



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 March 25, 2020

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Available online: www.trideltatransit.com

On March 12, 2020, in response to the increasing threat posed by the Coronavirus, California Governor Newsom issued Executive Order N-25-20 which suspends meeting requirements of the Brown Act and Bagley-Keene Act.

The order authorizes state and local bodies to hold public meetings by teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to attend and to address the local or state agencies.

The Governor further ordered that “all requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived.”

Members of the Board of Directors or members of the public can attend the meeting from a phone:

1. Call 1-786- 535-3211
2. Enter code 917-388-581#
3. When prompted for an audio ID code, enter #

- Public comments can be submitted via e-mail to CEO@trideltatransit.org. Comments received one hour prior to the meeting will be distributed to the members of the Board of Directors and summarized in the minutes.
- Please be advised, per Executive Order N-25-20, seating will be significantly limited in the ECCTA Boardroom.



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Board of Directors Meeting Agenda

Wednesday March 25, 2020

4:00pm

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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 February 26, 2020
- 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 March 25, 2020**

7. ACTION and DISCUSSION ITEMS

a. ACTION ITEM: Microtransit Technology Provider

(see attachment: tab #3)

Requested Action: Adopt Resolution #200325A authorizing the CEO to execute and enter into a two year contract, with three one-year options, for the provision and support of microtransit services with Via for an amount not to exceed \$80,608 which includes a 10% contingency, with an additional cost of \$6,300 per additional vehicle over four vehicles during year one and \$6,420 per additional vehicle over four vehicles during year two.

b. ACTION ITEM: Bus Stop Shelters and Amenities

(see attachment: tab #4)

Requested Action: Adopt Resolution #200325B authorizing the CEO to execute and enter into a contract for the design, assembly, and delivery of bus stop shelters and amenities with Tolar Manufacturing Company, Inc. for an amount not to exceed \$103,950 which includes a 10% contingency.

c. ACTION ITEM: Audit Services

(see attachment: tab #5)

Requested Action: Adopt Resolution #200325C authorizing the CEO to execute and enter into a five year contract, with two one-year options, for the annual auditing of ECCTA's financial statements with Brown Armstrong Accountancy Corporation for an amount not to exceed \$163,570 which includes a 10% contingency.

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: April 22, 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 March 25, 2020

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

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

MINUTES

February 26, 2020

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 4:00 P.M.

ROLL CALL / CALL TO ORDER

PRESENT: Diane Burgis (Contra Costa County); Merl Craft (Pittsburg); Federal Glover* (Contra Costa County); Ken Gray (Member-at-Large); Barbara Guise (Brentwood); Sue Higgins (Oakley); Kevin Romick (Oakley); Lamar Thorpe (Antioch); Monica Wilson (Antioch); Shanelle Scales-Preston (Pittsburg/Vice Chair); and Robert Taylor (Brentwood/Chair)

*Arrived after Roll Call

ABSENT: None

STAFF: Jeanne Krieg, Chief Executive Officer (CEO)
Steve Ponte, Chief Operating Officer (COO)
Ben Stock, Legal Counsel
Tania Babcock, Executive Assistant
Joe Chappelle, Manager of Administrative Services
Ashley Faumuina, Customer Service
Maureen Gonzales, Controller

OTHERS

PRESENT: Oliver Berman, Vector Media
Michael Daugelli, Board Alternate
Ben Ellis, Vector Media
Susan Hinson, First Transit
Vincent Manuel, Supervisor Glover's Office
Gary Mitchell, First Transit

PUBLIC COMMENT

There were no comments from the public.

PLEDGE OF ALLEGIANCE

Chair Taylor led the Pledge of Allegiance.

CHAIR'S REPORT

Chair Taylor identified an emergency agenda item that had come to the attention of staff after the posting of the agenda given that 511 Contra Costa had presented a contract to staff this date for the 2020 Summer Youth Pass. The timing required that ECCTA proceed with the agreement immediately as opposed to waiting until the March 25, 2020 Board meeting.

On motion by Director Guise, seconded by Director Craft, ECCTA Boardmembers added the 2020 Summer Youth Pass to the agenda as Action and Discussion Item F, carried by the following vote:

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

CONSENT CALENDAR

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

- A. Minutes of the Board of Directors meeting of January 29, 2020
- B. Financial Report
- C. Marketing and Customer Service Activities Report

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

CHIEF EXECUTIVE OFFICER'S REPORT

- A. Operations Report

Chief Executive Officer (CEO) Jeanne Krieg reported that the application for a grant to fund WiFi on all Tri Delta Transit buses had been approved and the timing of the project would depend on the Metropolitan Transportation Commission (MTC). She added that staff was in the process of applying for a LoNo grant for Zero Emission Buses to fund two hydrogen buses and a fueling station to be able to introduce hydrogen to the Tri Delta Transit fleet.

Ms. Krieg advised that 511 Contra Costa had this morning agreed to once again fund free 20-ride bus passes for students in eastern Contra Costa County; each household could receive up to three passes, one pass per student and applications would be open from March 2 through March 31.

Ms. Krieg stated that staff had been working with a group known as One Day at a Time (ODAT), on various issues facing youth in East County to develop items for transportation for use in various community outreach activities, and had been working with Tasha, the Manager of Antioch's Youth Network Services program.

Ms. Krieg also reported that Tri Delta Transit property in Oakley and Antioch, the future Park & Ride lots, would be roto-tilled this week; ridership on BART-funded early morning express bus service was holding steady at 25-35 passengers a day; the Oakley Park and Ride lot project was progressing pending City of Oakley approval; and the software program that controlled when the electric buses were charging was still partially installed, would save \$20,000 a year at PG&E's current rate structure, and Tri Delta Transit's share of the LCFS (low-carbon fuel standard) credit would be around \$12,000 a year.

Ms. Krieg added that negotiations continued with County Connection to start a program for regional paratransit trips, which cost Tri Delta Transit \$14,000 each month whereas the proposed cost for the regional trips ranged from \$9,000 to \$6,000 from two different providers. The next steps would develop a fare structure, agree on a provider, and obtain approval from both ECCTA and County Connection Board of Directors.

In addition, Ms. Krieg reported that the Mobility on Demand program was going well, which program offered senior and disabled passengers the option to take Uber, Lyft, or United Taxi instead of traditional paratransit. Customers paid \$4 instead of \$2.75 but had greater flexibility. Regular paratransit cost \$33.22 per passenger while Mobility on Demand cost \$14.97 per passenger trip. Some cost difference was due to the fact that Tri Delta Transit drivers were paid for every minute they were on the street whether transporting a passenger or not while the Mobility on Demand charges were only when a customer was being transported. She added that Tri Delta Transit had recently applied for a federal grant to partially fund the program and had just learned of a \$95,000 award in 5310 money.

Ms. Krieg commented that a few years ago, staff had promoted Augustine, a fueler washer to a planner position, and had promoted that individual again 18 months ago to Manager of Planning and Grants. He had been doing a great job, had gotten two grant wins, and great things were expected of him in the future.

In other matters, Ms. Krieg reported that fixed route ridership continued to be disappointing, was a country-wide concern, and actual ridership was down three percent. Tri Delta Transit had conducted the annual puppy class training where a group of service dog trainers taught the puppies how to take public transportation.

Ms. Krieg also reported that there had been a steak BBQ for maintenance staff yesterday as a thank you for making sure the annual CHP audit had been clean; a number of Requests for Proposals (RFPs) were being pursued, among them the First Transit contract that would expire on June 30 where the first two-year option was being exercised; some maintenance needed by the facility would be going out to bid to repave a portion of the bus lot; and staff was working with Los Medanos College (LMC) to get bus service to the new Brentwood campus that would be opening in fall 2020.

Ms. Krieg reminded the Board of the Shred It event scheduled for April 30 and encouraged those interested to bring any documents for shredding to the office between 9:00 A.M. and 1:00 P.M.

Director Burgis asked if there would be a bus line between the Pittsburg and Brentwood LMC campuses and Ms. Krieg noted that would not be done at this time, although meetings continued and that could be discussed in the future.

B. Update of Fuel Futures Program

Chief Operating Officer (COO) Steve Ponte reported that there had been historic lows in the cost of fuel futures and the program had been expanded from one year to two years. Currently ECCTA had over a million gallons of fuel and for every penny that fuel went up ECCTA made \$10,000 and currently had enough fuel purchases for two years at \$1.50 a gallon.

ACTION AND DISCUSSION ITEMS

A. Title VI Oakley Park and Ride Outreach

Executive Assistant/Civil Rights Officer Tania Babcock reported that part of the Title VI plan assured that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance. As part of ECCTA's Public Participation Plan, she announced two dates: April 6 and 7 when there would be public information meetings in Oakley with respect to the Oakley Park and Ride lot. Information on the Oakley Park and Ride lot would be available on social media, the website, on the buses, and elsewhere to speak to residents to learn of any concerns related to the construction of the Park and Ride lot. A Title VI analysis would be submitted to the Board within the next couple of months.

When asked, Mr. Ponte explained that the Oakley Park and Ride lot would include 180 parking spaces.

B. Title VI Major Service Change Policy/Disparate Impact and Disproportionate Burden Policy

Ms. Babcock identified other Title VI policies as the Major Service Change, Disparate Impact and Disproportionate Burden policies to reflect current Federal Transit Administration (FTA) guidelines, where Board approval was required. A report on those policies would also be provided to the Board in the next couple of meetings.

On motion by Director Romick, seconded by Director Craft, ECCTA Boardmembers adopted Resolution 200226A which approves the Title VI Major Service Change Policy and Disparate Impact and Disproportionate Burden Policy, carried by the following vote:

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

C. Bus Exterior Advertising

Ms. Krieg reported that the contract with Lamar Advertising for external advertising space on Tri Delta Transit buses would expire in March and an RFP had been issued for a new three-year contract. There had been two responses from the RFP, and after reviewing the technical and price proposals, Vector Media had been found to offer the highest quality service for the best possible value.

Oliver Berman and Ben Ellis from Vector Media were present to identify the firm which specialized in outdoor advertising, specifically for transit, and which had an office in Concord.

Director Burgis asked if a portion of the advertising space could be used for local advertising, and Ms. Krieg explained that there was reserve space on the back of the buses that had traditionally been used for local advertising.

Mr. Berman expressed a desire to be a good partner and he looked forward to working with Tri Delta Transit.

Chair Taylor verified that the type of advertising involved would be consistent with Tri Delta Transit's advertising policy.

Director Craft verified with staff that most ads would be located below bus windows but advertising that would continue above the windows would only obscure views in, not views out. Even though staff pointed out the security cameras inside the buses, she continued to have safety concerns if the windows were obscured.

On motion by Director Romick, seconded by Director Higgins, ECCTA Boardmembers adopted Resolution 200226B which authorizes the Chief Executive Officer to execute and enter into a three-year contract, with two one-year options, for the use of external advertising space on ECCTA's fixed route and paratransit buses with Vector Media, carried by the following vote:

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

D. System Redesign Consultant

Ms. Krieg reported that transit ridership had shifted, staff was getting ready to build the Oakley Park and Ride lot, LMC/Brentwood was being built, and other changes were involved. Staff had found a grant and had issued an RFP for the evaluation of the current routes and proposed a redesign of the system. The RFP had been advertised with 22 firms, posted on the website, six firms had attended the pre-proposal meeting, and ECCTA had received four bids. After reviewing the technical and price proposals, staff determined that Advanced Mobility Group would be the best fit. She requested the adoption of a resolution to authorize the CEO to enter into a contract with Advanced Mobility Group for an amount not to exceed \$260,000.

In response to Director Romick with respect to the study of moving BART to Brentwood, Ms. Krieg advised that Advanced Mobility Group had been made aware of that study.

Director Burgis asked if an analysis of bus stop locations would also be considered, and Ms. Krieg explained that an analysis of bus stops was critical given Americans with Disabilities Act (ADA) issues and working with the various jurisdictions with respect to bus stop locations.

On motion by Director Craft, seconded by Director Burgis, ECCTA Boardmembers adopted Resolution 200226C which authorizes the Chief Executive Officer to execute and enter into a contract for the evaluation of ECCTA's bus routes and redesign of its system with Advanced Mobility Group for an amount not to exceed \$260,000, which includes a 10 percent contingency, carried by the following vote:

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

E. Microtransit Technology Provider

Ms. Krieg advised that an RFP had been published for the microtransit pilot program (Tri MyRide), there had been ten responses and of those six had been responsive. A protest had been filed by one of the four firms found unresponsive, and because of the timing involved a recommendation would have to be brought back to the Board next month. As such, no action was requested at this time.

F. 2020 Summer Youth Pass

The emergency item added to the meeting agenda was considered at this time.

On motion by Director Romick, seconded by Director Burgis, ECCTA Boardmembers authorized staff to enter into an agreement with 511 Contra Costa enabling Tri Delta Transit to market the \$60 unlimited-ride 2020 summer pass to passengers aged 5-17 for \$35, carried by the following vote:

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

BOARD OF DIRECTORS COMMENTS

Chair Taylor referred to electric vehicle charging (EVC) stations and recommended that Tri Delta Transit staff attend a specific EVC conference for informational purposes, although Ms. Krieg explained that the conference referenced by the Chair focused on electric cars and not buses. .

ADJOURNMENT

The meeting of the Eastern Contra Costa Transit Authority adjourned at 4:39 P.M. to March 25, 2020 at 4:00 P.M. in the ECCTA Administration Facility, 801 Wilbur Avenue, Antioch, California.

Respectfully submitted,

Anita L. Tucci-Smith

TRI DELTA TRANSIT
Income Statement - Comparison to Annual Budget

As of February 29, 2020
(unaudited)

	YTD Actual				YTD Budget				YTD Variance favorable/(unfavorable)				FY20 Full Year Budget				YTD % of Fiscal Year Budget						
	ECCTA	FR	DR	DR	ECCTA	FR	DR	DR	ECCTA	FR	FR	DR	DR	ECCTA	FR	FR	DR	ECCTA	FR	FR	DR		
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
OPERATING REVENUES																							
Passenger Fares	1,472,393	1,103,515	368,878	368,878	1,342,101	1,085,337	256,764	256,764	130,292	18,178	112,114	112,114	112,114	2,023,959	1,635,953	388,006	388,006	73%	67%	67%	95%	95%	
Other Income	129,183	12,286	116,897	116,897	156,664	56,664	100,000	100,000	(27,481)	(44,378)	16,897	16,897	16,897	235,000	85,000	150,000	150,000	55%	14%	14%	78%	78%	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
	1,601,576	1,115,801	485,775	485,775	1,498,765	1,142,001	356,764	356,764	102,811	(26,200)	129,011	129,011	129,011	2,258,959	1,720,953	538,006	538,006	71%	65%	65%	90%	90%	
<i>Total Operating Revenues:</i>																							
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
OPERATING EXPENSES																							
Purchased Transportation	9,403,632	6,718,662	2,684,970	2,684,970	9,581,085	6,821,561	2,759,524	2,759,524	177,463	102,899	74,554	74,554	74,554	14,371,596	10,232,343	4,139,254	4,139,254	65%	66%	66%	65%	65%	
Materials and Supplies	2,101,694	1,691,330	420,364	420,364	1,862,839	1,545,351	337,488	337,488	(218,865)	(135,979)	(82,876)	(82,876)	(82,876)	2,829,474	2,323,242	506,232	506,232	74%	72%	72%	83%	83%	
Salaries & Benefits	3,000,461	2,650,146	350,315	350,315	2,960,488	2,575,624	384,864	384,864	(39,973)	(74,522)	34,549	34,549	34,549	4,440,736	3,863,440	577,296	577,296	68%	69%	69%	61%	61%	
Services	606,114	491,077	115,037	115,037	601,088	480,872	120,216	120,216	(5,026)	(10,205)	5,179	5,179	5,179	901,639	721,311	180,328	180,328	67%	68%	68%	64%	64%	
Other	211,602	189,013	22,589	22,589	304,656	289,424	15,233	15,233	93,054	100,411	(7,356)	(7,356)	(7,356)	456,985	434,136	22,849	22,849	46%	44%	44%	99%	99%	
Casualty and liability insurance	352,440	317,765	34,675	34,675	431,416	401,216	30,200	30,200	78,976	83,451	(4,475)	(4,475)	(4,475)	647,122	601,823	45,299	45,299	54%	53%	53%	77%	77%	
Utilities	113,384	104,640	8,744	8,744	112,832	107,192	5,640	5,640	(552)	2,552	(3,104)	(3,104)	(3,104)	169,246	160,784	8,462	8,462	67%	65%	65%	103%	103%	
Taxes	15,893	12,738	3,155	3,155	16,177	12,942	3,235	3,235	284	204	80	80	80	21,727	17,382	4,345	4,345	73%	73%	73%	73%	73%	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
	15,805,220	12,165,371	3,639,849	3,639,849	15,890,562	12,234,182	3,656,400	3,656,400	85,362	68,611	16,551	16,551	16,551	23,838,625	18,354,460	5,484,065	5,484,065	66%	66%	66%	66%	66%	
<i>Total Operating Expenses:</i>																							
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
NON-OPERATING REV																							
Federal Funds	-	-	-	-	370,976	-	370,976	370,976	(370,976)	-	-	(370,976)	(370,976)	556,469	-	556,469	556,469	69%	64%	64%	94%	94%	
State Funds	10,827,495	8,511,964	2,315,531	2,315,531	10,497,555	8,846,143	1,651,412	1,651,412	329,940	(334,179)	664,119	664,119	664,119	15,738,153	13,264,443	2,473,710	2,473,710	40%	40%	40%	25%	25%	
Local Funds	996,252	527,753	470,499	470,499	1,651,926	375,342	1,276,584	1,276,584	(653,674)	152,411	(806,086)	(806,086)	(806,086)	2,477,884	563,014	1,914,880	1,914,880	100%	94%	94%	100%	100%	
Inter-Operator Agreements	2,802,043	2,802,043	-	-	1,868,032	1,868,032	-	-	934,011	934,011	-	-	-	2,802,048	2,802,048	-	-	100%	100%	100%	100%	100%	
Interest & Other Misc Income	16,926	6,413	10,513	10,513	3,328	2,664	664	664	13,598	3,749	9,849	9,849	9,849	5,002	4,002	1,000	1,000	338%	160%	160%	1051%	1051%	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
	14,644,716	11,848,173	2,796,543	2,796,543	14,391,817	11,092,181	3,299,636	3,299,636	252,899	755,992	(503,093)	(503,093)	(503,093)	21,579,566	16,633,507	4,946,059	4,946,059	68%	71%	71%	57%	57%	
<i>Total Non-operating Revenues:</i>																							
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
EXCESS REV/(EXP)																							
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
	441,072	798,603	(357,531)	(357,531)	441,072	798,603	-	-	441,072	798,603	(357,531)	(357,531)	(357,531)	-	-	(0)	(0)	-	-	-	-	-	


Agenda Item #5b
 Eastern Contra Costa Transit Authority
 Board of Directors Meeting
 March 25, 2020

Staff Report to ECCTA Board of Directors

Meeting Date: March 25, 2020

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

Lead Staff: Maria Korbay, Manager Customer Service & Marketing

Approved: Jeanne Krieg, Chief Executive Officer 

Marketing has had a busy month of outreach, research, and community education. 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 Sierra School, February
- Visit by Guide Dogs for the Blind, February
- Presentation at Somerset Senior Apartments, February
- Field Trip visit from Working Wonders Day Program, March
- ~~Participation in Bike Path Challenge, Antioch High School, March~~ POSTPONED
- Presentation for Overcoming Transportation Barriers, CC Behavioral Health, March
- Presentation at East County Resource & Networking Meeting, April
- Tabling at Contra Costa County Fair, May
- Tabling for Bike to Work Day, May

Driver Appreciation Day

Transit Driver Appreciation Day is an annual event to celebrate transit drivers across the nation. The date of March 18th was selected to commemorate the first bus line in Paris, 1662. Each year we provide snacks, and a unique Tri Delta Transit bag or other item to commemorate the day. This year we included our passengers in the celebration, we encouraged them to share a “shout-out” via social media, our commendation form, or with a friendly thank you. Our drivers are the face of Tri Delta Transit and this is a wonderful way for staff and the community to show their appreciation for a job well done.

Field Trips

Tri Delta Transit has had a recent surge in visitors. Marketing enjoys hosting field trips, it allows us to educate the public about our services, ensure their questions are answered and meet the unique needs of each group. Our tours include instruction on how to read a bus schedule, board a bus, and pay for their trip. We have also been offering tours to our four legged friends. Service animals need exposure to transit in order to better assist their handler. Recently we have had K-9s from Stockton Unified School District Police Department, Cal Fire Police Department, and UC Berkeley Police Department. These dogs need the experience of searching a bus and we were happy to help. We also had a visit from Guide Dogs for the Blind. The exposure to the movements and sounds of a bus will ensure these dogs are of great assistance.

Coronavirus

With growing concerns regarding the coronavirus and flu season, we wanted to ensure transparent and consistent messaging to our passengers and staff. With a staff of 5 evening bus cleaners, Tri Delta Transit has always worked diligently to ensure the cleanliness of our buses. On March 3rd Marketing provided an informational post on social media:

For the health & safety of our staff & passengers, all Tri Delta Transit buses are cleaned each evening by our maintenance staff. Floors are swept and mopped, and all hard surfaces are disinfected with a hospital-grade cleaner.

In less than 24-hours this post reached over 14,000 people and over 1,500 people liked, commented, or shared. The vast majority of comments were positive, applauding our efforts and thanking our hard working staff. Multiple departments of our agency monitor the growing needs and concerns to ensure staff and passenger safety.

APTA Marketing Conference

The APTA Marketing conference continues to be a great source for inspiration, networking, and collaboration. This year I focused on technological advancements and gaining insight into tools that may help our passengers. With an abundance of apps on the market, knowing which ones have worked for other agencies and how they launched such applications is invaluable. With the expected installation of Wi-Fi on our buses I was also able to tap into the experience of my colleagues in launching and troubleshooting this new offering. Crisis communication was also highlighted during the conference from handling press to the effectiveness of a press release.

Upcoming Events/Promotions:

- **Staff Appreciation Day, April 21st**
We have a wonderful day of appreciation planned for our administrative and maintenance staff to thank them for a job well done.
- **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. We continue to promote this event to encourage community participation.

TAB 2

Agenda Item #6a
CEO's REPORT

Board of Directors Meeting

Wednesday March 25, 2020

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509



Chief Executive Officer's Report

March 2020

Projects

- Emergency repair concrete apron at the bus wash (broken water pipe)
- Hydrogen fueling station
- Hydrogen bus procurement
- System redesign project
- Maintenance software upgrade analysis
- Grant applications submitted: paratransit software, AVL
- Title VI program outreach
- Phase II: UC Berkeley's PATH IDTO project
- Green Business recertification
- Vehicle disposal
- Training for the web-based data management modules
- Mobile Emergency Operations bus construction
- One-seat regional paratransit pilot program
- LCFS credits
- Electric bus charger repair
- Copier and printer lease analysis
- Uber and Lyft contracts
- Transit App implementation

Ridership news

- Fixed route ridership is up 1000 passengers over last month
- Paratransit ridership is up 64% over last year

Grant Applications

- In process:
 - Paratransit software
 - AVL
 - Carl Moyer
 - LowNo
 - LCTOP
- Approved:
 - WiFi
 - Mobility on Demand

Public Health

For the health & safety of our staff & passengers, all Tri Delta Transit buses are cleaned each evening by our maintenance staff. Floors are swept and mopped, and all hard surfaces are disinfected with a hospital-grade cleaner.

Pending

- CCTA planning grant: transit corridor between Hillcrest & Marsh Creek
- Oakley Park & Ride construction
- Clipper: next generation
 - Funding agreement
 - Site visits for hardware placement
 - Ticket vending machine for ECCTA's lobby
- Service to Brentwood LMC campus (August 2020)
- CCTA Accessible Transportation Plan
- Zero emission bus plan implementation
- Partial parking lot reconstruction (facility)
- Facility electric grid upgrade
- Transition from Lamar Advertising to Vector Media for exterior bus advertising
- Antioch BART station parking lot construction
- Transportation Development Act reform
- Tri MyRide vehicle delivery

Services Offered

- Fixed route
- Senior paratransit
- ADA paratransit
- Mobility on Demand
- Tri MyRide
- MedVan

Public Outreach

- Oakley public information meeting April 6 & 7 (MEETING CHANGED TO ONLINE FORMAT)
- Working Wonders facility tour March 10
- Shred-It event April 30 9am – 1pm

News

- Staff is supporting our community and employees as the COVID-19 events occur. Plans change daily.
- Antioch Councilwoman Monica Wilson will be inducted into the Contra Costa women's Hall of Fame. The ceremony has been postponed to August.
- Transit Driver Appreciation Day March 18.
- Long-time First Transit General Manager Susan Hinson will be replaced with Yvette McNeese.
- APTA cancelled the annual Legislative Conference and the CEO Conference.

Financial

The budget is within expectations. The fuel hedge program was negatively affected by the market so we pulled out.

TAB 3

Agenda Item #7a

ACTION ITEM: Microtransit Technology Provider

Resolution 200325A


Board of Directors Meeting

Wednesday March 25, 2020

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: March 25, 2020
Agenda Item: Microtransit Technology Provider – Agenda Item #7a
Lead Staff: Joe Chappelle, Manager of Administrative Services
Approved: Jeanne Krieg, Chief Executive Officer 

Background

ECCTA's microtransit pilot project, known as Tri MyRide, has proven to be very successful, totaling over 20,779 rides since its debut in June 2019. To build on this success, ECCTA developed an RFP for the provision and support of microtransit services over the course of a two year contract, with three one-year extensions.

Process

- November 14, 2019: ECCTA published RFP 2019-003 for the provision and support of microtransit services. The RFP was publically advertised, mailed to 29 firms, and posted on ECCTA's website.
- December 10, 2019: four firms attended a pre-proposal meeting.
- January 31, 2020: ECCTA received six responsive proposals.
- February 18, 2020: ECCTA received one protest from one of the proposers determined by ECCTA to be non-responsive. An investigation was held and the protest was denied.

After reviewing the technical and price proposals, it was determined that Via Mobility, LLC was the highest ranked proposer that offered ECCTA the highest quality service for the best value possible.

Requested Action

Adopt Resolution #200325A authorizing the CEO to execute and enter into a two year contract, with three one-year options, for the provision and support of microtransit services with Via for an amount not to exceed \$80,608 which includes a 10% contingency, with an additional cost of \$6,300 per additional vehicle over four vehicles during year one and \$6,420 per additional vehicle over four vehicles during year two.



TRI DELTA TRANSIT

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

RESOLUTION #200325A

Authorization for Award of Contract for Microtransit Technology Provider

Resolution #200325A authorizes the CEO to execute and enter into a two-year contract, with three one-year options, for the provision and support of microtransit services:

WHEREAS, ECCTA desires to expand its Tri MyRide microtransit service; and

WHEREAS, RFP #2019-003 was advertised and mailed out to 10 firms by ECCTA on November 14, 2020, for a two-year contract, with three one-year options; and

WHEREAS, six responsive proposals were received; and

WHEREAS, Via Mobility, LLC is the recommendation of ECCTA as providing the highest quality service for the best value possible;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #200325A authorizing the CEO to execute and enter into a two-year contract, with three one-year options, for the provision and support of microtransit services with Via Mobility, LLC in an amount not to exceed \$80,608 which includes a 10% contingency, with an additional cost of \$6,300 per additional vehicle over four vehicles during year one and \$6,420 per additional vehicle over four vehicles during year two.

PASSED AND ADOPTED THIS 25th day of March 2020, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Robert Taylor, Chair

Jeanne Krieg, Chief Executive Officer

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

TAB 4

Agenda Item #7b

ACTION ITEM: Bus Stop Shelters and Amenities

Resolution 200325B


Board of Directors Meeting

Wednesday March 25, 2020

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: March 25, 2020
Agenda Item: Bus Stop Shelters and Amenities – Agenda Item #7b
Lead Staff: Joe Chappelle, Manager of Administrative Services
Approved: Jeanne Krieg, Chief Executive Officer 

Background

ECCTA was recently approved for a grant through the SB1 State of Good Repair program. This grant money is meant to be used for the replacement or repair of capital assets. As ECCTA has bus stop shelters that are in need of replacement, ECCTA issued an RFP for design, assembly, and delivery of bus stop shelters and amenities.

Process

- January 7, 2020: ECCTA published RFP 2020-002 for the design, assembly, and delivery of bus stop shelters with amenities. The RFP was publically advertised, mailed to 17 firms, and posted on ECCTA's website.
- January 27, 2020: no firms attended the pre-proposal meeting.
- February 25, 2020: ECCTA received four responsive proposals from:
 - Lacor Streetscape
 - Tolar Manufacturing Company, Inc.
 - Brasco International
 - LNI Custom Manufacturing

After reviewing the technical and price proposals, it was determined that Tolar Manufacturing Company, Inc. was the highest ranked proposer that offered ECCTA the highest quality service for the best value possible.

Requested Action

Adopt Resolution #200325B authorizing the CEO to execute and enter into a contract for the design, assembly, and delivery of bus stop shelters and amenities with Tolar Manufacturing Company, Inc. for an amount not to exceed \$103,950 which includes a 10% contingency.



TRI DELTA TRANSIT

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

RESOLUTION #200325B **Authorization for Award of Contract for** **Bus Stop Shelters and Amenities**

Resolution #200325B authorizes the CEO to execute and enter into a contract for the design, assembly, and delivery of bus stop shelters and amenities with Tolar Manufacturing Company, Inc.

WHEREAS, ECCTA has bus stop shelters in need of replacement; and

WHEREAS, ECCTA was approved for a State of Good Repair grant that would allow for the replacement of bus stop shelters; and

WHEREAS, RFP #2020-002 was advertised and mailed out to 17 firms by ECCTA on January 7, 2020; and

WHEREAS, Tolar Manufacturing Company, Inc. is the recommendation of ECCTA as providing the highest quality service for the best value possible;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #200325B authorizing the CEO to execute and enter into a contract for the design, assembly, and delivery of bus stop shelters and amenities with Tolar Manufacturing Company, Inc. in an amount not to exceed \$103,950, which includes a 10% contingency.

PASSED AND ADOPTED THIS 25th day of March 2020, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Robert Taylor, Chair

Jeanne Krieg, Chief Executive Officer

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

TAB 5

Agenda Item #7c
ACTION ITEM: Audit Services


Resolution 200325C

Board of Directors Meeting

Wednesday March 25, 2020

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: March 25, 2020
Agenda Item: Audit Services – Agenda Item #7c
Lead Staff: Joe Chappelle, Manager of Administrative Services
Approved: Jeanne Krieg, Chief Executive Officer 

Background

As a public agency, ECCTA is required to receive annual audits of its finances. The last one-year option on the current five-year contract, executed on July 1, 2013 is set to expire on July 1, 2020.

Process

- January 15, 2020: ECCTA published RFP 2020-003 for the annual auditing of ECCTA's financial statements. The RFP was publically advertised, mailed to 16 firms, and posted on ECCTA's website.
- February 4, 2020: one firm attended the pre-proposal meeting.
- March 5, 2020: ECCTA received three responsive proposals from:
 - Brown Armstrong Accountancy Corporation
 - Eide Bailly, LLC
 - Maze and Associates

After reviewing the technical and price proposals, it was determined Brown Armstrong was the highest ranked proposer that offered ECCTA the highest quality service for the best value possible.

Requested Action

Adopt Resolution #200325C authorizing the CEO to execute and enter into a five year contract, with two one-year options, for the annual auditing of ECCTA's financial statements with Brown Armstrong Accountancy Corporation for an amount not to exceed \$163,570 which includes a 10% contingency.



TRI DELTA TRANSIT

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Phone 925.754.6622 Fax 925.757.2530

RESOLUTION #200325C **Authorization for Award of Contract for** **Audit Services**

Resolution #200325C authorizes the CEO to execute and enter into a five year contract, with two one-year options, for the annual audit of ECCTA’s finances with Brown Armstrong Accountancy Corporation.

WHEREAS, ECCTA is required to receive annual financial audits; and

WHEREAS, ECCTA’s current financial audit contract is set to expire on July 1, 2020; and

WHEREAS, RFP #2020-003 was advertised and mailed out to 16 firms by ECCTA on January 15, 2020; and

WHEREAS, Brown Armstrong Accountancy Corporation is the recommendation of ECCTA as providing the highest quality service for the best value possible;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #200325C authorizing the CEO to execute and enter into a five year contract, with two one-year options, for the auditing of ECCTA’s finances with Brown Armstrong Accountancy Corporation in an amount not to exceed \$163,570, which includes a 10% contingency.

PASSED AND ADOPTED THIS 25th day of March 2020, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Robert Taylor, Chair

Jeanne Krieg, Chief Executive Officer

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