

TRI DELTA TRANSIT

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

Board of Directors Meeting Agenda

Wednesday June 28, 2017

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Available online: 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 Doug Hardcastle

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 4 of this agenda.

4. **Chair's Report:** Chair Doug Hardcastle

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

- a. Minutes of the Board of Directors meeting of April 26, 2017
- b. Financial Report
- c. Marketing Activities Report

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

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

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

Board of Directors:

City of Antioch

Mary Rocha**

Monica Wilson

City of Brentwood

Barbara Guise

Robert Taylor

City of Oakley

Doug Hardcastle*

Kevin Romick

City of Pittsburg

Merl Craft

Pete Longmire

Contra Costa County

Diane Burgis

Federal Glover

Member-at-Large

Ken Gray

* Chair: FY 2016-17

** Vice-chair: FY 2016-17

**Board of Directors Meeting Agenda
Wednesday June 28, 2017**

7. ACTION AND DISCUSSION ITEMS

- a. **DISCUSSION ITEM:** Mobile Ticketing
(no attachment – staff report)
No Action Requested

- b. **DISCUSSION ITEM:** Paratransit Subscription Service
(see attachment: tab #3)
No Action Requested

- c. **ACTION ITEM:** Authorization to File Federal Transit Administration (FTA) Formula Fund Applications
(see attachment: tab #4)
Requested Action: Adopt Resolution #170628a which authorizes the CEO or her designee to file applications for Federal funds in FTA’s new format.

- d. **ACTION ITEM:** Authorization to File an Application for California Transit Security Grant Program (CTSGP) Funds
(see attachment: tab #5)
Requested Action: Adopt Resolution #170628b which authorizes the CEO or her designee to file an application for FY17 CTSGP funds.

- e. **ACTION ITEM:** Authorization to File an Application for a Low or No Emission (LoNo) Grant
(see attachment: tab #6)
Requested Action: Adopt Resolution #170628c which authorizes the CEO or her designee to submit an application for a LoNo grant for the purpose of acquiring two electric buses.

- f. **ACTION ITEM:** Pacific Gas and Electric (PG&E) Easement
(see attachment: tab #7)
Requested Action: Adopt Resolution #170628d granting authorization to the CEO to execute an easement agreement with PG&E in a form approved by ECCTA’s General Counsel.

- g. **ACTION ITEM:** FY 2017-18 ECCTA Board of Directors Officers
(see attachment: tab #8)

Requested Action #1: Elect Antioch representative Monica Wilson as chair of the ECCTA Board of Directors for FY 2017-18.

Chair Hardcastle will pass the gavel to incoming Chair Wilson.

Requested Action #2: Elect Contra Costa County representative Diane Burgis to serve as the vice-chair of the ECCTA Board of Directors for FY 2017-18.

8. **Board of Directors Comments**

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

9. **Adjourn**

Next Meeting: July 26, 2017 – 4:00pm

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 at 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 June 28, 2017

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

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

MINUTES

April 26, 2017

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

ROLL CALL / CALL TO ORDER

PRESENT: Diane Burgis (Contra Costa County); Merl Craft (Pittsburg); Federal Glover* (Contra Costa County); Ken Gray (Member-at-Large); Barbara Guise (Brentwood); Pete Longmire (Pittsburg); Kevin Romick* (Oakley); Robert Taylor (Brentwood); Monica Wilson (Antioch); and Mary Rocha (Antioch/Vice Chair)

*Arrived after Roll Call

ABSENT: Doug Hardcastle (Oakley/Chair)

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

OTHERS

PRESENT: Michael Daugelli, Antioch
Susan Hinson, First Transit
Gary Mitchell, First Transit
Hosie Pintily, First Transit
Lou Rocha, Antioch

PLEDGE OF ALLEGIANCE

Vice Chair Rocha led the Pledge of Allegiance.

PUBLIC COMMENT

Michael Daugelli, Antioch, commended Tri Delta Transit and the drivers of Route 300 who routinely offered various kindnesses to help riders. He also reported that he was back at the Antioch Senior Center offering transit-related services and promoting the use of Tri Delta Transit to BART and beyond.

CHAIR'S REPORT

There was no Chair's Report.

CONSENT CALENDAR

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

- A. Minutes of the Board of Directors meeting of March 22, 2017
- B. Financial Report
- C. Marketing Activities Report

AYES: Burgis, Craft, Gray, Guise, Longmire, Romick, Taylor, Wilson, Rocha
NOES: None
ABSTAIN: None
ABSENT: Glover, Hardcastle

CHIEF EXECUTIVE OFFICER'S REPORT

- A. Operations Report

Chief Executive Officer (CEO) Jeanne Krieg referred to the flight information for the members of the Board who would be attending the American Public Transportation Association (APTA) Transit Board Member Seminar in Chicago, and advised she had been asked to make a presentation at the conference about the recent study mission to Asia.

Ms. Krieg described the Transit Study Mission to Asia as an amazing and invigorating experience, thanked the Board again for the opportunity, and reiterated that she had been asked to make a presentation at the APTA conference next month, the Transit Board Members Seminar in July, and the Annual Conference in October. She highlighted the mission comprised of 25 members from the business community and transit members from all different sized systems; stated the focus was on safety, state of good repair, and asset management on the systems visited in Hong King, Singapore and Tokyo; presented details of what had been learned; described the focus of safety first and quality always; and explained that she would put some of what she had learned into practice in the Tri Delta Transit system.

On other matters, Ms. Krieg referred to the brochure regarding doing business with Tri Delta Transit that her Executive Assistant and Tri Delta Transit's DBE Officer Joe Chappelle had put together for an event to meet with DBE firms interested in doing business with Tri Delta Transit. Mr. Chappelle was also working to update Tri Delta Transit's website, and working with the Federal Transit Administration (FTA) on the

requirements for the Equal Employment Opportunity (EEO) report.

Ms. Krieg reported that COO Steve Ponte had been working with the Metropolitan Transportation Commission (MTC) and representatives from other Bay Area agencies related to the development of the next generation of Clipper®. She sought feedback from the Board on the development of the next generation of Clipper®.

Ms. Krieg also reported that the electric charging stations and facility solar projects were in process; a meeting had been scheduled with a representative of Supervisor Burgis' office and representatives of Veterans organizations to discuss options for veteran transportation to the medical facility in Martinez; the beginning of eBART service would be in May 2018 and Tri Delta Transit was ready to implement its system reorganization as soon as a final date had been identified; the Antioch Park & Ride Lot would be on the Planning Commission agenda on May 17 and once approved \$3.2 million would be needed to build it along with the Oakley Park & Ride Lot, both of which were critical to serve eBART; fixed route ridership continued to be at 2012 levels and other regions had been experiencing the same; she had a concern about Tri Delta Transit's on-time performance and a related increase in customer complaints, and identified what was being done to address that concern; all financial performance parameters were as expected; and the agency was on course to end the year well within budget.

When asked, Ms. Krieg reported that Tri Delta Transit staff was working with the City of Antioch and BART staff to provide service to eBART.

ACTION AND DISCUSSION ITEMS

A. Proposed FY 2017-18 Budget

Ms. Krieg advised that a fully funded balanced budget would be presented by the Chief Financial Officer.

Tom Harais, CFO, stated that this year's budget was simple and had been for the last couple of years given the mode of operation that had been working well. The budget had been built starting with both fixed route and Dial-A-Ride service, the same as currently provided, and while the eBART opening could require a change to some of the routes there would be no significant change in service hours. The budget had been built on current service assuming the same level of paratransit services as currently provided, the same number of passengers for both fixed route and paratransit, fares would remain level although the average fare per passenger had climbed lately with a slight change of rates according to the First Transit contract, with 36 budgeted positions that were expected to be filled at the current salary and benefits, to end up with a budget of \$21,038,000.

Director Glover commended the balanced budget, suggested there would be a lot of growth as eBART came on line, and asked if more buses had been expected for the system to accommodate that growth.

Ms. Krieg noted that given MTC's funding there would be no opportunity to expand on the number of buses, although she described some options that were being considered to address the need to accommodate eBART service.

In response to Director Taylor with respect to the budget, Mr. Harais explained that Tri Delta Transit was not a member of the Public Employees Retirement System (PERS). Tri Delta Transit utilized two different combined contribution plans, and while two adjustments would have to be made to defined benefits plans, there would be little obligation to Tri Delta Transit.

Ms. Krieg thanked Director Guise, an original ECCTA Boardmember, who with the Board at that time had made the decision not to place the Tri Delta Transit agency into PERS.

Mr. Harais responded to other questions related to fuel costs and explained that the hedging process that he had presented some time ago would lock in fuel prices for a year so that the cost of fuel would be known ahead of time. He was confident with the fuel price that he had built into the budget, and clarified that not all of the recently approved increase in fuel taxes would affect the agency.

On motion by Director Glover, seconded by Director Romick, ECCTA Boardmembers approved the proposed FY 2017-18 budget, which carried by the following vote:

AYES: Burgis, Craft, Glover, Gray, Guise, Longmire, Romick, Taylor, Wilson, Rocha
NOES: None
ABSTAIN: None
ABSENT: Hardcastle

B. Authorization to File Claims

Ms. Krieg advised that it was time for the agency to apply for the annual Transportation Development Act (TDA) and State Transit Assistance (STA) funding used to operate Tri Delta Transit. She recommended approval of the authorization to file claims, as appropriate.

On motion by Director Guise, seconded by Director Burgis, ECCTA Boardmembers adopted Resolution 170426a and 170426b, which authorize the Chief Executive Officer or her designee to file an application with the Metropolitan Transportation Commission for the FY 18 allocation of Transportation Development Act, State Transit Assistance funds, and Regional Measure 2 (RM2) funds, carried by the following vote:

AYES: Burgis, Craft, Glover, Gray, Guise, Longmire, Romick, Taylor, Wilson, Rocha
NOES: None
ABSTAIN: None

ABSENT: Hardcastle

C. Subsidized Fare Project

Ms. Krieg referred to the subsidized fare project and advised that a Transportation Improvement Grant (TPI) had been received for a demonstration project that required a 20 percent match.

Mr. Ponte explained the idea was to give the riding public the option of using other sources in the community to ride about town where a credit card would be sold for a specified number of rides and could only be used by transportation companies. When asked, he explained the demonstration project could not be tied into Clipper® at this point. The credit card would serve as a voucher to allow the use of Uber, Lyft, or any taxi company in the East Bay.

Ms. Krieg suggested the demonstration project could also be tied into the project for Veterans groups, and would offer an opportunity for Tri Delta Transit to become more of a mobility manager, a source for mobility throughout East County.

As to the paratransit aspect and whether Uber or Lyft could accommodate the needs of wheelchairs, Mr. Ponte identified a number of services that could accommodate paratransit riders who asked for handicap access.

Director Gray verified that the services could be used in other areas, as needed.

Director Romick suggested the project could help provide the information where people needed to go to help build a better source of knowledge to identify the needs.

Director Burgis described some of the options the County was considering to help veterans, and those attempting to access LMC and satellite schools. She asked if the project could be tied into the See Something Say Something ap to help get Tri Delta Transit into the next level.

Ms. Krieg explained that the application process would be consistent with Americans with Disabilities Act (ADA) requirements. The demonstration project would start as soon as possible through the TPI grant out of MTC.

In response to Director Glover, Mr. Harais advised that there was an allocation for each operator across the board. The 20 percent match would come out of normal operating funds. The program had been around for four years and Tri Delta Transit had rolled it over until something good had come up, which was why the grant was fairly large.

On motion by Director Craft, seconded by Director Burgis, ECCTA Boardmembers

approved the subsidized fare concept for a two-year demonstration project to be funded with an \$817,297 Transportation Improvement Grant (TPI) from MTC supplemented with the required 20 percent local match from the general operating funds resulting in a \$1,021,621 budget for this project, carried by the following vote:

AYES: Burgis, Craft, Glover, Gray, Guise, Longmire, Romick, Taylor, Wilson, Rocha
NOES: None
ABSTAIN: None
ABSENT: Hardcastle

D. Letter of Support – Brentwood Transit Center and Mokelumne Trail Project

Ms. Krieg advised that BART Director Joel Keller had requested a letter of support from the Tri Delta Transit Board for the proposed Brentwood Transit Center and Mokelumne Trail Project. The City of Brentwood had already passed a resolution supporting the Mokelumne Trail Overcrossing.

Director Taylor advised that the City of Brentwood's letter had been presented to BART's Planning Committee, which had voted to forward it to the BART Board of Directors.

On motion by Director Guise, seconded by Director Longmire, ECCTA Boardmembers authorized Chair Doug Hardcastle to sign a letter of support on behalf of the ECCTA Board of Directors, carried by the following vote:

AYES: Burgis, Craft, Glover, Gray, Guise, Longmire, Romick, Taylor, Wilson, Rocha
NOES: None
ABSTAIN: None
ABSENT: Hardcastle

E. Pittsburg Seafood Festival Shuttle

Ms. Krieg noted that Tri Delta Transit had been serving the Pittsburg Seafood Festival since 1994, although given a loss of ridership there had been a gap in operating the shuttle. The ECCTA Board had since agreed to provide the shuttle as long as it was used by a minimum 4,000 people, which had occurred in 2014 and 2015, although in 2016 there was only a short stretch for the shuttle to ferry event goers and the ridership had been reduced once again. Based on the Board's direction, the shuttle would not have operated in 2017, although former Director Johnson had requested that the shuttle be reconsidered again. She reported that it cost \$10,000 to operate the shuttle and she sought direction from the Board. When asked, she noted the Pittsburg Chamber of Commerce was now starting to make its arrangements.

Director Guise noted that there were other cities that also wanted shuttle service and in prior discussions the Board had set a minimum ridership of 4,000. She questioned deviating from that level given the other issues that might come up with requests from

other areas.

On the discussion, it was noted that the 4,000 number had been based on a 40-passenger per hour rate for the shuttle service that was being offered free of charge.

Director Longmire questioned the threshold of 4,000, noted that ridership was dipping down, and suggested a reconsideration of a 4,000 minimum ridership to keep up with the trend. He also commented that parking had been expanded last year, which was subject to change. He recommended a little more time to gather more information to allow a more informative discussion.

Director Taylor asked if the shuttle had already been budgeted, to which Mr. Harais stated it had not been budgeted although there was room in the budget to fund it.

Director Burgis wanted to see what the number was this year but would like some value to download the app or pursue an outreach component with the large crowd that had a value.

Ms. Krieg stated that Tri Delta Transit had been given a booth at the festival every year, although the patronage at the festival was not only local residents.

As to why the bus ridership was declining for the event, Director Guise suggested declines were occurring all over. She asked if anyone had discussed with the Chamber of Commerce whether it would be willing to pick up the difference between the actual ridership and the 4,000 minimum ridership.

Director Romick recommended asking the Chamber to create more parking farther away to encourage the use of the shuttle.

Director Craft asked if there could be a charge for the shuttle given that it was very valuable service, although Ms. Krieg explained that fare collection would be problematic.

Director Craft stated that some of the parking would be restricted next year and there would not be as much parking downtown. She agreed with the issue that close-in parking was negating the need for the shuttle.

Director Romick recommended extending shuttle service for another year to see the numbers and suggested the Chamber designate parking that would necessitate shuttles, which could then determine whether that would increase the demand.

Director Gray suggested the eBART station might affect the ridership and an extension of the shuttle service would allow the opening of the eBART station to define the effect.

Director Glover suggested that 4,000 was a good number that should be continued and agreed that people were coming from all over, not just locally, which was always a very

positive thing. He supported some fact finding, extending the shuttle another year to gather more information, and if the ridership was down this year there would be a need to discuss the situation with the Chamber, adjust or request a partnership with the Chamber, and potentially tie Uber and Lyft into the service.

On motion by Director Guise, seconded by Director Craft, ECCTA Boardmembers extended the Pittsburg Seafood Festival Shuttle another year pending more information, carried by the following vote:

AYES: Burgis, Craft, Glover, Gray, Guise, Longmire, Romick, Taylor, Wilson, Rocha
NOES: None
ABSTAIN: None
ABSENT: Hardcastle

F. May 2017 Board Meeting

Ms. Krieg reported that there were no items for the next meeting scheduled for May 24, 2017, and Chair Hardcastle had recommended that the meeting be cancelled.

By consensus, the Board cancelled the May 24, 2017 meeting of the ECCTA Board of Directors.

BOARD OF DIRECTORS COMMENTS

Director Longmire highlighted the upcoming programs at the California Theatre in Pittsburg.

Director Burgis stated a Take Stand Against Rape benefit had been scheduled for this date.

Director Craft reported that the Pittsburg Unified School District had shown an 80 percent graduation rate, up 14.6 percent, and third in the State of California.

Director Guise announced that the Brentwood Library had been demolished to make room for a new library funded by the City of Brentwood.

Director Gray announced a free Celebration of Art at the Antioch Museum on May 6, 2017, with a free wine and cheese reception, and with the participation of 50 artists.

ADJOURNMENT

Vice Chair Rocha adjourned the meeting of the Eastern Contra Costa Transit Authority at 5:10 P.M. to June 28, 2017 at 4:00 P.M. in the ECCTA Administration Facility, 801 Wilbur Avenue, Antioch, California.

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Board of Directors Minutes
April 27, 2017
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Respectfully submitted,

Anita L. Tucci-Smith

TRI DELTA TRANSIT
Income Statement - Comparison to Annual Budget
 As of May 31, 2017
(unaudited)

	YTD Actual			YTD Budget			YTD Variance <i>(favorable/unfavorable)</i>			FY17 Full Year Budget			YTD % of Fiscal Year Budget		
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR
OPERATING REVENUES															
Passenger Fares	\$ 2,787,561	\$ 2,409,924	\$ 377,637	\$ 2,814,900	\$ 2,380,890	\$ 434,010	\$ (27,359)	\$ 29,034	\$ (56,373)	\$ 3,067,000	\$ 2,592,000	\$ 475,000	91%	93%	80%
Other Income	\$ 251,655	\$ 119,738	\$ 131,917	\$ 220,000	\$ 85,000	\$ 135,000	\$ 31,655	\$ 34,738	\$ (3,083)	\$ 265,000	\$ 65,000	\$ 180,000	95%	141%	73%
	\$ 3,039,216	\$ 2,529,662	\$ 509,554	\$ 3,034,900	\$ 2,465,890	\$ 569,010	\$ -4,316	\$ 63,772	\$ (59,456)	\$ 3,332,000	\$ 2,677,000	\$ 655,000	91%	94%	78%
Total Operating Revenues:															
OPERATING EXPENSES															
Purchased Transportation	\$ 10,532,797	\$ 8,126,119	\$ 2,407,618	\$ 10,630,645	\$ 7,605,666	\$ 3,023,979	\$ 97,908	\$ (518,453)	\$ 616,361	\$ 11,616,473	\$ 8,310,413	\$ 3,306,060	91%	98%	73%
Materials and Supplies	\$ 2,566,459	\$ 2,068,146	\$ 488,313	\$ 2,892,479	\$ 2,144,963	\$ 547,516	\$ 126,020	\$ 46,817	\$ 79,203	\$ 2,940,000	\$ 2,342,100	\$ 597,900	87%	90%	76%
Salaries & Benefits	\$ 3,533,190	\$ 3,095,100	\$ 438,090	\$ 3,881,350	\$ 3,493,050	\$ 388,300	\$ 348,160	\$ 387,950	\$ (49,790)	\$ 4,234,000	\$ 3,810,600	\$ 423,400	83%	81%	103%
Services	\$ 745,808	\$ 573,045	\$ 172,763	\$ 759,917	\$ 625,167	\$ 134,750	\$ 14,108	\$ 52,122	\$ (38,013)	\$ 829,000	\$ 682,000	\$ 147,000	90%	84%	118%
Other	\$ 374,947	\$ 354,954	\$ 19,993	\$ 350,500	\$ 324,100	\$ 26,400	\$ (24,447)	\$ (30,854)	\$ 6,407	\$ 405,000	\$ 375,450	\$ 29,550	93%	95%	68%
Casualty and liability insurance	\$ 483,475	\$ 450,806	\$ 32,669	\$ 500,500	\$ 354,965	\$ 145,535	\$ 17,025	\$ (95,841)	\$ 112,866	\$ 539,677	\$ 382,389	\$ 157,288	90%	118%	21%
Utilities	\$ 259,280	\$ 245,086	\$ 14,194	\$ 233,000	\$ 221,000	\$ 12,000	\$ (26,260)	\$ (24,086)	\$ (2,194)	\$ 264,000	\$ 241,000	\$ 13,000	102%	102%	109%
Taxes	\$ 21,535	\$ 17,073	\$ 4,462	\$ 18,000	\$ 12,600	\$ 5,400	\$ (3,535)	\$ (4,473)	\$ 938	\$ 20,000	\$ 14,000	\$ 6,000	108%	122%	74%
	\$ 18,517,431	\$ 14,859,329	\$ 3,558,102	\$ 19,056,391	\$ 14,732,511	\$ 4,283,880	\$ 548,960	\$ (176,818)	\$ 725,778	\$ 20,838,150	\$ 16,137,952	\$ 4,680,198	89%	93%	76%
Total Operating Expenses:															
NON-OPERATING REV															
Federal Funds	\$ -	\$ -	\$ -	\$ 532,570	\$ -	\$ 532,570	\$ (532,570)	\$ -	\$ (532,570)	\$ 532,570	\$ -	\$ 532,570			
State Funds	\$ 10,222,362	\$ 7,795,111	\$ 2,427,271	\$ 12,178,729	\$ 9,616,102	\$ 2,562,627	\$ (1,956,347)	\$ (1,820,991)	\$ (135,356)	\$ 12,568,491	\$ 9,900,420	\$ 2,668,071	81%	79%	91%
Local Funds	\$ 1,195,875	\$ 744,573	\$ 451,302	\$ 1,369,221	\$ 749,779	\$ 619,442	\$ (173,346)	\$ (5,208)	\$ (168,140)	\$ 1,821,577	\$ 997,270	\$ 824,307	66%	75%	59%
Inter-Operator Agreements	\$ 1,731,444	\$ 1,731,444	\$ -	\$ 1,896,384	\$ 1,896,384	\$ -	\$ (164,940)	\$ (164,940)	\$ -	\$ 2,528,512	\$ 2,528,512	\$ -	66%	66%	
Interest & Other Misc Income	\$ 122,149	\$ 117,179	\$ 4,970	\$ 54,587	\$ 54,356	\$ 231	\$ 67,562	\$ 62,823	\$ 4,739	\$ 55,000	\$ 54,750	\$ 250	222%	214%	1988%
	\$ 13,271,860	\$ 10,388,307	\$ 2,883,543	\$ 16,031,491	\$ 12,316,621	\$ 3,714,870	\$ (2,759,641)	\$ (1,328,314)	\$ (831,327)	\$ 17,506,150	\$ 13,480,952	\$ 4,025,198	76%	77%	72%
Total Non-operating Revenues:															
EXCESS REV/(EXP)	\$ (2,206,365)	\$ (2,041,360)	\$ (185,005)	\$ -	\$ -	\$ -	\$ (2,206,365)	\$ (2,041,360)	\$ (185,005)	\$ -	\$ -	\$ -			

Agenda Item #5b
 Eastern Contra Costa Transit Authority
 Board of Directors Meeting
 June 28th, 2017

TRI DELTA TRANSIT
Income Statement - Comparison to Prior Year
As of May 31, 2017
(unaudited)

	May 2017 YTD Actual			May 2016 YTD Actual			FY17 vs FY16 - YTD						% Change from Previous Year			
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	
OPERATING REVENUES																
Passenger Fares	\$ 2,787,561	\$ 2,409,924	\$ 377,637	\$ 3,017,461	\$ 2,584,906	\$ 432,555	\$ (229,900)	\$ (174,982)	\$ (54,918)	\$ (8%)	\$ (7%)	\$ (-13%)				
Other Income	\$ 251,655	\$ 119,738	\$ 131,917	\$ 312,212	\$ 154,020	\$ 158,192	\$ (60,557)	\$ (34,282)	\$ (26,275)	\$ 0%	\$ 0%	\$ 0%				
Total Operating Revenues:	\$ 3,039,216	\$ 2,529,662	\$ 509,554	\$ 3,329,673	\$ 2,738,926	\$ 590,747	\$ (290,457)	\$ (209,264)	\$ (81,193)	\$ (-9%)	\$ (-8%)	\$ (-14%)				
OPERATING EXPENSES																
Purchased Transportation	\$ 10,532,737	\$ 8,125,119	\$ 2,407,618	\$ 10,574,784	\$ 7,420,353	\$ 3,154,431	\$ 42,047	\$ (704,766)	\$ 746,813	\$ 0%	\$ (-9%)	\$ 24%				
Materials and Supplies	\$ 2,566,459	\$ 2,098,146	\$ 468,313	\$ 2,423,869	\$ 1,992,679	\$ 431,190	\$ (142,590)	\$ (105,467)	\$ (37,123)	\$ (-6%)	\$ (-5%)	\$ (-9%)				
Salaries & Benefits	\$ 3,533,190	\$ 3,095,100	\$ 438,090	\$ 3,482,036	\$ 3,141,924	\$ 340,112	\$ (51,154)	\$ 46,824	\$ (97,978)	\$ (-1%)	\$ 1%	\$ (-29%)				
Services	\$ 745,808	\$ 573,045	\$ 172,763	\$ 699,616	\$ 578,485	\$ 121,131	\$ (46,192)	\$ 5,440	\$ (51,632)	\$ (-7%)	\$ 1%	\$ (-43%)				
Other	\$ 374,947	\$ 354,954	\$ 19,993	\$ 303,172	\$ 288,077	\$ 15,095	\$ (71,775)	\$ (66,877)	\$ (4,898)	\$ (-24%)	\$ (-23%)	\$ (-32%)				
Casualty and liability insurance	\$ 483,475	\$ 450,806	\$ 32,669	\$ 435,340	\$ 367,690	\$ 67,750	\$ (48,135)	\$ (83,216)	\$ 35,081	\$ (-11%)	\$ (-23%)	\$ 52%				
Utilities	\$ 259,280	\$ 245,086	\$ 14,194	\$ 229,237	\$ 217,673	\$ 11,564	\$ (30,043)	\$ (27,413)	\$ (2,630)	\$ (-13%)	\$ (-13%)	\$ (-23%)				
Taxes	\$ 21,535	\$ 17,073	\$ 4,462	\$ 21,974	\$ 17,172	\$ 4,802	\$ 439	\$ 99	\$ 340	\$ 2%	\$ 1%	\$ 7%				
Total Operating Expenses:	\$ 18,517,431	\$ 14,959,329	\$ 3,558,102	\$ 18,170,028	\$ 14,023,953	\$ 4,146,075	\$ (347,403)	\$ (935,376)	\$ 587,973	\$ (-2%)	\$ (-7%)	\$ 14%				
NON-OPERATING REV																
Federal Funds	\$ -	\$ -	\$ -	\$ 1,383,895	\$ 330,898	\$ 1,052,997	\$ (1,383,895)	\$ (330,898)	\$ (1,052,997)	\$ 0%	\$ 0%	\$ 0%				
State Funds	\$ 10,222,382	\$ 7,795,111	\$ 2,427,271	\$ 11,022,820	\$ 8,495,012	\$ 2,527,808	\$ (800,436)	\$ (699,901)	\$ (100,537)	\$ 0%	\$ 0%	\$ 0%				
Local Funds	\$ 1,195,875	\$ 744,573	\$ 451,302	\$ 1,384,843	\$ 783,575	\$ 601,268	\$ (188,968)	\$ (39,002)	\$ (149,966)	\$ 0%	\$ 0%	\$ 0%				
Inter-Operator Agreements	\$ 1,731,444	\$ 1,731,444	\$ -	\$ 1,202,394	\$ 1,202,394	\$ -	\$ 529,050	\$ 529,050	\$ -	\$ 0%	\$ 0%	\$ 0%				
Interest & Other Misc Income	\$ 122,149	\$ 117,179	\$ 4,970	\$ 5,877	\$ 5,804	\$ 73	\$ 116,272	\$ 11,575	\$ 4,697	\$ 1978%	\$ 1991%	\$ 1721%				
Total Non-operating Revenues:	\$ 13,271,850	\$ 10,388,307	\$ 2,883,543	\$ 14,999,829	\$ 10,817,483	\$ 4,182,346	\$ (1,727,979)	\$ (429,176)	\$ (1,298,803)	\$ (-12%)	\$ (-4%)	\$ (-31%)				
EXCESS REV/(EXP)	\$ (2,206,365)	\$ (2,041,360)	\$ (165,005)	\$ 159,474	\$ (467,544)	\$ 627,018	\$ (2,365,839)	\$ (1,573,816)	\$ (792,023)							

OPERATING REVENUES

- Passenger Fares
- Other Income
- OPERATING EXPENSES**
- Purchased Transportation
- Materials and Supplies
- Salaries & Benefits
- Services
- Other
- Casualty and liability insurance
- Utilities
- Taxes

NON-OPERATING REV

- Federal Funds
- State Funds
- Local Funds
- Inter-Operator Agreements
- Interest & Other Misc Income

EXCESS REV/(EXP)

Agenda Item #5b
Eastern Contra Costa Transit Authority
Board of Directors Meeting
June 28th, 2017

Staff Report to ECCTA Board of Directors

Meeting Date: June 28, 2017
Agenda Item: Marketing/Communications Activities – Agenda Item 5c
Lead Staff: Mike Furnary, Director of Marketing
Approved: Jeanne Krieg, Chief Executive Officer 

I. Completed Marketing Activities - May/June 2017

1. Bike to Work Day 2017

Participated in a Bay Area wide event to promote alternative commuting sponsored by 511 Contra Costa. Hosted a Tri Delta Transit energizer station on May 11, 2017 for Bike to Work Day participants.

2. Pittsburg Senior Resource Fair

Participated in an annual one-day event to provide transit information targeting seniors.

3. Dump The Pump 2017

Participated in the national transit initiative to promote public transit. ECCTA's local promotion encouraged public transit use by rewarding those who opted for transit instead of driving. ECCTA employees distributed prizes to customers on randomly selected buses throughout the day to reward and thank those who used public transit.

4. Fixed Route Outreach

Conducted speaking and community outreach engagements to promote fixed route bus service. Three events were completed or planned in May-June.

5. Summer Youth Pass Promotion Continued

Continued to promote the Summer Youth Pass. The promotion plan includes on-site event promotion as well as television, online, print and outdoor advertising.

6. Online Summer Fun Guide

Developed a new online summer fun guide to compliment the summer youth pass promotion. The guide seeks to provide useful suggestions on where to ride the bus with a summer youth pass.

7. Green Footprint Festival

Participated in this event to promote the environmental benefits of riding public transportation and to provide information about Tri Delta Transit routes and services.

8. USS-Posco Community Event

Shared a booth with 511 Contra Costa at USS-Posco's annual community event to provide transit information and options.

9. Ongoing Marketing Programs

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

II. Planned Marketing/Communications Activities

1. Mobile web site promotional banner additions
2. School registration attendance
3. 20-Ride pass buy-one-get-one direct mail
4. Brentwood Art & Wine Festival cross promotion
5. Seafood Festival shuttle coordination
6. Schedule revise
7. Veterans' service guide brochure
8. Route 381 launch promotion
9. Route specific ridership promotions
10. Advertising creative development per 2018-2020 Marketing Plan
11. 40th anniversary rider promotion

TAB 2

Agenda Item 6a
CEO's REPORT: Operations Report

Board of Directors Meeting

Wednesday June 28, 2017

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Chief Executive Officer's Report

May - June 2017



TRI DELTA TRANSIT

ECCTA Executive Team

Jeanne Krieg
Chief Executive Officer

Steve Ponte
Chief Operating Officer

Tom Harais
Chief Financial Officer

Ann Hutcheson
*Director of
Administrative Services*

Kevin Moody
*Director of
Maintenance*

Mike Furnary
Director of Marketing

Susan Hinson
*First Transit
Director of Operations*

Highlights:

- The Antioch City Council appointed Mayor Pro Tem Lamar Thorpe to replace Mary Rocha on the Tri Delta Transit Board of Directors.
- Tri Delta Transit was featured on an episode of KRON's "People Behaving Badly"... renamed for this particular episode to "People Behaving Nicely".
- Paratransit applications are now available on the Tri Delta Transit website.
- Work began on the facility solar system.
- Work began on the electric bus and car charging stations. The car charging stations are nearly complete.
- The Antioch Planning Commission approved Tri Delta Transit's permit for the Park and Ride lot on Auto Center Drive at 6th Street.
- Promotional activities for the 2017 Summer Youth Pass continued.
- The fuel hedging process began.
- Tri Delta Transit continued participating in developing the annex to the Contra Costa County Local Hazard Mitigation Plan, assuring eligibility to apply for FEMA mitigation grants and to receive 100% expense reimbursement should FEMA assistance be necessary in the future.
- The See Something – Say Something Mobile App is in process.
- Staff is working with MTC to promote the adoption of using Clipper Cards by distributing free Clipper Cards. They will be distributed every Tuesday and Thursday while supplies last.
- The Clipper small operators subgroup, which includes all small operators in the nine county Bay Area, continues to meet on a regular basis.
- The advisory team for the Contra Costa Mobility Management project continues to meet.

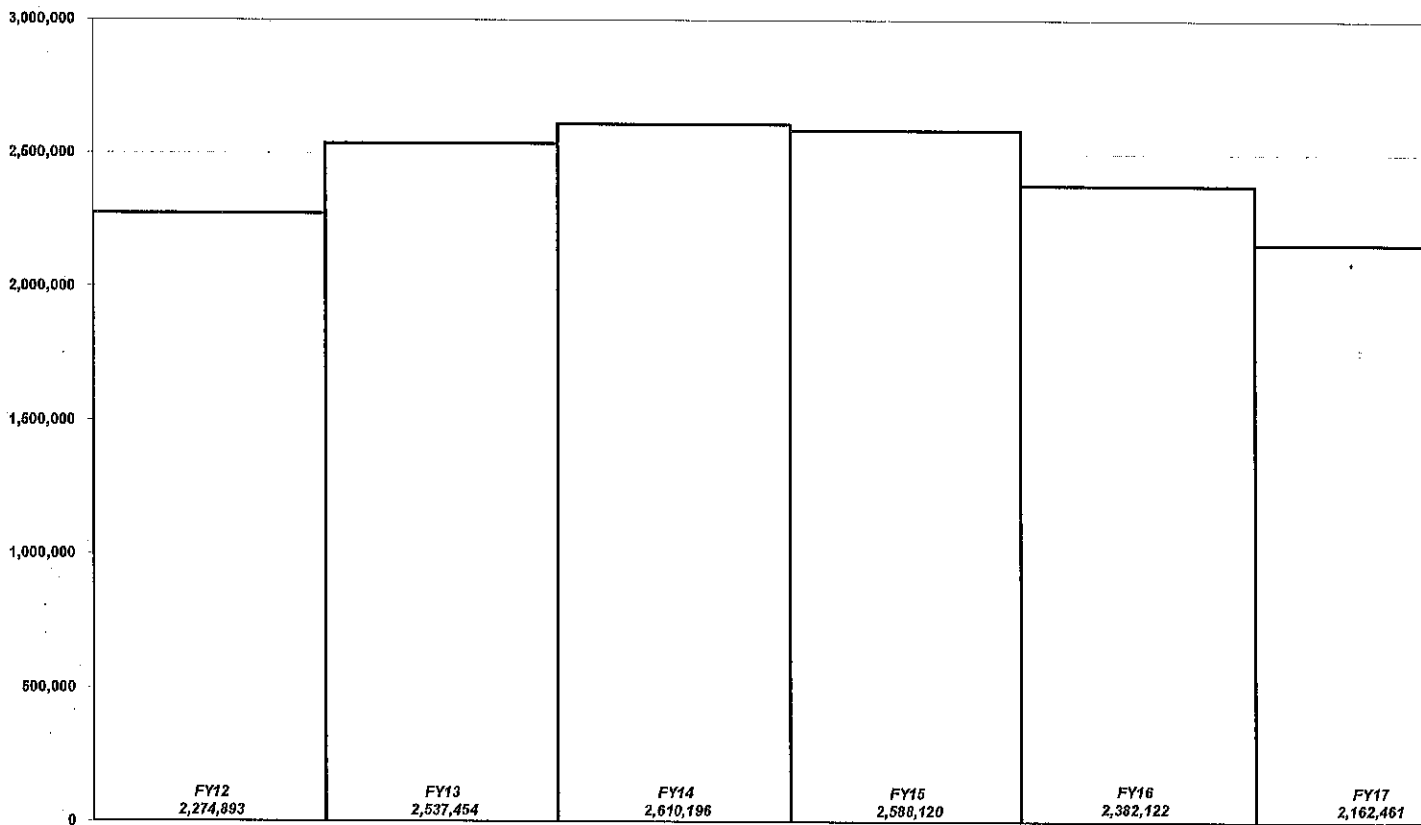
Pending:

- Subsidized fare project
- Pittsburg Seafood Festival Shuttle (September 9-10)
- Electric bus delivery (mid to late 2017)
- PG&E electric extension
- Facility solar project
- Service to Brentwood LMC campus (August 2018)
- Next generation of Clipper (2020)
- Service to eBART stations in Pittsburg and Antioch (May 2018)
- FTA's Safety Program
- Antioch Park & Ride lot construction
- Oakley Park & Ride lot construction
- Federal grants
- PATH Integrated Dynamic Transit Operations system demonstration project
- Contra Costa County Mobility Management Plan implementation
- Park & Ride lots – land acquisition

*Agenda Item #6a
Eastern Contra Costa Transit Authority
Board of Directors Meeting
June 28, 2017*

TRI DELTA TRANSIT

ELEVEN MONTH YTD FR RIDERSHIP



EASTERN CONTRA COSTA TRANSIT AUTHORITY KEY PERFORMANCE INDICATORS BY SERVICE

	Actual							16/17B % ▲	YTD COMPARISON		
						Budget	16/17		Actual		% ▲
	11/12	12/13	13/14	14/15	15/16	16/17			May-16	May-17	
DIAL-A-RIDE											
PASSENGERS											
Total DAR Trips Provided	130,619	128,999	131,476	133,769	131,917	132,000	0%	120,546	122,174	1%	
Average Weekday Ridership	481	470	471	487	489	487	0%	489	500	2%	
Average Sat Ridership	106	140	180	153	118	124	5%	119	106	-11%	
Average Sun/Hol Ridership	71	72	68	63	49	51	3%	48	46	-5%	
Average Passengers/Hour (wklys DAR Only)	2.1	2.1	2.3	2.4	2.5	2.5	2%	2.5	2.9	12%	
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	0.183%	0.097%	0.071%	0.103%	0.114%	0.109%	-5%	0.113%	0.360%	219%	
On Time Performance	85%	87%	89%	87%	85%	90%	6%	85%	82%	-4%	
MAINTENANCE											
Gallons of Fuel Consumed	116,392	139,678	145,043	138,528	135,809	142,880	5%	124,016	120,123	-3%	
Miles Between Preventable Accidents	898,467	328,002	244,390	162,293	159,143	200,000	26%	145,859	292,328	94%	
Miles Between Road calls	56,154	109,568	61,109	139,113	190,963	100,000	0%	175,023	847,238	384%	
COST RATIOS											
Farebox Recovery Ratio	11%	11%	10%	10%	10%	10%	0%	10%	11%	2%	
\$/Gal Fuel	\$ 3.84	\$ 3.81	\$ 3.67	\$ 3.09	\$ 2.59	\$ 2.75	6%	\$ 2.54	\$ 2.56	1%	
Operating Cost/Passenger	\$ 30.58	\$ 33.22	\$ 35.25	\$ 34.18	\$ 34.41	\$ 35.46	3%	\$ 34.39	\$ 29.12	-15%	
Operating Cost/Revenue Hour	\$ 64.34	\$ 63.52	\$ 68.75	\$ 69.81	\$ 72.26	\$ 74.35	3%	\$ 72.04	\$ 73.60	2%	
Operating Cost/Revenue Mile	\$ 5.22	\$ 5.36	\$ 5.76	\$ 5.74	\$ 5.85	\$ 5.98	2%	\$ 5.82	\$ 5.16	-11%	
FIXED ROUTE											
PASSENGERS											
Total FR Trips Provided	2,431,788	2,740,834	2,832,264	2,806,028	2,574,864	2,613,486	1%	2,382,122	2,162,461	-9%	
Average Weekday Ridership	8,594	9,616	9,930	9,794	8,999	9,113	1%	9,110	8,308	-9%	
Average Sat Ridership	2,753	3,232	3,464	3,498	3,061	3,144	3%	3,090	2,737	-11%	
Average Sun/Hol Ridership	2,087	2,788	2,692	2,787	2,501	2,537	1%	2,512	2,224	-11%	
Average Passengers/Hour	15.9	17.7	19.0	19.2	17.8	17.9	1%	18.0	16.3	-10%	
CUSTOMER SERVICE											
Customer Complaints	0.023%	0.012%	0.009%	0.009%	0.009%	0.009%	0%	0.009%	0.025%	173%	
On Time Performance	86%	86%	92%	92%	92%	90%	-2%	91%	82%	-11%	
MAINTENANCE											
Gallons of Fuel Consumed	636,276	562,702	603,013	600,072	606,378	597,267	-2%	552,047	534,634	-3%	
Miles Between Preventable Accidents	120,644	65,392	110,754	98,066	97,469	100,000	3%	86,845	112,572	16%	
Miles Between Road calls	32,481	42,844	67,684	41,553	27,690	50,000	81%	27,499	20,655	-25%	
COST RATIOS											
Farebox Recovery Ratio	16%	18%	18%	18%	18%	16%	-10%	18%	16%	-13%	
\$/Gal Fuel	\$ 3.52	\$ 3.95	\$ 3.48	\$ 2.77	\$ 1.96	\$ 2.00	2%	\$ 1.93	\$ 2.08	8%	
Operating Cost/Passenger	\$ 6.60	\$ 6.01	\$ 5.58	\$ 5.54	\$ 5.98	\$ 6.18	3%	\$ 5.89	\$ 6.92	18%	
Operating Cost/Revenue Hour	\$ 105.05	\$ 106.53	\$ 105.76	\$ 106.36	\$ 106.33	\$ 110.94	4%	\$ 105.98	\$ 112.67	6%	
Operating Cost/Revenue Mile	\$ 7.46	\$ 7.98	\$ 7.71	\$ 7.62	\$ 7.49	\$ 7.83	5%	\$ 7.46	\$ 8.03	8%	

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

TOTAL PASSENGER TRIPS													
ROUTE											YTD COMPARISON		
	11/12	% Chg	12/13	% Chg	13/14	% Chg	14/15	% Chg	15/16	% Chg	May-16	May-17	% Chg
200	37,682	4%	55,322	47%	55,914	1%	54,167	-3%	48,866	-10%	44,796	40,793	-9%
201	110,660	5%	119,977	8%	124,289	4%	112,116	-10%	116,301	4%	107,369	108,379	1%
300	302,067	4%	290,313	-4%	328,582	13%	353,802	8%	340,127	-4%	310,999	320,573	3%
379	10,235	-16%	15,232	49%	6,759	-56%	3,223	-52%	3,659	14%	3,649	2,329	0%
380	584,779	3%	680,981	16%	682,650	0%	666,704	-2%	606,012	-9%	581,110	511,069	-9%
383	34,210	263%	35,031	2%	32,073	-8%	30,200	-6%	25,830	-14%	24,686	20,484	-17%
384	26,201	2%	8,227	-69%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
385	36,451	-1%	61,388	68%	70,974	16%	68,013	-4%	66,045	-3%	61,425	50,247	-18%
386	3,042	-35%	2,172	-29%	1,902	-12%	1,583	-17%	1,507	-5%	1,483	1,314	-11%
387	212,731	9%	262,396	23%	264,036	1%	257,944	-2%	233,185	-10%	214,595	183,590	-14%
388	320,981	3%	366,041	14%	400,190	9%	370,128	-8%	327,585	-11%	303,209	266,414	-12%
389	46,723	-3%	53,255	14%	53,068	0%	51,480	-3%	45,836	-11%	42,316	37,147	-12%
390	52,650	7%	68,564	30%	72,054	5%	71,211	-1%	70,022	-2%	64,280	65,733	2%
391	346,080	4%	370,500	7%	386,640	4%	402,579	4%	360,256	-11%	332,844	291,583	-12%
Dimes a Ride	11,328	-11%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Express (Hac)	11,831	-36%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Shuttles	9,446	3%	4,941	-48%	3,370	-32%	5,375	59%	13,410	149%	13,410	2,956	-78%
392	112,330	6%	133,569	19%	142,284	7%	142,650	0%	124,708	-13%	116,864	104,023	-11%
393	111,697	7%	135,181	21%	133,078	-2%	141,281	6%	126,653	-10%	118,313	105,198	-11%
394	50,614	8%	71,557	41%	64,904	-9%	63,087	-3%	53,894	-15%	50,270	44,789	-11%
395	N/A	N/A	6,187	100%	9,497	100%	10,485	100%	10,968	100%	10,504	5,840	-44%
Total Fixed Route	2,431,768	3%	2,740,834	13%	2,832,264		2,806,029	-1%	2,574,865	-8%	2,382,122	2,162,461	-9%

AVERAGE PASSENGERS PER REVENUE HOUR													
ROUTE											YTD COMPARISON		
	11/12	% Chg	12/13	% Chg	13/14	% Chg	14/15	% Chg	15/16	% Chg	May-16	May-17	% Chg
200	10.3	3%	12.6	22%	12.5	-1%	12.6	1%	11.5	-9%	11.6	10.0	-13%
201	19.7	3%	17.8	-10%	17.9	1%	17.0	-5%	16.1	-5%	16.6	14.0	-16%
300	15.8	4%	15.8	0%	18.6	18%	20.3	10%	19.6	-4%	19.6	20.5	5%
379	9.8	-26%	10.7	9%	16.8	57%	26.5	57%	30.6	15%	30.8	18.9	-39%
380	17.4	5%	20.2	16%	20.6	2%	20.2	-2%	18.7	-7%	19.0	17.6	-8%
383	9.7	-13%	10.2	5%	12.6	23%	13.0	3%	11.6	-11%	12.1	10.4	-14%
384	10.2	7%	14.6	43%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
385	11.1	-7%	11.9	7%	12.9	8%	12.3	-4%	11.4	-8%	11.6	9.4	-19%
386	3.9	-36%	3.6	-7%	6.3	74%	6.3	1%	6.8	5%	6.6	5.8	-12%
387	19.6	11%	22.8	16%	23.7	4%	23.3	-2%	21.7	-7%	21.9	19.0	-14%
388	15.5	3%	17.1	10%	18.2	7%	17.4	-5%	16.2	-7%	16.4	14.5	-12%
389	13.6	-8%	13.4	-1%	14.4	8%	15.4	7%	14.4	-6%	14.6	12.5	-14%
390	10.7	9%	18.6	73%	20.8	12%	21.5	3%	21.4	-1%	21.5	22.4	4%
391	18.7	11%	19.6	5%	20.5	4%	21.9	7%	19.7	-10%	19.9	17.4	-13%
Dimes a Ride	10.9	36%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Delta Express (Hac)	8.1	-10%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Shuttles	N/A	N/A	N/A	N/A	6.4	N/A	30.7	383%	23.6	-23%	23.6	15.0	0%
392	15.2	1%	17.6	15%	19.1	9%	18.9	-1%	16.7	-12%	16.8	14.4	-15%
393	16.4	5%	17.5	7%	17.5	0%	18.7	7%	16.8	-10%	16.9	15.2	-10%
394	11.7	9%	15.0	28%	17.0	13%	15.9	-7%	13.9	-13%	13.9	12.9	-7%
395	N/A	N/A	12.0	N/A	16.2	N/A	16.4	1%	17.1	5%	17.6	10.0	-43%
Total Fixed Route	15.9	5%	17.7	12%	19.0	7%	19.2	1%	17.8	-7%	19.8	16.3	-18%

TAB 3

Agenda Item 7b

DISCUSSION ITEM: Paratransit Subscription Service

Board of Directors Meeting

Wednesday June 28, 2017

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: June 28th, 2017

Agenda Item: Paratransit Subscription Changes;
Agenda Item 7b

Lead Staff: Steve Ponte, Chief Operating Officer

Approved: Jeanne Krieg, Chief Executive Officer 

Background

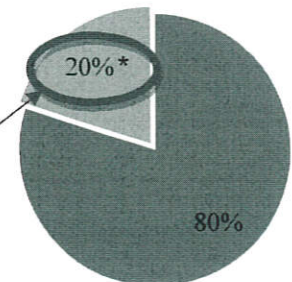
We offer a convenience service, which we call Subscription Service, to those Paratransit Demand-Response customers who have at least one appointment a week that is at the same location, at the same time, and on the same day (e.g. a dialysis appointment). Because the nature of subscription rides are so regular, they are easy to predict and we therefore build our Paratransit schedules and rosters around them. Additionally, Subscription Service results in greater efficiency in terms of passengers per hour and cost per passenger. Therefore, unlike Demand-Response customers, those who qualify for Subscription Service do not have to call ahead of time to reserve their ride and are able to pay with cash, check, or credit card in advance through invoice.

Considerations

- Demand-Response schedules begin booking three days in advance; by then, subscription rides are locked in.
- In April, we provided 10,890 Paratransit trips. 20% of those were for Subscription riders.
- We have approximately 2,500 eligible Paratransit riders. Only 69 are Subscription riders.

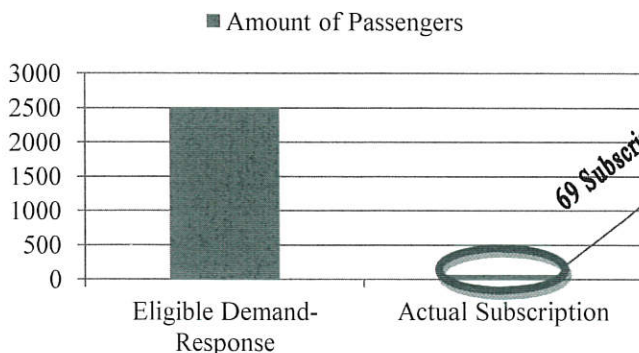
Paratransit Rides by Type

■ Demand-Response ■ Subscription



*ADA allows this to be up to 50%

Amount of Paratransit Passengers



Agenda Item #7b
Eastern Contra Costa Transit Authority
Board of Directors Meeting
June 28, 2017

Subscription Service Currently	Subscription Service Changes
<ul style="list-style-type: none"> • Paid a month in advance regardless of rides actually taken. • \$1.00 surcharge added to the next month's invoice when the total number of cancelled rides equals half of all scheduled rides (or ten rides, whichever is less) in one month. • \$1.00 surcharge added to the next month's invoice when 2 or more no-shows are acquired. • Subscription service is revoked if a surcharge has been added to an invoice two months in a row or if an invoice has not been paid. • Subscription is suspended if three no-shows are acquired in one month. 	<ul style="list-style-type: none"> • Paid at the time the ride is actually taken in the same manner as Demand-Response. • No invoices. • Subscription service is revoked after two no-shows or half of scheduled rides are cancelled in two consecutive months. • Revoked subscription service may be renewed after six months.

Because these trips are paid for in advance, and the seat on the bus is considered taken, no-shows and cancellations by Subscription riders can negatively impact Tri Delta Transit's ability to serve Demand-Response customers. Due to this, and a high number of no-shows and cancellations, certain penalties for those Subscription riders who no-show or cancel were imposed several years ago.

Currently, subscription no-shows and cancellations are no longer a problem. June invoices only had two penalties assessed. As such, due to the advantages the regularity of the subscription rides offers our customers and the agency, eligible customers are going to be encouraged to sign up for Subscription Service. After conducting outreach to customers who were eligible for Subscription Service but chose not to take advantage, staff discovered that the current penalty and payment structure was a deterrent. In order to remove barriers and to encourage customers to sign up for subscription service the following changes will be made to Subscription Service:

1. Customers pay for their rides as they take them with either exact cash fare or Paratransit tickets.
2. No invoices will be issued.
3. Subscription service will be revoked after either two no-shows or after ½ of all scheduled rides are cancelled in two consecutive months. Subscription Service will possibly be offered to that customer after six months.

Requested Action

None. Staff will update the Board of Directors regularly on the impact the new Subscription Service has on the paratransit system productivity.

TAB 4

Agenda Item 7c

ACTION ITEM: Authorization to File FTA Formula Fund Application

Resolution 170628a

Board of Directors Meeting

Wednesday June 28, 2017

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

Staff Report to ECCTA Board of Directors

Meeting Date: June 28, 2017

Agenda Item: Authorization to File Federal Transit Administration (FTA)
Formula Fund Applications
Agenda Item 7c

Lead Staff: Tom Harais, Chief Financial Officer

Approved: Jeanne Krieg, Chief Executive Officer 

Summary

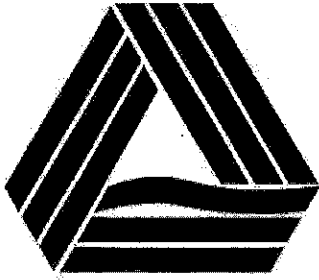
The FTA has added and modified requirements on the necessary documentation for Federal grant applications. There is a new format for the required board resolution to be attached to an application for FTA funds in the TrAMS system.

Fortunately, it seems that the new form is generic in scope and span so can be used for several years once approved by the Authority board in our FTA fund application process.

Requested Action

Adopt Resolution #170628a which authorizes the CEO or her designee to file applications for Federal funds in FTA's new format.

Agenda Item 7c



TRI DELTA TRANSIT

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

RESOLUTION # 170628a

RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION, AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C CHAPTER 53, AND FOR ANY TITLE 23 UNITED STATES CODE AND OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION.

WHEREAS, the Federal Transit Administrator has been delegated authority to award Federal financial assistance for a public transportation project;

WHEREAS, the grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the Applicant and may require the Applicant to provide the local share of the project cost;

WHEREAS, the Applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Eastern Contra Costa Transit Authority:

1. The Chief Executive Officer or his/her designee is authorized to execute and file an application for Federal assistance on behalf of the Eastern Contra Costa Transit Authority with the Federal Transit Administration for Federal assistance authorized by 49 U.S.C. chapter 53, Title 23 United States Code or other Federal statutes authorizing a project administered by the Federal Transit Administration. [Note: If the Applicant is requesting Urbanized Area Formula Program assistance authorized by 49 U.S.C. §5307, either alone or in addition to other Federal assistance administered by the Federal Transit Administration, the resolution should state whether the Applicant is the Designated Recipient as defined by 49 U.S.C. §5307(a)(2), or whether the Applicant has received authority from the Designated Recipient to apply for Urbanized Area Formula Program assistance. For Job Access and Reverse Commute (§ 5316) and New Freedom (§5317) Programs, identify whether a recipient is either the Designated Recipient under Section 5307(a)(2) or the state].

2. The Chief Executive Officer or his/her designee is authorized to execute and file with its application(s) the annual certification and assurances and other documents the Federal Transit Administration requires before awarding a Federal assistance grant or cooperative agreement.

3. The Chief Executive Officer or his/her designee is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of the Eastern Contra Costa Transit Authority.

CERTIFICATION TO AUTHORIZING RESOLUTION

The undersigned duly qualified Board Chair, acting on behalf of the Eastern Contra Costa Transit Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Directors held on June 28, 2017.

PASSED AND ADOPTED THIS 28th day of June 2017, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Doug Hardcastle, Chair

Jeanne Krieg, CEO

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

TAB 5

Agenda Item 7d

ACTION ITEM: Authorization to File CTS GP Fund Application

Resolution 170628b

Board of Directors Meeting

Wednesday June 28, 2017

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

Staff Report to ECCTA Board of Directors

Meeting Date: June 28, 2017

Agenda Item: Authorization to file an application for California Transit Security Grant Program (CTSGP) Funds
Agenda Item 7d

Lead Staff: Tom Harais, Chief Financial Officer

Approved: Jeanne Krieg, Chief Executive Officer 

Summary

This is the last year of CTSGP funding opportunities. The application requires a resolution of authorization from the ECCTA Board of Directors.

The Investment Justification was submitted recently to secure an appropriation of \$37,953 when the State sells Prop 1B bonds later this year to fund this program.

These funds will be used to acquire and install a satellite communications system in ECCTA's mobile EOC. We are converting one of our MCI over-the-road coaches that is going out of service to be a mobile Emergency Operations Center. We are doing this in case we are called upon to activate the center in a disaster and the administration building is determined to be unusable for EOC operations.

Requested Action

Adopt Resolution #170628b which authorizes the CEO or her designee to file an application for FY17 CTSGP funds.



TRI DELTA TRANSIT

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

RESOLUTION #170628b

AUTHORIZATION FOR APPLICATION FOR TRANSIT SYSTEM SAFETY, SECURITY AND DISASTER RESPONSE ACCOUNT PROGRAM FUNDS FY17 6961-0002

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

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

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

WHEREAS, the Eastern Contra Costa Transit Authority will apply for FY17 CTSGP funds in an amount up to \$37,953 for the procurement and installation of satellite communication equipment in the mobile EOC to provides enhanced mobile communication capability in he event of a disaster; and

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Eastern Contra Costa Transit Authority that the CEO or her designee is hereby authorized to execute for and on behalf of the Eastern Contra Costa Transit Authority, any actions necessary for the purpose of obtaining financial assistance provided by the California Governor's Office of Emergency Services under the CTSGP.

PASSED AND ADOPTED THIS 28th day of June 2017, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Doug Hardcastle, Chair

Jeanne Krieg, Chief Executive Officer

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

TAB 6

Agenda Item 7e

ACTION ITEM: Authorization to File LoNo Grant Application

Resolution 170628c

Board of Directors Meeting

Wednesday June 28, 2017


ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: June 28, 2017

Agenda Item: Low or No Emission (LoNo) Grant Application
Agenda Item 7e

Lead Staff: Steve Ponte, Chief Operating Officer

Approved: Jeanne Krieg, Chief Executive Officer 

Background

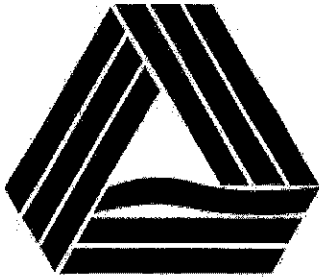
The Federal Transit Administration offers a competitive grant program for Low or No Emission (LoNo) Vehicles. ECCTA staff desires to partner with the Norwalk Transit System, Gillig Corporation, and CALSTART to submit a LoNo grant to the FTA to purchase electric buses and the related charging infrastructure. If approved, Norwalk Transit System will request funding for four expansion buses and electric infrastructure and ECCTA will request funding for two expansion buses with charging stations. Norwalk and ECCTA are working together with the Gillig Corporation for the bus specifications and CALSTART is assisting with the grant writing process. CALSTART is a California based organization that supports clean transportation. The benefits to this collaborative endeavor include:

- Gillig will receive one order for five electric buses instead of two small orders resulting in better pricing.
- Norwalk will have the ability to enter the electric bus operations market.
- ECCTA will boast a three-way competition between three different electric bus manufacturers resulting in valuable industry information about electric bus operation.
- If approved, ECCTA's local match for two electric buses will be \$216,000. (The anticipated cost of a Gillig electric bus is \$1,033,125.)
- By submitting a collaborative application, ECCTA and Norwalk can be more competitive.

Requested Action

Adopt Resolution #170628c which authorizes the CEO or her designee to submit an application for a Low or No (LoNo) grant for the purpose of acquiring two electric buses.

*Agenda Item #7e
Eastern Contra Costa Transit Authority
Board of Directors Meeting
June 28, 2017*



TRI DELTA TRANSIT

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

RESOLUTION #170628c

AUTHORIZATION TO APPLY FOR LOW OR NO EMISSION VEHICLE DEPLOYMENT PROGRAM

WHEREAS, ECCTA’s strategic goal of implementing practices that encourage environmental sustainability and resource conservation aligns with the purpose of the Federal Transit Administration’s Low or No Emission Vehicle Deployment Program; and

WHEREAS, the Federal Transit Administration administers the Low or No Emission Vehicle Deployment Program to deploy the cleanest and most energy efficient U.S.-made transit buses that have been largely proven in testing and demonstrations but are not yet widely deployed in transit fleets; and

WHEREAS, ECCTA is an eligible project applicant for the Low or No Emission Vehicle Deployment program; and

WHEREAS, ECCTA is eligible to apply for grant program funds to purchase electric buses and construct and install related-equipment.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of ECCTA that the CEO or her designee is hereby authorized and empowered to execute on behalf of ECCTA all grant-related documents and any amendments thereto with the Federal Transit Administration.

PASSED AND ADOPTED this 28th day of June 2017, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Doug Hardcastle, Chair

Jeanne Krieg, CEO

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

TAB 7

Agenda Item 7f
ACTION ITEM: PG&E Easement

Resolution 170628d

Board of Directors Meeting

Wednesday June 28, 2017


ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: June 28, 2017

Agenda Item: Pacific Gas and Electric (PG&E) Easement
Agenda Item 7f

Lead Staff: Steve Ponte, Chief Operating Officer

Approved: Jeanne Krieg, Chief Executive Officer 

Background

The installation of ECCTA's electric bus charging stations in the bus parking lot located at 1001 Wilbur Ave (across the street from the administration building) requires ECCTA is required to grant PG&E an easement to construct and maintain facilities for the bus charging stations infrastructure. This easement will allow PG&E to place conduit, transformer, and other electrical items on ECCTA property and will grant PG&E access to the property to maintain the infrastructure in the future. The easement consists of a 15 foot wide, 25 foot long section of property starting at the southern property line near the corner of Wilbur and Minaker.

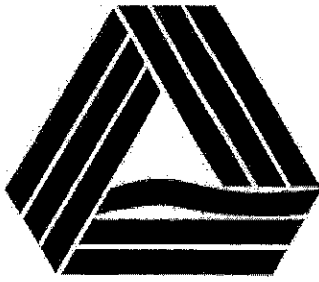
ECCTA staff is working with Mark Tomas to develop the actual map and description. ECCTA staff is also working with PG&E to secure all the required documents so the project can continue moving forward in a timely manner.

Recommendation:

Approve Resolution #170628d granting authorization to the CEO to execute an easement agreement with PG&E in a form approved by ECCTA's General Counsel.

Attached:

- sample easement document
- sample plot map with a description



TRI DELTA TRANSIT

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

RESOLUTION # 170628d

Authorization to Execute an Easement Agreement with the Pacific Gas and Electric Company

WHEREAS, ECCTA owns the property located at 1001 Wilbur Avenue; and

WHEREAS, the Pacific Gas and Electric Company (PG&E) has requested that ECCTA enter into a proposed agreement whereby ECCTA will grant to PG&E a non-exclusive permanent easement to the parking lot located at 1001 Wilbur Avenue for the construction and maintenance of all necessary fixtures and equipment, both above and underground, for the distribution of electrical energy within a fifteen by twenty foot area of land beginning at the southern property line located at 1001 Wilbur Avenue; and

WHEREAS, ECCTA has determined that said construction is vital to the completion of the Bus Charging Stations approved by the Board of Directors on January 25th, 2017;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of Eastern Contra Costa Transit Authority to adopt resolution 170628d authorizing the CEO to enter into an Easement Agreement with the Pacific Gas and Electric Company.

BE IT FURTHER RESOLVED, that the CEO is authorized to execute all documents, in a form approved by ECCTA's General Counsel and to do any and all other things necessary for the complete execution of this Resolution.

PASSED AND ADOPTED THIS 28th day of June, 2017, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Doug Hardcastle, Chair

Jeanne Krieg, CEO

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

RECORDING REQUESTED BY AND RETURN TO:

PACIFIC GAS AND ELECTRIC COMPANY
245 Market Street, N10A, Room 1015
P.O. Box 770000
San Francisco, California 94177

Location: City/Uninc _____

Recording Fee \$ _____

Document Transfer Tax \$ _____

This is a conveyance where the consideration and Value is less than \$100.00 (R&T 11911).

Computed on Full Value of Property Conveyed, or

Computed on Full Value Less Liens & Encumbrances Remaining at Time of Sale

Signature of declarant or agent determining tax

SAMPLE

(SPACE ABOVE FOR RECORDER'S USE ONLY)

LD#

EASEMENT DEED

Eastern Contra Costa Transit Authority, A Joint Powers Agency

hereinafter called Grantor, hereby grants to PACIFIC GAS AND ELECTRIC COMPANY, a California corporation, hereinafter called Grantee, the right from time to time to construct, reconstruct, install, inspect, maintain, replace, remove, and use facilities of the type hereinafter specified, together with a right of way therefor, within the easement area as hereinafter set forth.

Said facilities and easement area are described as follows:

Such underground conduits, pipes, manholes, service boxes. Wires, cables, and electrical conductors; above ground marker posts, risers, and service pedestals; underground and above ground switches, fuses, terminals, and transformers with associated concrete pads; and fixtures and appurtenances necessary to any and all thereof, as grantee deems necessary for the distribution of electrical energy located within the strip of land of the uniform width of five feet, the center lines of which are delineated by the heavy dashed lines shown upon the print of the grantee's drawing No. XXXXXX attached hereto and made a part hereof.

Insert Legal Description

Grantor further grants to Grantee the right, from time to time, to trim or to cut down any and all trees and brush now or hereafter within said easement area, and shall have the further right, from time to time, to trim and cut down trees and brush along each side of said easement area which now or hereafter in the opinion of Grantee may interfere with or be a hazard to the facilities installed hereunder, or as Grantee deems necessary to comply with applicable state or federal regulations.

Grantor shall not erect or construct any building or other structure or drill or operate any well within said easement area.

The legal description herein, or the map attached hereto, defining the location of this utility distribution easement, was prepared by Grantor to Section 8730 (c) of the Business and Professions Code.

The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto.

SAMPLE

Dated: _____

Eastern Contra Costa Transit Authority
Jeanne Krieg, CEO

Approved to as Form
Ben Stock, Legal Counsel

SAMPLE

Attach to LD

The Area and Division:

Land Service Office:

Operating Department:

USGS location (MERIDIAN and T, R, S, & QQ)

FERC License Number(s):

PG&E Drawing Number(s):

PLAT NO.:

LD of any affected documents:

LD of any Cross-referenced documents:

TYPE OF INTEREST:

SBE Parcel Number:

(For Quitclaims, % being quitclaimed):

Order # or PM # (with Operations #, if applicable):

JCN:

County:

Utility Notice Numbers:

851 Approval Application No. _____ Decision _____

Prepared By:

Checked By:

Approved By: Initials of Senior Land Agent (Date)

Revised By: Initials (Date)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____)

On _____, before me, _____
Here insert name and title of the officer

personally appeared _____

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

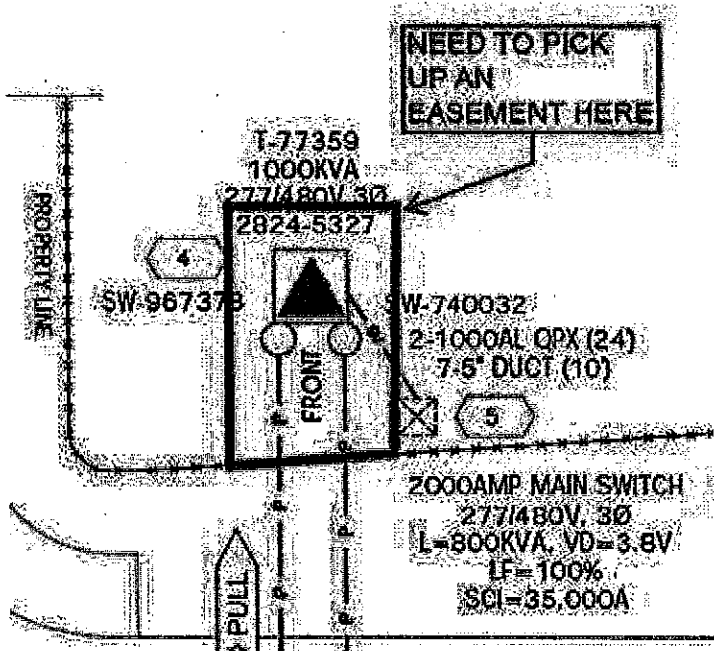
WITNESS my hand and official seal.

Signature of Notary Public (Seal)

CAPACITY CLAIMED BY SIGNER

- Individual(s) signing for oneself/themselves
- Corporate Officer(s) of the above named corporation(s)
- Trustee(s) of the above named Trust(s)
- Partner(s) of the above named Partnership(s)
- Attorney(s)-in-Fact of the above named Principal(s)
- Other _____

SAMPLE



TAB 8

Agenda Item 7g

ACTION ITEM: FY 17 – 18 ECCTA Board of Directors Officers

Board of Directors Meeting

Wednesday June 28, 2017

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: June 28th, 2017

Agenda Item: FY 17-18 ECCTA Board of Directors Officers – Agenda Item #7g

Lead Staff: Jeanne Krieg, Chief Executive Officer 

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

	<u>Chair</u>	<u>Vice-chair</u>
FY 16-17	Oakley	Antioch
FY 17-18	Antioch	County
FY 18-19	County	Brentwood
FY 19-20	Brentwood	Pittsburg
FY 20-21	Pittsburg	Member-at-Large
FY 21-22	Member-at-Large	Oakley

Currently, Antioch representative Mary Rocha is serving as the vice-chair of the ECCTA Board of Directors. Ms. Rocha's term on the ECCTA Board of Directors ends June 30th. Antioch Mayor Pro Tem Lamar Thorpe has been appointed to replace her. The Antioch representatives have agreed that Director Monica Wilson will assume the Chair position for FY17-18.

The Contra Costa County representatives (Federal Glover and Diane Burgis) agreed that Director Burgis will assume the vice-chair position for FY17-18.

Requested Actions

#1: Elect Antioch representative Monica Wilson as the chair of the ECCTA Board of Directors for FY 2017-18.

#2: Elect Contra Costa County representative Diane Burgis to serve as the vice-chair of the ECCTA Board of Directors for FY 2017-18.

Agenda Item #7g
*Eastern Contra Costa Transit Authority
Board of Directors
Meeting: June 28, 2017*