



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 September 25, 2019

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
- Limited English Proficiency (LEP) information
- Anticipated action by the Board of Directors

1. **Call to Order:** Chair Bob Taylor
 - 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 Bob Taylor

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 July 31, 2019
- b. Financial Report
- c. Marketing and Customer Service Activities Report

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

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

- a. **Operations Report** (*see attachment: tab #2*)
- b. **Succession Plan Progress Report** (*see attachment: tab #3*)

Board of Directors:

City of Antioch

Lamar Thorpe

Monica Wilson

City of Brentwood

Barbara Guise

Robert Taylor*

City of Oakley

Doug Hardcastle

Kevin Romick

City of Pittsburg**

Merl Craft

Shanelle Scales-Preston**

Contra Costa County

Diane Burgis

Federal Glover

Member-at-Large

Ken Gray

* Chair: FY 2019-20

** Vice-chair: FY 2019-20

**Board of Directors Meeting Agenda
Wednesday September 25, 2019**

7. ACTION and DISCUSSION ITEMS

a. ACTION ITEM: Mark Thomas & Company Change Order

(see attachment: tab #4)

Requested Action: Authorize the CEO to enter into a change order with Mark Thomas & Company to update the Oakley Park & Ride lot plans for an amount not to exceed \$80,000 which includes a 10% contingency.

b. ACTION ITEM: City of Oakley Processing Agreement

(see attachment: tab #5)

Requested Action: Authorize the CEO to enter into a processing agreement with the City of Oakley to plan check and inspect the Oakley Park and Ride for an amount not to exceed \$118,000 which includes a 10% contingency.

c. ACTION ITEM: Proposed Disadvantages Business Enterprise Triennial Goal

(see attachment: tab #6)

Requested Action: Adopt Resolution #190925A accepting ECCTA's proposed overall revised DBE goal of 3% for FTA-assisted contracts for FFY 2020-2022 contingent on MTC approval of federal funding for the park and ride lot in Oakley, California. Upon MTC's approval of the federal funding, ECCTA's overall revised DBE goal will be submitted to FTA.

d. ACTION ITEM: Seamless Bay Area Initiative

(see attachment: tab #7)

Requested Action: Consider adoption of Resolution #190925B which supports the Seamless Transit Principals.

8. CLOSED SESSION: Adjourn to Closed Session:

Public Employee Performance Evaluation – Government Code §54957(b)(1)
Title: Chief Executive Officer

Conference with Labor Negotiators – Government Code §54957.6
Agency Designated Representative: Benjamin Stock, General Counsel
Unrepresented Employee: Chief Executive Officer

9. RETURN TO OPEN SESSION: Report, if any

10. ACTION ITEM: 457 Retirement Account Contribution

Requested Action: Approve the proposed contribution to Jeanne Krieg's 457 retirement account.

(see attachment: tab #8)

11. 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.

12. Adjourn

Next Meeting: October 30th, 2019 at 4:00pm, 801 Wilbur Avenue, Antioch, CA 94509

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 ECCTA'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 ECCTA'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 ECCTA 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 no fewer than 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.

Limited English Proficiency (LEP):

Any person with Limited English Proficiency (LEP) who requires language assistance to communicate with the Tri Delta Transit Board of Directors during the meeting should contact the CEO's Office at (925) 754-6622 or fax (925) 757-2530. Notification no fewer than 48 hours prior to the meeting will enable Tri Delta Transit to make reasonable arrangements to assure language assistance for this meeting.

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 September 25, 2019

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

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

MINUTES

July 31, 2019

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

ROLL CALL / CALL TO ORDER

PRESENT: Robert Taylor (Brentwood/Chair); Michael Daugelli, Alternate for Diane Burgis (Contra Costa County); Federal Glover* (Contra Costa County); Ken Gray (Member-at-Large); Barbara Guise (Brentwood); Kevin Romick (Oakley); Shanelle Scales-Preston* (Pittsburg); Lamar Thorpe (Antioch); and Monica Wilson (Antioch)

*Arrived after Roll Call

ABSENT: Merl Craft (Pittsburg); Doug Hardcastle (Oakley)

STAFF: Jeanne Krieg, Chief Executive Officer (CEO)
Steve Ponte, Chief Operating Officer (COO)
Stephanie Vollmer, Legal Counsel
Tania Babcock, Executive Assistant
Joe Chappelle, Manager of Administrative Services
Maureen Gonzales, Controller
Maria Korbay, Manager of Customer Service and Marketing
Kevin Moody, Director of Maintenance
DeAnna Perry, Manager of Accessible Services

OTHERS

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

PLEDGE OF ALLEGIANCE

Chair Taylor led the Pledge of Allegiance.

PUBLIC COMMENT

There were no comments from the public.

CHAIR'S REPORT

Chair Taylor reported that he attended the APTA Transit Board Members Seminar in Jacksonville, Florida.

CONSENT CALENDAR

On motion by Director Romick , seconded by Director Wilson, ECCTA Board members adopted the Consent Calendar, as follows, which carried by the following vote:

- A. Minutes of the Board of Directors meeting of June 26, 2019
- B. Financial Report
- C. Marketing and Customer Service Activities Report

AYES: Taylor, Glover, Gray, Guise, Romick, Scales-Preston, Thorpe, and Wilson
NOES: None
ABSTAIN: Daugelli
ABSENT: Craft, Hardcastle

CHIEF EXECUTIVE OFFICER'S REPORT

- A. Operations Report

Chief Executive Officer (CEO) Jeanne Krieg reported that Ben Stock's associate, Stephanie Vollmer was in attendance and Anita Tucci-Smith was on vacation so Tania Babcock was taking the minutes.

Ms. Krieg stated that Tri MyRide, the six-month demonstration project she reported on last month, was doing better than expected. She explained it is the same type of project that West Sacramento implemented. Tri MyRide service launched on Monday, June 17th. Two neighborhoods were selected for the service, one neighborhood near the Antioch BART Station and one neighborhood near the Pittsburg/Bay Point BART Station. Ridership is growing daily and comments are regularly received requesting expansion of the service in more neighborhoods. Director Wilson asked if ridership numbers were available. Ms. Krieg reported that ridership is currently averaging around 90 passengers per day, and there have been days with over 100 passengers. The service is Monday through Friday. A proposal for expansion of the service will be brought to the Board of Directors before the end of the year. Ms. Krieg stated that since this type of service is so new and different than anything the agency has ever done, she wants to take it a step at a time and get it right to ensure it continues to do well and is successful. Director Gray asked if BART had said anything about the service helping with parking at the BART stations, Ms. Krieg replied that BART is aware of the program and has not communicated about the program. Ms. Krieg stated that each board member should have received a Tri MyRide shirt. She acknowledged that Manager of Marketing and Customer Service Maria Korbay did a great job promoting Tri MyRide and ensuring operators are trained and have the tools they need for the job.

Ms. Krieg stated that last month she reported on a growing homeless camp between the agency's fence and Wilbur Avenue. The City of Antioch removed the homeless camp. After the area was cleaned up, a few people started to move back in, so a clever Tri Delta Transit mechanic invented a device using a solar panel, a bus back up alarm and a strobe light. The device was placed in the bus yard and the new residents moved on. Ms. Krieg suggested the mechanic patent his idea, as he had modifications in mind that would make it friendlier for residential areas. Ms. Krieg mentioned that many years ago when the agency installed the first bike racks on buses, operators would forget the bike rack was there and crash into things with the bike rack. The maintenance director at the time, invented a light that was placed on the dashboard of the bus. When the bike rack was in the down position, the light helped remind the operators of the bike rack. He never patented the idea and Gillig placed something similar on their buses. Director Glover requested that Ms. Krieg let the mechanic know how much his idea was appreciated by the Board of Directors.

Ms. Krieg advised that as Chair Taylor reported, Chair Taylor, Director Thorpe, Director Wilson and Director Scales-Preston had attended the APTA Transit Board Members Seminar in Jacksonville, Florida. While the venue wasn't great, it seemed as though the program was pretty good and the board members had many questions when they returned. The most pressing question had to do with FTA's requirement for all transit agencies to develop and implement a Safety Management System- also called SMS. FTA is requiring all transit agencies to have a plan in place by July 2020. The plan does not have to be submitted to the FTA, but it does require approval by the Board of Directors. The agency is in the process of creating the plan and will have it finished well in advance of the July 2020 deadline. One of the first steps taken was to designate an SMS Executive. The board approved Tania Babcock as the SMS Executive a few months ago, as she reports directly to the CEO. The SMS Program will be monitored during the FTA triennial review. The plan will also be certified by Ms. Krieg and the attorney, through the yearly certifications and assurances process submitted to the FTA. Director Glover asked if the plan was federally regulated and Ms. Krieg let him know it is. The SMS plan encourages and guides transit agencies to create a safety culture. It is patterned after the FAA, which requires pilots to report near misses. Transit agencies tend to be reactionary and not proactive in terms of safety, so the FTA is requiring transit agencies to become more proactive like the FAA. Encourage employees to report something that could have been a potential safety issue and ensure transit agencies have a process in place to address the reported safety issue. The agency is on track to have the plan completed on time. Ms. Babcock is attending training and developing the plan, and will bring the plan to the Board of Directors for approval early next year.

Ms. Krieg reported on the Caltrans funded study in cooperation with UC Berkeley, CCTA, and Tri Delta Transit to design and implement an easy-to-use system that passengers can use to transfer between buses or from a train to a bus. It is an app called "connection protection". It allows a customer to request a bus to hold if a connection is close. The system has been tested system wide for a short time and will go live to the public on August 19th. It is an app that can be downloaded.

Ms. Krieg advised that board members who indicated their intention to attend the APTA Annual Conference in New York October 13-16 will be receiving an email next week regarding travel options so flights can be booked. Conference registration and hotel reservations are complete. Ms. Krieg advised that Director Hardcastle, Director Romick, and Director Guise could let her know if they change their mind and would like to attend the conference.

Ms. Krieg reported on an interesting field trip that visited the facility this month. RES Success is a program for adults with developmental disabilities. The group rode the bus to the facility, toured the facility, which included a ride through the bus wash, eating lunch on the patio, and riding the bus back to their program. Manager of Marketing and Customer Service Maria Korbay did a great job creating an enriching and memorable day for the group. Ms. Korbay will be reaching out to additional groups. To see what a bus company does helps the group feel more connected to the service.

Ms. Krieg advised the agency is participating in many back-to-school events and providing information on how to use the bus to get to and from school. The MTC-sponsored intern Jennifer Fung, whom was introduced at last month's meeting, is helping with many of the events. Jennifer has done a great job this summer and will be kept on as an intern after school starts. Jennifer thought she wanted to be a traffic or transit planner, but the agency is exposing her to lots of other things so she is re-thinking what she wants to do. When she graduates in June, she will be earning both her high school diploma and AA. She then hopes to attend Stanford. One thing Ms. Krieg noted that she did not mention previously, is that English is not Jennifer's first language. Her first language is American Sign Language. Hearing impaired customers enjoy having someone converse with them in American Sign Language. We have someone on staff who knows limited American Sign Language, but having someone fluent in American Sign Language has been very helpful on several occasions.

Ms. Krieg referred to the planning grant from Caltrans that CCTA was awarded to study transportation options for the corridor between Hillcrest and Marsh Creek Road. She mentioned that Director Romick and Director Glover were aware of the grant and other board members may have seen this in the news as well as in her newsletter.

Ms. Krieg noted that with so many things going on at Tri Delta Transit, she tries to keep board members informed by mentioning them in her newsletter and in the board packet, and that these were the highlights. She asked if there were any questions.

Chair Taylor inquired if Ms. Krieg would ask the Board of Directors about cancelling the August board meeting due to the upcoming Labor Day weekend. Ms. Krieg said there were no pressing agenda items that needed to be addressed before the September board meeting.

Chair Taylor also acknowledged Director Romick's birthday and board members wished him a happy birthday.

ACTION ITEMS

A. FY 2019-20 ECCTA Board of Directors Vice-Chair Election

Chair Taylor invited Director Scales-Preston to report on the vice-chair election. Director Scales-Preston reported that Director Craft and she had discussed who would be vice-chair and Director Craft suggested that Director Scales-Preston be vice-chair. They had discussed this with City of Pittsburg Mayor Banales and the city manager. Director Scales-Preston stated that she was very excited to be vice-chair. Chair Taylor requested that Director Scales-Preston have Pittsburg's city manager send communication to Ms. Krieg regarding the vice-chair election for the record.

On motion by Director Glover, seconded by Director Guise, ECCTA Board members approved the election of Director Scales-Preston to serve as the vice-chair of the ECCTA Board of Directors for FY 2019-20, carried by the following vote:

AYES: Taylor, Daugelli, Glover, Gray, Guise, Romick, Scales-Preston, Thorpe,
and Wilson
NOES: None
ABSTAIN: None
ABSENT: Craft, Hardcastle

B. CEO Travel Report and Staff Travel Request FY 19-20

Ms. Krieg stated that several years ago the Board of Directors asked her to make a yearly report on her travel activities related to the committees she serves on for industry organizations. She stated that most of the travel for the committee meetings is in conjunction with a regular conference. Many of the committees have conference call meetings. No action was required for her travel report. If there was any travel that was not a budgeted activity, such as the APTA Study Mission, she would bring that travel request to the Board of Directors.

Ms. Krieg also discussed the staff travel request. Staff members have authorization to travel to up to two conferences per year, and if they would like to travel to additional conferences, need to receive authorization from the Board of Directors. Chief Operating Officer Steve Ponte and Manager of Customer Service and Marketing Maria Korbay requested approval to attend two additional conferences.

Ms. Krieg advised the Board of Directors that she is moving toward retirement, not in the near future, but in several years, and needs to make sure that staff members are properly trained for the transition. Ms. Korbay has impressed everyone at the agency and does not hesitate to get involved in anything. Ms. Krieg wanted to allow Ms. Korbay to learn more about the industry and see if the CEO position is something she would like to pursue. Chief Operating Officer Steve Ponte is also moving toward retirement. Ms. Krieg advised that she will be presenting the Board of Directors an exit plan in the next coming months with a specific timeline for retirement. She stated it is down the line, not this year, or next. Ms. Krieg sought

approval for the staff member additional conference request.

On motion by Director Romick, seconded by Director Glover, ECCTA Board members approved the staff member additional conference request, carried by the following vote:

AYES: Taylor, Daugelli, Glover, Gray, Guise, Romick, Scales-Preston, Thorpe, and Wilson
NOES: None
ABSTAIN: None
ABSENT: Craft, Hardcastle

C. Service agreement for Mobility on Demand

Ms. Krieg stated that Chief Operating Officer Steve Ponte would discuss the service agreement for Mobility on Demand. Mr. Ponte stated that Mobility on Demand was a demonstration project that allowed paratransit riders to schedule a ride with one of three providers: Lyft, Uber and United Transportation. Tri Delta Transit subsidizes \$16 of the trip, the passenger pays the first \$4. The demonstration project was in place to see how well customers respond to this program. The Mobility on Demand program to date, has increased paratransit ridership by 21% and reduced paratransit cost per passenger by 21%. A service agreement and scope of work was created for the three separate agencies. Mr. Ponte noted it was one contract for the three agencies to sign, to cover everyone under the same terms of the contract. Mr. Ponte requested approval of the general services agreement with Lyft, Uber and United Transportation for a 5 year contract.

Director Glover asked if any other small agencies are operating something similar. Mr. Ponte replied that other small agencies are not operating this program for paratransit. He stated that LAVTA has a program that allows passengers to use their Lyft service in a certain area for fixed route. Ms. Krieg stated that this program has worked out better than anticipated. Even though the Mobility on Demand service is more expensive for the customer, who pays the first \$4, Tri Delta Transit pays the next \$16, then the customer pays anything over that amount, compared to the traditional paratransit service, the service has worked out very well for our customers. It has helped address some of the driver shortages suffered over the last two years.

Director Romick clarified that it is easier to schedule an appointment with Mobility on Demand and you know exactly when the driver will arrive at a specific time versus with the existing paratransit service where the customer is given an arrival window and waits for the bus to arrive. Using Lyft and the other services is cheaper than operating the paratransit buses, which is why there is a 21% reduction in cost and indicates that the program needs to expand. Director Romick thanked Ms. Krieg and Mr. Ponte for being forward thinking and for operating this program.

Director Guise asked about customers in wheelchairs. Ms. Krieg stated that the \$25 wheelchair fee is paid by Tri Delta Transit, not the customer. Director Guise wanted to know how the service would work for someone in a wheelchair. Ms. Krieg responded that someone

using a mobility device has the option of using United Transportation or the paratransit service. Ms. Krieg said customers also need a smart phone to schedule a ride with Uber or Lyft through the app. If a customer does not have a smart phone, United Transportation or the paratransit service could be used. She indicated that a recent study showed adoption of smart phones by people over the age of 65 is growing astronomically. Mr. Ponte indicated that this is a "Rider's Choice" program and Tri Delta Transit is unable to directly schedule Lyft or Uber rides for customers because Lyft and Uber are not subject to the same federal regulations as Tri Delta Transit. Additionally, Lyft and Uber have been sued in federal court over not using lift equipped vehicles, so they are moving toward having wheelchair accessible vehicles.

Director Daugelli stated that Mobility on Demand is a wonderful program. The area a customer can travel in and around for \$4 is a very generous sized area.

On motion by Director Glover, seconded by Director Daugelli, ECCTA Board members approved the service agreement for Mobility on Demand, carried by the following vote:

AYES: Taylor, Daugelli, Glover, Gray, Guise, Romick, Scales-Preston, Thorpe,
and Wilson
NOES: None
ABSTAIN: None
ABSENT: Craft, Hardcastle

BOARD OF DIRECTORS COMMENTS

Director Daugelli stated that the Tri MyRide shirt gathers lots of positive comments and he enjoys discussing the service with people. The design is very eye catching and attracts attention.

Director Thorpe stated that the conference was very informative. The last session on safety by Metro Link helped frame the fiduciary responsibility the agency has to keep the public safe. He encouraged that the Metro Link video be shared at the next meeting. The session helped him understand SMS and the responsibility we have for safety.

Director Wilson stated she attended the conference as well. Had the opportunity, along with Director Thorpe, to tour different facilities in Jacksonville. She saw the Sky Rail facility and learned about their workforce development program. Director Wilson encouraged Tri Delta Transit to also look into workforce development. She enjoyed having the opportunity to meet with people from other agencies and seeing what Tri Delta Transit is doing compared to other agencies. She thanked and praised Manager of Customer Service and Marketing, Maria Korbay, for her work promoting Tri MyRide. She also thanked Ms. Korbay and Ms. Krieg for reporting on Tri MyRide at an Antioch City Council meeting.

Director Scales-Preston stated she had the opportunity to attend the conference as well. It was a great opportunity to learn and meet people from other agencies. Other agencies were really impressed by the Tri MyRide service. She rode an autonomous shuttle and

looks forward to seeing that in our area in the future. She also took a ride on an energy efficient bus. Director Scales-Preston thanked Ms. Krieg for helping prepare her for the conference and for providing information on Tri Delta Transit. She has returned from the conference with many questions for Ms. Krieg.

Director Romick stated that autonomous shuttles are operating on public roads and in Bishop Ranch. CCTA was the first agency to operate on a public road. There has been testing of autonomous shuttles for about two years. Contra Costa and Tri Delta Transit are forward thinking and ahead of many other parts of the state and country.

Director Glover discussed autonomous vehicles at the naval weapons station. Many companies are using the facility to test their vehicles. He acknowledged that CCTA and Tri Delta Transit will be looking at operating autonomous vehicles in the future. Director Glover attributed this to innovative and futuristic thinking. The Youth Summit is Saturday, August 10th at Los Medanos College. He invited board members to volunteer at the Youth Summit and spread the word about the event. The information for Youth Summit is online.

Director Guise asked if inquiries have been received about Los Medanos College since school will be starting soon. Ms. Krieg replied that a meeting with Los Medanos College occurred last year and a route has been planned. Director Guise requested flyers that she could distribute at the farmers market on Saturdays.

Director Gray thanked the board members and public who have supported his family during the loss of his mother-in-law.

Chair Taylor stated he had attended many conferences in his career and appreciated that ideas and experiences are shared at conferences. Contra Costa County is an amazing county that has foresight. Contra Costa County has made an impact and is a known location. Chair Taylor shared that even though Tri Delta Transit is a small agency, the agency is doing as much as the large agencies.

ADJOURNMENT

The meeting of the Eastern Contra Costa Transit Authority adjourned at 4:48 P.M. to September 25, 2019 at 4:00 P.M. in the ECCTA Administration Facility, 801 Wilbur Avenue, Antioch, California.

Respectfully submitted,

Tania Babcock
Executive Assistant

TRI DELTA TRANSIT
Income Statement - Comparison to Annual Budget
As of August 31, 2019
(unaudited)

	YTD Actual			YTD Budget			YTD Variance favorable/(unfavorable)			FY20 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	\$ 375,436	\$ 277,176	\$ 98,260	\$ 347,055	\$ 279,360	\$ 67,695	\$ 28,381	\$ (2,184)	\$ 30,565	\$ 2,023,959	\$ 1,635,953	\$ 388,006	19%	17%	25%
Other Income	\$ 21,815	\$ -	\$ 21,815	\$ 39,166	\$ 14,166	\$ 25,000	\$ (17,351)	\$ (14,166)	\$ (3,185)	\$ 235,000	\$ 85,000	\$ 150,000	9%		15%
<i>Total Operating Revenues:</i>	\$ 397,251	\$ 277,176	\$ 120,075	\$ 386,221	\$ 293,526	\$ 92,695	\$ 11,030	\$ (16,350)	\$ 27,380	\$ 2,258,959	\$ 1,720,953	\$ 538,006	18%	16%	22%
OPERATING EXPENSES															
Purchased Transportation	\$ 2,382,789	\$ 1,736,962	\$ 645,827	\$ 2,219,791	\$ 1,759,602	\$ 460,189	\$ (162,998)	\$ 22,640	\$ (185,638)	\$ 12,931,966	\$ 10,241,246	\$ 2,690,720	18%	17%	24%
Materials and Supplies	\$ 572,752	\$ 465,756	\$ 106,996	\$ 560,868	\$ 463,132	\$ 97,736	\$ (11,884)	\$ (2,624)	\$ (9,260)	\$ 2,829,474	\$ 2,323,242	\$ 506,232	20%	20%	21%
Salaries & Benefits	\$ 767,531	\$ 675,821	\$ 91,710	\$ 740,122	\$ 643,906	\$ 96,216	\$ (27,409)	\$ (31,915)	\$ 4,506	\$ 4,440,736	\$ 3,863,440	\$ 577,296	17%	17%	16%
Services	\$ 157,166	\$ 141,146	\$ 16,020	\$ 150,272	\$ 120,218	\$ 30,054	\$ (6,894)	\$ (20,928)	\$ 14,034	\$ 901,639	\$ 721,311	\$ 180,328	17%	20%	9%
Other	\$ 48,931	\$ 44,809	\$ 4,122	\$ 72,717	\$ 69,081	\$ 3,636	\$ 23,786	\$ 24,272	\$ (486)	\$ 456,985	\$ 434,136	\$ 22,849	11%	10%	18%
Casualty and liability insurance	\$ 83,552	\$ 76,032	\$ 7,520	\$ 107,854	\$ 100,304	\$ 7,550	\$ 24,302	\$ 24,272	\$ 30	\$ 647,122	\$ 601,823	\$ 45,299	13%	13%	17%
Utilities	\$ 7,426	\$ 5,281	\$ 2,145	\$ 28,208	\$ 26,798	\$ 1,410	\$ 20,782	\$ 21,517	\$ (735)	\$ 169,246	\$ 160,784	\$ 8,462	4%	3%	25%
Taxes	\$ 4,928	\$ 4,089	\$ 839	\$ 5,077	\$ 4,061	\$ 1,015	\$ 149	\$ (28)	\$ 176	\$ 21,727	\$ 17,382	\$ 4,345	23%	24%	19%
<i>Total Operating Expenses:</i>	\$ 4,025,075	\$ 3,149,896	\$ 875,179	\$ 3,884,908	\$ 3,187,103	\$ 697,805	\$ (140,167)	\$ 37,207	\$ (177,374)	\$ 22,398,895	\$ 18,363,363	\$ 4,035,531	18%	17%	22%
NON-OPERATING REV															
Federal Funds	\$ -	\$ -	\$ -	\$ 92,744	\$ -	\$ 92,744	\$ (92,744)	\$ -	\$ (92,744)	\$ 556,469	\$ -	\$ 556,469			
State Funds	\$ 5,002,510	\$ 4,234,910	\$ 767,600	\$ 2,525,123	\$ 2,332,069	\$ 193,054	\$ 2,477,387	\$ 1,902,841	\$ 574,546	\$ 14,298,522	\$ 13,273,346	\$ 1,025,176	35%	32%	75%
Local Funds	\$ (12,881)	\$ (12,881)	\$ -	\$ 412,980	\$ 93,834	\$ 319,146	\$ (425,861)	\$ (106,715)	\$ (319,146)	\$ 2,477,894	\$ 563,014	\$ 1,914,880	-1%	-2%	
Inter-Operator Agreements	\$ -	\$ -	\$ -	\$ 467,008	\$ 467,008	\$ -	\$ (467,008)	\$ (467,008)	\$ -	\$ 2,802,048	\$ 2,802,048	\$ -			
Interest & Other Misc Income	\$ 1,442	\$ 1,354	\$ 88	\$ 832	\$ 666	\$ 166	\$ 610	\$ 688	\$ (78)	\$ 5,002	\$ 4,002	\$ 1,000	29%	34%	9%
<i>Total Non-operating Revenues:</i>	\$ 4,991,071	\$ 4,223,383	\$ 767,688	\$ 3,498,687	\$ 2,893,577	\$ 605,110	\$ 1,492,384	\$ 1,329,806	\$ 162,578	\$ 20,139,935	\$ 16,642,410	\$ 3,497,525	25%	25%	22%
EXCESS REV/(EXP)	\$ 1,363,247	\$ 1,350,663	\$ 12,584	\$ -	\$ -	\$ -	\$ 1,363,247	\$ 1,350,663	\$ 12,584	\$ -	\$ -	\$ (0)			


Agenda Item #5b
Eastern Contra Costa Transit Authority
Board of Directors Meeting
September 25, 2019

Staff Report to ECCTA Board of Directors

Meeting Date: September 25, 2019

Agenda Item: Marketing/Communications Activities – Agenda Item #5c

Lead Staff: Maria Korbay, Manager Customer Service & Marketing

Approved: Jeanne Krieg, Chief Executive Officer 

Marketing continues to work on exciting outreach and service opportunities with a focus on unifying the voice of Tri Delta Transit and delivering superior customer service. Listed below are the major items my department is researching, working on, and developing.

Community Events

The Marketing Department continues to participate in local events, allowing us to educate the public about our wide range of transportation options. Here are just a few of the events we have participated in, or plan to, in coming months:

- City of Antioch Big Truck Event, October 2019
- The 6th Annual Disability and Access and Functional Needs Forum, October 2019
- Antioch Senior Resource Fair, November 2019
- Overcoming Transportation Barriers Travel Training presentation, January 2020

Driver Appreciation

Marketing is always looking for ways to demonstrate appreciation for our drivers and the wonderful job they do. In an effort to increase recognition of outstanding service we have started the Bus Bucks program. This informal and fun program allows supervisors and staff an opportunity to spontaneously issue a Bus Buck when they witness outstanding service. Bus Bucks are redeemable for fun Tri Delta Transit merchandise, candy, gift cards, and so much more.

Pittsburg Seafood & Music Festival

For this year's Seafood Festival the marketing department worked closely with Pittsburg Chamber staff to ensure consistent and accurate messaging about the shuttle service. We also helped promote the event by using our social media following and website to run a promotion, raffling tickets and promoting the free shuttle service. As an added incentive, foldable fans were provided to all shuttle passengers. In two days of service we provided 2,019 rides to the festival.

Internship

In partnership with MTC and the Pathways program, the marketing department was fortunate enough to mentor Jennifer Fung, a senior at Antioch High School. Jennifer has been an amazing addition to the marketing team and we couldn't let her go. Jennifer will be staying on with Tri Delta Transit working very limited hours, assisting in the Marketing Department. She is currently working on several projects: bus stop inventory, interior bus advertising inventory, as well as our new Bus Bucks incentive program for operators.

Bus Stop Inventory and Maintenance

Tri Delta Transit is working with a new inventory system, TransTrack, to monitor bus stop damage and rider requests. We are currently updating this new system to reflect the over 600 bus stops and amenities. This system will allow Marketing to monitor the incoming requests from passengers as well as recurring issues with bus stops. We are examining ongoing issues with particular bus stops and working to come up with creative solutions to meet the needs of our passengers so they may find comfort while waiting for the bus.

Summer Youth Pass

The Summer Youth Pass program ended August 31st. Marketing has reached out to 511CC, County Connection, and WestCAT to discuss feedback on the program as well as discuss other student/youth opportunities. Tri Delta Transit sold 82 passes on-line, 39 in office, and 100 were sold to the City of Antioch.

Tri MyRide Status

Tri MyRide has continued to see explosive growth during peak commute hours. On 09/11/2019 we saw our highest ridership to date with 150 passengers in one day. Since then, Tri MyRide has been averaging 139 riders per day. In just 3 months of service we have performed 5,567 rides. To meet rising demand we have added another vehicle to the Antioch service area for peak commute hours.

Next Steps

The pilot stage is an opportunity to fine-tune service. With such high ridership numbers we have had many learning opportunities. We want to learn not only from our service but other transit agencies and we have reached out to Marin Transit, Golden Empire, as well as SamTrans to see what is working and not working for them. We find we learn the most from our passengers and operators. Marketing continues to participate in outreach efforts: calling passengers, riding with them, and mass email correspondence.

Here is what a few of our passengers have had to say so far:

"I truly hope you can keep this service, it's a terrific accompaniment to Tri Delta bus service which I also use."

“I LOVE this service. It encourages me to take BART from Antioch more often since I don't have to worry about no parking if I don't get to Antioch BART before 6 am so it gives me so much flexibility with my schedule.”

“I wanna share my deepest gratitude for piloting this program. I love it. It's help me to make my trip more safe. It's not only that, it saves me a lots for not using Uber 5x per week one way...”

“I just want you to know how much I appreciate this new service. It makes getting to Antioch BART extremely easy. Before this service, I would drive to my destination since regular TriDelta service did not fit my needs nor could I park at Antioch BART. I even left my car at home on a weekend trip to Los Angeles opting to use Tri MyRide instead.”

Second Marketing Campaign

We have extended the release date for our second push marketing campaign. We want to confirm our service is meeting our current ridership levels before increasing our numbers. This second campaign will target BART stations and top travel destinations in the service area. We will produce updated posters and refresh our digital campaign. We are also working with TransLoc to create a survey for current passengers so we may learn more from their experiences thus far. This program continues to gain a great deal of interest and excitement. We have received over 100 service area requests via our website TriMyRide.com.

TAB 2

Agenda Item #6a
CEO's REPORT: Operations Report

Board of Directors Meeting

Wednesday September 25, 2019

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Chief Executive Officer's Report

August- September 2019



TRI DELTA TRANSIT

ECCTA Executive Team

Jeanne Krieg
Chief Executive Officer

Steve Ponte
Chief Operating Officer

Kevin Moody
Director of Maintenance

Susan Hinson
First Transit Director of Operations

Highlights:

- Plans are being finalized for the annual APTA conference. Travel packets will be distributed the 1st week in October.
- The Pittsburg Seafood Festival shuttle carried 2,019 passengers. Anecdotal reports indicate that festival attendance was dramatically down.
- Service on Tri Delta Transit's Microtransit demonstration project -- Tri MyRide -- has been very successful and ridership grows every day. The feedback has been positive and many requests for expansion of the service are being submitted. We are learning what will -- and what won't -- work as we make plans for expansion of this popular service.
- Tri Delta Transit received a trademark for the logo.
- The Independent Auditor's Statement for Financial Data (IAS-FD) was accepted by the FTA. The next IAS-FD will be due in 2028.
- The intermodal transfer depot in Antioch has been torn down.
- All lights in the east bus yard have been replaced with low energy LED lights. Eventually all exterior lights on the facility will be replaced.
- Our summer intern, Jennifer Fung, did such a phenomenal job as an MTC summer intern, she will be continuing as an intern throughout her senior year in high school.
- Phase II of the UC Berkeley PATH Integrated Dynamic Transit Operations system demonstration project that uses Tri Delta Transit as the subject is progressing. CCTA is overseeing the Caltrans-funded project that demonstrates Transit Connect in east county. The app has been tested. System-wide roll-out has been delayed until the developers make some changes.

Pending:

- CCTA planning grant: transit corridor between Hillcrest and Marsh Creek Road
- CCTA's Accessible Transportation Plan
- Web based data management system module implementation
- SBI Projects: Facility HVAC replacement and Bus stop amenity project
- Antioch Park & Ride lot construction funding
- Service to Brentwood LMC campus (2020)
- CARB electric bus purchase requirements
- Mobile Emergency Operations Center construction
- FTA's Safety Program
- Federal grants (earmarks?)
- Park & Ride lots -- land acquisition
- Next generation of Clipper (2020)

Agenda Item #6a

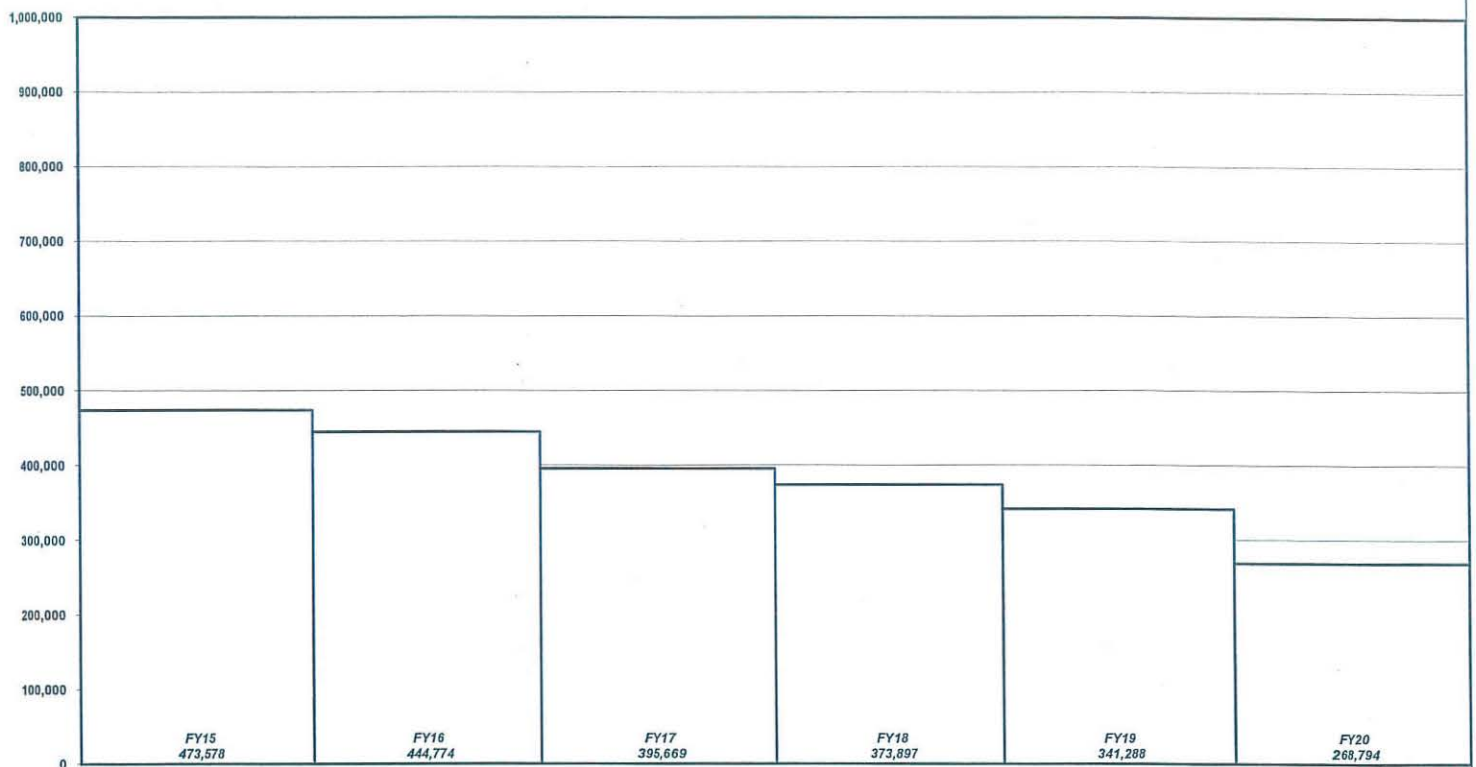
Eastern Contra Costa Transit Authority

Board of Directors Meeting

September 25, 2019

TRI DELTA TRANSIT

COMPARATIVE FR RIDERSHIP - AUGUST YTD



EASTERN CONTRA COSTA TRANSIT AUTHORITY KEY PERFORMANCE INDICATORS BY SERVICE

								YTD COMPARISON		
	<i>Actual</i>					<i>Budget</i>	<i>19/20B</i>	<i>Actual</i>		<i>% ▲</i>
	<i>14/15</i>	<i>15/16</i>	<i>16/17</i>	<i>17/18</i>	<i>18/19</i>	<i>19/20</i>	<i>% ▲</i>	<i>Aug-18</i>	<i>Aug-19</i>	
DIAL-A-RIDE										
PASSENGERS										
Total DAR Trips Provided	133,769	131,917	133,406	125,558	160,584	158,115	-2%	27,086	34,398	27%
Paratransit Trip Provided	133,769	131,917	133,406	125,558	120,111	117,935	-2%	21,499	21,890	2%
Tri My Ride Trips Provided	N/A	N/A	N/A	N/A	238	-	N/A	N/A	3,921	N/A
Mobility On Demand Trips Provided	N/A	N/A	N/A	N/A	40,235	40,180	N/A	5,587	8,587	54%
Average Weekday Ridership	487	489	498	469	450	568	26%	561	704	26%
Average Sat Ridership	153	118	107	105	98	179	83%	166	234	41%
Average Sun/Hol Ridership	63	49	47	47	47	101	115%	108	147	36%
Average Passengers/Hour (Wkdys Para Only)	2.4	2.5	2.9	2.9	3.1	3.0	-1%	3.3	2.8	-14%
CUSTOMER SERVICE										
Ride Refusals / Day	0.0	0.0	0.0	0.0	0.0	0.0	N/A	0.0	0.0	0%
Customer Complaints	0.103%	0.114%	0.382%	0.486%	0.426%	0.496%	16%	0.493%	0.279%	-43%
On Time Performance	87%	85%	81%	66%	63%	70%	12%	58%	74%	26%
MAINTENANCE										
Gallons of Fuel Consumed	138,528	135,809	131,936	122,057	109,838	107,424	-2%	19,594	25,730	31%
Miles Between Preventable Accidents	162,293	159,143	153,397	207,048	394,339	200,000	-49%	134,691	78,962	-41%
Miles Between Road calls	139,113	190,963	919,507	276,017	789,072	100,000	-87%	134,691	157,932	17%
COST RATIOS										
Farebox Recovery Ratio	10%	10%	11%	10%	10%	#DIV/0!	#DIV/0!	12%	11%	-10%
\$/Gal Fuel	\$ 3.09	\$ 2.59	\$ 2.57	\$ 3.21	\$ 3.27	\$ 3.44	5%	\$ 3.53	\$ 3.00	-15%
Operating Cost/Passenger	\$ 34.18	\$ 34.41	\$ 29.15	\$ 29.68	\$ 23.43	\$ -	-100%	\$ 21.86	\$ 25.43	16%
Operating Cost/Revenue Hour	\$ 69.81	\$ 72.26	\$ 73.97	\$ 80.33	\$ 69.74	\$ -	-100%	\$ 69.97	\$ 72.86	4%
Operating Cost/Revenue Mile	\$ 5.74	\$ 5.85	\$ 5.18	\$ 5.38	\$ 4.05	\$ -	-100%	\$ 3.97	\$ 4.55	15%
FIXED ROUTE										
PASSENGERS										
Total FR Trips Provided	2,806,028	2,574,864	2,344,985	2,232,469	1,825,574	1,638,490	-10%	341,288	268,794	-21%
Average Weekday Ridership	9,794	8,999	8,230	7,886	6,455	5,771	-11%	6,938	5,415	-22%
Average Sat Ridership	3,498	3,061	2,715	2,490	2,150	1,901	-12%	2,244	1,872	-17%
Average Sun/Hol Ridership	2,787	2,501	2,236	2,087	1,665	1,471	-12%	1,805	1,523	-16%
Average Passengers/Hour	19.2	17.8	16.1	14.7	12.0	10.3	-15%	13.1	10.0	-24%
CUSTOMER SERVICE										
Customer Complaints	0.009%	0.009%	0.025%	0.025%	0.035%	0.035%	-1%	0.026%	0.034%	30%
On Time Performance	92%	92%	82%	83%	82%	84%	3%	83%	85%	3%
MAINTENANCE										
Gallons of Fuel Consumed	600,072	606,378	584,879	575,568	539,672	551,739	2%	92,037	101,170	10%
Miles Between Preventable Accidents	98,066	97,469	117,465	145,522	84,366	100,000	19%	209,754	87,788	-58%
Miles Between Road calls	41,553	27,690	21,084	19,951	35,980	50,000	39%	419,528	29,263	-93%
COST RATIOS										
Farebox Recovery Ratio	18%	18%	16%	13%	9%	#DIV/0!	0%	12%	9%	-27%
\$/Gal Fuel	\$ 2.77	\$ 1.96	\$ 2.07	\$ 2.30	\$ 2.90	\$ 2.92	1%	\$ 3.15	\$ 2.66	-16%
Operating Cost/Passenger	\$ 5.54	\$ 5.98	\$ 6.93	\$ 7.56	\$ 9.80	\$ -	-100%	\$ 8.57	\$ 11.71	37%
Operating Cost/Revenue Hour	\$ 106.36	\$ 106.33	\$ 111.83	\$ 111.07	\$ 117.91	\$ -	-100%	\$ 112.32	\$ 117.37	4%
Operating Cost/Revenue Mile	\$ 7.62	\$ 7.49	\$ 7.98	\$ 8.19	\$ 9.24	\$ -	-100%	\$ 8.87	\$ 9.20	4%

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

TOTAL PASSENGER TRIPS											YTD COMPARISON		
ROUTE	14/15	% Chg	15/16	% Chg	16/17	% Chg	17/18	% Chg	18/19	% Chg	Aug-18	Aug-19	% Chg
	200	54,167	-3%	48,866	-10%	44,467	-9%	40,568	-9%	36,024	-11%	6,017	4,884
201	112,116	-10%	116,301	4%	117,839	1%	115,491	-2%	94,352	-18%	18,711	11,990	-36%
300	353,802	6%	340,127	-4%	351,131	3%	323,694	-8%	72,088	-78%	15,514	10,032	-35%
379	3,223	-52%	3,659	14%	2,407	-34%	2,358	-2%	2,578	9%	252	396	N/A
380	666,704	-2%	606,012	-9%	552,671	-9%	510,333	-8%	453,770	-11%	81,825	70,136	-14%
381	N/A	N/A	N/A	N/A	N/A	N/A	51,256	N/A	99,469	94%	18,391	14,190	-23%
383	30,200	-6%	25,830	-14%	21,936	-15%	21,987	0%	37,225	69%	6,362	5,676	-11%
384	N/A	N/A	N/A	N/A	N/A	N/A	3,366	N/A	42,917	1175%	7,278	5,808	-20%
385	68,013	-4%	66,045	-3%	54,207	-18%	55,316	2%	47,845	-14%	9,746	7,216	-26%
387	257,944	-2%	233,185	-10%	198,990	-15%	180,733	-9%	172,060	-5%	31,128	26,070	-16%
388	370,128	-8%	327,585	-11%	287,820	-12%	265,449	-8%	237,268	-11%	44,450	36,278	-18%
389	51,480	-3%	45,836	-11%	40,557	-12%	41,396	2%	41,820	1%	10,589	5,104	-52%
390	71,211	-1%	70,022	-2%	71,431	2%	70,019	-2%	35,220	-50%	6,676	4,774	-28%
391	402,579	4%	360,256	-11%	317,873	-12%	286,436	-10%	224,909	-21%	48,347	34,166	-29%
709	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	4,583	N/A	N/A	1,518	N/A
Shuttles	5,375	59%	13,410	149%	2,956	-78%	2,027	-31%	4,841	139%	0	0	N/A
392	142,650	0%	124,708	-13%	110,687	-11%	105,150	-5%	90,229	-14%	14,458	13,559	-6%
393	141,281	6%	126,653	-10%	114,022	-10%	98,170	-14%	35,591	-64%	5,932	5,324	-10%
394	63,087	-3%	53,894	-15%	48,389	-10%	47,726	-1%	50,047	5%	8,336	6,410	-23%
395	10,485	100%	10,968	100%	6,204	100%	5,937	100%	6,842	15%	966	632	-35%
396	N/A	N/A	N/A	N/A	N/A	N/A	3,953	N/A	35,658	802%	6,310	4,631	-27%
Total Fixed Route	2,806,028	-1%	2,574,864	-8%	2,344,985	-9%	2,232,469	-5%	1,825,336	-18%	341,288	268,794	-21%

AVERAGE PASSENGERS PER REVENUE HOUR											YTD COMPARISON		
ROUTE	14/15	% Chg	15/16	% Chg	16/17	% Chg	17/18	% Chg	18/19	% Chg	Aug-18	Aug-19	% Chg
	200	12.6	1%	11.5	-9%	9.9	-14%	8.6	-14%	8.0	-7%	7.3	6.2
201	17.0	-5%	16.1	-5%	13.8	-15%	12.9	-6%	11.3	-12%	12.6	8.2	-35%
300	20.3	10%	19.6	-4%	20.6	5%	20.5	0%	9.8	-52%	12.1	7.2	-40%
379	26.5	57%	30.6	15%	18.9	-38%	16.7	-11%	15.2	-9%	12.5	11.2	N/A
380	20.2	-2%	18.7	-7%	17.3	-8%	16.1	-7%	15.5	-3%	15.9	13.4	-16%
381	N/A	N/A	N/A	N/A	N/A	N/A	11.6	N/A	12.1	5%	12.5	10.0	-21%
383	13.0	3%	11.6	-11%	10.1	-12%	8.8	-13%	6.7	-25%	6.9	5.6	-20%
384	N/A	N/A	N/A	N/A	N/A	N/A	6.8	N/A	8.2	20%	8.0	6.3	-21%
385	12.3	-4%	11.4	-8%	9.3	-19%	9.5	2%	8.3	-12%	9.9	6.7	-32%
387	23.3	-2%	21.7	-7%	18.6	-14%	15.9	-15%	13.3	-16%	13.9	11.6	-16%
388	17.4	-5%	16.2	-7%	14.3	-12%	13.1	-8%	11.8	-10%	12.6	10.1	-19%
389	15.4	7%	14.4	-6%	12.4	-14%	11.9	-4%	11.9	0%	17.4	7.6	-56%
390	21.5	3%	21.4	-1%	22.1	3%	21.3	-4%	10.2	-52%	12.0	7.3	-39%
391	21.9	7%	19.7	-10%	17.3	-12%	15.5	-11%	13.4	-13%	16.0	11.3	-30%
709	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	16.6	N/A	N/A	24.1	N/A
Shuttles	30.7	383%	23.6	-23%	15.0	-36%	15.4	3%	63.4	312%	N/A	0.0	N/A
392	18.9	-1%	16.7	-12%	14.2	-15%	13.1	-7%	12.1	-8%	13.2	11.1	-16%
393	18.7	7%	16.8	-10%	15.3	-9%	13.8	-9%	10.0	-27%	10.8	9.6	-11%
394	15.9	-7%	13.9	-13%	12.9	-7%	12.4	-4%	12.0	-3%	13.0	9.3	-29%
395	16.4	1%	17.1	5%	9.9	-42%	9.9	0%	9.8	-1%	8.6	6.1	-29%
396	N/A	N/A	N/A	N/A	N/A	N/A	9.2	N/A	8.7	-6%	9.9	7.0	-29%
Total Fixed Route	19.2	1%	17.8	-7%	16.1	-9%	14.7	-9%	12.0	-18%	13.1	10.0	-24%

TAB 3

Agenda Item #6b
Succession Plan Progress Report

Board of Directors Meeting


Wednesday September 25, 2019

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: September 25th, 2019

Agenda Item: Succession Plan Progress Report
Agenda Item #6b

Lead Staff: Jeanne Krieg, Chief Executive Officer 

Background

I have been honored to serve as the leader of Tri Delta Transit since May 24, 1995. Prior to that, beginning on January 28th, 1991, I served as the Director of Marketing and the Assistant General Manager. Over those years, our agency has grown from 13 buses operating on 3 routes to today's award-winning progressive mobility management organization that provides various transportation services to the residents of eastern Contra Costa County. The future looks exciting with many projects planned including more electric buses, expanded Mobility on Demand, permanent implementation of Tri MyRide, park and ride lot construction, bus procurements, EOC bus design and build, a system redesign, express service from Hillcrest to Byron, implementation of our Safety Management System, and many other projects that will benefit our residents. I am proud of what my employees have accomplished and am confident that Tri Delta Transit will continue to thrive for decades to come.

The Future

While I am not ready to retire yet, I acknowledge that the day will come in a few years so I have started to make plans for the organization. Chief Operating Officer Steve Ponte has indicated that he will likely retire in February 2023 so, to continue the positive momentum of the agency, I will be identifying, training, and developing Tri Delta Transit's future leaders over the next several years.

Commitment

I commit to giving at least a six-month notice from my retirement date.

TAB 4

Agenda Item #7a

ACTION ITEM: Mark Thomas & Company Change Order

Board of Directors Meeting

Wednesday September 25, 2019

ECCTA Boardroom


801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: September 25th, 2019

Agenda Item: Mark Thomas & Company Change Order
Agenda Item #7a

Lead Staff: Steve Ponte, Chief Operating Officer

Approved: Jeanne Krieg, Chief Executive Officer 

Background

In 2011, ECCTA submitted final plans for the Oakley Park & Ride to the City of Oakley. The plans were approved and the project was considered “shovel ready”. Construction funds have not been available until now. After many meetings and much negotiation, ECCTA, CCTA, and MTC developed a plan for funding construction of the Oakley Park & Ride. This plan will be presented to the full MTC commission for approval on September 25th, 2019.

Considerations

1. After the original plan approval in 2011, several changes to codes and development requirements have been made:
 - Bus stop pull out and turning
 - Storm water discharge and retention
 - Street signage
 - Sanitary district
 - Fire department
 - Landscaping and lighting
 - Oakley’s general conditions
2. Mark Thomas & Company developed the original plans in 2011. In order to comply with new building codes and development requirements, the plans must be updated and submitted to the City of Oakley for approval prior to beginning the bidding process for construction. The cost to update the plans will not exceed \$80,000 which includes a 10% contingency.

Requested Action

Authorize the CEO to enter into a change order with Mark Thomas & Company to update the Oakley Park & Ride lot plans for an amount not to exceed \$80,000 which includes a 10% contingency.

TAB 5

Agenda Item #7b

ACTION ITEM: City of Oakley Processing Agreement

Board of Directors Meeting

Wednesday September 25, 2019

ECCTA Boardroom


801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: September 25th, 2019

Agenda Item: City of Oakley Processing Agreement
Agenda Item #7b

Lead Staff: Steve Ponte, Chief Operating Officer

Approved: Jeanne Krieg, Chief Executive Officer 

Background

In 2011, ECCTA submitted final plans for the Oakley Park & Ride to the City of Oakley. The plans were approved and the project was considered “shovel ready”. Construction funds have not been available until now. After many meetings and much negotiation, ECCTA, CCTA, and MTC developed a plan for funding construction of the Oakley Park & Ride. This plan will be presented to the full MTC commission for approval on September 25th, 2019.

Considerations

1. After the original plan approval in 2011, several changes to codes and development requirements have been made:
 - Bus stop pull out and turning
 - Storm water discharge and retention
 - Street signage
 - Sanitary district
 - Fire department
 - Landscaping and lighting
 - Oakley’s general conditions
2. Once the plans are updated, they will be submitted to the City of Oakley for approval prior to beginning the bidding process for construction. The City of Oakley is requesting a processing agreement fee that will include a plan check, plan approval, and construction inspection for a cost of \$109,173.24

Requested Action

Authorize the CEO to enter into a processing agreement with the City of Oakley to plan check and inspect the Oakley Park and Ride for an amount not to exceed \$118,000 which includes a 10% contingency.

TAB 6

Agenda Item #7c

ACTION ITEM: Proposed Disadvantaged Business Enterprise Triennial Goal

Resolution #190925A

Board of Directors Meeting

Wednesday September 25, 2019

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: September 25th, 2019
Agenda Item: Proposed Disadvantaged Business Enterprise Triennial Goal
Agenda Item #7c
Lead Staff: Tania Babcock, DBE Liaison Officer
Approved: Jeanne Krieg, Chief Executive Officer 

Background

ECCTA implements a Disadvantaged Business Enterprise (DBE) Program in accordance with Title 49 of the Code of Federal Regulations, Part 26 (49 CFR Part 26). The DBE regulations require United States Department of Transportation recipients to implement a DBE program and set an overall triennial DBE goal for Federal Transit Administration (FTA)-assisted contracts.

Recently, ECCTA received information from Metropolitan Transportation Commission (MTC) staff regarding a recommendation being made to the MTC Commissioners to approve federal funding for ECCTA to build a park and ride lot in Oakley, California. The action item authorizing approval of the federal funding will be placed on the September 25th, 2019 MTC board agenda. Based on this new information, ECCTA issued a public notice on July 11th, 2019 for a revised Disadvantaged Business Enterprise (DBE) Triennial Goal for Federal Fiscal Years (FFY) 2020-2022. The revised DBE Triennial Goal includes construction of a park and ride lot in Oakley, California contingent on MTC approval of the federal funding for the park and ride lot. ECCTA received an extension from FTA to submit the DBE Triennial Goal for FFY 2020-2022 by October 31, 2019.

Attached

- Resolution #190925A
- The proposed revised DBE goal for FFY 2020-2022

Requested Action

Approve Resolution #190925A accepting ECCTA's proposed overall revised DBE goal of 3% for FTA-assisted contracts for FFY 2020-2022 contingent on MTC approval of federal funding for the park and ride lot in Oakley, California. Upon MTC's approval of the federal funding, ECCTA's overall revised DBE goal will be submitted to FTA.



TRI DELTA TRANSIT

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

RESOLUTION #190925A REVISED DISADVANTAGED BUSINESS ENTERPRISE (DBE) TRIENNIAL GOAL FOR FEDERAL FISCAL YEARS (FFY) 2020-2022

Resolution #190925A accepts the overall revised DBE goal of 3% for FFY 2020-2022 contingent on MTC approval of federal funding for the park and ride lot in Oakley, California.

WHEREAS, in accordance with 49 CFR Part 26, Eastern Contra Costa Transit Authority (ECCTA) must establish an overall goal for DBE participation on all FTA-assisted contracts for FFY 2020-2022; and

WHEREAS, ECCTA must follow the procedures established by 49 CFR Part 26 to calculate its overall goal; and

WHEREAS, ECCTA recently received notification from Metropolitan Transportation Commission (MTC) staff that approval of federal funding for construction of a park and ride lot in Oakley, California is being recommended to MTC Commissioners; and

WHEREAS, ECCTA requested a deadline extension of October 31, 2019 from FTA to submit its DBE Triennial Goal for FFY 2020-2022 to FTA after receiving notification from MTC of the commission's vote on the recommendation for approval of federal funding; and

WHEREAS, ECCTA was granted the deadline extension by FTA; and

WHEREAS, ECCTA has developed a methodology based on demonstrable evidence of the availability of ready, willing and able DBEs relative to all businesses ready, willing and able to participate on ECCTA's FTA-assisted contracts; and

WHEREAS, the methodology includes the base figure and the evidence with which it was calculated, and the evidence for any adjustments made to the base figure, and

WHEREAS, the goal reflects ECCTA's determination of the level of DBE participation it would expect absent the effects of discrimination; and

WHEREAS, ECCTA published public notice of its revised DBE goal on its website on July 11, 2019; and

WHEREAS, ECCTA performed outreach to groups and organizations regarding the revised DBE goal; and

RESOLUTION #190828A

WHEREAS, ECCTA established a revised DBE goal of 3% that includes construction of a park and ride lot in Oakley, California contingent on MTC approval of federal funding for the construction of the park and ride lot.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #190925A accepting the revised overall DBE goal of 3% for FFY 2020-2022 contingent on MTC approval of federal funding for the construction of the Oakley park and ride lot. By October 31, 2019, ECCTA shall submit to the FTA the overall DBE goal for all FTA-assisted contracts for FFY 2020-2022.

PASSED AND ADOPTED THIS 25th day of September, by the following votes:

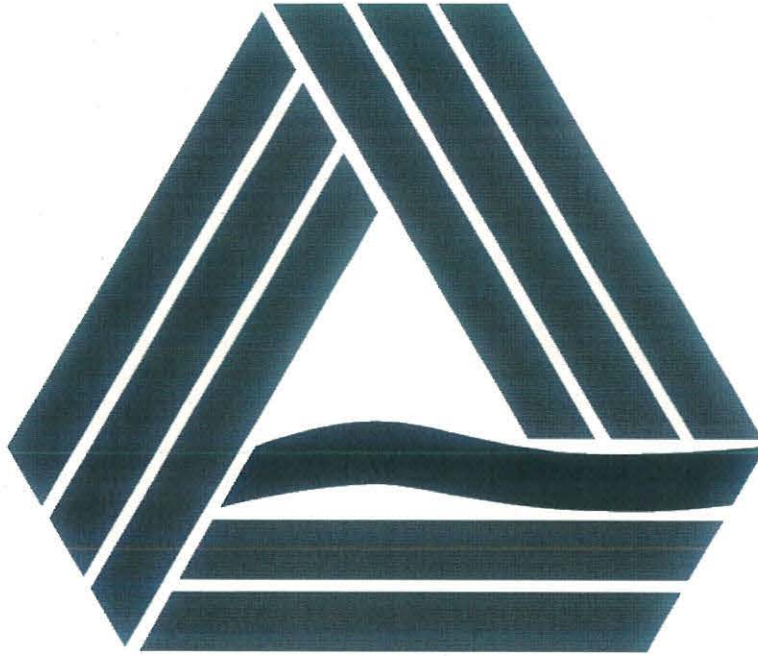
EASTERN CONTRA COSTA TRANSIT AUTHORITY

Robert Taylor, Chair

Jeanne Krieg, CEO

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

Eastern Contra Costa Transit Authority



Revised Disadvantaged Business Enterprise Goal FFY 2020 through FFY 2022

DBE Liaison Officer: Tania Babcock

DATE: September 12, 2019

Introduction

Eastern Contra Costa Transit Authority (ECCTA) implements a Disadvantaged Business Enterprise (DBE) Program in accordance with Title 49 of the Code of Federal Regulations, Part 26 (49 CFR Part 26). The DBE regulations require United States Department of Transportation (U.S. DOT) recipients to implement a DBE program and set triennial DBE participation goals.

The methodology to calculate the triennial DBE participation goal is a two-step process described in 49 CFR Part 26. Step-One of the methodology establishes a base figure for the anticipated U.S. DOT-assisted contracts to be awarded in the period. The base figure is derived from the relative availability of ready, willing and able DBEs in relationship to all comparable businesses that are ready, willing and able to participate in the anticipated U.S. DOT-assisted contracts. Step-Two relies on ECCTA's examination of evidence from its local market area to determine if an adjustment to the base figure is needed.

The DBE goal reflects ECCTA's determination of the level of DBE participation expected absent the effects of discrimination. As a recipient of federal money through the Federal Transit Administration (FTA), ECCTA has included a narrative description accompanied by tables and calculations in its goal setting and methodology to provide a clear explanation of how ECCTA developed the DBE goal for FFY 2020-2022.

Summary

In determining the DBE goal for the federal fiscal period of October 1, 2019 through September 30, 2022 based on the Federal Fiscal Year of October 1 – September 30, ECCTA reviewed the anticipated FTA-assisted contracting opportunities over this period based on current funding. ECCTA determined a base figure that represented the percent of DBE participation that would be expected if there existed a level playing field between DBE firms and non-DBE firms. Evidence available from ECCTA's local market area was examined to determine if an adjustment to the base figure was warranted. This methodology was brought before relevant stakeholders in the DBE and non-DBE community. ECCTA set a DBE goal of zero (0)% based on FTA-assisted money expected to be received during FFY 2020-2022. However, after ECCTA set its goal of zero (0)%, ECCTA received information from Metropolitan Transportation Commission (MTC) staff regarding a recommendation being made to the MTC Commissioners to approve federal funding for construction of a park and ride lot, which led to a change in anticipated FTA-assisted projects. Based on the new anticipated FTA funding, ECCTA revised its DBE goal and informed the same relevant stakeholders in the DBE and non-DBE community of the revised DBE goal. The revised DBE goal was determined to be 3% contingent on MTC approval of the federal funding for the park and ride lot.

The revised goal is posted on our website and is available for review:

<http://trideltatransit.com/business-dbe.aspx>

FTA Money

ECCTA receives FTA-assisted money at the discretion of the Metropolitan Transportation Commission (MTC). The money includes the Job Access and Reverse Commute program, Section 5307 grants, and others. Due to the nature of how MTC determines its funding allocation, the amount of money that ECCTA receives from these funding sources can vary, and are often blocked off for specific purposes, such as bus replacement. During FFY 2020-2022, ECCTA anticipates receiving \$1,131,584 in Americans with Disabilities Act (ADA) operating assistance. ECCTA currently contracts its fixed-route and paratransit services to a private contractor, First Transit, and applies the ADA operating assistance toward supplementing the cost of operating ADA paratransit service. ECCTA also anticipates receiving \$5,120,000 toward construction of a park and ride lot in Oakley, California.

Table 1 reflects the anticipated FTA-assisted contracting opportunities subject to the overall triennial goal period of FFY 2020-2022.

Table 1- FTA-Assisted Contracting Opportunities

Description of Contract	FTA Dollars
ADA operating assistance	\$1,131,584
Oakley park & ride lot construction	\$5,120,000
Total	\$6,251,584

Determining Local Market Area

The following areas were considered in determining ECCTA's local market area:

- 1) The area in which ECCTA spends the majority of its contracting dollars
- 2) The area in which the substantial majority of the contractors and subcontractors with which ECCTA does business are located

ECCTA's service area includes 225 square miles in Eastern Contra Costa County, which is also where ECCTA's headquarters is located. Currently all of the contracting dollars are spent in Contra Costa County.

ECCTA determined that the majority of contractors and subcontractors are located in the counties of Alameda, Contra Costa, Marin, Sacramento, San Francisco, San Mateo, San Joaquin, Santa Clara and Solano. ECCTA will use these counties to determine the number of DBEs and all firms in its local market area.

Goal Methodology

Step-One: Determining Base Figure

Base figures were calculated for contracts to be awarded during FFY 2020-2022 to determine the relative availability of DBEs in specific areas of expertise using the North American Industrial Classification System (NAICS) codes. ECCTA examined NAICS codes that would be associated with transportation providers able to provide Tri Delta Transit’s fixed route and paratransit service and NAICS codes involved in the construction of the Oakley park and ride lot project, within the confines of its local market area. At this time, ECCTA contracts with one transportation provider for fixed route and paratransit services. The layout of ECCTA’s facility in Antioch, California currently is only able to accommodate one contracted transportation provider. Limited facility space and parking space, as well as the current design and layout of ECCTA’s facility, and additional costs associated with housing two transportation providers, reasonably allow for only one contracted transportation provider. The NAICS code, description, and associated contracting opportunity are identified in column A, B and C of Table 2.

Table 2-NAICS Codes Associated with Contracting Opportunities

A. NAICS CODE	B. NAICS DESCRIPTION	C. CONTRACTING OPPORTUNITY
485113	Bus and other Motor Vehicle Transit Systems	ADA operating assistance
238990	All Other Specialty Trade Contractors	Oakley park & ride lot construction
238210	Electrical Contractors and Other Wiring Installation Contractors	Oakley park & ride lot construction
237110	Water and Sewer Line and Related Structures Construction	Oakley park & ride lot construction
561730	Landscaping Services	Oakley park & ride lot construction
238910	Site Preparation Contractors	Oakley park & ride lot construction
337127	Institutional Furniture Manufacturing	Oakley park & ride lot construction

Number of DBEs: To determine the number of DBEs in ECCTAs nine county market area, ECCTA searched the California Department of Transportation’s CUCP¹ database for DBEs that are certified in the identified NAICS codes. The number of DBEs identified is displayed in column C of Table 3.

Number of All Firms (DBEs and non-DBEs): To determine the number of all firms (DBEs and non-DBEs) in ECCTAs nine county market area, ECCTA searched the United States Census Bureau’s most recent

¹ [http:// https://dot.ca.gov/programs/business-and-economic-opportunity/dbe-search](http://https://dot.ca.gov/programs/business-and-economic-opportunity/dbe-search)

California Business Patterns (CBP)² database for all firms in the identified NAICS codes. Numbers of all firms identified are displayed in column D of Table 3.

Relative Availability of DBE Firms: Relative availability is derived by dividing the number of DBEs available in a particular NAICS code by the number of all firms in that NAICS code. Column E in Table 3 displays the relative availability of DBE firms for each NAICS code.

Table 3- DBE Availability by NAICS Code

A. NAICS CODE	B. CONTRACTING OPPORTUNITY	C. DBEs AVAILABLE TO PERFORM THIS WORK	D. ALL FIRMS AVAILABLE	E. RELATIVE DBE AVAILABILITY	
485113	ADA operating assistance	0	29	0.0000	
238990	Oakley park & ride lot construction	13	620	0.0210	
238210	Oakley park & ride lot construction	81	1852	0.0437	
237110	Oakley park & ride lot construction	4	171	0.0234	
561730	Oakley park & ride lot construction	22	2105	0.0105	
238910	Oakley park & ride lot construction	83	420	0.1976	
337127	Oakley park & ride lot construction	0	8	0.0000	
	Combined Totals	203	5205	0.0390	Overall availability of DBEs

Calculating Weighted Base Figure: Contract dollars of each industry classification were divided by the total contract dollars resulting in percentage of total dollars per classification. This weighted percentage is displayed in column D of Table 4.

Table 4- Calculating Weighted Base Figure

A. NAICS CODE	B. CONTRACTING OPPORTUNITY	C. FTA DOLLARS	D. WEIGHTED % OF TOTAL FTA DOLLARS	E. DBE AVAILABILITY	F. BASE FIGURE
485113	ADA operating assistance	\$1,131,584	0.1810	0.0000	0.0000
238990	Oakley park & ride lot	\$2,880,405	0.4607	0.0210	0.0097

² As found with the U.S. Census data tool, American FactFinder, Geography Area Series: County Business Patterns, 2016 Business Patterns

	construction				
238210	Oakley park & ride lot construction	\$520,000	0.0832	0.0437	0.0036
237110	Oakley park & ride lot construction	\$601,720	0.0963	0.0234	0.0023
561730	Oakley park & ride lot construction	\$582,800	0.0932	0.0105	0.0010
238910	Oakley park & ride lot construction	\$475,075	0.0760	0.1976	0.0150
337127	Oakley park & ride lot construction	\$60,000	0.0096	0.0000	0.0000
	Total	\$6,251,584	1	Overall Base Figure	0.0316

Overall Goal Base Figure: The base figure for the overall goal was calculated by multiplying the weighted percentage of funds to be expended for each NAICS code by DBE relative availability for each NAICS code. Base figures for all NAICS codes were totaled, resulting in a 3.16% overall base figure. Rounding the base figure results in a 3% overall base figure.

Expressed as a % (*100)	3.16%
Rounded, Weighted Base Figure:	3%

Step-Two: Adjusting Step-One Base Figure

To adjust the base figure, ECCTA reviewed and assessed other known evidence potentially impacting the relative availability of DBEs within ECCTA's local market area, in accordance with prescribed narrow tailoring provisions set forth in 49 CFR Part 26.45. Evidence considered in making an adjustment to the base figure included ECCTA's past DBE participation, disparity studies, and consultation/public participation information.

ECCTA did not consider past participation as relevant for adjusting the base figure because ECCTA does not typically receive federal money for construction projects in every federal fiscal year goal period. Also, due to the infrequency of contracting opportunities that met the \$250,000 threshold in past years, past participation in ECCTA's contracting opportunities was discounted.

ECCTA reviewed disparity studies in its local market area and found a San Francisco Bay Area Rapid Transit District (BART) Disparity Study issued on January 12, 2017³ and a California Department of Transportation (Caltrans) Disparity Study for 2018 that does not have a final report issued yet. ECCTA found the BART disparity study to be relevant to ECCTA's local market area. The BART Disparity Study documented a statistically significant disparity in construction procurements for African American owned firms, Asian American owned firms, Hispanic American owned firms and Caucasian female owned firms. The BART Disparity Study also documented a statistically significant disparity in

³ As found in the January 12, 2017 San Francisco Bay Area Rapid Transit District Disparity Study Volume 1 https://www.bart.gov/sites/default/files/docs/VI.BART%20Final%20Report.Volume%20I.1.12.2017_1.pdf

professional services procurements for Asian American owned firms, Hispanic American owned firms and Caucasian female owned firms. Since the results of the 2018 Caltrans Disparity Study were not available at the time of this writing, ECCTA was unable to review data from that study. ECCTA decided to not adjust its base figure based on the BART Disparity Study. The BART Disparity Study does show that disparity exists among professional and construction procurements, however ECCTA will not make an adjustment to its goal at this time based on the study.

ECCTA is a member of the Business Outreach Committee (BOC) in the San Francisco Bay Area. The BOC is a consortium of twenty six San Francisco Bay Area Transit and Transportation Agencies. BOC members include: Alameda-Contra Costa Transit District, Alameda County Transportation Commission, Bay Area Rapid Transit, California Department of Transportation, California High Speed Rail Authority, Central Contra Costa Transit Authority, City of Rio Vista, City of Santa Rosa, Eastern Contra Costa Transit Authority (Tri Delta Transit), Golden Gate Bridge, Highway and Transportation District, Livermore Amador Valley Transit Authority, Marin Transit, Metropolitan Transportation Commission, Napa Valley Transportation Authority, Peninsula Corridor Joint Powers Board, San Francisco Bay Area Water Emergency Transit Authority, San Francisco County Transportation Authority, San Francisco Municipal Transportation Agency, San Mateo County Transit District, Santa Clara Valley Transportation Authority, Santa Cruz Metropolitan Transit District, Solano County Transit, Sonoma County Department of Transportation and Public Works, Sonoma-Marin Area Rail Transit District, Transbay Joint Powers Authority and Western Contra Costa Transit Authority.

Through the BOC, ECCTA conducts outreach events to introduce procurement opportunities to construction firms, engineering firms, product suppliers and manufacturers. ECCTA has recently participated in a Consultation and Public Participation Meeting, the 2019 Norcal Procurement Expo hosted by Norcal Procurement and Technical Assistance Center (PTAC), and Meet the Buyers Procurement Forum. The BOC publishes a quarterly "Contracting Opportunities" newsletter that features contracting opportunities, resources, and guidance for small businesses and DBEs. ECCTA publishes its contracting opportunities in the newsletter and has placed the most current issues of the newsletter on its website at <http://trideltatransit.com/business-dbe.aspx>

ECCTA, in collaboration with other BOC members, conducted a Consultation and Public Participation Meeting on April 2, 2019 at the Alameda-Contra Costa Transit District in Oakland, California notifying all interested parties that member agencies were beginning the process of establishing triennial overall DBE goals for contracts and procurements that may be financed in whole or in part by the DOT for FFY 2020-2022. The first part of the meeting was dedicated to various trade groups, minority, women's and general contractor groups, community organizations, and technical resource groups from the San Francisco Bay Area. An invitation and letter were distributed to 170 groups and community based organizations such as the African American, Black, Hispanic, Asian, Filipino and American Indian Chambers of Commerce in the areas of Sacramento, San Francisco, San Jose, and Sonoma; the Builders Exchange in the counties of Alameda, Contra Costa, San Francisco, San Joaquin, and Santa Clara; the U.S. Small Business Administration; NorCal Mechanical Contractors Association; National Association of Women Business Owners; San Francisco Bay Area Chapter; Marin Builders Association; Veterans Business Outreach Center; National Organization of Minority Architects San Francisco Chapter; Women

in Consulting; Department of General Services Office of Small Business Certification and Resources; National Association of Women in Construction; American Subcontractors Association; and Small Business Development Centers at various junior and state colleges. Out of all the organizations invited, one DBE firm attended representing the Conference of Minority Transportation Officials, Northern California (COMTO).

For the first session, the BOC asked questions to get feedback on issues within the DBE/SBE community, challenges to the DBE program, and how agencies can better assist DBEs/SBEs. The questions included:

- What are the major barriers for your members in competing for contracting opportunities?
- What trades are there a lack of/plethora of DBE participation?
- What types of technical assistance do your members need most?
- Do you have suggestions for resources and references that the BOC should develop, maintain, and disseminate to your members?
- How can the BOC assist you in your mission?

Two representatives from VSCE, Inc were present for the consultation meeting. Some of their questions and comments included the following:

- How could have the BOC better reached contractors since their firm was the only participant in the meeting?
- What is the difference between both sessions held?
- The representatives from VSCE, Inc suggested that more outreach and partnering up with different organizations, such as COMTO, would be an additional resource to reaching DBE firms; that it would be great if one main website could be developed that listed all agency's contracting opportunities instead of having to register through each individual agency's website; that DBEs need assistance on financial forms in the procurement process if they have never gone through the process before; they also discussed payment mechanisms that VSCE, Inc follows are consistent with state law.

The second part of the consultation meeting was open to the public to receive comments and questions on the goal setting process, discuss anticipated contracting opportunities from member BOC transit and transportation agencies over the next three years and answer any questions or concerns. Meeting invitation and registration information was sent to over 8,700 businesses. Over 70 firms confirmed they would attend this session, but only 35 were in attendance. There were a total of 50 attendees at the second session, including the member BOC agencies.

Santa Clara Valley Transportation Authority presented on the Goal Setting Process. NorCal Procurement Technical Assistance Center provided an overview of no-cost services available to DBEs, including bid matching, strategic planning, procurement counseling and assistance with bid proposals and DBE certification.

Listed below are a few comments received and addressed at the meeting:

- Are race-neutral goals being phased out? Are you finding more success in race-conscious goals?
- How does WestCAT have a 0% proposed goal? This does not look good from an outside perspective.
- Is there anywhere on your website(s) where we can see past DBE participation/goal attainment? It would help to see the attainment and how DBEs could help agencies achieve those goals.
- What level of tier are DBEs participating on contracts? How can DBEs move from the 5th or 6th tier to the 1st or 2nd tier?
- I am not a DBE, but a SBE. What resources are available to SBEs?
- How do you start looking at teams before a RFP is even put out? Most teams are already formed beforehand.
- A participant requested that all agencies make one report that captures cumulative data related to the DBE program. The BOC responded to the request and provided a list of DBE goals and attainments for the last three years of all agencies represented at the meeting.

After the April 2, 2019 Consultation and Public Participation Meeting, Metropolitan Transportation Commission (MTC) staff made a recommendation to the Metropolitan Transportation Commission to approve FTA funding for construction of ECCTA's park and ride lot in Oakley, California. In anticipation of the commission approving the additional FTA-funding, ECCTA revised its DBE goal and distributed a public notice seeking comments on the revised DBE goal to the 170 groups and community based organizations, and Consultation and Public Participation Meeting attendees on July 11, 2019. The public notice was also distributed to all member agencies within the BOC.

For additional outreach regarding the revised DBE goal, ECCTA participated in the Business Outreach Committee's "Meet the Buyers Procurement Forum" on August 9, 2019 from 12:30-3pm at the San Francisco Public Library. The free event was an opportunity to connect small and disadvantaged businesses with procurement staff from various BOC participating government entities, transit and transportation agencies. ECCTA provided the public notice and information on the revised goal to participants at the event to seek comments on the revised goal. The event information was placed on Tri Delta Transit's website at <http://trideltatransit.com/business-dbe.aspx> and distributed to the 170 groups and community based organizations that were invited to the Consultation and Public Participation Meeting that was held on April 2, 2019. All member BOC agencies also distributed the event information to their contacts.

ECCTA did not receive any comments on the revised DBE goal.

After consideration of the above information, no adjustment was made to ECCTA's base figure goal since the comments made do not specifically address ECCTA's contracting opportunities or the proposed goal for FFY 2020-2022.

Race-Neutral/Race-Conscious

Consistent with the intent of leveling the competitive playing field for DBE firms, the U.S. DOT requires the maximum feasible portion of the DBE overall goal be achieved by race-neutral means. When a DBE firm wins a prime contract through normal competitive means, receives a subcontract from a prime that does not have a DBE goal attached, or receives a subcontract from a prime that did not consider its DBE status when making the award, it is considered to have done so through race-neutral means.

Race-conscious means, such as contract goals, take race into consideration. However, two complications arise in this area: one, California Proposition 209 requires that race-conscious means for contracts only apply to U.S. DOT-funded contracts; and two, the Ninth Circuit Court of Appeals ruled in *Western States Paving Co, Inc. v. Washington State Department of Transportation*, 407 F.3d 983 (9th Cir. 2005), that race-conscious means can only be used on U.S. DOT-funded contracts when there is evidence of discrimination against specific groups.

ECCTA strives to meet its goal through race-neutral means. However, given that BART's disparity study identified a disparity exists, ECCTA will consider requesting approval from the FTA to use race-conscious means if it determines the need in the future.

Public Participation/Publication

A published notice announcing the revised proposed overall goal was posted on ECCTA's website on July 11, 2019. The announcement informed the public of the revised proposed overall goal and its rationale available for inspection during normal business hours at its administrative office in Antioch, California for a thirty day comment period. ECCTA posted the notice on its website:
<http://trideltatransit.com/business-legal.aspx>

ECCTA is a member of the BOC and participates in BOC group programs, activities and efforts in the San Francisco Bay Area. These efforts help to create a level playing field on which DBEs and small businesses can compete fairly, enhance outreach and communication efforts with these firms, and provide appropriate assistance and information for participation in DOT-assisted contracts. ECCTA, in collaboration with other BOC members, conducted a Consultation and Public Participation Meeting on April 2, 2019 at the Alameda-Contra Costa Transit District in Oakland, California notifying all interested parties that member agencies were beginning the process of establishing triennial overall DBE goals for contracts and procurements that may be financed in whole or in part by the DOT for FFY 2020-2022. An overview on the goal-setting methodology used by agencies in establishing their DBE goals was presented along with an overview of no-cost services available to DBEs through Norcal Procurement Technical Assistance Center (PTAC). After being notified of new FTA funding for ECCTA's park and ride lot in Oakley, California, ECCTA distributed a public notice of revised DBE goal to relevant stakeholders. BOC members, 170 groups and community based organizations, and attendees at the April 2, 2019 meeting received the public notice.

ECCTA also participated in the Business Outreach Committee's "Meet the Buyers Procurement Forum" on August 9, 2019 from 12:30-3pm at the San Francisco Public Library. ECCTA provided the public notice and information on the revised goal to participants at the event to seek comments on the revised goal.

Conclusion

With MTC approval of the federal funding for the park and ride lot, ECCTA's revised overall DBE goal for FTA-assisted contracts for FFY 2020-2022 is 3% with DBE participation sought by race neutral means. ECCTA will continue reviewing its contracting opportunities for any changes that may become necessary.



TRI DELTA TRANSIT

EASTERN CONTRA COSTA TRANSIT AUTHORITY

801 Wilbur Avenue
Antioch, California 94509
925 • 754-6622
925 • 757-2530 FAX

www.TriDeltaTransit.com

July 11, 2019

Dear Community Partner,

Eastern Contra Costa Transit Authority (ECCTA), also referred to as Tri Delta Transit, has revised its Disadvantaged Business Enterprise (DBE) Participation Goal that is set in accordance with U.S. Department of Transportation Regulations at 49 CFR Part 26. ECCTA has established a proposed race-neutral overall DBE goal of 3% for Federal Fiscal Years 2020 through 2022. The DBE goal is applicable to DOT-assisted contracting opportunities scheduled to be awarded during the period of October 1, 2019 through September 30, 2022.

ECCTA will also be attending the Meet the Buyers Procurement Forum on Friday, August 9, 2019 from 12:30-3pm at the San Francisco Public Library and will be available to discuss the revised proposed DBE goal and welcomes your suggestions/comments on the revised DBE goal.

Enclosed is the public notice for the revised DBE goal and information on the Meet the Buyers Procurement Forum. If you have any comments regarding the revised DBE goal, please contact me at:

Eastern Contra Costa Transit Authority
Attn: Tania Babcock, DBE Liaison Officer
801 Wilbur Avenue
Antioch, CA 94509
Telephone: 925-754-6622
Fax: 925-757-2530
civilrights@eccta.org

Sincerely,

Tania Babcock
DBE Liaison Officer
Eastern Contra Costa Transit Authority



PUBLIC NOTICE

Eastern Contra Costa Transit Authority (ECCTA)

Revised Disadvantaged Business Enterprise

Triennial Goal Federal Fiscal Years 2020-2022

Notice is hereby given that Eastern Contra Costa Transit Authority (ECCTA), also referred to as Tri Delta Transit, has revised its Disadvantaged Business Enterprise (DBE) Participation Goal that is set in accordance with U.S. Department of Transportation Regulations at 49 CFR Part 26. ECCTA has established a proposed race-neutral overall DBE goal of 3% for Federal Fiscal Years 2020 through 2022. The DBE goal is applicable to DOT-assisted contracting opportunities scheduled to be awarded during the period of October 1, 2019 through September 30, 2022.

ECCTA's proposed overall goal and its rationale are available for inspection thirty (30) days following the date of this Notice, between 8:00am to 5:00pm, Pacific Standard Time, Monday through Friday at the following location:

Eastern Contra Costa Transit Authority
801 Wilbur Avenue
Antioch, CA 94509
Telephone: 925-754-6622
Fax: 925-757-2530
civilrights@eccta.org
Contact: Tania Babcock, DBE Liaison Officer

ECCTA will accept comments on this proposed goal for thirty (30) days from the date of this notice. Written comments may be sent to ECCTA at the above address.

In compliance with the Americans with Disabilities Act, ECCTA is wheelchair accessible and disabled parking is available in the ECCTA parking lot. If you are a person with a disability and you need disability-related modifications or accommodations, please contact the DBE Liaison Officer at (925) 754-6622 or fax (925) 757-2530. Any person with Limited English Proficiency (LEP) who requires language assistance may also contact the DBE Liaison Officer at (925) 754-6622 or fax (925) 757-2530. To assist us in meeting specific needs, prior notice of at least five (5) business days is appreciated.

Dated at Antioch, California this July 11, 2019.

AVISO AL PUBLICO

Eastern Contra Costa Transit Authority (ECCTA)

Empresa Comercial Minoritaria

Objetivo del Trimestre de los Años Fiscales Federales 2020-2022

Eastern Contra Costa Transit Authority (ECCTA), también conocida como Tri Delta Transit, ha revisado su Empresa Comercial Minoritaria (DBE) y su Participación como Objetivo de acuerdo con los Reglamentos del Departamento de Transporte de los Estados Unidos, Código 49 CFR Sección 26. ECCTA ha establecido un objetivo mediante una propuesta general DBE, del 3% para los Años Fiscales Fiscales 2020 hasta el 2022. El objetivo del DBE es aplicable al DOT Departamento de Transporte y a sus oportunidades de contratación asistida programado para ser otorgado durante el periodo entre Octubre 1, 2019 hasta Septiembre 30, 2022.

Los objetivos generales de ECCTA y sus razones fundamentales están disponibles para su inspección treinta (30) días a partir de la fecha de este AVISO de las 8:00 am hasta las 5:00 pm, Tiempo Estándar del Pacífico, de Lunes a Viernes en la siguiente dirección:

Eastern Contra Costa Transit Authority

801 Wilbur Avenue

Antioch, CA 94509

Teléfono: 925-754-6622

Fax: 925-757-2530

civilrights@eccta.org

Ponerse en contacto con: Tania Babcock, Coordinadora Oficial DBE

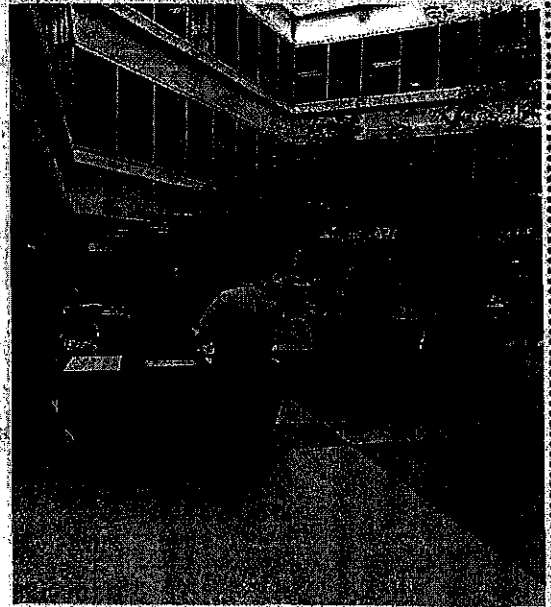
ECCTA aceptará comentarios sobre esta propuesta objetiva treinta (30) días a partir de la fecha de este aviso. Comentarios por escrito pueden ser enviados a la dirección que se indica arriba.

En cumplimiento con el Acta de Americanos con Discapacidades, ECCTA es accesible a personas en silla de ruedas, así también como a los espacios disponibles en el estacionamiento de ECCTA. Si usted es una persona con discapacidad y necesita modificaciones de alojamiento relacionadas con su discapacidad, favor de ponerse en contacto con la coordinadora oficial de DBE al 925-754-6622 o bien mandar un Fax: 925-757-2530. Cualquier persona con dominio limitado del Inglés (LEP) que requiera asistencia en su idioma también puede ponerse en contacto con la Coordinadora Oficial de DBE al teléfono (925) 754-6622, Fax (925) 754-5730. Para permitirnos ayudarle con sus necesidades específicas, favor de notificarnos por lo menos con cinco (5) días de anticipación.

Antioch, California 11 de Julio del 2019

THE BUSINESS OUTREACH COMMITTEE (BOC) A CONSORTIUM OF BAY AREA TRANSPORTATION AGENCIES

MEET THE BUYERS PROCUREMENT FORUM



FRIDAY, AUGUST 9, 2019

REGISTRATION: 12:30PM - 1:00PM

EVENT: 1:00PM - 3:00PM

Lower Floor, San Francisco Public Library
Latino/Hispanic Community Room

100 Larkin Street, Room 602, San Francisco, CA 94102

(Conveniently located across from the Civic Center BART Station)

YOUR ATTENDANCE IS HIGHLY ENCOURAGED!

Please RSVP at:

<https://boe-meetthebuyers-2019.eventbrite.com>

- Introduce your firm's goods, products and services
- Learn about upcoming contracting opportunities
- Network with other small businesses
- Expand your business with transit & government entities

This is an opportunity to connect small and disadvantaged businesses with procurement staff from various participating transit and transportation agencies and government entities.



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PARK & RIDE



BUS STOP LOCATIONS



PUBLIC MEETING AGENDA



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COMMUTER



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- FARES/PASSES
- RIDER INFO
- BUSINESS/GENERAL INFO
- SCHOOL TOOLS
- ABOUT US/CONTACT
- MOBILE SITE

Doing Business with Us
 DBE Programs
 Legal Notice
 Invitation for bids/RFPs
 Bus stop Spec Sheet

Legal Notices

PUBLIC NOTICE. Revised Disadvantaged Business Enterprise Triennial Goal. Federal Fiscal Years 2020-2022

AVISO AL PUBLICO. Empresa Comercial Minoritaria Revisado. Objetivo del Trimestre de los Años Fiscales Federales 2020-2022.

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TAB 7

Agenda Item #7d

ACTION ITEM: Seamless Bay Area Initiative

Resolution #190925B

Board of Directors Meeting

Wednesday September 25, 2019

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: September 25th, 2019

Agenda Item: Seamless Bay Area Initiative
Agenda Item #7d

Lead Staff: Jeanne Krieg, Chief Executive Officer 

Background

A representative from Seamless Bay Area, an organization that is developing a plan to “guide local, regional, and state decisions makers to pursue a seamlessly, integrated, world-class transit system that works for people”, requested support from the ECCTA Board of Directors for their work. The organization is attempting to demonstrate broad support for the long-term strategic direction to create a more seamless, high-performing transit system, and to pursue the state reforms that can help them get there so they are asking transit agencies, cities, and other groups to support the "Seamless Transit Principles". Attached is their proposed resolution for your consideration.

Requested Action

Consider adoption of Resolution #190925B which:

- Affirms ECCTA’s commitment to working collaboratively with State agencies, MTC, municipalities and other public agencies to develop a highly integrated regional transportation system that provides convenient, seamless, and affordable transit for customers.
- Confirms ECCTA’s Board of Directors’ support of the Seamless Transit Principles listed in Attachment A of the Resolution.
- Supports MTC and transit agencies working together to undertake a business case analysis of fare integration. The business case should include exploration of options for implementation, governance, and additional funding sources that may be needed for implementation.



TRI DELTA TRANSIT

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

RESOLUTION #190925B Seamless Bay Area Initiative

WHEREAS The San Francisco Bay Area, despite being an exceptional place to live, faces an uncertain future due to several interrelated crises -- decreasing housing affordability, increasing congestion, rising pollution, and widening inequality -- which are exacerbated by an inadequate and poorly-performing public transportation system;

WHEREAS, Despite billions of dollars of investments in new transportation infrastructure over the past five decades, public transit in the Bay Area has failed to attract large numbers of new riders, and has never been used by more than 12% of the population for commute trips since 1970; by contrast automobiles have always been used for over 75% of commute trips;

WHEREAS The quality of and usage of public transit in the Bay Area has declined in recent years, with transit trips per capita declining by 10%, average bus speeds declining by 9%, and transit commute times increasing by 11% between 2001 and 2016;

WHEREAS The California Air Resources Board reported in 2018 that no California regions, including the Bay Area, are on track to meet their greenhouse gas reduction targets, with increasing Vehicle Miles Travelled (VMT) and declines in transit ridership cited as a primary factors¹;

WHEREAS Using public transit in the Bay Area is inconvenient and costly for many types of trips, requiring riders to: use multiple transit systems operated independently with little coordination; pay multiple separate fares; experience unpredictable transfers; and navigate different wayfinding systems and brand identities;

WHEREAS Low income people, many of whom have experienced displacement and have long commutes requiring multiple transit services, are among the most adversely affected the Bay Area's poorly integrated public transportation system, experiencing a significant financial burden from needing to pay multiple separate transit fares or being forced into costly vehicle ownership;

WHEREAS Regions with high-ridership public transportation systems are, by contrast, characterized by highly integrated networks of quality local and regional transit services that make traveling without a private automobile convenient and easy for all types of trips, featuring aligned routes and schedules, coordinated transfers, high quality transit hubs, common branding and customer information, and other

¹ 2018 Progress Report: California's Sustainable Communities and Climate Protection Act, California Air Resources Board, https://ww2.arb.ca.gov/sites/default/files/2018-11/Final2018Report_SB150_112618_02_Report.pdf

common regional customer experience standards.^{2 3}

WHEREAS Regions that have successfully integrated and simplified transit fares have experienced many broad social benefits, including a shift in travel from private cars to public transit, an increase in overall public transit usage, and expanded mobility options and cost savings for riders.⁴

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #190925B which:

- Affirms ECCTA's commitment to working collaboratively with State agencies, MTC, municipalities and other public agencies to develop a highly integrated regional transportation system that provides convenient, seamless, and affordable transit for customers.
- Confirms ECCTA's Board of Directors' support of the Seamless Transit Principles listed in Attachment A.
- Supports MTC and transit agencies working together to undertake a business case analysis of fare integration. The business case should include exploration of options for implementation, governance, and additional funding sources that may be needed for implementation.

PASSED AND ADOPTED THIS 25th day of September, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Robert Taylor, Chair

Jeanne Krieg, CEO

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

² Ralph Buehler & John Pucher (2012) Demand for Public Transport in Germany and the USA: An Analysis of Rider Characteristics, *Transport Reviews*, 32:5, 541-567, DOI:

³ HiTrans Best Practice Guide 2: Public Transport - Planning the Networks, HiTrans, European Union Interreg IIIB (North Sea Region) <http://www.civitas.no/assets/hitrans2publictransportplanningthe-networks.pdf>

⁴ Sharaby, Nir & Shifan, Yoram. (2012). The impact of fare integration on travel behavior and transit ridership. *Transport Policy*. 21. 10.1016/j.tranpol.2012.01.015.

ATTACHMENT A

The Seamless Transit Principles Draft viewable at: www.seamlessbayarea.org/seamless-transit-principles



1) Run all Bay Area transit as one easy-to-use system

Public transit should work as one seamless, connected, and convenient network across the San Francisco Bay Area and beyond. Getting around on transit should be as fast and easy as driving a car. Coordinated bus, rail, and ferry routes and schedules should encourage effortless transfers. Consistent and clear customer information, branding, and maps should make using transit simple and dignified.



2) Put riders first

Riders should feel comfortable when using transit and be treated like valued customers. Public transit agencies must do more to listen to riders and continuously improve service. They must prioritize riders' needs above all else, and overcome all operational, political and bureaucratic barriers to provide an excellent and seamless customer experience.



3) Make public transit equitable and accessible to all

People of all income levels, ages, abilities, genders, and backgrounds should have access to world-class public transit. People who are the most reliant on transit are best served by a universal, inclusive, regionally integrated, connected system that is used by all. People with limited means to pay for transit should be provided with discounts.



4) Align transit prices and passes to be simple, fair, and affordable

Transit should provide good value for money. Fares across the region's 27 public transit agencies must be aligned into a consistent, fair, and affordable system that encourages using transit for all types of trips and doesn't punish riders for transferring. Cost-effective monthly passes should work across the Bay Area and should be widely available to individuals, employers, and schools.



5) Connect effortlessly with other sustainable transportation

A person's journey does not end when they get off a bus or exit a station. Excellent pedestrian, bicycle, and other pollution-free transportation options should seamlessly connect public transit to communities and destinations, supporting door-to-door trips that don't require a car.



6) Plan communities and transportation together

High quality public transit should be at the heart of communities across the Bay Area. Transportation should be closely aligned with our region's land use, promoting a connected network of transit-oriented, walkable communities that expands access to affordable housing and job opportunities, and reduces car travel and greenhouse gas emissions.



7) Prioritize reforms to create a seamless network

A regionally integrated, world-class transit system won't happen on its own -- it will take leadership, unprecedented levels of cooperation, and changes to existing local, regional, and state policies. The cities, counties, public transit agencies, regional authorities, business leaders, advocacy groups and elected representatives of the San Francisco Bay Area and Northern California megaregion must prioritize the broad public interest and urgently work together collaboratively to advance critical reforms. Our future depends on it!

TAB 8

Agenda Item #10

ACTION ITEM: Contribution to CEO's 457 Retirement Plan

Board of Directors Meeting

Wednesday September 25, 2019

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: September 25th, 2019

Agenda Item: 457 Retirement Account Contribution
Agenda Item #10

Lead Staff: Jeanne Krieg, Chief Executive Officer 

Considerations

- My last salary increase was in July 2016.
- I plan to retire within 3-4 years.
- Tri Delta Transit offers a defined benefit retirement plan so ECCTA's OPEB (Other Post-Employment Benefits) liability is nearly zero.
- I will not request a salary increase for the remainder of my employment with Tri Delta Transit.

Proposal

On January 1st of each year that I continue my employment with Tri Delta Transit, \$25,000 will be deposited into my 457 retirement account for a maximum of 4 years. If I retire before four years, the contribution will end.

Requested Action

Approve the proposed contribution to Jeanne Krieg's 457 retirement account.