clare commented that part of the issue was with the goal of more and more alternative means of propulsion as well as other methods to track vehicle use, and suggested considering vehicle miles traveled (VMT).

Director Romick noted that Oregon and other states had been looking into VMT; where people traveled and where they parked.

Ms. Krieg stated that staff was also looking at vehicle licensing fees and other kinds of petroleum extraction fees. She noted there were a number of different fees and various models were being evaluated.

ACTION AND DISCUSSION ITEMS

A. Contra Costa County Mobility Management Project

Ms. Krieg introduced Elaine Welch and Tighe Boyle from Mobility Matters to make a presentation.

Elaine Welch, Mobility Matters (formerly Senior Helpline Services), stated that in January 2015 her organization had been asked, through a grant with County Connection and the Contra Costa Transportation Authority (CCTA), to take on the responsibility of beginning to implement the Mobility Management Plan. Since January 2015, a number of things had been accomplished and she highlighted those accomplishments to create a network of integrated options that primarily addressed the mobility needs of seniors, individuals with disabilities, and low income individuals. She reported that Mobility Matters had completed an inventory of transportation providers; was in the process of creating a guide to identify what was available, with appropriate information; working on a countywide database that would tie into the guide that would also include all electronic features; and working on a countywide approach to travel training so that the developmental disability, physical disability, mental disability, and senior communities needing help could be educated as to how to take public transportation.

Ms. Welch summarized her dreams of being able to build and expand volunteer driver programs to help those under 60 in the disabled community who may be struggling with other types of transportation; to provide a mobility display at Department of Motor Vehicle (DMV) offices to identify services, passes, volunteer programs, and the like so that those having their license taken away would know where to go; and to be able to offer travel training to help those who needed to use the public transportation system.

Ms. Welch distributed a new Mobility Matters brochure to identify the mission of mobility management along with a graphic to identify the available senior transportation options. She explained that many people were living in nursing homes simply because they did not have access to transportation to provide the necessary mobility to allow them to remain in their homes. She offered examples of a number of cases where the loss of a driver's license had devastated people and families; described the transportation options available to seniors; and of the options available explained that volunteer driver programs were the only free, one-on-one, door-through-door programs that provided the necessary service; and Mobility Matters offered that type of service.

Director Gray stated that he had worked with Ms. Welch, who commented that Mobility Matters offered a partnership of working together with public transit to provide the necessary services for seniors.

When asked by Director Clare if there was a problem getting volunteer drivers for East County, Ms. Welch affirmed that was the case and added that if volunteer drivers could not afford the gas to travel where they were needed, Mobility Matters would help in that regard. She emphasized that there was a need to collaborate with public transportation.

Director Clare suggested that Mobility Matters approach service organizations for help.

B. BART Tickets To Go Agreement

Ms. Krieg stated that ECCTA had an agreement with BART since 1989 to sell BART tickets; the agreement was effective for three years; and ECCTA was compensated by BART in the amount of one percent of the total value of tickets sold every month. She recommended approval of the BART Tickets To Go Agreement.

On motion by Director Clare, seconded by Director Guise, ECCTA Boardmembers adopted Resolution 151028 authorizing the CEO to execute a three-year agreement with BART to sell discounted BART tickets, carried by the following vote.

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

C. Mutual Aid Agreement

Ms. Krieg stated that ECCTA was a party to a Mutual Aid Agreement with all of the San Francisco Bay Area Transit Operators, to offer mutual aid in the event of an emergency. The agreement, in place since 2008, had been amended to add the Solano County Transit District and Napa County Transportation and Planning Agency as active participants. She recommended approval of the amended Mutual Aid Agreement.

On motion by Director Romick, seconded by Director Harper, ECCTA Boardmembers authorized the CEO to sign the amended San Francisco Bay Area Transit Operators Mutual Aid Agreement, carried by the following vote.

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

D. Tri Delta Transit Brentwood Intermodal Transit Center

Ms. Krieg explained that the question of a Tri Delta Transit Brentwood Intermodal Transit Center had come about quickly although BART Director Joel Keller had been talking about it for a while. She noted that Mr. Keller needed quick movement to allow the BART Board to consider funding the transit center, which had originally been called the Mokelumne Intermodal Transit Center. She referred to the letters from Brentwood Mayor Bob Taylor, which had been included in the Board packets along with other letters of support and noted that ECCTA staff had submitted a letter to advise that the matter would be discussed at the current meeting. A draft letter for Chair Johnson's signature had also been provided to the Board for consideration.

Director Clare thanked Ms. Krieg for the effort and referenced an area that had been zoned for transportation/high density type businesses; 20 percent transportation, 80 percent commercial, with the vision to have property that could be a future site for BART expansion. He emphasized the importance of designating something and stated this would be an in between stop pending BART expansion, considering ten acres for a parking lot and another nine acres for a future BART expansion, offering a good mixture of moving forward while also recognizing the property owner's needs.

Director Harper noted that the City of Antioch had recognized the location for a BART station and he would take the proposal to the Antioch City Council for a resolution. He supported the draft letter.

Director Romick stated the TRANSPLAN Committee had previously considered sites for future BART stations and the subject site had been designated as the preferred location for a future BART station, with the ultimate goal of extending BART all the way to Tracy.

On motion by Director Guise, seconded by Director Harper, ECCTA Boardmembers authorized Board Chair Ben Johnson to sign the letter of support for the Tri Delta Transit Brentwood Intermodal Transit Center on behalf of the ECCTA Board of Directors, carried by the following vote.

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

E. Advertising on Buses

Ms. Krieg stated that Chair Johnson had requested the item which had started as a conversation of a particularly ugly ad that had covered the entire bus, and he wanted to bring the conversation forward as to whether to continue advertising on buses in the future. She noted that the advertising contract included a cancellation clause for termination with or without cause. She suggested another option could be to alter the contract to prohibit any wraps above the window or advertise only on the backs of the buses and not on the sides.

Chair Johnson commented that some advertising completely obscured the Tri Delta Transit name, which was why he had requested a discussion of the issue. He did not want to see Tri Delta Transit lose its identification, did not support wrapping the buses, and suggested there was also a safety issue.

When asked, Ms. Krieg explained that the placement of Tri Delta Transit identification differed depending on the bus. Newer buses had the name on the top over the windows while the older buses and express buses placed the name below the window. She added that the contract allowed a full wrap on five of the buses although the contract could be modified to eliminate that practice.

Director Rocha commented that the conversation had already occurred and the Board had recommended a half wrap.

Director Romick supported full wrapping as long as the Tri Delta Transit insignia and name remained visible. He wanted to continue to allow the advertisement without full wrapping on the older buses.

With respect to safety, Ms. Krieg stated that there would be views out but no views in. She would return to the Board with an amendment to the contract at the December meeting and find out what it would mean to modify the contract as suggested

Director Gray requested examples of the advertisements.

Legal Counsel Ben Stock clarified that Tri Delta Transit could not force an amendment to the contract; the scope of the contract was three years although there was a right to terminate with no cause.

Director Harper added that the CEO should feel free to address any safety issues whether inside or outside of the bus.

The item was continued to the Board meeting scheduled for December 16, 2015.

F. November 2015 ECCTA Board Meeting

Ms. Krieg explained that with few items on the agenda for the November meeting, there had been a suggestion to cancel the meeting scheduled for November 18, which had been scheduled one week earlier than usual given Thanksgiving.

On motion by Director Romick, seconded by Director Guise, ECCTA Boardmembers authorized the cancellation of the November 18, 2015 meeting of the ECCTA Board of Directors, carried by the following vote:

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

BOARD OF DIRECTORS COMMENTS

Director Gray highlighted the sessions he had attended at the APTA conference, particularly the session on demographics; reported on his attendance at the Mobility Workshop at John Muir Hospital when Assemblymember Frazier had made a presentation on safe transportation issues; and noted the number of non-profits involved in senior mobility. He stated there was truly a good partnership between a public and non-profit and noted that there would be more and more with respect to senior mobility in the future.

Director Romick advised that the CCTA was in the process of reauthorizing the Measure J half cent sales tax and possibly adding an additional half cent sales tax; and working on a Transportation Expenditure Plan (TEP) and sought input from the members of the Board on what they would like to see. He reported that on November 2, there would be a Telephone Town Hall meeting for Eastern Contra Costa County from 6:00 to 7:00 P.M. by calling 1-877-229-8493, Access Code 112664, to discuss transportation issues for the next 20 years.

Director Craft reported that 18 to 20 would be graduating from the Labor Union, solar installation and construction technology, on November 10.

Director Harper stated he had enjoyed the APTA conference, and thanked Ms. Krieg for recommending him for the panel with the mayors of Cleveland and San Jose to discuss collaboration. With respect to collaboration, he noted that everyone would be working on the Measure J extension together. He also thanked those who had spoken during public comment and stated that comments from customers allowed the organization to improve.

Director Rocha thanked Mr. Wilson for his comments, and emphasized the need to start planning a strategy for the future to allow seniors mobility beyond what currently existed. She also reported that there would be a Halloween event at the Antioch Fairgrounds, and the Month of November was Alzheimer's Awareness Month.

Director Clare reported that there had been a Halloween event in downtown Brentwood last Saturday when an estimated 7,000 adults and children had participated. He highlighted the sessions he had attended at the APTA conference; thanked Tri Delta Transit staff for making the conference such a wonderful experience; and noted that the theme throughout had been the changing demography, not only seniors but millennials as well who preferred mass transit. With respect to the presentation from Mobility Matters, he requested a report on Tri Delta Transit paratransit senior services and the guidelines, costs, data on users, repeat users, how many met the qualification, incentives that could be offered to consider other services, and the like. As the population aged, he recognized that senior services would require more and more of the budget and requested a report to provide that information.

Director Rocha asked if the trolley was still in operation in Brentwood, and when told that it was not, suggested the cost of financing a shuttle should also be considered. Director Clare agreed, but not with a door-to-door service.

Chair Johnson stated that on November 14, the California Theatre would offer a program to help veterans and provide veterans services. He added that November 11 was Veterans Day and there would be a pancake breakfast in Pittsburg from 8:00 to 10:00 A.M., with a Veterans Day ceremony at 11:00 A.M.

Director Guise advised that for the first time the Brentwood Cemetery would be honored by having wreaths placed on the graves.

ADJOURNMENT

Chair Johnson adjourned the meeting of the Eastern Contra Costa Transit Authority at 5:15 P.M. to December 16, 2015 at 4:00 P.M. at the ECCTA Administration Facility, 801 Wilbur Avenue, Antioch, California.

Respectfully submitted,

Anita L. Tucci-Smith

TRIDELTA TRANSIT
Income Statement - Comparison to Annual Budget
 As of November 30, 2015
(Unaudited)

	YTD Actual			YTD Budget			YTD Variance favorable/(unfavorable)			FY16 Full Year Budget			YTD % of Fiscal Year Budget		
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR
OPERATING REVENUES															
Passenger Fares	\$ 1,373,007	\$ 1,158,524	\$ 214,483	\$ 1,401,396	\$ 1,202,180	\$ 199,216	\$ (28,389)	\$ (43,656)	\$ 15,267	\$ 3,247,000	\$ 2,769,000	\$ 478,000	42%	42%	45%
Other Income	\$ 56,123	\$ -	\$ 56,123	\$ 95,000	\$ 50,000	\$ 45,000	\$ (39,677)	\$ (50,000)	\$ 10,123	\$ 260,000	\$ 80,000	\$ 180,000	21%	21%	31%
Total Operating Revenues:	\$ 1,429,130	\$ 1,158,524	\$ 270,606	\$ 1,496,396	\$ 1,252,180	\$ 244,216	\$ (68,266)	\$ (93,656)	\$ 25,390	\$ 3,507,000	\$ 2,849,000	\$ 658,000	41%	41%	41%
OPERATING EXPENSES															
Purchased Transportation	\$ 4,801,085	\$ 3,369,373	\$ 1,431,712	\$ 4,871,822	\$ 3,411,004	\$ 1,460,618	\$ 70,537	\$ 41,631	\$ 28,906	\$ 11,687,068	\$ 8,183,174	\$ 3,503,894	41%	41%	41%
Materials and Supplies	\$ 1,177,318	\$ 952,839	\$ 224,479	\$ 1,478,980	\$ 1,200,565	\$ 278,415	\$ 301,662	\$ 247,726	\$ 53,936	\$ 3,550,100	\$ 2,860,100	\$ 670,000	33%	33%	34%
Salaries & Benefits	\$ 1,563,269	\$ 1,420,527	\$ 142,742	\$ 1,764,250	\$ 1,587,750	\$ 176,500	\$ 180,981	\$ 167,223	\$ 13,758	\$ 4,234,000	\$ 3,810,600	\$ 423,400	37%	37%	38%
Services	\$ 319,337	\$ 246,402	\$ 72,935	\$ 345,419	\$ 284,169	\$ 61,250	\$ 26,082	\$ 37,767	\$ (11,685)	\$ 829,000	\$ 682,000	\$ 147,000	39%	39%	50%
Other	\$ 127,707	\$ 120,829	\$ 6,878	\$ 167,200	\$ 154,865	\$ 12,335	\$ 39,483	\$ 34,236	\$ 5,257	\$ 405,000	\$ 375,450	\$ 29,550	32%	32%	24%
Casualty and liability insurance	\$ 212,156	\$ 177,598	\$ 34,558	\$ 209,400	\$ 151,193	\$ 58,207	\$ (2,756)	\$ (26,505)	\$ 23,749	\$ 485,588	\$ 330,524	\$ 155,064	48%	48%	26%
Utilities	\$ 108,071	\$ 102,593	\$ 5,478	\$ 107,000	\$ 101,000	\$ 6,000	\$ (1,071)	\$ (1,593)	\$ 522	\$ 254,000	\$ 241,000	\$ 13,000	43%	43%	42%
Taxes	\$ 11,858	\$ 9,234	\$ 2,624	\$ 9,000	\$ 6,300	\$ 2,700	\$ (2,658)	\$ (2,934)	\$ 76	\$ 20,000	\$ 14,000	\$ 6,000	59%	59%	44%
Total Operating Expenses:	\$ 8,340,801	\$ 6,399,295	\$ 1,941,506	\$ 8,952,871	\$ 6,896,846	\$ 2,056,025	\$ 612,070	\$ 497,551	\$ 114,519	\$ 21,444,756	\$ 16,516,848	\$ 4,927,908	39%	39%	39%
NON-OPERATING REV															
Federal Funds	\$ -	\$ -	\$ -	\$ 261,577	\$ -	\$ 261,577	\$ (261,577)	\$ -	\$ (261,577)	\$ 923,155	\$ 400,000	\$ 523,155	31%	30%	85%
State Funds	\$ 4,112,887	\$ 3,088,811	\$ 1,024,076	\$ 6,250,016	\$ 4,898,917	\$ 1,351,099	\$ (2,137,129)	\$ (1,810,106)	\$ (327,023)	\$ 13,165,969	\$ 10,201,183	\$ 2,964,786	70%	70%	55%
Local Funds	\$ 934,649	\$ 508,213	\$ 426,436	\$ 342,854	\$ 143,761	\$ 199,093	\$ 591,795	\$ 364,452	\$ 227,343	\$ 1,341,842	\$ 559,975	\$ 781,867	28%	28%	91%
Inter-Operator Agreements	\$ -	\$ -	\$ -	\$ 601,188	\$ 601,188	\$ -	\$ (601,188)	\$ -	\$ -	\$ 2,404,790	\$ 2,404,790	\$ -	2%	2%	95%
Interest & Other Misc Income	\$ 2,219	\$ 2,124	\$ 95	\$ 830	\$ 790	\$ 40	\$ 1,389	\$ 1,334	\$ 55	\$ 102,000	\$ 101,900	\$ 100	26%	26%	34%
Total Non-operating Revenues:	\$ 5,049,755	\$ 3,599,148	\$ 1,450,607	\$ 7,456,475	\$ 5,944,866	\$ 1,811,809	\$ (2,406,720)	\$ (2,045,518)	\$ (361,202)	\$ 17,937,766	\$ 13,687,848	\$ 4,269,908	28%	28%	34%
EXCESS REV/(EXP)	\$ (1,862,916)	\$ (1,641,623)	\$ (221,293)	\$ -	\$ -	\$ -	\$ (1,862,916)	\$ (1,641,623)	\$ (221,293)	\$ -	\$ -	\$ -	-	-	-

Agenda Item #5b
 Eastern Costa Transit Authority
 Board of Directors Meeting
 December 16, 2015


TRI DELTA TRANSIT
Income Statement - Comparison to Prior Year

As of November 30, 2015
(unaudited)

	November 2015 YTD Actual			November 2014 YTD Actual			FY16 vs FY15 - YTD			% Change from Previous Year		
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR
OPERATING REVENUES												
Passenger Fares	\$ 1,373,007	\$ 1,158,524	\$ 214,483	\$ 1,325,496	\$ 1,126,607	\$ 199,889	\$ 46,511	\$ 31,917	\$ 14,594	\$ 4%	\$ 3%	\$ 7%
Other Income	\$ 55,123	\$ -	\$ 55,123	\$ 95,815	\$ 50,000	\$ 45,815	\$ (40,692)	\$ (50,000)	\$ 9,308	\$ -42%	\$ -100%	\$ 0%
Total Operating Revenues:	\$ 1,428,130	\$ 1,158,524	\$ 269,606	\$ 1,422,311	\$ 1,176,607	\$ 245,704	\$ 5,819	\$ (18,083)	\$ 23,902	\$ 0%	\$ -2%	\$ 10%
OPERATING EXPENSES												
Purchased Transportation	\$ 4,801,085	\$ 3,369,373	\$ 1,431,712	\$ 4,779,309	\$ 3,336,805	\$ 1,442,504	\$ (21,776)	\$ (32,568)	\$ 10,792	\$ 0%	\$ -1%	\$ 1%
Materials and Supplies	\$ 1,177,318	\$ 952,839	\$ 224,479	\$ 1,417,240	\$ 1,161,053	\$ 256,187	\$ 239,922	\$ 208,214	\$ 31,708	\$ 17%	\$ 18%	\$ 12%
Salaries & Benefits	\$ 1,583,269	\$ 1,420,527	\$ 162,742	\$ 1,581,032	\$ 1,425,826	\$ 155,206	\$ (2,237)	\$ 5,299	\$ (7,536)	\$ 0%	\$ 0%	\$ -5%
Services	\$ 319,337	\$ 246,402	\$ 72,935	\$ 352,250	\$ 267,008	\$ 85,242	\$ 32,913	\$ 20,606	\$ 12,307	\$ 9%	\$ 8%	\$ 14%
Other	\$ 127,707	\$ 120,629	\$ 7,078	\$ 134,568	\$ 127,546	\$ 7,022	\$ 6,861	\$ 6,917	\$ (56)	\$ 5%	\$ 5%	\$ -1%
Casualty and liability insurance	\$ 212,156	\$ 177,698	\$ 34,458	\$ 180,571	\$ 150,357	\$ 30,314	\$ (31,485)	\$ (27,341)	\$ (4,144)	\$ -17%	\$ -18%	\$ -14%
Utilities	\$ 108,071	\$ 102,593	\$ 5,478	\$ 108,388	\$ 103,294	\$ 5,094	\$ 317	\$ 701	\$ (384)	\$ 0%	\$ 1%	\$ -8%
Taxes	\$ 11,858	\$ 9,234	\$ 2,624	\$ 6,873	\$ 7,788	\$ 2,000	\$ (4,985)	\$ (1,446)	\$ (624)	\$ -73%	\$ -19%	\$ -31%
Total Operating Expenses:	\$ 8,340,801	\$ 6,399,295	\$ 1,941,506	\$ 8,563,246	\$ 6,579,677	\$ 1,983,569	\$ 222,445	\$ 180,382	\$ 42,063	\$ 3%	\$ 3%	\$ 2%
NON-OPERATING REV												
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Funds	\$ 4,112,887	\$ 3,088,811	\$ 1,024,076	\$ 6,149,247	\$ 4,534,213	\$ 1,615,034	\$ (2,036,360)	\$ (1,445,402)	\$ (590,958)	\$ -33%	\$ -32%	\$ -37%
Local Funds	\$ 934,649	\$ 508,213	\$ 426,436	\$ 758,838	\$ 492,671	\$ 266,167	\$ 175,811	\$ 15,542	\$ 160,269	\$ 100%	\$ 100%	\$ 0%
Inter-Operator Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0%	\$ 0%	\$ 0%
Interest & Other Misc Income	\$ 2,219	\$ 2,124	\$ 95	\$ 3,631	\$ 3,521	\$ 110	\$ (1,412)	\$ (1,397)	\$ (15)	\$ -39%	\$ -40%	\$ -14%
Total Non-operating Revenues:	\$ 5,049,755	\$ 3,599,148	\$ 1,450,607	\$ 6,911,716	\$ 5,030,405	\$ 1,881,311	\$ (1,851,961)	\$ (1,431,257)	\$ (430,704)	\$ -27%	\$ -28%	\$ -23%
EXCESS REV/(EXP)	\$ (1,862,916)	\$ (1,641,623)	\$ (221,293)	\$ (229,219)	\$ (372,665)	\$ 143,446	\$ (1,633,697)	\$ (1,258,958)	\$ (364,739)			

Agenda Item #5b
 Eastern Contra Costa Transit Authority
 Board of Directors Meeting
 December 16, 2015

Staff Report to ECCTA Board of Directors

Meeting Date: December 16, 2015
Agenda Item: Marketing/Communications Activities – November/December
Agenda Item 5c
Lead Staff: Mike Furnary
Approved: Jeanne Krieg 

I. Completed Marketing Activities

- 1. Collateral Updates**
Completed comprehensive print & vehicle communications updates (design, print install) to align with launch of Clipper, new passes and fares.
- 2. Ticket reprint and distribution**
Completed revisions to new paper Day Passes (design, print, magnetic/electronic encoding) to align with all other East Bay operators with Clipper launch and coordinated ticket exchanges with all ticket sales outlets, including updating grocery store PLUs and reports.
- 3. Fall Faire Cross Promotion**
Completed cross promotion with Fairgrounds exchanging ad space for event sponsorship, advertising and customer discounts to bus riders.
- 4. Clipper Card Launch/Outreach**
Completed launch activities in conjunction with MTC and East Bay operators including outreach events at eBART, Los Medanos College, Somersville Towne Center, and Pittsburg BART. Additional Clipper tasks included programming fare boxes for new fares and passes.
- 5. Clipper Customer Service Training**
Completed staff training of Clipper customer service procedures/policies including Ticket Office Terminal (TOT) training.
- 6. Brentwood Beer Festival PR/Sponsorship**
Worked with local chamber event to provide free bus passes to event participants in the event that a safe ride was needed after the event. 150 passes were made available in exchange for event sponsorship recognition.
- 7. How to Ride Video Updates**
In process of completing necessary edits to online video tutorials to align with recent changes associated with launch of Clipper. Completed project to be uploaded online to trideltatransot.com as well as Youtube channel.
- 8. More Than Bus Ad Campaign**
Continuing production schedule of new television commercials for newly launched ad campaign.
- 9. 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. 511 Contra Costa Commuter Pass commuter promotion
2. High-Density housing direct mail
3. Route specific marketing promotions
4. Senior outreach 2016
5. Clipper faster boarding campaign
6. Customer courtesy on-board campaign
7. Online/web customer survey

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

Wednesday December 16, 2015

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Chief Executive Officer's Report

November-December 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:

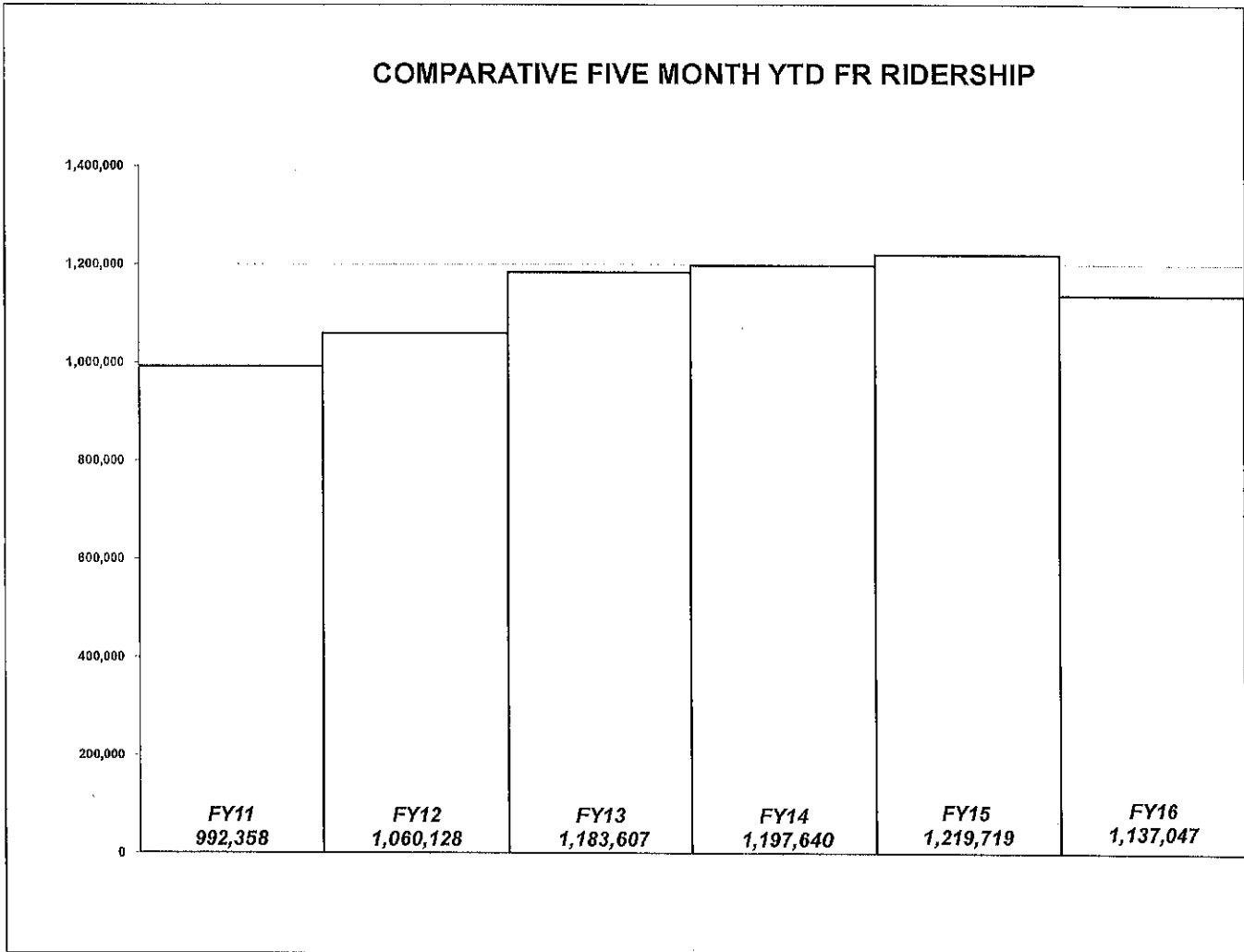
- Staff is working with the advertising contractor to address the issues discussed during the October Board meeting. Options will be presented to the Board of Directors during the January 27, 2016 meeting.
- A five-year fully funded federal transportation bill was passed and signed by the President.
- Clipper is now accepted on all Tri Delta Transit fixed route buses.
- The Clipper small operators subgroup, which includes all small operators in the nine county Bay Area, continues to meet on a regular basis.
- BART announced the December 31, 2015 end of the BART Plus program.
- The advisory team for the Contra Costa Mobility Management project continues to meet. The group is moving toward forming a CTSA which will provide additional funding opportunities.
- I was elected to serve on the California Transit Association's Executive Committee.
- The Bus Route Evaluation & Re-design project continued. Public hearings will be held early next year.
- The UC Berkeley PATH Integrated Dynamic Transit Operations system demonstration project that will use Tri Delta Transit as the subject continued. CCTA is overseeing the Caltrans-funded project that will demonstrate transit connect, dynamic dispatch, and dynamic rideshare in east county.
- Work continued on the Contra Costa County Express Bus Plan. Arup is the consultant.
- Construction throughout East County continues to be a challenge. On-time performance is being affected.

Pending:

- Low interest loan for facility solar system
- Electric bus procurement
- FTA's Safety Program
- Federal grants
- Service to Brentwood LMC campus (August 2018)
- Next generation of Clipper (2019)
- Service to eBART stations in Pittsburg and Antioch (2019)
- 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
- 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)
- Electric Car Charging Station grant
- Park & Ride lots – land acquisition

*Agenda Item #6a
Eastern Contra Costa Transit Authority
Board of Directors Meeting
December 16, 2015*

TRI DELTA TRANSIT YTD COMPARISON FR RIDERSHIP



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

	Actual							Budget	15/16B	YTD COMPARISON		
						15/16	% ▲	Actual		% ▲		
	10/11	11/12	12/13	13/14	14/15	15/16		Nov-14	Nov-15			
DIAL-A-RIDE												
PASSENGERS												
Total DAR Trips Provided	129,041	130,619	128,999	131,476	133,769	140,000	5%	58,509	54,690	-7%		
Average Weekday Ridership	474	481	470	471	487	506	4%	507	489	-3%		
Average Sat Ridership	110	106	140	180	153	164	7%	181	124	-32%		
Average Sun/Hol Ridership	71	71	72	68	63	66	5%	68	44	-36%		
Average Passengers/Hour (wkdy)	2.2	2.2	1.9	1.9	2.0	2.2	9%	2.1	2.1	2%		
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	0.148%	0.183%	0.097%	0.071%	0.103%	0.103%	0%	0.099%	0.112%	13%		
On Time Performance	85%	85%	87%	89%	87%	90%	3%	88%	86%	-2%		
MAINTENANCE												
Gallons of Fuel Consumed	85,174	116,392	139,678	145,043	138,528	144,619	4%	61,501	57,318	-7%		
Miles Between Preventable Accidents	61,377	898,467	328,002	244,390	162,293	200,000	23%	418,258	98,939	-76%		
Miles Between Road calls	21,920	56,154	109,568	61,109	139,113	100,000	0%	83,683	79,153	-5%		
COST RATIOS												
Farebox Recovery Ratio	12%	11%	11%	10%	10%	10%	0%	10%	11%	10%		
\$/Gal Fuel	\$ 3.33	\$ 3.84	\$ 3.81	\$ 3.67	\$ 3.09	\$ 3.25	5%	\$ 3.33	\$ 2.89	-13%		
Operating Cost/Passenger	\$ 31.47	\$ 30.58	\$ 33.22	\$ 35.25	\$ 34.18	\$ 35.23	3%	\$ 33.90	\$ 35.50	5%		
Operating Cost/Revenue Hour	\$ 63.05	\$ 64.34	\$ 63.52	\$ 68.75	\$ 69.81	\$ 71.60	3%	\$ 69.81	\$ 74.74	7%		
Operating Cost/Revenue Mile	\$ 5.25	\$ 5.22	\$ 5.36	\$ 5.76	\$ 5.74	\$ 6.01	5%	\$ 5.81	\$ 5.97	3%		
FIXED ROUTE												
PASSENGERS												
Total FR Trips Provided	2,351,662	2,431,768	2,740,834	2,832,264	2,806,028	2,826,000	1%	1,219,719	1,137,047	-7%		
Average Weekday Ridership	8,345	8,594	9,616	9,930	9,794	9,949	2%	10,225	9,622	-7%		
Average Sat Ridership	2,594	2,753	3,232	3,464	3,498	3,391	-3%	3,601	3,377	-6%		
Average Sun/Hol Ridership	1,989	2,087	2,788	2,692	2,787	2,695	-3%	2,854	2,709	-5%		
Average Passengers/Hour	15.1	15.9	17.7	19.0	19.2	19.3	1%	19.8	19.0	-4%		
CUSTOMER SERVICE												
Customer Complaints	0.020%	0.023%	0.012%	0.009%	0.009%	0.009%	0%	0.008%	0.009%	18%		
On Time Performance	97%	86%	86%	92%	92%	90%	-2%	92%	90%	-3%		
MAINTENANCE												
Gallons of Fuel Consumed	639,072	636,276	562,702	603,013	600,072	594,981	-1%	254,428	253,590	0%		
Miles Between Preventable Accidents	170,175	120,644	65,392	110,754	98,066	100,000	2%	146,300	125,604	-14%		
Miles Between Road calls	37,539	32,481	42,844	67,684	41,553	50,000	20%	56,896	40,193	-29%		
COST RATIOS												
Farebox Recovery Ratio	16%	16%	18%	18%	18%	18%	1%	17%	18%	6%		
\$/Gal Fuel	\$ 3.20	\$ 3.52	\$ 3.95	\$ 3.48	\$ 2.77	\$ 3.00	8%	\$ 3.23	\$ 2.14	-34%		
Operating Cost/Passenger	\$ 6.52	\$ 6.60	\$ 6.01	\$ 5.58	\$ 5.54	\$ 5.79	5%	\$ 5.39	\$ 5.63	4%		
Operating Cost/Revenue Hour	\$ 98.54	\$ 105.05	\$ 106.53	\$ 105.76	\$ 106.36	\$ 111.77	5%	\$ 107.00	\$ 106.86	0%		
Operating Cost/Revenue Mile	\$ 6.98	\$ 7.46	\$ 7.98	\$ 7.71	\$ 7.62	\$ 8.07	6%	\$ 7.73	\$ 7.52	-3%		

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

TOTAL PASSENGER TRIPS												YTD COMPARISON		
ROUTE												Nov-14	Nov-15	% Chg
	% Chg	10/11	% Chg	11/12	% Chg	12/13	% Chg	13/14	% Chg	14/15	% Chg			
200	-38%	36,121	3%	37,682	4%	55,322	47%	55,914	1%	54,167	-3%	22,821	21,028	-8%
201	-10%	105,655	6%	110,660	5%	119,977	8%	124,289	4%	112,116	-10%	44,555	47,893	7%
300	-18%	290,750	8%	302,067	4%	290,313	-4%	328,582	13%	353,802	8%	150,982	145,535	-4%
379	-2%	12,230	0%	10,235	-16%	15,232	49%	6,759	-56%	3,223	-52%	1,504	1,835	22%
380	-10%	565,484	-4%	584,779	3%	680,981	16%	682,650	0%	666,704	-2%	294,482	266,603	-9%
383	-12%	39,780	-9%	34,210	-14%	36,031	2%	32,073	-8%	30,200	-6%	13,054	10,867	-17%
384	-32%	25,653	-14%	26,201	2%	8,227	-69%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
385	-11%	36,855	6%	36,401	-1%	61,388	68%	70,974	16%	68,013	-4%	27,713	29,810	8%
386	-23%	4,650	-4%	3,042	-35%	2,172	-29%	1,902	-12%	1,583	-17%	699	571	-18%
387	-13%	195,608	2%	212,731	9%	262,396	23%	264,036	1%	257,944	-2%	111,644	102,178	-8%
388	-11%	311,242	5%	320,981	3%	366,041	14%	400,190	9%	370,128	-8%	164,133	147,808	-10%
389	-28%	48,272	-9%	46,723	-3%	53,255	14%	53,068	0%	51,480	-3%	20,675	20,799	1%
390	-10%	49,042	-5%	52,850	7%	68,564	30%	72,054	5%	71,211	-1%	29,892	29,903	0%
391	-8%	332,841	0%	346,080	4%	370,500	7%	386,640	4%	402,579	4%	175,920	160,796	-9%
Dimes a Ride	-47%	12,745	-10%	11,328	-11%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Express (Hac)	-15%	18,586	18%	11,831	-36%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Shuttles	-45%	9,161	35%	9,446	3%	4,941	-48%	3,370	-32%	5,375	59%	5,375	4,637	-14%
392	-4%	105,702	-1%	112,330	6%	133,569	19%	142,284	7%	142,650	0%	62,952	57,479	-9%
393	-10%	104,487	1%	111,697	7%	135,181	21%	133,078	-2%	141,281	6%	61,146	59,088	-3%
394	9%	46,798	-10%	50,614	8%	71,557	41%	64,904	-8%	63,087	-3%	29,170	24,400	-16%
395	N/A	N/A	N/A	N/A	N/A	6,187	100%	9,497	100%	10,485	100%	3,002	5,817	94%
Total Fixed Route	-13%	2,351,662	0%	2,431,768	3%	2,740,834	13%	2,832,264	3%	2,806,029	-1%	1,219,719	1,137,047	-7%

AVERAGE PASSENGERS PER REVENUE HOUR												YTD COMPARISON		
ROUTE												Nov-14	Nov-15	% Chg
	% Chg	10/11	% Chg	11/12	% Chg	12/13	% Chg	13/14	% Chg	14/15	% Chg			
200	-8%	10.0	7%	10.3	3%	12.6	22%	12.5	-1%	12.6	1%	12.6	12.0	-5%
201	3%	19.1	3%	19.7	3%	17.8	-10%	17.9	1%	17.0	-5%	16.1	17.6	9%
300	-14%	15.2	7%	15.8	4%	15.8	0%	18.6	18%	20.3	10%	20.8	20.2	-3%
379	N/A	13.2	4%	9.8	-26%	10.7	9%	16.8	57%	26.5	57%	32.5	39.5	22%
380	-14%	16.6	-5%	17.4	5%	20.2	16%	20.6	2%	20.2	-2%	21.3	19.9	-7%
383	-3%	11.2	-9%	9.7	-13%	10.2	5%	12.6	23%	13.0	3%	13.3	11.7	-12%
384	26%	9.6	-18%	10.2	7%	14.6	43%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
385	18%	12.0	-10%	11.1	-7%	11.9	7%	12.9	8%	12.3	-4%	12.5	12.3	-2%
386	9%	6.0	-2%	3.9	-36%	3.6	-7%	6.3	74%	6.3	1%	7.3	6.3	-14%
387	-16%	17.7	2%	19.6	11%	22.8	16%	23.7	4%	23.3	-2%	23.9	22.9	-4%
388	-14%	15.0	4%	15.5	3%	17.1	10%	18.2	7%	17.4	-5%	18.1	17.6	-3%
389	-9%	14.7	-2%	13.6	-8%	13.4	-1%	14.4	8%	15.4	7%	14.6	15.8	8%
390	-8%	9.9	-19%	10.7	9%	18.6	73%	20.8	12%	21.5	3%	21.7	21.9	1%
391	-13%	16.8	0%	18.7	11%	19.6	5%	20.5	4%	21.9	7%	22.9	21.2	-7%
Dimes a Ride	-13%	8.1	-10%	10.9	36%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Express (Hac)	-23%	9.0	12%	8.1	-10%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Shuttles	-25%	11.7	44%	N/A	N/A	N/A	N/A	6.4	N/A	30.7	383%	30.7	24.5	-20%
392	-9%	15.1	-2%	15.2	1%	17.6	16%	19.1	9%	18.9	-1%	19.6	18.0	-8%
393	-14%	15.7	1%	16.4	5%	17.5	7%	17.5	0%	18.7	7%	19.0	18.4	-3%
394	-8%	10.8	-8%	11.7	9%	15.0	28%	17.0	13%	15.9	-7%	17.3	14.6	-15%
395	N/A	N/A	N/A	N/A	N/A	12.0	N/A	16.2	N/A	16.4	1%	11.0	21.3	93%
Total Fixed Route	-9%	15.1	-1%	15.9	5%	17.7	12%	19.0	7%	19.2	1%	19.8	19.0	-4%

TAB 3

Agenda Item 7a

DISCUSSION ITEM: Status Report: Facility Solar Project

Board of Directors Meeting

Wednesday December 16, 2015


ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: December 16, 2015

Agenda Item: Status Report: Facility Solar Project
Agenda #7a

Lead Staff: Steve Ponte

Approved: Jeanne Krieg 

Status Report

- In August 2014, an RFP was published for solar design consulting. Two firms submitted proposals.
- In October 2014, the Board of Directors approved a contract for the facility solar project with EDesignC, Inc.
- In September 2015, the final report was presented to staff. It included the design for the project as well as a recommendation to finance the system through the California Energy Commission no/low interest loan program.
- In September 2015, the ECCTA Board of Directors adopted a resolution authorizing staff to apply for a low interest loan. The funding cycle would have funded the ECCTA project in December 2015.
- Staff began the application process which included a requirement for a CEQA (California Environmental Quality Act). Since the funding for the project is tight and it was apparent that the CEQA results for the project would be a negative declaration (meaning there is no impact to the environment), staff requested the City of Antioch to be the lead on the CEQA process.

Agenda Item #7a
Eastern Contra Costa Transit Authority
Board of Directors
Meeting: December 16, 2015

- On Tuesday, December 8th, city staff informed ECCTA staff that:
 - A negative declaration would not be issued.
 - ECCTA is required to hire an arborist to verify the trees are not native. These are the trees that were selected by the City of Antioch as part of the facility construction projects. The trees are all non-native and include:
 - Street: 6 mature trees (planted in 1987)
 - Street: 2 new trees (planted in 2012)
 - Parking lot: 9 young trees (planted 2004)
 - ECCTA is required to hire a biologist to ensure that there are no birds that use the trees for nesting.
 - ECCTA is required to submit an artist rendition of the project as a street view in addition to the overhead drawing that was submitted with the proposal. This drawing would be sent to the Planning Commission for aesthetic approval.
 - City staff stated that, if ECCTA is willing move the project to the bus parking lot, they would issue a CEQA negative-declaration. This is not a possibility: the poles would interfere with bus circulation.
- Due to the unexpected turn of events with the CEQA, ECCTA missed the December 2015 funding cycle and will be delayed until the next funding cycle in December 2016. This is concerning because the PTSMEA grant that was allocated to ECCTA to partially fund the project and to pay for the solar consultant expires in June 2016. Staff is looking at options to use the funds prior to June.
- ECCTA staff, in conversations with the California Energy Commission, learned that there is a small possibility that some funding might be available in June 2016. This means the application must be submitted as soon as possible.

Staff Request

No action required. At this point, there is nothing that can be done to get into the planned December 2015 funding cycle. ECCTA staff is working to get the loan application submitted as soon as possible so, if the "very slight possibility" that funding will be available in June 2016, our application will be in place.

TAB 4

Agenda Item 7b

DISCUSSION ITEM: Status Report: Operations Contract

Board of Directors Meeting

Wednesday December 16, 2015

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: December 16, 2015

Agenda Item: Status Report: Operations Contract
Agenda #7b

Lead Staff: Jeanne Krieg 

Staff will discuss the process for the new operations contract that will be effective July 1, 2016. ECCTA currently contracts for transit operations with First Transit.

Staff Request

No action required.

TAB 5

Agenda Item 7c

DISCUSSION ITEM: Status Report: Clipper

Board of Directors Meeting

Wednesday December 16, 2015

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: December 16, 2015

Agenda Item: Status Report: Clipper
Agenda #7c

Lead Staff: Steve Ponte

Approved: Jeanne Krieg 

Status Report

Staff will present a status report on the first month of Clipper operation on Tri Delta Transit's fixed route buses. Some statistics for the month of November are:

- 40,130 total tags
- 13,176 tags on Tri Delta Transit
 - 6.7% of total passengers are using Clipper
- 32% of east bay tags are Tri Delta Transit
 - CCCTA has 27% of tags
 - WCCTA has 22% of tags
 - LAVTA has 13% of tags
- 65% of the tags are using the express bus routes
- 35% of the tags are local rides
- 20% access BART one way
- 25% access BART on both local and express
- Less than 1% using day pass accumulator
- 5% using transfers

Staff Request

No action required.

Agenda Item #7c
Eastern Contra Costa Transit Authority
Board of Directors
Meeting: December 16, 2015

TAB 6

Agenda Item 7d

ACTION ITEM: Bus Options Assignment Agreement

Board of Directors Meeting

Wednesday December 16, 2015


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

Staff Report to ECCTA Board of Directors

Meeting Date: December 16, 2015

Agenda Item: Bus Options Assignment Agreement
Agenda Item 7d

Lead Staff: Steve Ponte

Approved: Jeanne Krieg 

Background

The Federal Transit Administration formalized the rules for an agency to purchase vehicles using another agency's approved purchase contract (referred to as a piggy-back). ECCTA staff desires to use a piggy-back option with King County Department of Transportation to purchase two Proterra electric buses. In order for ECCTA to negotiate with Proterra, ECCTA must secure two options from King County. Attached is the proposed Bus Options Assignment Agreement required by King County Department of Transportation to release two buses options to ECCTA.

Recommendation:

Authorize the CEO to sign the Bus Options Assignment Agreement with King County Department of Transportation to secure two bus options.

BUS OPTIONS ASSIGNMENT AGREEMENT

by and among

King County's Department of Transportation, Metro Transit Division

and

Eastern Contra Costa Transit Authority

and

Proterra Inc.

THIS BUS OPTIONS LIMITED ASSIGNMENT OF RIGHTS AND ASSUMPTION OF DUTIES AGREEMENT, (the "Bus Options Assignment Agreement"), is made and entered into this _____ day of _____, 2015, by and among King County, a home rule charter county and political subdivision of the State of Washington, by and through its Department of Transportation, Metro Transit Division (the "County" and/or "Metro Transit" and/or the "Assignor"),

Eastern Contra Costa Transit Authority
(the "Assignee"),

and

Proterra Inc., a Delaware corporation
(*"Proterra"* and/or the "Contractor"),

any of which entities may be referred to hereinafter individually as "Party" or collectively as the "Parties."

RECITALS

WHEREAS, the County and Proterra are parties to a contract, identified as EB 11-2 ("Manufacture and Delivery of 40 Foot Heavy Duty Low Floor All-Electric Transit Buses"), for the procurement of certain transit buses detailed therein (the "Bus Procurement Contract"); and

WHEREAS, Section A1.01 of the Bus Procurement Contract established a maximum base quantity of two buses to be potentially purchased by the County over a five-year period and an option quantity of up to an additional 200 buses; and

WHEREAS, Section B2.19 of the Bus Procurement Contract authorizes the County to assign to another transit property or governmental entity part or all of the option quantity of buses; and

WHEREAS, the Assignee, desires to acquire a number of additional buses for its transit fleet and has asked the County to assign part of the available option quantity to the Assignee; and

WHEREAS, the County has determined that it has sufficient capacity in the combined base quantity and remaining option quantity available to it through the Bus Procurement Contract to meet its own bus procurement needs over the remaining term of the Bus Procurement Contract; and

WHEREAS, Proterra has been informed of the Assignee's desire to acquire two (2) buses via an assignment of a portion of the option quantity of buses available to the County through the Bus Procurement Contract; and

WHEREAS, the Contractor has no objection to the County assigning a portion of the available option quantity of buses to the Assignee;

NOW, THEREFORE, in consideration of the terms, conditions and covenants set forth herein, the Parties agree as follows:

1. PURPOSE

The purpose of this Bus Options Assignment Agreement is to set forth the terms and conditions upon which the County will assign to the Assignee a portion of the option quantity of buses available to the County through the Bus Procurement Contract.

2. ASSIGNOR'S LIMITED ASSIGNMENT OF RIGHT TO PURCHASE BUS OPTIONS

Pursuant to Section B2.19.01 of the Bus Procurement Contract and the terms and conditions of this Bus Options Assignment Agreement, the County hereby assigns to the Assignee the right to purchase from the Contractor two (2) buses of the option quantity of 200 buses available to the County as provided for in Section A1.01 of the Bus Procurement Contract.

3. ASSIGNEE'S COMPLIANCE WITH CONTRACT TERMS AND ASSUMPTION OF CONTRACTUAL DUTIES

In consideration of the County's foregoing assignment to the Assignee, the Assignee hereby accepts the foregoing assignment, and agrees to assume all applicable contractual

duties and responsibilities associated with the exercise of its right to purchase buses from the Contractor via this Bus Options Assignment Agreement.

4. REVERSION OF OPTIONS

In the event the Assignee fails, within ninety (90) days from the date this Bus Options Assignment Agreement is signed by all the Parties hereto, to exercise the right assigned to it pursuant to this Bus Options Assignment Agreement to purchase from the Contractor two (2) buses from the option quantity provided for in the Procurement Contract, the unexercised options shall revert back to the County.

5. CONTRACTOR'S ACKNOWLEDGMENT OF AND CONSENT TO ASSIGNMENT

The Contractor hereby acknowledges and consents to the County's assignment to the Assignee, pursuant to Section B2.19.01 of the Procurement Contract and the terms and conditions of this Bus Options Assignment Agreement, of the right to purchase two (2) buses of the option quantity of buses available to the County as provided for in the Procurement Contract.

6. INDEMNIFICATION AND HOLD HARMLESS

Both the Assignee and the Contractor hereby agree to indemnify and hold harmless the County, its elected officials, officers, employees, agents and representatives from any and all claims, actions, judgments, liabilities, proceedings and costs, including reasonable attorneys' fees and other costs of defense and damages, arising out of the assignment of rights provided for in this Bus Options Assignment Agreement or in any way resulting from the Assignee's exercise of the bus purchase options, including any acts or omissions associated therewith, whether contractual or otherwise, arising out of or related to the assignment provided for herein.

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IN WITNESS WHEREOF, each of the Parties hereto accepts the terms and conditions provided for herein and has caused this Assignment Agreement to be signed and executed by a duly authorized representative.

ASSIGNOR:

KING COUNTY
DEPARTMENT OF TRANSPORTATION
METRO TRANSIT DIVISION

By: _____
Kevin Desmond, General Manager

Date: _____

ASSIGNEE:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

By: _____

Printed Name and Title: _____

Date: _____

CONTRACTOR:

PROTERRA INC.

By: _____

Printed Name and Title: _____

Date: _____

TAB 7

Agenda Item 7e

DISCUSSION ITEM: 2016 Board Meeting Dates

Board of Directors Meeting

Wednesday December 16, 2015

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors**Meeting Date:** December 16, 2015**Agenda Item:** 2016 ECCTA Board of Director Meeting Dates
Agenda Item #7e**Lead Staff:** Jeanne Krieg 

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

Scheduled Meeting Date	Consideration	Staff Request
November 23, 2016 and December 28, 2016	Thanksgiving Day is November 24 th Christmas Day is December 25 th New Year's Day is January 1 st	Combine the November & December meetings and conduct that meeting on December 14 th , 2016.

Staff Request

Combine the November and December 2016 board meetings and conduct that meeting on December 14th, 2016.

TAB 8

Agenda Item 7f

ACTION ITEM: Independent Auditor's Report for the year ended June 30, 2015

Resolution 151216a

Board of Directors Meeting

Wednesday December 16, 2015


ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: December 16, 2015

Agenda Item: Independent Auditor's Report for the year ended June 30, 2015
Agenda Item 7f

Lead Staff: Tom Harais, Chief Financial Officer

Approved: Jeanne Krieg, Chief Executive Officer 

Background

ECCTA is required to have an annual certified fiscal audit conducted by an outside independent firm.

Process

Per the contract between ECCTA and Maze & Associates, an audit of the fiscal year ending June 30, 2015 was conducted.

Results

The Authority's financial statements were found to fairly present the financial condition of the Authority in accordance with GAAP standards.

There were no material findings or questioned costs.

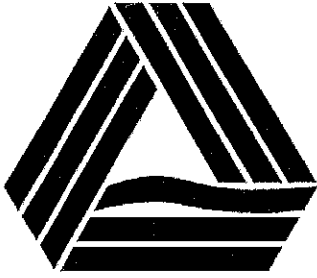
The Authority was found to be compliant with the requirements of OMB circular A-133, and the regulations regarding expenditures funded with Transportation Development Act and the Public Transportation, Modernization of Service and Enhancement Account funds.

Requested Action

Adopt Resolution #151216a accepting the Independent Auditor's Report for the year ended June 30, 2015.

Attached

- Proposed Resolution
- Independent Auditor's Report



TRI DELTA TRANSIT

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

RESOLUTION #151216a INDEPENDENT AUDITOR'S REPORT

Resolution 151216a accepts the EASTERN CONTRA COSTA TRANSIT AUTHORITY Independent Auditor's Report for the year ended June 30, 2015.

WHEREAS, ECCTA is required by PUC 99245 to have an annual certified fiscal audit conducted by an outside entity; and

WHEREAS, the independent audit performed was designed to express an opinion on the FY 2014 financial statements and address current statutory and regulatory requirements in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and

WHEREAS, the Independent Auditor's Report for the years ended June 30, 2015 shows no significant issues.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt resolution #151216a accepting the Independent Auditor's Report.

PASSED AND ADOPTED THIS 16th day of December 2015, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Ben Johnson, Chair

Jeanne Krieg, CEO

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

**EASTERN CONTRA COSTA
TRANSIT AUTHORITY
ANTIOCH, CALIFORNIA**

BASIC FINANCIAL STATEMENTS

FOR THE YEARS ENDED JUNE 30, 2015 AND 2014

PREPARED BY THE FINANCE DEPARTMENT

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EAST CONTRA COSTA TRANSIT AUTHORITY

BASIC FINANCIAL STATEMENTS

For the Years Ended June 30, 2015 and 2014

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Eastern Contra Costa Transit Authority
Antioch, California

Report on Financial Statements

We have audited the accompanying basic financial statements of Eastern Contra Costa Transit Authority (Authority) as of and for the years ended June 30, 2015 and 2014, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Authority's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects the financial position of the Authority as of June 30, 2015 and 2014, and changes in financial position and cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 20, 2015, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

Maze & Associates

Pleasant Hill, California

November 20, 2015

Management's Discussion and Analysis

This discussion and analysis of the Eastern Contra Costa Transit Authority's financial performance provides an overview of the Authority's financial activities for Fiscal Year 2015 including comparisons to prior fiscal years. This information should be considered in conjunction with the statements and notes contained in the Financial Section.

Financial Highlights

- **Total assets** declined \$1M vs. the previous fiscal year. A \$1M increase in temporary cash investments due to the receipt of PTMISEA funds in advance of expenditures on rolling stock procurements was more than offset by an increase in the accumulated depreciation allowance. The depreciation increase was a result of the first full year of the provision applied to the previous year's large bus purchase.
- **Total liabilities** increased in FY15 from \$2.9M to \$3.3M. The change represents \$451 thousand in excess TDA funds that will be returned to the County Local Transportation Fund upon audit acceptance.
- In FY15 the Authority saw a slight decrease in **program operating revenues** of \$91 thousand compared to FY14. This was congruent with the drop in fare revenues resulting from the decrease in passenger trips provided.
- **Program operating expenses** were stable between FY14 and FY15, increasing by less than 1%.
- **Non-operating revenues** decreased \$200 thousand in FY14. This was a result of a onetime gain on sale of fixed assets in FY FY14 of \$218 thousand.
- The result: **Net position** decreased from \$25.3M to \$23.7M during FY15. This is in line with a stable transit operation.

Overview of the Financial Statements

The Financial Section of this report presents the Authority's financial statements including the basic financial statements and the notes to those financial statements. It also includes other, supplemental information in addition to the basic financial statements.

Basic Financial Statements

The *Statement of Net Position* presents information about the assets and liabilities and the difference between the two as *net position*. The change in net position over time can indicate whether the Authority's financial position is improving or deteriorating.

The *Statements of Revenues, Expenses and Changes in Net Position* indicates how net position has changed during the fiscal year as well as compares operating revenues and operating expenses between the current and prior, fiscal years. The operating revenues and expenses shown here are the financial activities of the Authority related to the Authority's mission of providing public transportation services in Eastern Contra Costa County. The expenses and revenues reported include fares and advertising revenues along with the cost of passenger services, administration of those services, services that have been contracted out and depreciation of fixed assets. All other revenues and expenses not included within these categories are reported as non-operating revenues and expenses.

The *Statement of Cash Flows* reports the inflow and outflow of cash at the Authority. Such activity is classified into four major components.

- *Cash flows from operating activities* including transactions reported as components of operating income in the statement of revenues, expenses and changes in net assets.
- *Cash flows from investing activities* include interest and similar returns on funds invested while held by the Authority.
- *Cash flows from non-capital financing activities* includes operating grant funding received as well as operating payments from third parties and non-operating items.
- *Cash flows from capital and related financing activities* come from the procurement of capital assets and the proceeds of capital grants.

Notes to the Financial Statements

Immediately following basic the financial statements are various notes intended to provide additional information that is essential for the reader to gain a full understanding of the information provided within the financial statements.

Other Information

This section presents required supplementary information meeting GASB requirements.

Analysis of Basic Financial Statements

➤ Assets:

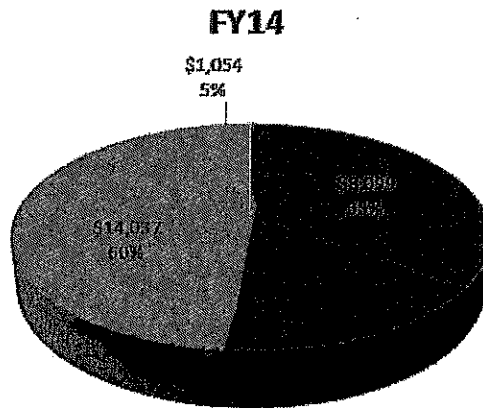
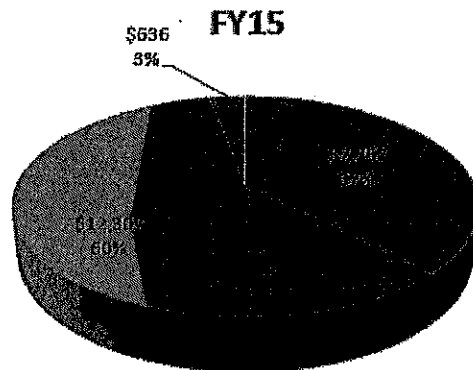
	2015	2014	Change	%
Current Assets	\$6,384	\$4,968	\$1,416	29%
Net Capital Assets	20,696	23,190	(2,494)	-11%
Total Assets:	\$27,080	\$28,158	(\$1,078)	-4%

The 29% increase in current assets from FY2014 to FY2015 was the result of the Authority receiving PTMISEA funds for procurement of 20 fixed route replacement buses in advance of the procurement.

The 11% decrease in net capital assets in FY2015 from FY2014 was due to FY2015 being the first full year of depreciation for the twenty five new, fixed route buses placed into service during 2014 where the half-year convention for depreciation was appropriately to the first year in service.

Rolling stock and Land & Structures continue to comprise the majority of the Authority's capital assets.

NET CAPITAL ASSETS



■ Land, Structures & Improvements ■ Rolling Stock ■ Equipment

➤ **Liabilities:**

	<u>2015</u>	<u>2014</u>	<u>Change</u>	<u>%</u>
Current Liabilities	\$3,058	\$2,633	\$425	16%
Non-Current Liabilities	285	250	35	14%
Total Liabilities:	\$3,343	\$2,883	\$460	16%

There is \$451 thousand in TDA operating funds for FY15 accrued in Current Liabilities to be returned to the Contra Costa County LTF upon completion of the FY15 audit. These are TDA operating funds received from FY15 TDA allocations in excess of operating expenditures at YE FY15.

The \$35 thousand increase in non-current liabilities represents the annual PERB provision for ECCTA's health care in retirement plan.

➤ **Net Position:**

The Authority's net position decreased from \$25M at year end FY2014 to \$24M at June 30th 2015 as a result of the changes in assets and liabilities discussed above.

➤ **Program Operating Revenue:**

The Authority received \$91 thousand *less* in operating revenues in FY15 compared to FY14. There was a decrease in gross fare revenue proportional to the decrease in ridership.

➤ **Program Operating Expense:**

As previously outlined, the Authority incurred level operating expenses during the two years reviewed here. There were significant comparative reductions in the cost of materials and supplies (\$371 thousand) and salaries and benefits (\$98 thousand) for FY15 that were offset by equal increases in purchased transportation (\$163 thousand) and depreciation (\$351 thousand) when compared to FY14.

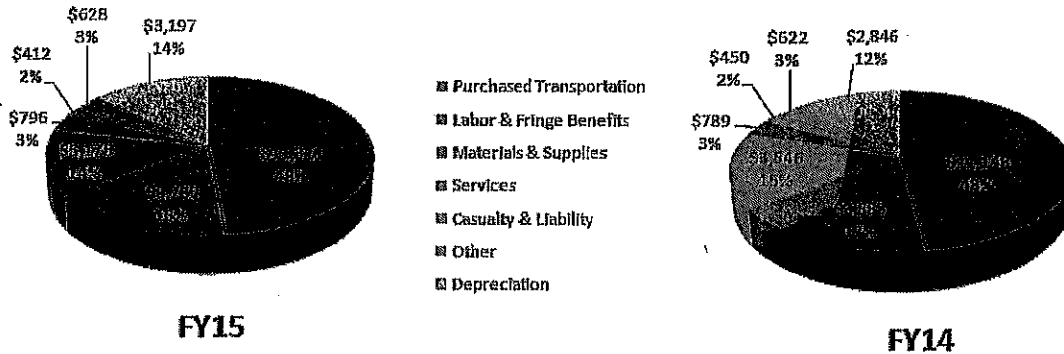
- The comparative differential cost in materials and supplies can be attributed to lower fuel costs. Overall fuel consumption was similar between the two years. The authority procures fuel on the open market without hedging or similar fuel price control strategies.
- The Authority had \$31 less in Salaries and Benefits costs in FY15 vs. FY14 with delays in filling open positions from turnover and a reduction in overtime costs of 20% year-to-year. In addition, ECCTA saved \$82 thousand in medical insurance costs in FY15 by changing plans in December of 2014.
- The increase in Purchased Transportation Expenses from FY14 to FY15 reflects the annual increase in the contractual rates for the fixed and hourly costs of this service, offset by a 4,434 reduction in billable hours compared to FY14. The reduced hours were a result of fixed route schedule changes and more efficient scheduling of paratransit services.

Program Operating Expenses

(\$thousands)

	<u>2015</u>	<u>2014</u>	<u>Change</u>	<u>%</u>
Purchased Transportation	\$11,311	\$11,148	\$163	1%
Labor & Fringe Benefits	3,785	3,883	(98)	-3%
Materials & Supplies	3,175	3,546	(371)	-10%
Services	796	789	7	1%
Casualty & Liability	412	450	(38)	-8%
Other	628	622	6	1%
<u>Depreciation</u>	<u>3,197</u>	<u>2,846</u>	<u>351</u>	<u>12%</u>
Total Operating Cost	\$23,304	\$23,284	\$20	0%

COMPARATIVE OPERATING EXPENSES



➤ **Non-Operating Revenues/(Expenses):**

The total non-operating funds that the Authority received in FY15 were \$20 thousand less than in FY14. The decline in state grant revenues was offset with an increase in local grant funding.

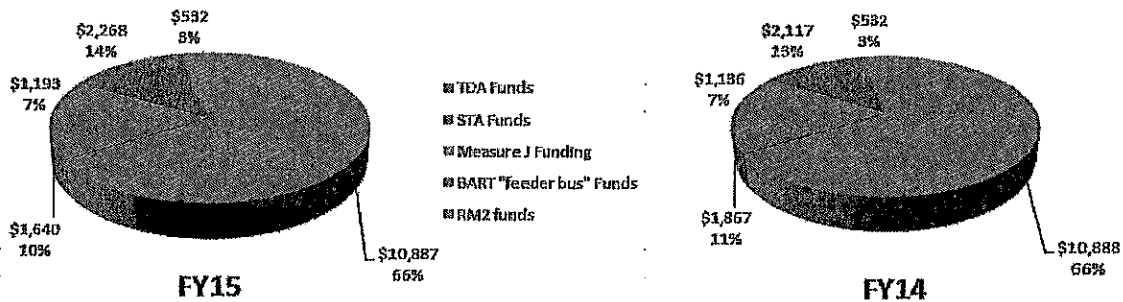
Available STA funds continued to decline as anticipated due to changes in state law.

The authority received an additional \$57 thousand in Measure J funding and a \$151 thousand increase in BART "feeder" bus funding in FY15 compared to FY14.

Non-Operating Funds by Source

	(\$thousands)			
	<u>2015</u>	<u>2014</u>	<u>Change</u>	<u>%</u>
Federal Funds	\$0	\$0	\$0	0%
TDA Funds	10,887	10,888	(1)	0%
STA Funds	1,640	1,867	(227)	-12%
Measure J Funding	1,193	1,136	57	5%
BART "feeder bus" Funds	2,268	2,117	151	7%
RM2 funds	532	532	0	0%
Total Operating Funds Received	\$16,520	\$16,540	(\$20)	0%

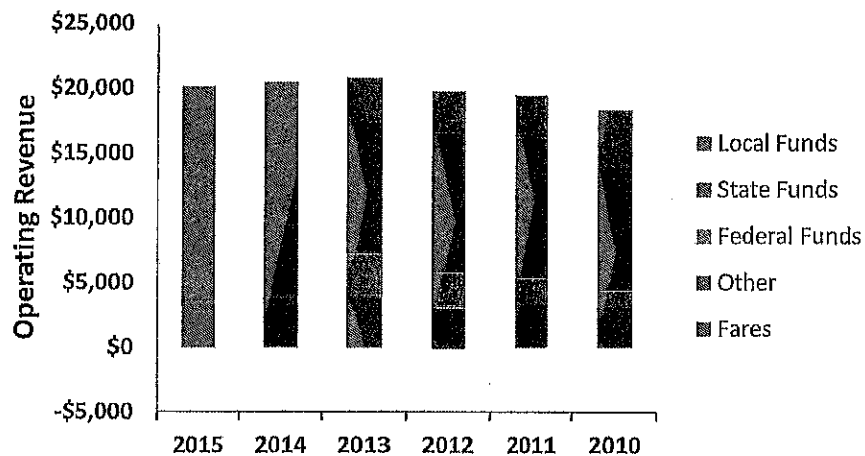
NON-OPERATING FUNDS BY SOURCE EXPENDED ON OPERATIONS



State sales tax based operating funds, (*Transportation Development Act and State Transit Assistance Funds - TDA & STA*), continue to grow as a comparative source of operating funds for the authority as the following chart shows. STA funds have traditionally been the source that BART has drawn upon to fund the interagency arrangement for express bus funding, identified as "feeder bus funds" elsewhere.

This dependency on state fund sources for operating revenues, while necessary due to the funding rules for each of the various sources, creates a risk for ECCTA, and all Bay Area transit operators should there be a decline in retail and/or sales dollars and thus proportional fund revenue generated.

Sources of Operating Revenue by Year



The Authority has financed any annual operating fund shortages by maintaining a significant reserve of unallocated state funds by not drawing all available state funds in any given year when possible and allowing the excess to carryover as a reserve. Those reserves were heavily depleted during the national economic downturn of several years ago and are slowly being rebuilt by the Authority. There remains work to be done in this area if the Authority wishes to return to using prior year funds accumulated for the current year and leaving the current year funds generation is a reserve going forward.

ECCTA Unallocated State Funds Balance

	YE June 30th					
	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
TDA Funds	\$ 1,200	\$ 1,810	\$ 3,026	\$ 2,571	\$ 3,827	\$ 2,544
STA Funds	<u>89</u>	<u>128</u>	<u>15</u>	<u>470</u>	<u>3</u>	<u>456</u>
Total "reserves"	\$ 3,304	\$ 3,952	\$ 5,054	\$ 5,053	\$ 5,841	\$ 5,010

➤ **Capital Activity:**

The Authority expended \$721 thousand on capital projects in FY15 and disposed of \$267 thousand worth of fully depreciated medical vans along with one staff vehicle. Half of the capital funds expended were for the replacement of six med vans. The rest were expended on a system wide route redesign project, a solar emergency backup project and work in progress for the Antioch Park and Ride design. There were a couple of smaller, capital activities during FY15 involving less than \$20 thousand each.

ECCTA entered into a contract for the purchase of 25 replacement fixed route buses with Gillig during the fiscal year. Delivery (and application of funds) is not anticipated until the fall of calendar year 2016.

The Authority anticipates that adequate capital funding will be available over the longer horizon such as to allow for necessary rolling stock replacement and capitalized facility maintenance activities. Capital projects currently in progress are fully funded. Future funding for construction of park and ride facilities or any capital expenditure for expansion of service would be outside of such funding and are constrained by regional policies.

➤ **Operational Considerations**

During FY15, ECCTA experienced a decrease of 1% in fixed route ridership compared to FY14 as gasoline prices sagged to a decade low, incentivizing people to drive rather than take the bus. Paratransit ridership increased once again, but only by 2%. The lower fuel prices also resulted in lower operating costs for the Authority.

Tri Delta Transit's system efficiency continued to improve as measured in total passenger trips provided and the number of passengers carried per revenue hour of service and the cost of each passenger trip.

Growing demand for paratransit services -- at a cost six times more on a subsidized per passenger trip basis (\$5 FR vs \$31 DR, net of fares) than a fixed route trip due to the nature of DR service - continues to pressure the Authority's efforts to hold growth in operational costs to any increase in the services provided. The chart below indicates that ECCTA has done well in this discipline.

Operational Efficiency

	<u>2015</u>	<u>2014</u>	<u>Change</u>	<u>%</u>
Total FR passenger trips	2,806	2,832	-91	-1%
FR passengers/rev hr	19.2	19.0	0.2	1%
\$cost/passenger trip	\$5.54	\$5.58	-\$0.04	-1%
Total DR passenger trips	134	131	3	2%
DR passengers/rev hr	2.0	2.0	0.0	0%
\$cost/passenger trip	\$34.18	\$35.25	-\$1.07	-3%

➤ **Subsequent Events**

The lack of long term program commitments for future fund revenue sources remains a concern to the Authority. This applies to both capital and operating funds although, operating is the more pressing concern as it is with all of the other small operators in the Bay Area.

Overall, available funding has historically increased. But not necessarily at the same rate as costs. There are no guarantees of growth in future funding going forward absent long range funding programs from the funding agencies; federal, state and local. Operational revenue outside of public funds – fares, advertising and other – remains a minor component of public transit revenues.

As the regional body overseeing more than 90% of the funding that ECCTA receives, the policies of the Metropolitan Transportation Commission (MTC) have a material impact on the funds available to the Authority.

The Authority will continue to emphasize operational efficiencies in accordance with the first precept of the Authority's mission statement:

"To provide safe, reliable, friendly, high quality and economical transportation service to the Eastern Contra Costa community."

Important concerns related to the Authorities operations remain:

- The amount of funding available to provide public transit services.
- The paratransit eligible population of the Authority's service area growing and driving increased the demands for paratransit services

Requests for Information

This financial report was created to provide citizens, taxpayers, as well as the Authority's customers and creditors with a general overview of the Authority's finances. It is designed to demonstrate agency accountability for appropriate use of public funds that the Authority receives. Any questions or requests for additional information can be made to:

The Eastern Contra Costa Transit Authority
Attn: CFO
801 Wilbur Avenue
Antioch, CA 94590
(925) 754-6622
comment@eccta.org

Copies of this report are available online: <http://www.trideltatransit.com/public.aspx>

EASTERN CONTRA COSTA TRANSIT AUTHORITY
STATEMENTS OF NET POSITION
JUNE 30, 2015 AND 2014

	2015	2014
ASSETS		
Current Assets		
Unrestricted assets:		
Cash and equivalents (Note 3)	\$3,187,470	\$3,140,136
Operating assistance receivable	425,283	379,119
Capital grants receivable	22,217	147,172
Accounts receivable	93,533	142,932
Maintenance inventories and supplies, at cost	681,935	682,945
Total unrestricted assets	4,410,438	4,492,304
Restricted cash and equivalents (Note 3):		
PTMISEA reserves (Note 8)	1,604,912	333,372
CTSGP reserves	190,003	142,372
LCTOP reserves	178,646	
Total restricted assets	1,973,561	475,744
Total Current Assets	6,383,999	4,968,048
Non-Current Assets		
Capital assets (Note 4):		
Non-depreciable	2,456,985	2,456,985
Depreciable, net of accumulated depreciation	18,238,675	20,733,049
Total Non-Current Assets	20,695,660	23,190,034
Total Assets	27,079,659	28,158,082
LIABILITIES		
Current Liabilities		
Accounts payable	2,679,440	2,233,709
Accrued liabilities	378,639	399,300
Total Current Liabilities	3,058,079	2,633,009
Non-Current Liabilities		
Other Post Employment Benefit Obligation (Note 10C)	285,000	250,000
Total Liabilities	3,343,079	2,883,009
NET POSITION (Note 2G)		
Net investment in capital assets	20,695,660	23,190,034
Restricted for:		
PTMISEA projects	1,604,912	333,372
CTSGP projects	190,003	142,372
LCTOP operations	178,646	
Unrestricted	1,067,359	1,609,295
Net Position	\$23,736,580	\$25,275,073

See accompanying notes to basic financial statements

EASTERN CONTRA COSTA TRANSIT AUTHORITY
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE YEAR ENDED JUNE 30, 2015 AND 2014

	2015	2014
PROGRAM OPERATING REVENUES		
Passenger fares	\$3,246,672	\$3,358,976
Other operating income	335,853	314,780
Total Program Operating Revenues	3,582,525	3,673,756
PROGRAM OPERATING EXPENSES		
Purchased transportation (Note 12)	11,310,882	11,147,718
Materials and supplies	3,175,222	3,545,858
Salaries and benefits	3,784,585	3,883,373
Services	796,231	789,577
Casualty and liability insurance	412,446	450,444
Utilities	246,878	223,601
Other	380,803	398,209
Depreciation (Note 4)	3,197,098	2,845,740
Total Program Operating Expenses	23,304,145	23,284,520
PROGRAM OPERATING LOSS	(19,721,620)	(19,610,764)
NON-OPERATING REVENUES (EXPENSES)		
State grant revenues	12,526,651	12,755,241
Local grant revenues	3,993,516	3,784,390
Non-transportation revenues	5,139	7,643
Gain (Loss) on sale of capital asset	(784)	217,750
Net Non-Operating Revenues, Before Capital Contributions (Grants)	16,524,522	16,765,024
Capital Contributions (Grants)	1,658,605	569,372
Net Non-Operating Revenues and Capital Contributions	18,183,127	17,334,396
CHANGE IN NET POSITION	(1,538,493)	(2,276,368)
NET POSITION AT BEGINNING OF YEAR	25,275,073	27,551,441
NET POSITION AT END OF YEAR	\$23,736,580	\$25,275,073

See accompanying notes to basic financial statements

EASTERN CONTRA COSTA TRANSIT AUTHORITY
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2015 AND 2014

	2015	2014
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received from passenger fares	\$3,296,071	\$3,367,135
Cash received from operations - other	335,853	314,780
Cash payments for purchased transportation	(11,310,882)	(11,147,718)
Payments to and on behalf of employees	(3,749,585)	(3,848,373)
Payments to suppliers for goods and services	(4,585,500)	(8,001,694)
	(16,014,043)	(19,315,870)
CASH FLOWS FROM INVESTING ACTIVITIES		
Investment income received	5,139	6,449
	5,139	6,449
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
State operating grants	12,651,606	13,266,815
Local grants	3,947,352	6,660,742
Other		218,944
	16,598,958	20,146,501
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Capital contributions received	160,788	172,991
Proceeds from sale of capital assets	17,887	
Purchase of capital assets	(721,395)	(181,203)
	(542,720)	(8,212)
NET CASH FLOWS	47,334	828,868
CASH AND INVESTMENTS AT BEGINNING OF YEAR	3,140,136	2,311,268
CASH AND INVESTMENTS AT END OF YEAR	\$3,187,470	\$3,140,136
RECONCILIATION OF OPERATING LOSS TO NET CASH PROVIDED BY OPERATING ACTIVITIES:		
Operating loss	(19,721,620)	(19,610,764)
Depreciation expense	3,197,098	2,845,740
Change in assets and liabilities:		
Other receivables	49,399	8,159
Maintenance inventories and supplies	1,010	15,834
Accounts payable	445,731	(2,626,694)
Accrued liabilities	(20,661)	16,855
Other post employment benefit obligation	35,000	35,000
	(\$16,014,043)	(\$19,315,870)

See accompanying notes to basic financial statements

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EASTERN CONTRA COSTA TRANSIT AUTHORITY
NOTES TO BASIC FINANCIAL STATEMENTS
For The Years Ended June 30, 2015 and 2014

NOTE 1 - GENERAL

The Eastern Contra Costa Transit Authority (Authority), also known as Tri Delta Transit, was created August 3, 1976 under a joint exercise of powers agreement between the cities of Antioch, Pittsburg, Brentwood, and Contra Costa County, for the purpose of meeting the public transportation needs in Eastern Contra Costa County. The Authority is governed by a board of Directors composed of representatives of the member jurisdictions. The joint exercise of powers agreement was amended on April 26, 2000 to include the recently incorporated City of Oakley.

The Authority's reporting entity includes all activities of the Authority.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The following is a summary of significant accounting policies of the Authority, which conform with generally accepted accounting principles applicable to governments in the United States of America.

A. *Enterprise Fund Accounting*

The Authority is accounted for as an enterprise fund. This fund is a set of self-balancing accounts, which comprise its assets and deferred outflows, liabilities and deferred inflows, net position, revenues and expenses.

B. *Basis of Accounting*

Basis of accounting refers to *when* revenues and expenses are recognized. The Authority is accounted for using the accrual basis of accounting, under which revenues are recognized when they are earned and expenses are recognized when they are incurred.

Non-exchange transactions, in which the Authority gives or receives value without directly receiving or giving equal value in exchange, include taxes, grants, entitlements, and donations. On an accrual basis, revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

C. *Basis of Presentation*

The Authority's Basic Financial Statements are prepared in conformity with accounting principles generally accepted in the United States of America. The Government Accounting Standards Board is the acknowledged standard setting body for establishing accounting and financial reporting standards followed by governmental entities in the U.S.A.

EASTERN CONTRA COSTA TRANSIT AUTHORITY
NOTES TO BASIC FINANCIAL STATEMENTS
For The Years Ended June 30, 2015 and 2014

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operation. The principal operating revenues of the Authority are charges to customers for farebox revenues. The Authority's *operating* revenues, such as charges for services, result from exchange transactions associated with the principal activity of the Authority. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

D. *Cash Equivalents*

The Authority considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

E. *Risk Management*

The Authority requires its operations contractor, First Transit, Inc., to provide general liability coverage. First Transit provides insurance with primary coverage of \$20,000,000 in aggregate. In addition, the Authority is insured for premises and operational bodily injury and property damage up to a limit of \$12,100,000, with a deductible of \$10,000.

F. *Compensated Absences*

Full-time permanent employees are granted personal time off (PTO) benefits in varying amounts to specified maximums, depending on their tenure with the Authority. PTO accrues to employees to specified maximums after six months of service. The estimated current portion of the liability for PTO benefits is recorded as an expenditure with a corresponding liability.

G. *Net Position*

Net Position is the excess of all the Authority's assets and deferred outflows over all its liabilities and deferred inflows. Net Position are divided into three captions and apply only to Net Position as described below:

Net Investment in Capital Assets describes the portion of Net Position which is represented by the current net book value of the Authority's capital assets.

Restricted describes the portion of Net Position which is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulations, laws, or other restrictions which the Authority cannot unilaterally alter. The Authority's Restricted Net Position is for unexpended funds received from PTMISEA, CTSGP and LCTOP.

Unrestricted describes the portion of Net Position which is not restricted to use.

EASTERN CONTRA COSTA TRANSIT AUTHORITY
NOTES TO BASIC FINANCIAL STATEMENTS
For The Years Ended June 30, 2015 and 2014

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

H. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles (GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

I. Deferred Inflow/Outflow of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position or fund balance that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position or fund balance that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time.

J. New Accounting Pronouncements

The Authority has implemented the requirements of the following GASB Pronouncements:

GASB Statement No. 68 –The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions. This Statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, and deferred inflows of resources, and expense/expenditures. For defined benefit pensions, this Statement identifies the methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. This Statement had no impact on the Authority's financial statements.

EASTERN CONTRA COSTA TRANSIT AUTHORITY
NOTES TO BASIC FINANCIAL STATEMENTS
For The Years Ended June 30, 2015 and 2014

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

GASB Statement No. 69 - This Statement establishes accounting and financial reporting standards related to government combinations and disposals of government operations. As used in this Statement, the term *government combinations* includes a variety of transactions referred to as mergers, acquisitions, and transfers of operations. The distinction between a government merger and a government acquisition is based upon whether an exchange of significant consideration is present within the combination transaction. Government mergers include combinations of legally separate entities without the exchange of significant consideration. This Statement requires the use of carrying values to measure the assets and liabilities in a government merger. Conversely, government acquisitions are transactions in which a government acquires another entity, or its operations, in exchange for significant consideration. This Statement requires measurements of assets acquired and liabilities assumed generally to be based upon their acquisition values. This Statement also provides guidance for transfers of operations that do not constitute entire legally separate entities and in which no significant consideration is exchanged. This Statement defines the term *operations* for purposes of determining the applicability of this Statement and requires the use of carrying values to measure the assets and liabilities in a transfer of operations. A disposal of a government's operations results in the removal of specific activities of a government. This Statement provides accounting and financial reporting guidance for disposals of government operations that have been transferred or sold. This Statement requires disclosures to be made about government combinations and disposals of government operations to enable financial statement users to evaluate the nature and financial effects of those transactions. This Statement had no impact on the Authority's financial statements.

GASB Statement No. 71- The objective of this Statement is to address an issue regarding application of the transition provisions of Statement No. 68, Accounting and Financial Reporting for Pensions. The issue relates to amounts associated with contributions, if any, made by a state or local government employer or non-employer contributing entity to a defined benefit pension plan after the measurement date of the government's beginning net pension liability. This Statement had no impact on the Authority's financial statements.

EASTERN CONTRA COSTA TRANSIT AUTHORITY
NOTES TO BASIC FINANCIAL STATEMENTS
For The Years Ended June 30, 2015 and 2014

NOTE 3 - CASH AND CASH EQUIVALENTS

California Law requires banks and savings and loan institutions to pledge government securities with a market value of 110% of the Authority's cash on deposit, or first trust deed mortgage notes with a market value of 150% of the deposit, as collateral for these deposits. Under California Law this collateral is held in a separate investment pool by another institution in the Authority's name and places the Authority ahead of general creditors of the institution.

A. Cash and Cash Equivalents

The Authority's unrestricted cash consists of time and demand deposits and petty cash held at the Authority's administrative office.

The Authority's restricted assets, which consist of certificates of deposit with Bank of Agriculture and Commerce, are carried at fair value, as required by generally accepted accounting principles. The Authority adjusts the carrying value of its investments to reflect their fair value at each fiscal year end, and it includes the effects of these adjustments in income for that fiscal year.

Cash and cash equivalents for the years ended June 30, 2015 and 2014 consisted of the following:

	2015	2014
Unrestricted cash:		
Deposits in financial institutions	\$3,186,920	\$3,139,548
Cash on hand at Authority	550	588
Total unrestricted cash and equivalents	3,187,470	3,140,136
Restricted - certificates of deposit:		
PTMISEA reserve	1,604,912	333,372
CTSGBP reserve	190,003	142,372
LCTOP reserve	178,646	
Total restricted cash and equivalents	1,973,561	475,744
Total Cash and Equivalents	\$5,161,031	\$3,615,880

B. PTMISEA Reserve

The Public Transportation, Modernization, Improvement and Service Enhancement Account (PTMISEA) is one of the programs included in Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act, passed by voters in November 2006 (see Note 8). The Authority is applying these funds to eligible capital expenditures for bus replacements.

EASTERN CONTRA COSTA TRANSIT AUTHORITY
NOTES TO BASIC FINANCIAL STATEMENTS
For The Years Ended June 30, 2015 and 2014

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

C. CTSGP Reserve

The California Transit Security Grant Program (CTSGP) California Transit Assistance Fund is another program included in Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act, passed by voters in November 2006. The Authority is applying these funds to eligible capital expenditures for interoperable communications and physical security enhancement equipment.

D. LCTOP Operations

The Low Carbon Transit Operations Program(LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862. The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emission and improve mobility, with a priority on serving disadvantaged communities. LCTOP was passed and adopted by the Authority in January 2015. The Authority is applying these funds to enhance service on Route 201 (Concord, CA).

NOTE 4 - CAPITAL ASSETS

Capital assets of the Authority consist of land, transit and service vehicles, buildings and improvements, and equipment. Capital assets are recorded at cost and depreciated over their estimated useful lives. The Authority's policy is to capitalize all assets when costs exceed \$5,000.

Depreciation of capital assets in service is provided using the straight line method which means the cost of the asset is divided by its expected useful life in years and the result is charged to expense each year until the asset is fully depreciated. The Authority has assigned the useful lives as follows:

Building and improvements	5-30 years
Transit vehicles	4-14 years
Shop, office and other equipment	5-10 years

EASTERN CONTRA COSTA TRANSIT AUTHORITY
NOTES TO BASIC FINANCIAL STATEMENTS
For The Years Ended June 30, 2015 and 2014

NOTE 4 – CAPITAL ASSETS (Continued)

A. Capital Asset Activity

Capital assets activity during fiscal year ended June 30, 2015 is as follows:

	Balance June 30, 2014	Additions	Retirements	Balance June 30, 2015
Capital assets not being depreciated:				
Land	\$2,456,985			\$2,456,985
Total capital assets not being depreciated	2,456,985			2,456,985
Capital assets being depreciated:				
Buildings and improvements	12,715,138	\$283,357		12,998,495
Transit vehicles	28,827,388	355,002	(\$250,953)	28,931,437
Equipment	3,606,210	83,036	(16,391)	3,672,855
Total capital assets being depreciated	45,148,736	721,395	(267,344)	45,602,787
Less accumulated depreciation for:				
Buildings and improvements	6,509,093	575,557		7,084,650
Transit vehicles	14,842,073	2,067,747	(233,922)	16,675,898
Equipment	3,064,521	553,794	(14,751)	3,603,564
Total accumulated depreciation	24,415,687	3,197,098	(248,673)	27,364,112
Total depreciable assets	20,733,049	(2,475,703)	(18,671)	18,238,675
Capital assets, net	\$23,190,034	(\$2,475,703)	(\$18,671)	\$20,695,660

EASTERN CONTRA COSTA TRANSIT AUTHORITY
NOTES TO BASIC FINANCIAL STATEMENTS
For The Years Ended June 30, 2015 and 2014

NOTE 4 – CAPITAL ASSETS (Continued)

Capital assets activity during fiscal year ended June 30, 2014 is as follows:

	Balance June 30, 2013	Additions	Retirements	Balance June 30, 2014
Capital assets not being depreciated:				
Land	\$2,445,157	\$11,828		\$2,456,985
Total capital assets not being depreciated	2,445,157	11,828		2,456,985
Capital assets being depreciated:				
Buildings and improvements	12,715,138			12,715,138
Transit vehicles	39,128,016	105,572	(\$10,406,200)	28,827,388
Equipment	3,542,407	63,803		3,606,210
Total capital assets being depreciated	55,385,561	169,375	(10,406,200)	45,148,736
Less accumulated depreciation for:				
Buildings and improvements	5,935,262	573,831		6,509,093
Transit vehicles	23,545,964	1,702,309	(10,406,200)	14,842,073
Equipment	2,494,921	569,600		3,064,521
Total accumulated depreciation	31,976,147	2,845,740	(10,406,200)	24,415,687
Total depreciable assets	23,409,414	(2,676,365)		20,733,049
Capital assets, net	\$25,854,571	(\$2,664,537)		\$23,190,034

B. Capital Contributions

The Authority has grant contracts with the U.S. Department of Transportation through the Federal Transit Administration for certain capital improvements. Federal Transit Administration funds are used to replace and improve the Authority's buses and transit facilities. The Authority also has contracts under the Transportation Development Act of 1971 (TDA) and State Transit Assistance (STA) funds, which are used to match Federal Transit Administration grants or to fund transit improvement projects. Capital funding provided under government grants is considered earned as the allowable expenditures are incurred.

Grants for capital assets acquisition and facility development and rehabilitation are reported in the Statement of Revenues, Expenses and Changes in Net Position, after non-operating revenues and expenses as capital contributions.

EASTERN CONTRA COSTA TRANSIT AUTHORITY
NOTES TO BASIC FINANCIAL STATEMENTS
For The Years Ended June 30, 2015 and 2014

NOTE 5 – OPERATING GRANTS

The Authority records operating assistance grants as revenue when earned.

A. *TDA and STA Operating Assistance*

The Authority receives allocations of local transportation funds pursuant to the Transportation Development Act of 1971 and State Transit Assistance (STA) funds. These funds are generated within Contra Costa County and are allocated based on annual claims filed by the Authority and approved by the Metropolitan Transportation Commission (MTC). Generally, the maximum annual TDA assistance the Authority can receive is limited to its actual operating costs (excluding depreciation) less fare revenues received and other local operating assistance (including interest income).

For the years ended June 30, 2015 and 2014, the maximum TDA operating assistance eligibility was \$11,180,477 and \$10,431,169, respectively. During the year ended June 30, 2015, the TDA operating funds received was \$10,857,377 resulting in an underpayment by MTC of \$323,100. The Authority increased the TDA Operating Receivable at June 30, 2015 in the amount of the deficit (see Note 9).

B. *Inter Operator Agreements*

The Authority receives funding through an arrangement with Bay Area Rapid Transit (BART) for operating assistance applied to certain "feeder bus" services to the Pittsburg/Bay Point BART station. The Authority took over and incorporated such services from BART in 1997 (as detailed in the schedule below).

C. *Regional Measure 2 Funds*

On March 2, 2004, voters passed Regional Measure 2 (RM2), raising the toll on the seven State-owned toll bridges in the San Francisco Bay Area by \$1.00. This extra dollar is to fund various transportation projects within the region that have been determined to reduce congestion or to make improvements to travel in the toll bridge corridors, as identified in SB 916 (Chapter 715, Statutes of 2004). Specifically, RM2 establishes the Regional Traffic Relief Plan and identifies specific transit operating assistance and capital projects and programs eligible to receive RM2 funding. The Bay Area Toll Authority (BATA) is responsible for the collection of the bridge tolls and MTC is responsible for administering the RM2 Program. The Authority is an eligible recipient for RM2 funds and received \$531,835 and \$531,835 in RM2 funding during fiscal years ended June 30, 2015 and 2014, respectively. The Authority utilized the RM2 funds as operating assistance on a specific, express bus route per the program's requirements.

EASTERN CONTRA COSTA TRANSIT AUTHORITY
NOTES TO BASIC FINANCIAL STATEMENTS
For The Years Ended June 30, 2015 and 2014

NOTE 5 – OPERATING GRANTS (Continued)

Operating assistance for the years ended June 30 are summarized as follows:

	2015	2014
Federal Transit Administration		
Transportation Development Act	\$10,886,823	\$10,888,499
State Transit Assistance	1,639,828	1,866,742
Inter-operator agreements (BART)	2,267,902	2,117,053
Measure J	1,193,779	1,135,502
Regional Measure 2	531,835	531,835
Total	\$16,520,167	\$16,539,631

NOTE 6 - CAPITAL GRANTS

The Authority has received grants from the Federal Transit Administration (FTA) and grants of local transportation funds pursuant to the Transportation Development Act of 1971 (TDA) for the purchase of buses, facility improvements, furniture and fixtures, and supporting equipment.

Expenditures of capital grant funds are allocated based on annual claims filed by the Authority and approved by the MTC. The Authority's management believes that the remaining grants available will be approved in full. These grants (excluding Measure J), less the related amortization, are included in capital contributions.

The Authority's capital contributions for the years ended June 30, 2015 and 2014 are as follows:

	2015	2014
U.S. Department of Transportation grant awards	\$154,656	\$134,328
Less: funds used for operating costs		
<i>Sub-total:</i>	154,656	134,328
State grants	31,954	9,255
Other	59,338	3,587
<i>Total Capital Contributions</i>	\$245,948	\$147,170

EASTERN CONTRA COSTA TRANSIT AUTHORITY
NOTES TO BASIC FINANCIAL STATEMENTS
For The Years Ended June 30, 2015 and 2014

NOTE 7 – MEASURE J

In November 2004, Contra Costa County voters approved Measure J which provided for the continuation of a County half-cent transportation sales tax for 25 more years beyond the original expiration date of 2009 (Measure C). Measure J funding is administered by the Contra Costa Transportation Authority (CCTA). The Authority records Contra Costa County Measure J grants for operations and for capital projects as revenue and capital contributions, respectively, as received.

The Authority is an eligible recipient of Measure J funds and received \$1,314,677 and \$1,251,376 in Measure J operating assistance during fiscal years ended June 30, 2015 and 2014, respectively, of which \$1,193,779 and \$1,135,502, respectively, were applied to specific fixed route and para-transit bus services per CCTA's approved program. The remaining amount of \$120,898 and \$115,874 of Measure J funds for 2015 and 2014, respectively, were "passed through" to the Central Contra Costa Transit Authority (CCCTA) according to an inter-operator agreement that all three agencies entered into to provide Countywide express bus services.

NOTE 8 – PUBLIC TRANSPORTATION MODERNIZATION IMPROVEMENT AND SERVICE ENHANCEMENT ACCOUNT

The Public Transportation, Modernization, Improvement and Service Enhancement Account (PTMISEA) is one of the programs included in Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act, passed by voters in November 2006. During the fiscal year ended June 30, 2010, the Authority applied for and received \$1,802,885 for the procurement of California Air Resource Board (CARB) compliant diesel buses. During the year ended June 30, 2012, the Authority applied for and received \$2,922,016. During the year ended June 30, 2014, the Authority received \$327,019. During the year ended June 30, 2015, the Authority received \$1,277,391.

EASTERN CONTRA COSTA TRANSIT AUTHORITY
NOTES TO BASIC FINANCIAL STATEMENTS
For The Years Ended June 30, 2015 and 2014

NOTE 8 – PUBLIC TRANSPORTATION MODERNIZATION IMPROVEMENT AND SERVICE ENHANCEMENT ACCOUNT (Continued)

The activity during the last five fiscal years was as follows:

	<u>2015</u>	<u>2014</u>	<u>2013</u>
PTMISEA beginning balance	\$333,372	\$31,909	\$2,953,894
PTMISEA Funds Received	1,277,391	327,019	
Interest Earned	767	265	13,911
Total Revenues	<u>1,611,530</u>	<u>359,193</u>	<u>2,967,805</u>
Expenditures incurred:			
Buses			(2,935,896)
Shelters	(6,618)	(25,821)	
Total Expenditures	<u>(6,618)</u>	<u>(25,821)</u>	<u>(2,935,896)</u>
Unexpended funds at year end	<u>\$1,604,912</u>	<u>\$333,372</u>	<u>\$31,909</u>
	<u>2012</u>	<u>2011</u>	
PTMISEA beginning balance	\$924,964	\$1,087,792	
PTMISEA Funds Received	2,922,016		
Interest Earned	1,680	5,814	
Total Revenues	<u>3,848,660</u>	<u>1,093,606</u>	
Expenditures incurred:			
Buses	(894,766)		
Shelters		(168,642)	
Total Expenditures	<u>(894,766)</u>	<u>(168,642)</u>	
Unexpended funds at year end	<u>\$2,953,894</u>	<u>\$924,964</u>	

Of the \$1,802,885 in PTMISEA funds received during fiscal year ended June 30, 2010, \$882,885 was matched with federal and other funds to procure replacement buses in the normal rotation of revenue vehicle replacement in the near future. The remaining \$200,000 are part of the MTC Administered Lifeline project and has been matched with local funds to purchase and install bus shelters as part of the Authority's Bus Shelters and Amenities for Communities of Concern project.

EASTERN CONTRA COSTA TRANSIT AUTHORITY
NOTES TO BASIC FINANCIAL STATEMENTS
For The Years Ended June 30, 2015 and 2014

NOTE 9 – TDA RECEIVABLE/PAYABLE

The Authority applies for TDA funds for operating purposes prior to the start of each fiscal year. The application is based on the Authority's annual budget and thus contains an estimate of the Authority's annual operating expenditures and revenues during the next fiscal year. After completion of the annual audit whereby any unapplied funds or funding shortfalls are determined, the Authority either returns TDA funds in excess of those used during the fiscal year or applies for additional TDA funding for the prior fiscal year to make up the shortfall.

A TDA Receivable represents the deficit of TDA operations grants received by the Authority over the allowed expenditures; any deficit amounts are payable to the Authority. A TDA Payable represents the surplus of TDA operations grants received by the Authority over the allowed expenditures. Such surpluses must be returned to the County Local Transportation Fund. The amount of TDA payable or receivable at year end is a provision that the Authority makes to request or return such TDA funds. At the end of fiscal year ended June 30, 2015, the Authority was still owed from MTC the amount of \$323,100 in TDA Operating Funds revenues. As a result, the Authority increased its TDA Operating receivable by the amount of the deficit.

For the years ended June 30, 2015 and 2014, the maximum TDA operating assistance eligible was \$11,180,477 and \$10,431,169, respectively. The actual TDA operating funds received for the years ended June 30, 2015 and 2014 were \$10,857,377 and \$10,659,834, respectively. The TDA Receivable and Payable for the years ended June 2015 and 2014, respectively, were \$323,100 and \$228,665, respectively, and were calculated as follows:

	2015	2014
TDA operating assistance allowable	\$11,180,477	\$10,431,169
Actual TDA operating assistance received	(10,857,377)	(10,659,834)
(Payable) Receivable	\$323,100	(\$228,665)

NOTE 10 – EMPLOYEE RETIREMENT PLANS

The Authority offers two retirement plans - a 401(a) and a 457(b) plan. The plans are optional. The Authority also offers Other Post Employment Benefits (OPEB).

A. *Employees' Retirement Plan*

The Authority offers a 401(a) defined contribution pension plan, administered by the Financial Decision group, through Charles Schwab. All full-time employees are eligible for this voluntary program upon successful completion of his or her probation. In order to participate in this voluntary program, an employee must participate in the 457(b) deferred compensation plan (see note 10B), and contribute a minimum of 4% of his or her gross salary, up to a maximum of 25%, or the federally allowed maximum amount of his or her gross compensation, whichever is less.

EASTERN CONTRA COSTA TRANSIT AUTHORITY
NOTES TO BASIC FINANCIAL STATEMENTS
For The Years Ended June 30, 2015 and 2014

NOTE 10 – EMPLOYEE RETIREMENT PLANS (Continued)

The Authority makes contributions to the 401(a) plan for each participant depending on the participant's years of service with the Authority as follows:

Less than 10 years	12% of gross salary
10-20 years	13% of gross salary
20-30 years	14% of gross salary
More than 30 years	15% of gross salary

Any changes to the plan and/or contribution requirements must be approved by the Authority's Board of Directors. During fiscal year ended June 30, 2015, the Authority contributed \$313,568 to the 401(a) plan on behalf of its participants.

B. *Deferred Compensation Plan*

The Authority employees may defer a portion of their compensation under an Authority sponsored Deferred Compensation Plan, administered by ICMA, created in accordance with Internal Revenue Code Section 457. Under this plan, participants are not taxed on the deferred portion of their compensation until distributed to them; distributions may be made only at termination, retirement, death or in an emergency as defined by the Plan.

The laws governing deferred compensation plan assets require plan assets to be held by a Trust for the exclusive benefit of plan participants and their beneficiaries. Since the assets held under these plans are not the Authority's property and are not subject to Authority control, they have been excluded from these financial statements.

C. *Other Post Employment Benefits (OPEB)*

The Authority provides postretirement health care benefits to full time administrative employees who retire directly from the Authority after attaining the age of 62 with at least 20 years of service. As of June 30, 2015, there were no participants receiving these health care benefits. The Authority does not anticipate paying any OPEB until fiscal year ending June 30, 2017.

The Authority will pay the entire COBRA Kaiser Health Savings Account (HSA) plan premium for the retired employee and their eligible dependents until the employee reaches age 65, at which time they will qualify for Medicare. The Authority will pay the equivalent of the Kaiser HSA plan premium towards another health insurance policy selected by the employee in place of this plan.

Under the provisions of Governmental Accounting Standards Board Statement Number 45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions, the Authority has elected to use an alternative method in calculating its OPEB liability, which is recorded as a noncurrent liability in the Statement of Net Position. The Authority is on a pay-as-you-go funding policy, and uses the following assumptions in calculating the liability on an annual basis: current COBRA Kaiser HSA rate, 10% annual inflation factor, and .5% investment rate of return.

EASTERN CONTRA COSTA TRANSIT AUTHORITY
NOTES TO BASIC FINANCIAL STATEMENTS
For The Years Ended June 30, 2015 and 2014

NOTE 11 - CONTINGENT LIABILITIES

The Authority is subject to litigation arising in the normal course of business. In the opinion of the Authority's legal counsel there is no pending litigation, which is likely to have a material adverse effect on the financial position of the Authority.

The Authority participates in Federal and State grant programs. These programs have been audited by the Authority's independent auditors in accordance with the provisions of the Federal Single Audit Act, as amended, and applicable State requirements. No cost disallowances were proposed as a result of these audits; however, these programs are still subject to further examination by the grantors and the amount, if any, of expenses which may be disallowed by the granting agencies cannot be determined at this time. The Authority expects such amounts, if any, to be immaterial.

NOTE 12 - MAJOR CONTRACTOR

The Authority has an agreement dated July 30, 2011 with First Transit, Inc., a private transit firm, to provide transportation management and operations services on behalf of the Authority through June 30, 2016. Expenses recorded under this contract amounted to \$11,310,882 and \$11,147,718 for fiscal years ended June 30, 2015 and 2014, respectively, and are recorded as purchased transportation.

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**INDEPENDENT AUDITOR'S REPORT ON
INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE WITH THE TRANSPORTATION DEVELOPMENT ACT AND
OTHER MATTERS BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

Honorable Members of the Board of Directors of
Eastern Contra Costa Transit Authority
Antioch, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statement of the Eastern Contra Costa Transit Authority (Authority), as of and for the year ended June 30, 2015, and the related notes to the financial statements, and have issued our report thereon dated November 20, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Authority's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. Our procedures included the applicable audit procedures contained in §6667 of Title 21 of California Code of Regulations and tests of compliance with the applicable provisions of the Transportation Development Act and the allocation instructions and resolutions of the Metropolitan Transportation Commission. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Authority's Response to Findings

The Authority's response to the findings November 20, 2015, which is an integral part of our audits and should be read in conjunction with this report. The Authority's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Pleasant Hill, California
November 20, 2015

**INDEPENDENT AUDITOR'S REPORT ON
INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE WITH THE RULES AND REGULATIONS OF THE
PUBLIC TRANSPORTATION MODERNIZATION
IMPROVEMENT AND SERVICE ENHANCEMENT ACCOUNT (PTMISEA)**

Honorable Members of the Board of Director of the
Eastern Contra Costa Transit Authority
Antioch, California

We have audited the statement of revenues and expenditures of the Eastern Contra Costa Transit Authority Public Transportation Modernization, Improvement and Service Enhancement Account Projects, a program of the Eastern Contra Costa Transit Authority, California, (the Authority) in accordance with general accepted auditing standards in the United States of America as of and for the year ended June 30, 2015, and have issued our report thereon dated November 20, 2015.

In connection with our audit, we have read and performed the applicable audit procedures contained in the *Public Transportation Modernization, Improvement and Service Enhancement Account Guideline* (Guideline) adopted by the California of Department of Transportation.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Authority's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Authority's Response to Findings

The Authority's response to the findings identified in our audit are described in our separately issued Memorandum on Internal Control dated November 20, 2015, which is an integral part of our audits and should be read in conjunction with this report. The Authority's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Pleasant Hill, California
November 20, 2015