



TRI DELTA TRANSIT

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

Board of Directors Meeting Agenda

Wednesday December 11, 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 Robert 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 Robert Taylor

a. Senator Glazer's Presentation to Tri Delta Transit Operator
(see attachment: tab #1)

5. **Consent Calendar (ACTION ITEM):** Minutes, Financial Report, and Marketing Activities Report (see attachment: tab #2)

- Minutes of the Board of Directors meeting of October 30, 2019
- Financial Report
- 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 #3)

Board of Directors:

City of Antioch

Lamar Thorpe
Monica Wilson

City of Brentwood
Barbara Guise
Robert Taylor*

City of Oakley
Vacant
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

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7. ACTION and DISCUSSION ITEMS

- a. ACTION ITEM:** Proposed FY20 ECCTA Budget Revision
(see attachment: tab #4)

Requested Action#1:

Approve the proposed revised budget.

Requested Action #2: Adopt Resolution #191211A authorizing the CEO or her designee to re-file an application with the Metropolitan Transportation Commission for the allocation of Transportation Development Act and State Transit Assistance funds.

- b. ACTION ITEM:** CCTA Ex-Officio Appointment
(see attachment: tab #5)

Requested Action: Appoint CCTA Ex-Officio Monica Wilson to serve the second of the two one-year terms as the Contra Costa County bus operators' Ex-Officio representative on the CCTA Board of Commissioners from February 1, 2020 through January 31, 2021.

- c. ACTION ITEM:** 2020 ECCTA Board of Director Meeting Dates
(see attachment: tab #6)

Requested Action: Reschedule the January 2020 meeting to the last (5th) Wednesday (January 29th). Combine the November and December 2020 meetings and conduct that meeting on December 16, 2020.

- d. ACTION ITEM:** HVAC Removal, Disposal, and Installation
(see attachment: tab #7)

Requested Action: Adopt Resolution #191211B authorizing the CEO to execute and enter into contract for the removal, disposal, and installation of two HVAC units with Tyndall HVAC Inc. for an amount not to exceed \$60,000 which includes a 10% contingency.

- e. ACTION ITEM:** Vehicle Disposal
(see attachment: tab #8)

Requested Action: Adopt Resolution #191211C authorizing the disposal of six Dodge Caravan ADA-equipped vehicles.

- f. ACTION ITEM:** Vehicle Purchase
(see attachment: tab #9)

Requested Action: Adopt Resolution #191211D authorizing the CEO to issue a purchase order for eight Ford Transit built by Starcraft Buses from Creative Bus Sales for an amount not to exceed \$998,230 which includes a 10% contingency.

- g. ACTION ITEM:** Independent Auditor's Report
(see attachment: tab #10)

Requested Action: Adopt Resolution #191211E accepting the Independent Auditor's Report for the year ended June 30, 2019.

- h. ACTION ITEM:** ECCTA Safety Plan
(see attachment: tab #11)

Requested Action: Adopt Resolution #191211F accepting ECCTA's proposed Safety Plan.

8. Board of Directors Comments

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

9. Adjourn

Next Meeting: January 29th 2020 at 4:00pm, 801 Wilbur Avenue, Antioch, CA 94509 (If agenda item 7c is approved)

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.