



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 January 29, 2020

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

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 December 11, 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*)

Board of Directors:

City of Antioch
Lamar Thorpe
Monica Wilson

City of Brentwood
Barbara Guise
Robert Taylor*

City of Oakley
Sue Higgins
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 January 29, 2020**

7. ACTION and DISCUSSION ITEMS

a. **DISCUSSION ITEM:** 2020 Census
(see attachment: tab #3)

b. **ACTION ITEM:** Transit Study Mission
(see attachment: tab #4)

Requested Action: Authorize the CEO to participate in the 2020 APTA International Study Mission to study bus electrification.

c. **ACTION ITEM:** Board Member Conference Request
(see attachment: tab #5)

Requested Action: Authorize Chair Robert Taylor to attend the APTA Legislative Conference in Washington DC March 15-17, 2020.

d. **ACTION ITEM:** Maintenance Department Benefits and Holidays
(see attachment: tab #6)

Requested Action: Adjust the holiday and medical/dental/vision benefits for the maintenance department employees to be the same as the administrative department employees.

e. **ACTION ITEM:** Web Based Data Management System Module
(see attachment: tab #7)

Requested Action: Adopt Resolution #200129A authorizing the CEO to enter into an agreement with Transtrack systems to install and maintain the software module that will gather information from AVL/APC software packages into one report for an amount not to exceed \$39,100.

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: February 26, 2020 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 January 29, 2020

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

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

MINUTES

December 11, 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 Taylor at 3:55 P.M.

ROLL CALL / CALL TO ORDER

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

ABSENT: Merl Craft (Pittsburg); and Lamar Thorpe (Antioch); and vacant (Oakley)

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

OTHERS

PRESENT: Michael Daugelli, Antioch, Alternate
Susan Hinson, First Transit
Gary Mitchell, First Transit
Hosie Pintily, First Transit
Becky Vanderpool, First Transit bus driver
Susannah Meyer (representative from Senator Glazier's office)
Tito Ramos (representative from Congressman McNearney's office)

PLEDGE OF ALLEGIANCE

Chair Robert Taylor led the Pledge of Allegiance.

PUBLIC COMMENT

There were no public comments.

CHAIR'S REPORT

Chair Robert Taylor recognized a representative from Senator Glazier's office, Susannah Meyer, who had come to celebrate and recognize a First Transit bus operator, Becky Vanderpool, for her exemplary and heroic performance. Becky Vanderpool had found a young autistic man who had wandered away from his family. She had approached the man, who she had recognized from Facebook, and allowed him to ride the bus to free. Once onboard, Ms. Vanderpool returned him to his family. To celebrate and recognize Ms. Vanderpool, Ms. Meyer presented Ms. Vanderpool with a Certification of Recognition.

The Chair then recognized a representative from Congressman McNearney's office, Tito Ramos, who had also come to celebrate and recognize the deeds of Ms. Vanderpool. To celebrate and recognize Ms. Vanderpool, Mr. Ramos presented Ms. Vanderpool with a Certification of Recognition.

The Chair then recognized Director Burgis, in her capacity as Supervisor of Contra Costa County, who thanked and congratulated Ms. Vanderpool. Director Burgis said that she was not surprised at Ms. Vanderpool's actions because this is behavior that she sees exemplified by the drivers of Tri Delta Transit every day. She presented Ms. Vanderpool with a Certification of Recognition.

Chair Robert Taylor then personally thanked Ms. Vanderpool in his dual capacities as the Chair of the Board and the Mayor of Brentwood. He then asked Ms. Vanderpool to make a couple comments.

Ms. Vanderpool said that she had recognized him on Facebook and knew that she had to get the young man home.

CONSENT CALENDAR

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

- A. Minutes of the Board of Directors meeting of October 30, 2019
- B. Financial Report
- C. Marketing and Customer Service Activities Report

AYES: Burgis, Parent, Gray, Guise, Romick, Wilson, Scales-Preston, Taylor
NOES: None
ABSTAIN: None
ABSENT: Craft, Thorpe, vacant (Oakley)

CHIEF EXECUTIVE OFFICER'S REPORT

A. Operations Report

Chief Executive Officer (CEO) Jeanne Krieg reported that Stephanie Vollmer was at the meeting representing ECCTA General Counsel, Ben Stock.

Ms. Krieg continued by explaining that portions of the board packet were under construction with the goal being to include specifics about the Mobility on Demand, Tri MyRide program, electric bus data, and charging cost mitigation tactics.

Ms. Krieg mentioned that Sue Higgins from Oakley would be replacing former Director Doug Hardcastle.

Ms. Krieg explained that she was excited about illustrating the success of a software package that allowed for a reduction in charging costs for the charging of electric buses, which reduced the cost of charging from \$8,100 to \$3,900. She said her goal was to communicate these things more clearly in future board packets.

Ms. Krieg reported that BART was starting to start the process of making parking and pedestrian access to the Antioch eBART station. They will be adding almost 1000 spaces of parking.

Ms. Krieg pointed out that ECCTA's Facilities Manager, Ray Shields, who had been with the organization for four years, was leading a toy drive. The goal was to fill a Tri MyRide bus with toys to donate to Children's Hospital in Oakland.

Ms. Krieg explained that CCTA is working on a plan for the FASTER Bay Area Plan. The staff of CCTA had asked Contra Costa County transit agencies to think big. ECCTA, as part of their submission, asked for a total of \$256,000,000 (or \$6.4 million per year) to fund an express bus service to San Francisco, San Jose, and Oakland from east Contra County.

Ms. Krieg reported that ECCTA's Oakley Park and Ride project is progressing. The City of Oakley is working with Mark Thomas to finalize the plan. Funding details are moving forward. ECCTA anticipates to advertise the bid after the start of the year, with construction hoping to start mid-year.

Ms. Krieg further reported that ECCTA's Tri MyRide microtransit pilot program continues to do well, however as the success grows, the current pilot program has run up against limitations and has not been able to keep up with demand. An RFP was issued and will be brought to the Board in February.

Ms. Krieg stated that ECCTA's budget is on target, however due to the Tri MyRide and

Mobility on Demand, a budget adjustment is needed and would be brought up later in the agenda.

ACTION AND DISCUSSION ITEMS

A. Proposed FY 20 ECCTA Budget Revision

Ms. Krieg explained that the FY 20 budget needed to be revised due, in part to the rise of passengers using the Tri MyRide and Mobility on Demand programs. The Mobility on Demand program saw an increase of passengers from 1,200 per month to 4,000 per month, which substantially aids in keeping the fees of paratransit low and affordable. Tri MyRide saw an increase from 1,200 passengers a month to an average of 6,700 per month. The original budget did not account for this unexpected success and an adjustment was needed.

Ms. Krieg explained that ECCTA would also need to purchase new vehicles and equipment to accommodate these successful programs. Maureen Gonzales, ECCTA's Controller, created the budget revision.

On motion by Director Guise, seconded by Director Burgis, ECCTA Boardmembers approved the proposed revised budget, which carried by the following vote:

AYES: Burgis, Gray, Guise, Parent, Romick, Scales-Preston, Wilson, Taylor

NOES: None

ABSTAIN: None

ABSENT: None

On motion by Director Guise, seconded by Director Burgis, ECCTA Boardmembers adopted Resolution 191211A authorizing the CEO or her designee to refile an application with the Metropolitan Transportation Commission for the allocation of Transportation Development Act and State Transit Assistance funds, which carried by the following vote:

AYES: Burgis, Gray, Guise, Parent, Romick, Scales-Preston, Wilson, Taylor

NOES: None

ABSTAIN: None

ABSENT: Craft, Thorpe, vacant (Oakley)

B. CCTA Ex-Officio Appointment

Ms. Krieg explained that Director Wilson had been serving as the CCTA Ex-Officio Alternate for ECCTA. The Ex-Officio seat rotates and has two one-year terms. Director Wilson had served as the Ex-Officio for one of those one-year terms and it was time to appoint her for the second of the one-year terms.

Chair Taylor commended Director Wilson for her time on as th Ex-Officio and praised her attendance and performance.

Director Wilson expressed her appreciation to serve as a representative of transit operators and asked the Board to allow her to finish her term.

On motion by Director Burgis, seconded by Director Gray, ECCTA Boardmembers appointed 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, which carried by the following vote:

AYES: Burgis, Gray, Guise, Parent, Romick, Scales-Preston, Wilson, Taylor

NOES: None

ABSTAIN: None

ABSENT: Craft, Thorpe, vacant (Oakley)

C. 2020 ECCTA Board of Director Meeting Dates

Ms. Krieg asked to change the January Board of Directors meeting to the fifth Wednesday of the month instead of the fourth, as well as merging the November and December Board of Directors meetings to December 16, 2020.

Ms. Krieg said that she would send the revised calendar of meetings to the office of each Director.

On motion by Director Gray, seconded by Director Guise, ECCTA Boardmembers rescheduled the January 2020 meeting to the last (5th) Wednesday (January 29); combine the November and December 2020 meetings and conduct that meeting on December 16, 2020, which carried by the following vote:

AYES: Burgis, Gray, Guise, Parent, Romick, Scales-Preston, Wilson, Taylor

NOES: None

ABSTAIN: None

ABSENT: Craft, Thorpe, vacant (Oakley)

D. HVAC Removal, Disposal, and Installation

Ms. Krieg advised that ECCTA had two HVAC units, one installed in 2002 and the other installed in 2005. Both of these systems were nearing the end of their useful life and needed replacement. ECCTA went out to bid, sending the bid out to 14 firms. Three bids were received, with Tyndall HVAC Inc being the lowest responsible bidder.

On motion by Director Guise, seconded by Director Scales-Preston, ECCTA Boardmembers adopted 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 percent contingency, which carried by the following vote:

AYES: Burgis, Gray, Guise, Parent, Romick, Scales-Preston, Wilson, Taylor

NOES: None

ABSTAIN: None

ABSENT: Craft, Thorpe, vacant (Oakley)

E. Vehicle Disposal

Ms. Krieg explained that the old Grand Caravans of ECCTA's MedVan service needed to be replaced. The Board of Directors had approved the purchase of these renewals in the September 25, 2019 Board of Directors meeting. As such, the old vans need to be disposed of. ECCTA has a prior agreement with United Taxi to allow them first dibs at the first two vehicles being disposed of at \$5,000 a vehicle. Ms. Krieg stated that she would also like to go to each JPA member and offer them each remaining vehicle at \$5,000 a vehicle.

On motion by Director Romick, seconded by Director Burgis, ECCTA Boardmembers adopted Resolution 191211C authorizing the disposal of six Dodge Caravan ADA-equipped vehicles, which carried by the following vote:

AYES: Burgis, Gray, Guise, Parent, Romick, Scales-Preston, Wilson, Taylor

NOES: None

ABSTAIN: None

ABSENT: Craft, Thorpe, vacant (Oakley)

F. Vehicle Purchase

Ms. Krieg explained that the Tri MyRide service will need new vehicles as the program goes forward. ECCTA looked at various state-buy procurements and determined that eight Starcraft buses from Creative Bus Sales would meet ECCTA's needs.

On motion by Director Wilson, seconded by Director Romick, ECCTA Boardmembers adopted 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 percent contingency, which carried by the following vote:

AYES: Burgis, Gray, Guise, Parent, Romick, Scales-Preston, Wilson, Taylor
NOES: None
ABSTAIN: None
ABSENT: Craft, Thorpe, vacant (Oakley)

G. Independent Auditor's Report

Ms. Krieg explained that every year, ECCTA is required to get an independent auditor's report. The results of the report were the cleanest ECCTA had ever had, with no findings and all past recommendations having been addressed.

On motion by Director Romick, seconded by Director Parent, ECCTA Boardmembers adopted Resolution 191211E accepting the Independent Auditor's Report for the year ended June 30, 2019, which carried by the following vote:

AYES: Burgis, Gray, Guise, Parent, Romick, Scales-Preston, Wilson, Taylor
NOES: None
ABSTAIN: None
ABSENT: Craft, Thorpe, vacant (Oakley)

H. ECCTA Safety Plan

Ms. Krieg described that Tania Babcock, ECCTA's SMS Executive, had been working diligently to complete the Safety Plan as required by the FTA. The plan needs to be in place before July 2020 in the event that it is requested by the FTA during an audit. Chair Taylor thanked staff for putting the work necessary into completing such a comprehensive document.

Ms. Krieg commended Ms. Babcock and her quick completion of the plan.

On motion by Director Gray, seconded by Director Guise, ECCTA Boardmembers adopted Resolution 191211F accepting ECCTA's proposed Safety Plan, which carried by the following vote:

AYES: Burgis, Gray, Guise, Parent, Romick, Scales-Preston, Wilson, Taylor
NOES: None
ABSTAIN: None
ABSENT: Craft, Thorpe, vacant (Oakley)

BOARD OF DIRECTORS COMMENTS

Director Parent invited everyone to ice skate at the Ice at Buckley Plaza in Pittsburg.

Director Guise wished everyone a Merry Christmas and a Happy New Years, with well wishes to all.

Director Gray also wished everyone a Merry Christmas and Happy New Year. He said that he had just returned from San Diego and the gas prices there had spurred his curiosity in ECCTA's fuel hedging. ECCTA's Chief Operating Officer, Steve Ponte, said that as of the end of November, ECCTA's fuel hedging account had \$250,000 in it.

Director Romick asked if ECCTA would be expanding into new areas as Tri MyRide continues to grow, and whether or not more vehicles will be purchased to accommodate this growth. Ms. Krieg replied that this would be the case in the future, but for now, the trends indicate that microtransit programs are most successful where there are currently no transit service available.

Chair Taylor asked for conferences to be communicated on a calendar starting at the first of the year of 2020.

Director Burgis requested a discussion on the Census at the next Board of Directors meeting.

ADJOURNMENT

The meeting of the Eastern Contra Costa Transit Authority adjourned at 4:45 P.M. to January 29, 2020 at 4:00 P.M. in the ECCTA Administration Facility, 801 Wilbur Avenue, Antioch, California.

Respectfully submitted,
Joe Chappelle

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

	YTD Actual			YTD Budget			YTD Variance <i>favorable/(unfavorable)</i>			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	\$ 1,118,000	\$ 825,770	\$ 292,230	\$ 1,016,676	\$ 821,815	\$ 194,861	\$ 101,324	\$ 3,955	\$ 97,369	\$ 2,023,959	\$ 1,635,953	\$ 388,006	55%	50%	75%
Other Income	\$ 84,531	\$ -	\$ 84,531	\$ 117,498	\$ 42,498	\$ 75,000	\$ (32,967)	\$ (42,498)	\$ 9,531	\$ 235,000	\$ 85,000	\$ 150,000	36%		56%
<i>Total Operating Revenues:</i>	\$ 1,202,531	\$ 825,770	\$ 376,761	\$ 1,134,174	\$ 864,313	\$ 269,861	\$ 68,357	\$ (38,543)	\$ 106,900	\$ 2,258,959	\$ 1,720,953	\$ 538,006	53%	48%	70%
OPERATING EXPENSES															
Purchased Transportation	\$ 7,057,528	\$ 5,071,145	\$ 1,986,383	\$ 7,200,139	\$ 5,146,478	\$ 2,053,661	\$ 142,611	\$ 75,333	\$ 67,278	\$ 14,381,966	\$ 10,241,246	\$ 4,140,720	49%	50%	48%
Materials and Supplies	\$ 1,714,744	\$ 1,382,022	\$ 332,722	\$ 1,357,902	\$ 1,109,336	\$ 248,566	\$ (356,842)	\$ (272,686)	\$ (84,156)	\$ 2,829,474	\$ 2,323,242	\$ 506,232	61%	59%	66%
Salaries & Benefits	\$ 2,250,120	\$ 1,980,952	\$ 269,168	\$ 2,220,366	\$ 1,931,718	\$ 288,648	\$ (29,754)	\$ (49,234)	\$ 19,480	\$ 4,440,736	\$ 3,863,440	\$ 577,296	51%	51%	47%
Services	\$ 479,586	\$ 382,227	\$ 97,359	\$ 450,816	\$ 360,654	\$ 90,162	\$ (28,770)	\$ (21,573)	\$ (7,197)	\$ 901,639	\$ 721,311	\$ 180,328	53%	53%	54%
Other	\$ 152,116	\$ 134,099	\$ 18,017	\$ 215,292	\$ 204,527	\$ 10,765	\$ 63,176	\$ 70,428	\$ (7,252)	\$ 456,985	\$ 434,136	\$ 22,849	33%	31%	79%
Casualty and liability insurance	\$ 268,888	\$ 241,733	\$ 27,155	\$ 323,562	\$ 300,912	\$ 22,650	\$ 54,674	\$ 59,179	\$ (4,505)	\$ 647,122	\$ 601,823	\$ 45,299	42%	40%	60%
Utilities	\$ 75,822	\$ 69,381	\$ 6,441	\$ 84,624	\$ 80,394	\$ 4,230	\$ 8,802	\$ 11,013	\$ (2,211)	\$ 169,246	\$ 160,784	\$ 8,462	45%	43%	76%
Taxes	\$ 10,848	\$ 8,801	\$ 2,047	\$ 11,139	\$ 8,912	\$ 2,228	\$ 291	\$ 111	\$ 181	\$ 21,727	\$ 17,382	\$ 4,345	50%	51%	47%
<i>Total Operating Expenses:</i>	\$ 12,009,652	\$ 9,270,360	\$ 2,739,292	\$ 11,863,840	\$ 9,142,930	\$ 2,720,910	\$ (145,812)	\$ (127,430)	\$ (18,382)	\$ 23,848,895	\$ 18,363,363	\$ 5,485,531	50%	50%	50%
NON-OPERATING REV															
Federal Funds	\$ -	\$ -	\$ -	\$ 278,232	\$ -	\$ 278,232	\$ (278,232)	\$ -	\$ (278,232)	\$ 556,469	\$ -	\$ 556,469			
State Funds	\$ 8,589,296	\$ 6,692,358	\$ 1,896,938	\$ 7,105,720	\$ 6,594,089	\$ 511,631	\$ 1,483,576	\$ 98,269	\$ 1,385,307	\$ 14,298,522	\$ 13,273,346	\$ 1,025,176	60%	50%	185%
Local Funds	\$ 195,294	\$ 195,294	\$ -	\$ 1,238,944	\$ 281,506	\$ 957,438	\$ (1,043,650)	\$ (86,212)	\$ (957,438)	\$ 2,477,894	\$ 563,014	\$ 1,914,880	8%	35%	
Inter-Operator Agreements	\$ -	\$ -	\$ -	\$ 1,401,024	\$ 1,401,024	\$ -	\$ (1,401,024)	\$ (1,401,024)	\$ -	\$ 2,802,048	\$ 2,802,048	\$ -			
Interest & Other Misc Income	\$ 3,925	\$ 3,571	\$ 354	\$ 2,496	\$ 1,998	\$ 498	\$ 1,429	\$ 1,573	\$ (144)	\$ 5,002	\$ 4,002	\$ 1,000	78%	89%	35%
<i>Total Non-operating Revenues:</i>	\$ 8,788,515	\$ 6,891,223	\$ 1,897,292	\$ 10,026,416	\$ 8,278,617	\$ 1,747,799	\$ (1,237,901)	\$ (1,387,394)	\$ 149,493	\$ 20,139,935	\$ 16,642,410	\$ 3,497,525	44%	41%	54%
EXCESS REV/(EXP)	\$ (2,018,606)	\$ (1,553,367)	\$ (465,239)	\$ (703,250)	\$ -	\$ (703,250)	\$ (1,315,356)	\$ (1,553,367)	\$ 238,011	\$ (1,450,000)	\$ -	\$ (1,450,000)			

Agenda Item #5b
Eastern Contra Costa Transit Authority
Board of Directors Meeting
January 29, 2020

Staff Report to ECCTA Board of Directors

Meeting Date: January 29, 2020

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

Lead Staff: Maria Korbay, Manager Customer Service & Marketing

Approved: Jeanne Krieg, Chief Executive Officer 

The New Year has provided a wonderful opportunity for Marketing to review our past campaigns as well as future projects. It is going to be an exciting and busy year for the department. We continue to work toward our vision of creating a unified voice for Tri Delta Transit. Listed below are the major items my department is researching, working on, and developing.

Current Community Events

Marketing 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:

- Field trip visit from Revitalize Day Program in Pittsburg, January
- Presentation at the Pittsburg Senior Center, January
- Presentation for Overcoming Transportation Barriers, CC Behavioral Health, January
- Field trip visit from Sierra School, February

BOGO

511CC has renewed their popular two-for-one 20 Ride pass offer. This is an opportunity to increase ridership on our fixed route bus service. Although this has been an ongoing promotion, we have created a 3-part campaign to reignite interest. Marketing first completed a bulk mailing to previous BOGO recipients, we then launched a social media campaign to encourage new participation, and the next step will be to send an electronic newsletter to subscribers as well as our community partner Brentwood Press to be included in their e-mailer. We have already seen a steady increase in applications.

Mobile Ticketing and ELERTS

Technology is fast moving and Tri Delta Transit has kept on pace, adopting applications that

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Board of Directors Meeting
January 29, 2020*

help passengers efficiently use our service. Currently we offer a mobile ticketing application which provides passengers with a convenient option for purchasing tickets and passes. Another application, Tri Delta Watch, allows passengers to report any suspicious behavior they witness on the bus. Both applications have the goal of making a ride easier, but having two applications can be tricky. As of January 1st the reporting option is now available on our ticketing app. During this upgrade we also updated several layers of verification to guard against ticket fraud.

Website updates

Marketing began the process of identifying key areas for improvement on our website. Tri Delta Transit continues to use technology to improve service by leaps and bounds, it is now time that our website reflect this emerging technology. The goal is to create a space that is easy to navigate and will be a widely used resource for planning travel in Eastern Contra Costa County. We are in the process of doing extensive market research. Our next step will be to identify what our staff needs from our website. We look forward to reporting our findings and moving to the next steps of producing a site we can be proud of.

Mobility on Demand

We have been working with our partners UBER, Lyft, and United Transportation to finalize our continued partnership with this amazing program. Due to recent changes in NTD reporting we are working to update the messaging regarding this service. Our goal is to streamline information; empowering passengers with the ability to make the right choice for them.

Tri MyRide

Tri MyRide had an exciting month. Bob Butler from KCBS aired a piece on this innovative service, Saturday 01/04/2020. Passengers he interviewed spoke highly of the service and were excited to know we would be continuing beyond the pilot. Feedback from our pilot was consistent and we have a strong plan to enact the changes requested. Although our current application is not meeting needs of clients, we have opted to continue with the service until we get our final application in place, this ensures passengers have a smooth transition rather than having a break in service.

Upcoming Events/Promotions:

With an eye on the future, here are a few events we are already working on for 2020:

- **Driver Appreciation Day, March (date TBD)**
This year we plan to make it bigger and better than ever as we let the community participate and share stories about their favorite bus operators.
- **Shred-It event , April 30th**
After last year's success we have decided to open this event up to the community, allowing them to shred documents from 9am-1pm for free.

TAB 2

Agenda Item #6a
CEO's REPORT

Board of Directors Meeting

Wednesday January 29, 2020

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Chief Executive Officer's Report

January 2020



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

- We welcomed new board member Sue Higgins from Oakley to the Tri Delta Transit Board of Directors.
- Service on Tri Delta Transit's Microtransit demonstration project – Tri MyRide – continues to be very successful.
- Paratransit applications are now available in Spanish on Tri Delta Transit's website.
- Two of the more interesting field trips this month:
 - Revitalize Day Program
 - K9 police officers from various departments training on our buses
- Several RFPs have been published:
 - Audit services
 - Microtransit services (Tri MyRide)
 - Advertising sales
 - System redesign
 - Bus shelters
- PGandE changed our rate so we should see a reduction in costs (A10 to B10)
- We will host a Shred-It event on April 30th from 9am – 1pm.
- KCBS radio featured a story about Tri Delta Transit's Tri MyRide service.
- UC Berkeley's PATH program applied for CalTrans funding for phase III of the IDTO project.
- We participated in a pilot micro-purchasing program being developed for government agencies.
- ECCTA received a DBE Concur letter from the Department of Transportation.
- Tri Delta Transit passed the annual CHP audit.
- A function to report problems that require police intervention has been added to Tri Delta Transit's website. This compliments the TriDeltaWatch app that allows individuals to discreetly report problems they observe on a bus or at a stop.
- Staff is working on renewing our Green Business certification.
- BART is planning to change train schedules in February.
- Transportation Development Act reformation is progressing. At the request of Senator Beall and Assemblyman Frazier, a task force of California Transit Association members is developing a legislative recommendation for reforms that address performance requirements.
- Changes to the Buy America law that would modify the domestic content calculation for components is being discussed by the House Transportation and Infrastructure Committee in Washington DC.

Agenda Item #6a

*Eastern Contra Costa Transit Authority
Board of Directors Meeting
January 29, 2020*

TAB 3

Agenda Item #7a
DISCUSSION ITEM: 2020 Census

Board of Directors Meeting

Wednesday January 29, 2020

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: January 29, 2020

Agenda Item: 2020 Census -- Agenda Item #7a

Lead Staff: Jeanne Krieg, Chief Executive Officer 

Background

Director Diane Burgis requested that a discussion item for the 2020 Census be added to the agenda for the January 2020 meeting of the ECCTA Board of Directors.

Once a decade, America comes together to count every resident in the United States. The decennial census was first taken in 1790, as mandated by the Constitution. It counts our population and households, providing the basis for reapportioning congressional seats, redistricting, and distributing more than \$675 billion in federal funds annually to support states, counties and communities' vital programs — impacting housing, education, transportation, employment, health care and public policy.

Federal funds, grants and support to states, counties and communities are based on population totals and breakdowns by sex, age, race and other factors. Communities benefit the most when the census counts everyone. Census data is used in many ways, such as:

- **Residents** use the census to support community initiatives involving legislation, quality-of-life and consumer advocacy.
- **Businesses** use Census Bureau data to decide where to build factories, offices and stores, and these create jobs.
- **Local government** officials use the census to ensure public safety and plan new schools and hospitals.
- **Real estate developers and city planners** use the census to plan new homes and improve neighborhoods.

Attached to this memo are two documents from the United States Census Bureau:

- 2020 Census at a Glance
- The 2020 Census and Confidentiality

Agenda Item #7a
*Eastern Contra Costa Transit Authority
Board of Directors Meeting
January 29, 2020*

2020 Census at a Glance

The census is much more than just a head count. It provides a picture of our nation that helps determine where to build new schools, hospitals, and businesses; how federal funding is distributed; and how congressional seats are apportioned. It also helps us see how our communities have changed over time. That's why an accurate count is so important.

UNDERSTANDING THE CENSUS

Once every decade, the federal government conducts a census of the entire population to count everyone in the United States and record basic information about them. Our nation's founders believed this data was so important that they mandated the decennial census in the Constitution.



Easy and Convenient

In 2020, for the first time ever, the U.S. Census Bureau will accept responses online, but you can still respond by phone or mail if you prefer.



Confidential and Secure

Strict federal law protects your census responses. It is against the law for any Census Bureau employee to disclose or publish any census information that identifies an individual or business. Census Bureau employees take a lifelong pledge of confidentiality to handle data responsibly and keep respondents' information private. The penalty for wrongful disclosure is a fine of up to \$250,000 or imprisonment for up to 5 years, or both. No law enforcement agency (not the DHS, ICE, FBI, or CIA) can access or use your personal information at any time. Data collected can only be used for statistical purposes that help inform important decisions, including how much federal funding your community receives.

The Census Bureau will never ask for your Social Security number, bank or credit card account numbers, money or donations, or anything on behalf of a political party.

The Census Bureau has a robust cybersecurity program that incorporates industry best practices and federal security standards for encrypting data.

To make sure you and your community are counted, learn more about the 2020 Census by visiting 2020census.gov.

KEY MILESTONES FOR THE 2020 CENSUS

- **September 2018**—The Census Bureau's recruitment Web site went live. **2020census.gov/jobs**. For each decennial census, the Census Bureau begins recruiting thousands of paid census takers to help ensure a complete and accurate count. Interested applicants can visit the Web site to apply for a variety of jobs beginning in 2019 and through summer 2020.
- **April 2019**—The 2020 Census Web site goes live: **2020census.gov**. This site will be available in multiple languages and will provide downloadable materials, answers to frequently asked questions, and more information about how individuals and organizations can help spread the word about the 2020 Census.
- **August 2019**—New Statistics in Schools classroom activities are available online: **census.gov/schools**. The Statistics in Schools program provides resources for teaching and learning with real-life data.
- **January 2020**—The first enumeration of the 2020 Census takes place in Toksook Bay, Alaska. Local census takers must get a head start while the frozen ground allows easier access to remote areas with unique accessibility challenges.
- **March 2020**—The public can begin responding to the 2020 Census online at **2020census.gov**. Replying by mail or phone will also be an option.
- **April 2020**—Every 10 years, we observe Census Day on April 1.
- **June 2020 through July 2020**—Census takers go door to door to count people who have not responded to the 2020 Census. Census takers are Census Bureau employees and will provide proof that they are official government personnel.
- **December 31, 2020**—By this date, as required by law, the Census Bureau reports to the President of the United States the population count and the apportionment of seats in the U.S. House of Representatives to each state.
- **2021**—Initial 2020 Census data are made available to the public on **census.gov**.

The 2020 Census and Confidentiality

Your responses to the 2020 Census are safe, secure, and protected by federal law. Your answers can only be used to produce statistics—they cannot be used against you in any way. By law, all responses to U.S. Census Bureau household and business surveys are kept completely confidential.

Respond to the 2020 Census to shape the future.

Responding to the census helps communities get the funding they need and helps businesses make data-driven decisions that grow the economy. Census data impact our daily lives, informing important decisions about funding for services and infrastructure in your community, including health care, senior centers, jobs, political representation, roads, schools, and businesses. More than \$675 billion in federal funding flows back to states and local communities each year based on census data.



Your census responses are safe and secure.

The Census Bureau is required by law to protect any personal information we collect and keep it strictly confidential. The Census Bureau can only use your answers to produce statistics. In fact, every Census Bureau employee takes an oath to protect your personal information for life. Your answers cannot be used for law enforcement purposes or to determine your personal eligibility for government benefits.

By law, your responses cannot be used against you.

By law, your census responses cannot be used against you by any government agency or court in any way—not by the Federal Bureau of Investigation (FBI), not by the Central Intelligence Agency (CIA), not by the Department of Homeland Security (DHS), and not by U.S. Immigration and Customs Enforcement (ICE). The law requires the Census Bureau to keep your information confidential and use your responses only to produce statistics.



The law is clear—no personal information can be shared.

Under Title 13 of the U.S. Code, the Census Bureau cannot release any identifiable information about individuals, households, or businesses, even to law enforcement agencies.

The law states that the information collected may only be used for statistical purposes and no other purpose.

To support historical research, Title 44 of the U.S. Code allows the National Archives and Records Administration to release census records only after 72 years.

All Census Bureau staff take a lifetime oath to protect your personal information, and any violation comes with a penalty of up to \$250,000 and/or up to 5 years in prison.

2020CENSUS.GOV

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There are no exceptions.

The law requires the Census Bureau to keep everyone's information confidential. By law, your responses cannot be used against you by any government agency or court in any way. The Census Bureau will not share an individual's responses with immigration enforcement agencies, law enforcement agencies, or allow that information to be used to determine eligibility for government benefits. Title 13 makes it very clear that the data we collect can only be used for statistical purposes—we cannot allow it to be used for anything else, including law enforcement.

It's your choice: you can respond securely online, by mail, or by phone.

You will have the option of responding online, by mail, or by phone. Households that don't respond in one of these ways will be visited by a census taker to collect the information in person. Regardless of how you respond, your personal information is protected by law.

Your online responses are safe from hacking and other cyberthreats.

The Census Bureau takes strong precautions to keep online responses secure. All data submitted online are encrypted to protect personal privacy, and our cybersecurity program meets the highest and most recent standards for protecting personal information. Once the data are received, they are no longer online. From the moment the Census Bureau collects responses, our focus and legal obligation is to keep them safe.

We are committed to confidentiality.

At the U.S. Census Bureau, we are absolutely committed to keeping your responses confidential. This commitment means it is safe to provide your answers and know that they will only be used to paint a statistical portrait of our nation and communities.

Learn more about the Census Bureau's data protection and privacy program at www.census.gov/privacy.



Laws protecting personal census information have withstood challenges.

In 1982, the U.S. Supreme Court confirmed that even addresses are confidential and cannot be disclosed through legal discovery or the Freedom of Information Act (FOIA). In 2010, the U.S. Justice Department determined that the Patriot Act does not override the law that protects the confidentiality of individual census responses. No court of law can subpoena census responses.

TAB 4

Agenda Item #7b
ACTION ITEM: Transit Study Mission

Board of Directors Meeting

Wednesday January 29, 2020

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: January 29, 2020

Agenda Item: Transit Study Mission
Agenda Item #7b

Lead Staff: Jeanne Krieg, Chief Executive Officer



Background

Since 2000, as part of their International Program, the American Public Transportation Association (APTA) periodically organizes a study mission to travel to other countries to learn how topics of current interest are approached by other countries and cultures with the goal to bring back ideas that can be applied in the United States. Study topics have ranged from finance, fare collection, safety, infrastructure development, operations, and maintenance.

APTA invites a select group of members to take part in the study missions and has invited me to participate in the 2020 study mission focusing on electric buses. The study mission is designed to give participants an opportunity to explore strategies in three countries that are on the cutting edge of public transportation innovations. The participants in the mission will meet in Amsterdam on June 21, 2020, travel to Cologne, and conclude their program in Paris on June 27, 2020.

Thirty individuals are selected to participate. I was invited because of our agency's active participation in electrifying our fleet, my participation in the industry as well as my work on the APTA Executive Committee, the Small Operations Committee, the Awards Committee, and the Legislative Committee.

The Study Mission

This study mission will be a unique learning opportunity that promotes information-sharing and education for participating members. The focus will be:

- How to approach transitioning from small-scale pilots to a large electric bus fleet;
- What is required in terms of organizational management, operations, maintenance, training, route structures, depot design, the charging infrastructure, the relationship with utilities, funding and financing models and;

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Board of Directors Meeting
January 29, 2020*

- The latest operating concepts and technological developments in electric vehicle technology, including batteries and alternative options such as hydrogen fuel cells.

The study mission will consist of guided site visits, in-depth stakeholder round tables with top executives, and several debriefing sessions. When the study mission is complete, participants will publish a report that will be distributed throughout the industry, to funders, and to regulators. The cost of the study mission will be \$6,500 per person, which includes local and intercity transportation in and between cities, hotel accommodations with breakfast and most other meals. There is adequate funding in the budget to cover this expense.

Requested Action

Authorize the CEO to participate in the 2020 APTA International Study Mission to study bus electrification.

TAB 5

Agenda Item #7c

ACTION ITEM: Board Member Conference Request

Board of Directors Meeting

Wednesday January 29, 2020

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: January 29, 2020

Agenda Item: Board Member Conference Request
Agenda Item #7c

Lead Staff: Jeanne Krieg, Chief Executive Officer 

Background

Current policy, adopted by the Board of Directors in 2012, allows each member of the ECCTA Board of Directors to travel to two conferences within a fiscal year. Additional travel must be approved by the Board of Directors.

The policy further limits attendance of the APTA Legislative Conference to the Chair and/or the Vice-Chair.

Request

Board Chair Robert Taylor is requesting authorization to attend the APTA Legislative Conference March 15-17, 2020 in Washington DC. To date, in FY2019-20, he attended the APTA Board Members Seminar and the APTA Annual Conference.

Requested Action

Authorize Chair Robert Taylor to attend the 2020 APTA Legislative Conference in Washington DC March 15-17, 2020.

TAB 6

Agenda Item #7d

ACTION ITEM: Maintenance Department Benefits and Holidays

Board of Directors Meeting

Wednesday January 29, 2020

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: January 29, 2020

Agenda Item: Maintenance Department Benefits and Holidays
Agenda Item #7d

Lead Staff: Jeanne Krieg, Chief Executive Officer



Background

On March 1, 2000, the maintenance portion of ECCTA's contract with Laidlaw Transit Services, Inc. (the predecessor to the current contractor, First Transit) was brought in-house. This decision has served the agency well over the past 20 years. Prior to bringing the maintenance function in-house, there was a disturbing trend of deferred maintenance, questionable preventative maintenance decisions, and an overall approach to maintenance standards that was not in line with agency goals.

When the decision was made to discontinue contracted maintenance, a plan was developed that allowed the agency to evaluate costs associated with having new agency employees. The plan was to start the new department at a different level of benefits than that of the existing administrative employees. Over the years, adjustments have been made to the retirement plan, medical benefits, and holidays bringing the employees closer to the level of benefits and holidays earned by the administrative department employees. One last step for the maintenance department employees would make all employees equal: add three holidays (Martin Luther King Day, Veterans Day, and Christmas Eve) and increase the premium for dependants from 80% to 100%.

Considerations

1. The three holidays that are proposed to be added are service holidays so there are very few buses on the road. The cost to the agency is \$16,500/year.
2. The increase in agency-paid premiums would cost the agency \$40,800/year.
3. The maintenance department employees deserve to receive benefits equal to the administrative employees.

Requested Action

Adjust the holiday and medical/dental/vision benefits for the maintenance department employees to be the same as the administrative department employees.

Agenda Item #7d
*Eastern Contra Costa Transit Authority
Board of Directors Meeting
January 29, 2020*

TAB 7

Agenda Item #7e

ACTION ITEM: Web Based Data Management System Modules

Resolution 200129A

Board of Directors Meeting

Wednesday January 29, 2020

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: January 29, 2020

Agenda Item: Web Based Data Management System Module
Agenda Item #7e

Lead Staff: Steve Ponte, Chief Operating Officer

Approved: Jeanne Krieg, Chief Executive Officer 

Background

ECCTA has many different software programs used for monitoring and analyzing the paratransit and fixed route services. These programs include:

- QuickBooks for accounting
- TransTrack for customer comments
- Trapeze for paratransit scheduling and dispatching
- Pheonix/PetroVend for maintenance fueling and mileage
- Zonar for vehicle defect information

ECCTA owns the TransTrack system as well as several modules that allow staff to use the data from the various software programs to analyze trends and create reports. Staff desires to add one last module that uses vehicle location information from our AVL system (Automatic Vehicle Location) as well as passenger counting data from our APC system (Automatic Passenger Counting).

This module will allow TransTrack to automatically upload total revenue miles, total non-revenue miles, passenger counts by route and day. This information will be used to create reports for the ECCTA Board of Directors as well as for the FTA and MTC. The cost associated with the requested module is \$39,100. The funding for this module was included in the budget and programmed using FTA 5307 funds.

Requested Action

Adopt Resolution #200129A authorizing the CEO to enter into an agreement with TransTrack systems to install and maintain the software module that will gather information from AVL/APC software packages into one report for an amount not to exceed \$39,100.



TRI DELTA TRANSIT

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

RESOLUTION #200129A Web Based Data Management System Module

Resolution #200129A authorizes a sole source procurement adding one module to ECCTA's TransTrak information system

WHEREAS, EASTERN CONTRA COSTA TRANSIT AUTHORITY (ECCTA) currently accepts federal funds; and

WHEREAS, ECCTA desires to have the ability to compile, combine, and report information; and

WHEREAS, reporting standards are required for both federal and state agencies; and

WHEREAS, the procurement of the module complies with ECCTA's procurement policy.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #200129A authorizing the CEO to enter into an agreement with TransTrack to install and maintain a module to the current TransTrack web based data management system for an amount not to exceed \$39,100.

PASSED AND ADOPTED THIS 29th day of January 2020, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Robert Taylor, Chair

Jeanne Krieg, CEO

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