



# 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 August 26, 2020

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Available online: [www.trideltatransit.com](http://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 laptop or a phone:

Click to join Zoom Meeting

<https://zoom.us/j/99420999810>

Go to: <https://zoom.us/join>, then enter meeting ID: 994 2099 9810. Then click join.

or

Dial by your location

+1 669 900 6833 US

Meeting ID: 994 2099 9810

- Public comments can be submitted via e-mail to [CEO@trideltatransit.org](mailto: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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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 Shanelle Scales-Preston
  - 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 Shanelle Scales-Preston
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 June 24, 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*)
    - i. Public outreach – Clipper Start Program
    - ii. One seat ride demo with County Connection
    - iii. APTA National Transit Recovery Commitment Program

### 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 2020-21

\*\* Vice-chair: FY 2020-21

**Board of Directors Meeting Agenda  
Wednesday August 26, 2020**

**7. ACTION and DISCUSSION ITEMS**

- a. **ACTION ITEM:** Biennial Review -- Conflict of Interest Code Amendment  
(see attachment: tab #3)  
**Requested Action:** Adopt Resolution #200826A authorizing the CEO to amend the list of designated position in ECCTA's Conflict-of-Interest Code.
  
- b. **ACTION ITEM:** Member-at-Large Appointment  
(see attachment: tab #4)  
**Requested Action:** Choose the desired action to fill the Director-at-Large position for the term January 1, 2021 through December 31, 2022.
  
- c. **ACTION ITEM:** Cycle 6 Lifeline Transportation Program  
(see attachment: tab #5)  
**Requested Action:** Adopt Resolution #200826B accepting ECCTA's Cycle 6 LTP project.
  
- d. **ACTION ITEM:** Fleet Maintenance Software  
(see attachment: tab #6)  
**Requested Action:** Adopt Resolution #200826C authorizing the CEO to enter into a contract to purchase TransTrack's fleet maintenance software for an amount not to exceed \$165,275 which includes a 10% contingency and one year maintenance costs.
  
- e. **ACTION ITEM:** Phone System Replacement  
(see attachment: tab #7)  
**Requested Action:** Adopt Resolution #200826D authorizing the CEO to execute and deliver a purchase order to Synectic Technologies via CMAS Contract 03-09-70-1488B for the purchase and installation of a new Avaya phone system for an amount not to exceed \$83,000, which includes a 10% contingency.
  
- f. **ACTION ITEM:** WiFi  
(see attachment: tab #8)  
**Requested Action:** Adopt Resolution #200826E authorizing the CEO to execute and deliver a purchase order to Premier Wireless Solutions via CMAS Contract 3-20-70-3207C for the purchase of 108 WiFi routers and antennas for an amount not to exceed \$362,380 which includes a 10% contingency.

**g. ACTION ITEM: Section 5311 CARES Act Funding.**

*(see attachment: tab #9)*

**Requested Action:** Adopt Resolution #200826F authorizing the application for financial assistance through Section 5311 CARES Act funding.

**h. ACTION ITEM: Bay Area Healthy Transit Plan**

*(see attachment: tab #10)*

**Requested Action:** Adopt Resolution #200826G endorsing the ***Riding Together: Bay Area Healthy Transit Plan*** as a baseline set of measures that Eastern Contra Costa Transit Authority (ECCTA), along with other Bay Area transit agencies, will implement to ensure the health of transit riders and workers during the COVID-19 pandemic.

**i. ACTION ITEM: Short Range Transit Plan**

*(see attachment: tab #11)*

**Requested Action:** Adopt Resolution #200826H approving the final draft of the ECCTA SRTP for FY20-29

**j. ACTION ITEM: CEO Salary Review**

*(see attachment: tab #12)*

**Requested Action:** Discuss the General Council recommendations and take the appropriate actions.

**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: September 23, 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 August 26, 2020

ECCTA Boardroom  
801 Wilbur Avenue, Antioch, CA 94509

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

**MINUTES**

June 24, 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.

Chair Taylor announced that due to public health recommendations related to COVID-19, also known as coronavirus, and consistent with Contra Costa County's Shelter in Place Order as well as the Governor's Executive Order N-29-20, which suspends certain provisions of the Bagley-Keene Open Meeting Act and Brown Act, the Tri Delta Transit Board meeting offered a teleconferenced option for Boardmembers, staff members, and members of the public.

Chair Taylor reported that the meeting was being recorded; Legal Counsel Ben Stock and scribe Anita Tucci-Smith were attending remotely and were on the telephone; those present and those on the telephone whether Boardmembers, staff, or members of the public were identified; and all votes were to be Roll Call votes.

**ROLL CALL / CALL TO ORDER**

**PRESENT IN**

**BOARDROOM:** Robert Taylor (Brentwood/Chair)

**PRESENT BY**

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

\*Arrived after Roll Call

**ABSENT:**

Sue Higgins (Oakley)

**STAFF IN**

**BOARDROOM:** Jeanne Krieg, Chief Executive Officer (CEO)  
Steve Ponte, Chief Operating Officer (COO)  
Joe Chappelle, Manager of Administrative Services

**STAFF BY**

**TELEPHONE:** Ben Stock, Legal Counsel  
Tania Babcock, Executive Assistant

Maria Arce, Chief Communications Officer  
DeAnna Perry, Manager of Accessible Services

**OTHERS PRESENT:**

**BY TELEPHONE:** Yvette McNeese, First Transit  
Gary Mitchell, First Transit

**PUBLIC COMMENT**

There were no comments submitted prior to the meeting by the public.

**PLEDGE OF ALLEGIANCE**

Chair Taylor led the Pledge of Allegiance.

**CHAIR'S REPORT**

There was no Chair's Report.

**CONSENT CALENDAR**

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

- A. Minutes of the Board of Directors meeting of May 27, 2020
- B. Financial Report
- C. Marketing and Customer Service Activities Report

**AYES:** Burgis, Craft, Glover, Gray, Guise, Romick, Scales-Preston, Thorpe, Wilson,  
Taylor

**NOES:** None

**ABSTAIN:** None

**ABSENT:** Higgins

**CHIEF EXECUTIVE OFFICER'S REPORT**

- A. Operations Report

Chief Executive Officer (CEO) Jeanne Krieg reported that the American Public Transportation Association (APTA) Annual Conference and EXPO had been moved from October 2020 to March 2021, and would still be held in Anaheim, California. More information would follow when available.



Ms. Krieg reported that ECCTA had received its first CARES Act funding check, with a second allocation based on need expected in August or September, which would address the lost revenue and expenses incurred due to the COVID-19 pandemic, and that Metropolitan Transportation Commission (MTC) staff had been extraordinarily helpful.

Ms. Krieg also reported that the Federal Transit Administration (FTA) had recently sent 3,000 cotton face masks. Each driver carried a supply of face masks with them and offered them to passengers who did not have one. She noted there had been no issues regarding the requirement that everyone wear a face mask on the bus. She added that staff had moved quickly at the beginning of the pandemic and Tri Delta Transit was fully stocked with masks, gloves, and hand sanitizer for employees who were screened each day at work.

Ms. Krieg advised that the fiscal year would end on June 30, and the year would end slightly under budget. Ridership was beginning to increase, fixed route was close to 50 percent of normal during the week and 75 percent of normal on weekends, and paratransit service was almost 40 percent of normal during the week and 80 percent of normal on the weekends. The runs that had been cut in April would be rescheduled soon which would help with social distancing recommendations. She added that the Maintenance Department had fabricated Plexiglas panel doors to protect the drivers on fixed route buses and shields for the paratransit buses were on order and once installed fares could again be collected. Tri Delta Transit was working with MTC to increase the use of contactless Clipper® cards to reduce the number of touches on the buses.

Tri Delta Transit also continued to work with the Contra Costa County Health & Human Services Department to transport homeless people from shelters to motels. Traffic had slowed considerably from several hundred each week when the service began to two to three this week.

Ms. Krieg advised that there were no reported cases of COVID-19 at Tri Delta Transit.

Ms. Krieg highlighted several of Tri Delta Transit's ongoing projects as the new software app for Tri MyRide which had been implemented on June 15, and which had gone smoothly with positive feedback from customers, and the eight new buses approved in December had been delayed due to the pandemic but were scheduled to be delivered in September 2020. The HVAC project replacing the current 33-year-old system had been completed, and work continued with the City of Oakley for approvals for the Park & Ride lot which would allow a Request for Bid to be published.

Ms. Krieg reported that there had been some personnel changes in that the Controller had resigned which allowed an opportunity to shift some responsibilities and have one less administrative position. The former Manager of Planning and Grants, Agustin Diaz had been promoted to the vacant Chief Financial Officer position, and the Manager of Customer Service & Marketing position had been renamed to Chief Communications Officer to more accurately reflect Maria Arce's responsibilities.

Ms. Krieg stated that she was very proud of Tri Delta Transit staff, the agency had been recertified as a green business, and Tri Delta Transit had been presented with a plaque for its service from the Delta Veterans Group.

Ms. Krieg took this opportunity to thank Chair Bob Taylor for always being supportive and available during these challenging times when quick decisions had to be made. She presented a gift to Chair Taylor in recognition and appreciation of his year as Chair of the ECCTA Board of Directors.

### **ACTION AND DISCUSSION ITEMS**

#### **A. SB1 State of Good Repair Program**

Ms. Krieg stated that SB1, the Road Repair and Accountability Act of 2017, established the State of Good Repair program to fund eligible transit maintenance, rehabilitation and capital project activities to maintain the public transit system in a state of good repair. She recommended the approval of Resolution 200624A to accept ECCTA's fiscal year 2020-21 State of Good Repair Project List.

On motion by Director Guise, seconded by Director Scales-Preston, ECCTA Boardmembers adopted Resolution 200624A authorizing the Chief Executive Officer to submit a request for Schedule Allocation of the SB1 State of Good Repair Funds and to execute the related grant applications, forms, and agreements, carried by the following Roll Call vote:

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

#### **B. Problem Passenger Policy Update**

Ms. Krieg explained that in preparation for her retirement, she was making sure that everything was up-to-date and complete. She stated that the Problem Passenger policy had rarely been used for passengers since it was primarily for the operator as to what to do in any situation. She identified two changes that had been made to change the reference from General Manager (which had been changed in 2001) to *Chief Executive Officer*, and to eliminate the reference to Marketing & Operations Committee (which had stopped meeting in 2003) when its role had been folded into the full Board of Directors.

Ms. Krieg recommended approval of the updated policy.

On motion by Director Romick, seconded by Director Guise, ECCTA Boardmembers adopted the proposed updated Problem Passenger policy, carried by the following Roll Call vote:

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

C. Audit Services Engagement Letter

Ms. Krieg stated that the Board of Directors had approved a contract with a new auditor at the March 25, 2020 meeting with Brown Armstrong Accountancy Corporation. She noted that while an engagement letter had never been submitted by any auditor in the past, Brown Armstrong Accountancy Corporation had submitted an engagement letter for the CEO and Board Chair's signatures. The engagement letter described the audit objectives, procedures, management responsibilities, and fees. She recommended that the CEO and Board Chair be authorized to sign the auditor services engagement letter.

On motion by Director Glover, seconded by Director Guise, ECCTA Boardmembers authorized the CEO and the Board Chair to sign the auditor services engagement letter, carried by the following Roll Call vote:

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

D. July 2020 Board of Directors Meeting

Ms. Krieg reported that there were no agenda items to schedule for a July meeting and she asked that the July 22, 2020 meeting be cancelled.

On motion by Director Burgis, seconded by Director Gray, ECCTA Boardmembers approved staff's request to cancel the Board of Directors meeting scheduled for July 22, 2020, carried by the following Roll Call vote:

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

E. FY 2020-21 ECCTA Board of Directors Officers

Ms. Krieg identified the specific rotation of officers designated by the Joint Exercise of Powers Agreement establishing ECCTA, and reported that a Pittsburg representative was scheduled to be the next Chair and the Member-at-Large to be the next Vice Chair.

Director Craft nominated Pittsburg representative Shanelle Scales-Preston as the Chair of the ECCTA Board of Directors for FY 2020-21. Director Glover seconded the nomination. There were no other nominations and the nominations were closed. **Shanelle Scales-Preston** was elected as the Chair of the ECCTA Board of Directors for FY 2020-21, which carried by the following Roll Call vote:

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

Director Guise nominated Member-at-Large Ken Gray to serve as the Vice Chair of the ECCTA Board of Directors for FY 2020-21. Director Craft seconded the nomination. There were no other nominations and the nominations were closed. **Ken Gray** was elected as the Vice Chair of the ECCTA Board of Directors for FY 2020-21, which carried by the following Roll Call vote:

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

**BOARD OF DIRECTORS COMMENTS**

Director Craft reminded everyone to wear a mask and get a COVID-19 test.

Director Glover urged everyone to sign the 2020 Census.

Director Gray thanked Ms. Krieg for her presentation to the Senior Mobility Action Council on transportation moving forward. He also noted that he would miss former Chair Taylor who was not seeking reappointment.

Director Guise wished everyone a good Fourth of July.

The Board wished Director Gray a Happy Birthday.

Director Scales-Preston thanked everyone for electing her as Chair and agreed that the former Chair would be greatly missed.

Director Thorpe thanked former Chair Taylor for his service. He also expressed his support for Black Lives Matter.

Director Wilson also thanked former Chair Taylor for his service.

Former Chair Taylor commended the ECCTA organization, and urged everyone to wear a mask and to be safe on the Fourth of July.

### **ADJOURNMENT**

The meeting of the Eastern Contra Costa Transit Authority adjourned at 4:31 P.M. to August 26, 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 July 31, 2020  
*(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
<b>OPERATING REVENUES</b>															
Passenger Fares	\$ 70,875	\$ 826	\$ 70,049	\$ 168,667	\$ 136,317	\$ 32,350	\$ (97,792)	\$ (135,491)	\$ 37,699	\$ 2,024,000	\$ 1,635,794	\$ 388,206	4%	0%	18%
Other Income	\$ 13,341	\$ -	\$ 13,341	\$ 25,833	\$ 13,333	\$ 12,500	\$ (12,492)	\$ (13,333)	\$ 841	\$ 310,000	\$ 160,000	\$ 150,000	4%	0%	9%
<b>Total Operating Revenues:</b>	<b>\$ 84,216</b>	<b>\$ 826</b>	<b>\$ 83,390</b>	<b>\$ 194,500</b>	<b>\$ 149,650</b>	<b>\$ 44,850</b>	<b>\$ (110,284)</b>	<b>\$ (148,824)</b>	<b>\$ 38,540</b>	<b>\$ 2,334,000</b>	<b>\$ 1,795,794</b>	<b>\$ 538,206</b>	<b>4%</b>	<b>0%</b>	<b>15%</b>
<b>OPERATING EXPENSES</b>															
Purchased Transportation	\$ 1,153,407	\$ 886,658	\$ 266,749	\$ 1,402,692	\$ 1,005,760	\$ 396,932	\$ 249,285	\$ 119,102	\$ 130,183	\$ 16,832,314	\$ 12,069,127	\$ 4,763,187	7%	7%	6%
Materials and Supplies	\$ 179,736	\$ 118,776	\$ 60,960	\$ 328,658	\$ 269,857	\$ 58,801	\$ 148,922	\$ 151,081	\$ (2,159)	\$ 3,943,911	\$ 3,238,291	\$ 705,620	5%	4%	9%
Salaries & Benefits	\$ 376,084	\$ 341,170	\$ 34,914	\$ 431,272	\$ 375,207	\$ 56,065	\$ 55,188	\$ 34,037	\$ 21,151	\$ 5,175,276	\$ 4,502,490	\$ 672,786	7%	8%	5%
Services	\$ 123,280	\$ 99,695	\$ 23,585	\$ 91,920	\$ 73,536	\$ 18,384	\$ (31,360)	\$ (26,159)	\$ (5,201)	\$ 1,103,048	\$ 882,438	\$ 220,610	11%	11%	11%
Other	\$ 8,288	\$ 6,882	\$ 1,406	\$ 29,145	\$ 27,531	\$ 1,614	\$ 20,857	\$ 20,649	\$ 208	\$ 349,750	\$ 330,379	\$ 19,371	2%	2%	7%
Casualty and liability insurance	\$ 50,187	\$ 45,340	\$ 4,847	\$ 51,536	\$ 47,929	\$ 3,607	\$ 1,349	\$ 2,589	\$ (1,240)	\$ 618,442	\$ 575,151	\$ 43,291	8%	8%	11%
Utilities	\$ 17,456	\$ 16,054	\$ 1,402	\$ 13,015	\$ 12,365	\$ 650	\$ (4,441)	\$ (3,689)	\$ (752)	\$ 156,193	\$ 148,384	\$ 7,809	11%	11%	18%
Taxes	\$ 3,601	\$ 3,094	\$ 507	\$ 1,998	\$ 1,757	\$ 241	\$ (1,603)	\$ (1,337)	\$ (266)	\$ 23,983	\$ 21,088	\$ 2,895	15%	15%	18%
<b>Total Operating Expenses:</b>	<b>\$ 1,912,039</b>	<b>\$ 1,517,669</b>	<b>\$ 394,370</b>	<b>\$ 2,350,236</b>	<b>\$ 1,813,942</b>	<b>\$ 536,294</b>	<b>\$ 438,197</b>	<b>\$ 296,273</b>	<b>\$ 141,924</b>	<b>\$ 28,202,917</b>	<b>\$ 21,767,348</b>	<b>\$ 6,435,569</b>	<b>7%</b>	<b>7%</b>	<b>6%</b>
<b>NON-OPERATING REV</b>															
Federal Funds	\$ -	\$ -	\$ -	\$ 728,167	\$ 434,467	\$ 293,700	\$ (728,167)	\$ (434,467)	\$ (293,700)	\$ 8,738,008	\$ 5,213,606	\$ 3,524,402			
State Funds	\$ -	\$ -	\$ -	\$ 1,202,549	\$ 1,053,158	\$ 149,391	\$ (1,202,549)	\$ (1,053,158)	\$ (149,391)	\$ 14,430,595	\$ 12,637,905	\$ 1,792,690			
Local Funds	\$ -	\$ -	\$ -	\$ 72,048	\$ 23,776	\$ 48,272	\$ (72,048)	\$ (23,776)	\$ (48,272)	\$ 864,584	\$ 285,313	\$ 579,271			
Inter-Operator Agreements	\$ -	\$ -	\$ -	\$ 152,475	\$ 152,475	\$ -	\$ (152,475)	\$ (152,475)	\$ -	\$ 1,829,730	\$ 1,829,730	\$ -			
Interest & Other Misc Income	\$ 33,385	\$ 33,361	\$ 24	\$ 497	\$ 416	\$ 81	\$ 32,888	\$ 32,945	\$ (57)	\$ 6,000	\$ 5,000	\$ 1,000	556%	667%	2%
<b>Total Non-operating Revenues:</b>	<b>\$ 33,385</b>	<b>\$ 33,361</b>	<b>\$ 24</b>	<b>\$ 2,155,736</b>	<b>\$ 1,664,292</b>	<b>\$ 491,444</b>	<b>\$ (2,122,351)</b>	<b>\$ (1,630,931)</b>	<b>\$ (491,420)</b>	<b>\$ 25,868,917</b>	<b>\$ 19,971,554</b>	<b>\$ 5,897,363</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
<b>EXCESS REV/(EXP)</b>	<b>\$ (1,794,438)</b>	<b>\$ (1,483,482)</b>	<b>\$ (310,958)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,794,438)</b>	<b>\$ (1,483,482)</b>	<b>\$ (310,958)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			


Agenda Item #5b  
Eastern Contra Costa Transit Authority  
Board of Directors Meeting  
August 26, 2020

## Staff Report to ECCTA Board of Directors

**Meeting Date:** August 26, 2020

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

**Lead Staff:** Maria Arce, Chief Communications Officer

**Approved:** Jeanne Krieg, Chief Executive Officer 

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Marketing continues to work to inform the public about Tri Delta Transit's services with the goal of providing superior customer service.

### **Coronavirus Response**

Tri Delta Transit staff members closely monitor customer comments, social media posts, and driver feedback to determine how to best address possible concerns about the safety of public transportation. Tri Delta Transit continues to implement updated cleaning procedures, signage regarding mask requirements, capacity monitoring, installation of driver barriers, and hand sanitizers to ensure the safety of passengers and staff.

### **Outreach meetings**

The Transportation Manager from the Regional Center of the East Bay, an advocate for adults with developmental disabilities, conducted a virtual meeting to discuss COVID-19 safety protocols. This meeting provided Tri Delta Transit an opportunity to offer detailed information to local day programs about passenger expectations and safety measures in response to COVID-19. A dozen program managers attended the meeting held in July 2020. The meeting was positive and attendees were pleased to hear about the safety measures Tri Delta Transit has implemented. The group requested a follow-up meeting to continue the discussion about passenger safety.

### **Messaging**

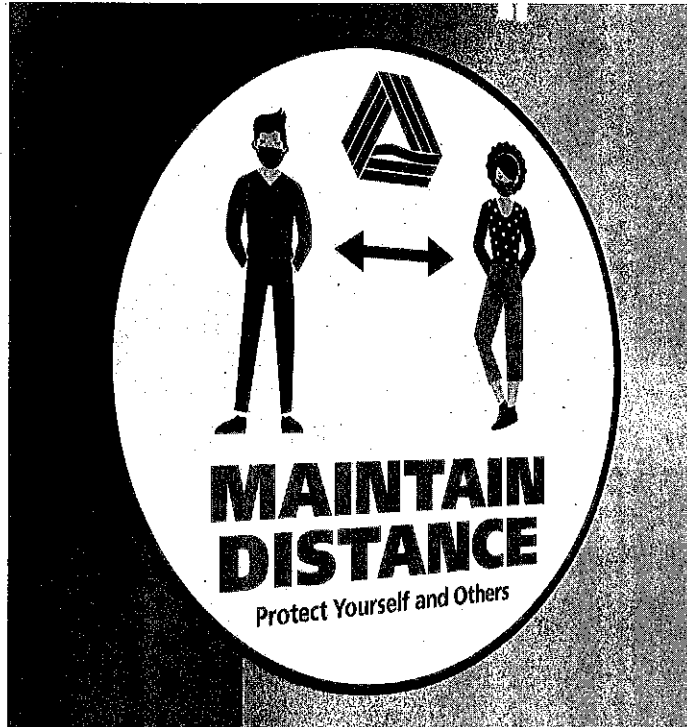
Messaging has been increased to allow for easier access to updates, detours, and schedule changes. Along with social media and alert subscriptions, information is posted on 511.org, shared with community partners, added to our "hold" messaging for incoming calls, and distributed using the application "Transit."

### **Signage**

Signs have been installed on all buses to communicate boarding procedures and requirements. This includes:

**Agenda Item #5c**  
*Eastern Contra Costa Transit Authority  
Board of Directors Meeting  
August 26, 2020*

- Interior and exterior signs stating that masks are required for travel on the bus. In coordination with MTC, car cards were produced with the tag line “I got you covered.” This messaging is consistent with neighboring transit agencies, creating a unified message.
- Interior signs encouraging social distancing.



### **Projects & Events**

The pandemic has required creative solutions to ensure progress on ongoing projects. As passengers return to public transit in east county, they will return to many improvements:

#### **Bus Stops**

Six mini-benches were purchased to provide alternative seating when a traditional bench is not an option. These smaller seats offer two passengers compact seating. Installation of these benches began this month. Additionally, as approved by the Board of Directors in March 2020, an order of thirteen larger shelters was placed with delivery expected in September. Installation will begin in late September.

#### **System Re-Design**

As approved by the Board of Directors in February 2020, Advanced Mobility Group (AMG) is evaluating the current routes with the goal of proposing a redesign of the system. The project will use a combination of data and public input to identify ways to improve Tri Delta Transit’s bus service. Outreach efforts will include online, in-person,



and phone data collection. A survey is being created which will include a gamification element, giving respondents the opportunity to ‘purchase’ transit service improvements with a limited budget focusing them on the service improvements of the greatest value to them.

### **Tri MyRide**

As approved by the Board of Directors in March 2020, Tri Delta Transit works in partnership with VIA to provide the Tri MyRide microtransit application. This application was launched in June 2020. The VIA application replaced the pilot application which was provided by a different vendor.

#### **What has changed from the Tri MyRide pilot application?**

- Real-time bus tracking
- More accurate ETA
- Text-based assistance
- Passenger wait will not exceed 25 minutes
- Call-in option for booking

#### **What has stayed the same as the Tri MyRide pilot application?**

- Service areas
- Operating hours
- Reliable and friendly service

### **Tri MyRide survey**

In July 2020, Tri Delta Transit conducted a survey targeting individuals who are using the new application. The goal was to gather opinions about the changes to the Tri MyRide application and to determine if any additional improvements are necessary.

Since June 2020, 264 passengers have created accounts on the Tri MyRide application. Out of the 264 accounts, 123 passengers responded to our survey. The results were clear: passengers like the application and they report that the process of downloading and booking a ride is easy. Here are some of the responses from the survey:

- *“I like that you are available in the early morning. This makes it much easier to go the Bart station when I need to travel.”*
- *“Since I don’t drive, at 75 I am not longer able to walk the one mile to Bart. I am delighted to have this service available.”*
- *“You have nice employees, drivers. Thank you so much for doing this Tri MyRide.”*
- *“Great idea due to lack of parking options.”*
- *“I absolutely love taking MyRide almost every day. Very convenient to use and the drivers are very friendly.”*

- *"It's awesome and the drivers are great."*

The only suggestions for improvement were to increase availability and service zones.

### **Next Steps**

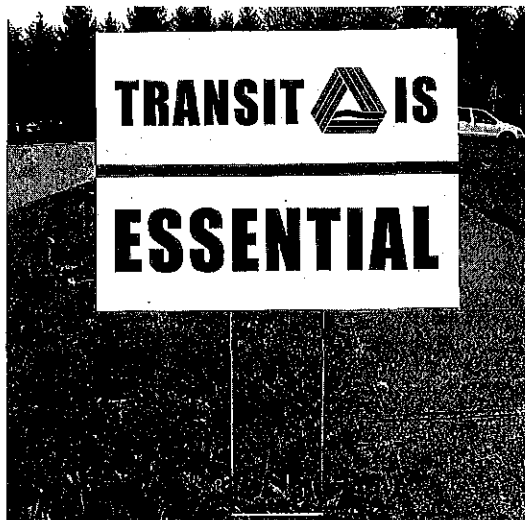
Once system-wide ridership increases, an updated marketing campaign will be launched. The campaign will include:

- New Tri MyRide vehicles
- Updated bus wrap design
- Geo-targeted advertisements
- On-site promotions

### **Essential Workers**

During the unusual times over the past five months, the drivers, maintenance staff, and administrative staff continued to report to work so our passengers can get to their destinations. Our employees are on the frontline and community members have been expressing their appreciation:

- In July 2020, staff from Jim Lanter's State Farm office provided a BBQ lunch to drivers as a way to say thank you for all they do.
- In August 2020, East County NAACP will be providing lunch and dinner to staff.
- Lawn signs and banners were placed around the facility as a way to say thank you to Tri Delta Transit's essential workers.



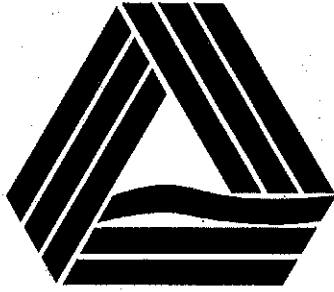
# **TAB 2**

Agenda Item #6a  
CEO's REPORT

## **Board of Directors Meeting**

Wednesday August 26, 2020

ECCTA Boardroom  
801 Wilbur Avenue, Antioch, CA 94509



# Chief Executive Officer's Report

August 2020

## COVID-19

- Shields have been installed on all paratransit and Gillig fixed route buses. The electric bus shields are being fabricated.
- Hand sanitizer dispensers are being installed on all buses.
- Staff is coordinating with neighboring agencies on announcing a return-to-fare date.
- Signs regarding masks and social distancing have been placed on all buses.
- Fixed route ridership is slowly increasing. (50 % of normal on weekdays and 80% of normal on weekends)
- Paratransit ridership is slowly increasing. (45% of normal on weekdays and 70% of normal on weekends)
- Fixed route buses are boarded through the rear door. Fares are not being collected on fixed route or paratransit to encourage social distancing. Fare collection will begin when driver shields are installed.
- All Tri Delta Transit buses, cars, and vans are cleaned and disinfected each evening by our maintenance staff.
- CARES Act funding of \$3.8 million was received.

## COVID-19

- Contra Costa County is requiring ECCTA to operate special shuttle service transporting homeless individuals from shelters to motels. The county trained the drivers on the use of PPE and provided all necessary equipment. The drivers who operate this service are being paid an extra \$5/hour.
- All employees have their temperature taken when they enter the building. Anyone over 100.4 will be sent home.
- MTC staff is working on allocation of the remainder of CARES Act funding.
- All employees are required to wear masks in the facility. All drivers and passengers must wear a mask when on a bus.
- All employees have access to gloves, masks, and hand sanitizer.
- All meetings away from the facility have been canceled.
- The lobby in the administrative building has been closed to the public.
- In April, service was reduced by 30% to address anticipated driver shortage, respond to BARTS's service cuts, and accommodate declining ridership. All scheduled routes will continue to operate at a less frequent basis. No operator lost their job or benefits.

## Projects

- WiFi on all buses
- Hydrogen fueling station (looking for a source of funds)
- Hydrogen bus procurement
- System redesign project
- New auditor – started July 1
- Title VI program outreach
- Phase II: UC Berkeley's PATH IDTO project – ON HOLD
- Vehicle disposal – ON HOLD
- Mobile Emergency Operations bus construction
- One-seat regional paratransit pilot program
- LCFS credits
- CCTA's Design Alternative Assessment for SR4 from I-680 to Hillcrest
- Bus shelter placement: shelters have been ordered and will be delivered in September
- Policy manual update
- Safety Plan
- Updated Standards and Objectives
- Title VI Plan update
- CCTA Accessible Transportation Strategic Plan ( I serve on the Policy Advisory Committee and Steve Ponte serves on the Technical Advisory Committee)
- Consolidating the Administration and Maintenance department employee handbooks

## Services Offered

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

## 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 (ON HOLD)
- Zero emission bus plan implementation
- Facility electric grid upgrade
- Antioch BART station parking lot construction – will require changes to the bus stops when the project is complete.
- Transportation Development Act reform

## Facility

- Partial parking lot reconstruction (facility). The RFB will be published August 31<sup>st</sup>. The staff recommendation will be presented at the October board meeting.
- Storm water project to improve runoff from facility.
- Options to upgrade the board room video and audio equipment is being evaluated.

## Staff

- Interviews are being conducted for a service worker. After twenty years, Al Weeden retired earlier this summer.

## Federal Funding

I was a member of a five-person team that met with staff from Senator Feinstein's office as part of a virtual fly-in to DC with the California Transit Association. Each of us presented perspectives on the need for emergency funding for California.

## APTA Conferences

- All APTA conferences in 2020 have been cancelled:
  - Bus & Paratransit Conference (May)
  - Rail Conference (June)
  - The Transit Board Members seminar (August)
  - Annual Meeting & EXPO (October in Anaheim). It has been rescheduled to March 14-17, 2021.

## Tri MyRide

- The transition from Transloc to VIA for Tri MyRide service went smoothly. The new service began June 15<sup>th</sup> and customers are enjoying the new features which include real-time bus tracking, accurate ETAs, text-based assistance, and a call-in option.
- Ridership on Tri MyRide is slowly climbing.
- The eight Tri MyRide vehicles approved by the Board of Directors in December 2019 were delayed. Delivery is expected in September.

## Recognitions

- Irene Schaefer and Lucas Smith were honored as Tri Delta Transit's safety employees of the year for 2020. A socially distant lunch and awards ceremony was held to celebrate.
- Jim Lanter's State Farm office delivered lunch as a thank you to our essential workers.
- The NAACP plans to provide lunch and dinner as a thank you to our essential workers on August 27<sup>th</sup>.
- I was elected vice-chair to serve as vice-chair of the prestigious Transportation Cooperative Research Program Oversight and Project Selection Commission.
- Tri Delta Transit will be receiving a Green Business award at a virtual ceremony on September 17<sup>th</sup>.



# **TAB 3**

Agenda Item #7a

**ACTION ITEM: Biennial Review**

Resolution #200826A

## **Board of Directors Meeting**

**Wednesday August 26, 2020**

**ECCTA Boardroom**

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

## Staff Report to ECCTA Board of Directors

**Meeting Date:** August 26, 2020

**Agenda Item:** Biennial Review -- Conflict of Interest Code Amendment  
Agenda Item #7a

**Lead Staff:** Tania Babcock, Executive Assistant

**Approved:** Jeanne Krieg, Chief Executive Officer 

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Every two years, ECCTA is required under the Political Reform Act of 1974 to review its Conflict of Interest Code and make any amendments or deletions required. It is to then submit the results of that review to the Clerk of the Board of Supervisors of Contra Costa County.

Due to recent title changes, the following changes need to be made to the list of designated positions:

1. The job title of “Controller” will be revised to “Chief Financial Officer.”
2. The job title of “Manager of Customer Service and Marketing” will be revised to “Chief Communications Officer.”

With these changes, ECCTA’s list of designated positions on its Conflict of Interest Code will read:

- Board of Directors and alternates
- Chief Executive Officer
- Chief Operations Officer
- Chief Financial Officer
- Chief Communications Officer
- Manager of Administrative Services
- Director of Maintenance
- Facilities Manager
- Consultants that provide legal, financial, professional, and technical advice

### **Requested Action**

Adopt Resolution #200826A authorizing the CEO to amend the list of designated positions in Eastern Contra Costa Transit Authority’s (ECCTA) Conflict-of-Interest Code.





# TRI DELTA TRANSIT

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

## RESOLUTION #200826A 2020 Biennial Review for Conflict-of-Interest Codes

**Resolution #200826A authorizes the CEO to amend the list of designated positions in Eastern Contra Costa Transit Authority’s (ECCTA) Conflict-of-Interest Code**

**WHEREAS**, the Political Reform Act requires every local government agency to review its conflict-of-interest code biennially; and

**WHEREAS**, ECCTA desires to revise the titles of two job positions in its conflict-of-interest code; and

**WHEREAS**, the revisions are:

1. “Controller” to “Chief Financial Officer”
2. “Manager of Customer Service and Marketing” to “Chief Communications Officer”

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt resolution #200826A authorizing the CEO to amend the list of designated positions in ECCTA’s Conflict-of-Interest Code.

**BE IT FURTHER RESOLVED** ECCTA’s Conflict-of-Interest Code will now read:

- Board of Directors members and alternates
- Chief Executive Officer
- Chief Operating Officer
- Chief Financial Officer
- Chief Communications Officer
- Manager of Administrative Services
- Director of Maintenance
- Facilities Manager
- Consultants that provide legal, financial, professional, and technical advice

PASSED AND ADOPTED THIS 26<sup>th</sup> day of August 2020, by the following votes:

### EASTERN CONTRA COSTA TRANSIT AUTHORITY

\_\_\_\_\_  
Shanelle Scales-Preston, Chair

\_\_\_\_\_  
Jeanne Krieg, CEO

AYES: \_\_\_\_\_  
 NOES: \_\_\_\_\_  
 ABSENT: \_\_\_\_\_  
 ABSTENTIONS: \_\_\_\_\_

# **TAB 4**

Agenda Item #7b

**ACTION ITEM: Member-at-Large Appointment**

## **Board of Directors Meeting**

**Wednesday August 26, 2020**

**ECCTA Boardroom**

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

## Staff Report to ECCTA Board of Directors

**Meeting Date:** August 26, 2020

**Agenda Item:** Board of Directors Director-at-Large Appointment  
Agenda Item #7b

**Lead Staff:** Jeanne Krieg, Chief Executive Officer 

---

### Background

The provisions of the bylaws that govern ECCTA pertaining to the Director-at-Large position state:

- The ECCTA Board of Directors is made up of 11 members. Ten board members are appointed by the member jurisdictions of the JPA that formed ECCTA: two each from Antioch, Brentwood, Oakley, Pittsburg, and Contra Costa County. Those ten individuals appoint a Director-at-Large to serve as the 11<sup>th</sup> board member.
- Each Director is appointed to a two year term.
- There is no limit to the number of terms a Director may serve.

### History of the Director-at-Large position

- October 7, 1976 – December 31, 1986: Delma Webb (resident of Brentwood)
- January 1, 1987 – December 31, 1988: Roger Moore (resident of Brentwood)
- January 1, 1988 – December 31, 2013: Joe Tovar (resident of Oakley)
- January 1, 2014 – present: Ken Gray (resident of Antioch)
  - In mid-2013, Joe Tovar announced his intention to resign halfway into his last two-year term as ECCTA's Director-at-Large. ECCTA's Board of Directors conducted a process to select an individual to serve the remainder of the Director-at-Large term that ended December 31, 2014. Seventeen applications were submitted and, after screening and interviewing, Ken Gray was selected on December 13, 2013 to complete the remaining year of Joe Tovar's term.
  - On September 24, 2014, the ECCTA Board of Directors appointed Ken Gray to a full two-year term which ended December 31, 2016.
  - On August 31, 2016, the ECCTA Board of Directors appointed Ken Gray to a two-year term which ended December 31, 2018.

#### **Agenda Item #7b**

*Eastern Contra Costa Transit Authority  
Board of Directors Meeting  
August 26, 2020*

- On August 22, 2018, the ECCTA Board of Directors appointed Ken Gary to a two-year term which ends December 31, 2020.

### **Considerations**

The Board of Directors has three options:

1. Appoint Ken Gray to a two-year term as the Director-at-Large for the term January 1, 2021 through December 31, 2022.
2. Appoint some other individual for the term January 1, 2021 through December 31, 2022.
3. Appoint a subcommittee of the Board of Directors to accept applications, interview applicants, and make a recommendation to the full Board of Directors for a Director-at-Large for the term January 1, 2021 through December 31, 2022.

### **Requested Action**

Choose the desired action to fill the Director-at-Large position for the term January 1, 2021 through December 31, 2022.

# **TAB 5**

Agenda Item #7c

**ACTION ITEM: Cycle 6 Lifeline Transportation Program**


Resolution #200826B

## **Board of Directors Meeting**

**Wednesday August 26, 2020**

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

## Staff Report to ECCTA Board of Directors

**Meeting Date:** August 26, 2020  
**Agenda Item:** Cycle 6 Lifeline Transportation Program – Agenda Item #7c  
**Lead Staff:** Agustin Diaz, Chief Financial Officer  
**Approved:** Jeanne Krieg, Chief Executive Officer 

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### **Background**

The Metropolitan Transportation Commission (MTC) has established a Lifeline Transportation Program (LTP) to assist in funding projects that 1) are intended to result in improved mobility for low-income residents of the nine San Francisco Bay Area counties, 2) are developed through a collaborative and inclusive planning process and 3) are proposed to address transportation gaps and/or barriers identified through a substantive community-based transportation plan or are otherwise based on a documented assessment of needs.

### **Tri Delta Transit's Requirements**

In order to qualify for these funds, ECCTA is required to submit an application and project list to the Metropolitan Transportation Commission for each cycle of funding. ECCTA's share Cycle 6 LTP is estimated to be \$199,621. ECCTA staff proposes that we use these funds to continue operation of lifeline routes 200 & 201 that serve Communities of Concern in Bay Point that were established by the Community-Based Transportation Plan for Bay Point.

### **Requested Action**

Adopt Resolution #200826B accepting ECCTA's Cycle 6 LTP project.



# TRI DELTA TRANSIT

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

## RESOLUTION #200826B

### APPROVING THE PROJECT LIST FOR CYCLE 6 OF THE LIFELINE TRANSPORTATION PROGRAM

WHEREAS, the Metropolitan Transportation Commission (MTC) has established a Lifeline Transportation Program to assist in funding projects that 1) are intended to result in improved mobility for low-income residents of the nine San Francisco Bay Area counties, 2) are developed through a collaborative and inclusive planning process and 3) are proposed to address transportation gaps and/or barriers identified through a substantive community-based transportation plan or are otherwise based on a documented assessment of needs; and

WHEREAS, MTC has adopted principles, pursuant to MTC Resolution No. 4416, to guide implementation of the Lifeline Transportation Program for the two year period from Fiscal Year 2018-19 and Fiscal Year 2019-20, and MTC has solicited applications from transit operators (eligible recipients of FTA Section 5307 funds) from each of the nine bay area counties to propose projects for Lifeline Cycle 6 funding; and

WHEREAS, the Eastern Contra Costa Transit Authority (ECCTA) generally conducted a broad, inclusive public involvement process, and use multiple methods of public outreach in identifying projects for the Lifeline Transportation Program in Eastern Contra Costa County; and

WHEREAS, ECCTA submitted a project in response to the solicitation of applications/call for projects; and

WHEREAS, ECCTA has confirmed that proposed project, described more fully on Attachment A to this Resolution, attached to and incorporated herein as though set forth at length, is consistent with the Lifeline Transportation Program goals as set out in MTC Resolution No. 4416; and

WHEREAS, ECCTA recommends proposed project, described more fully on Attachment A to this Resolution, attached to and incorporated herein as though set forth at length, be funded in part under the Lifeline Transportation Program; and

WHEREAS, ECCTA agrees to meet project delivery and obligation deadlines, comply with funding conditions placed on the receipt of funds allocated to the Lifeline Transportation Program, provide for the required local matching funds, and satisfy all other conditions set forth in MTC Resolution No. 4416; and

WHEREAS, ECCTA certifies that the project and purpose for which funds are being requested is in compliance with the requirements of the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), and with the State Environmental Impact Report Guidelines (14 California Code of Regulations Section 1500 et seq.) and if relevant the National Environmental Policy Act (NEPA), 42 USC Section 4-1 et seq. and the applicable regulations thereunder; and

WHEREAS, there is no legal impediment to ECCTA making the funding request; and

WHEREAS, there is no pending or threatened litigation which might in any way adversely affect the ability of ECCTA to deliver the proposed project for which funds are being requested, now therefore be it

RESOLVED, that ECCTA requests that MTC program funds available under its Lifeline Transportation Program, in the amounts requested for which ECCTA is eligible, for the project described in Attachment A of this Resolution; and be it further

RESOLVED, that staff of ECCTA shall forward a copy of this Resolution, and such other information as may be required, to MTC, CCTA, and such other agencies as may be appropriate.

PASSED AND ADOPTED THIS 26<sup>TH</sup> day of August 2020, by the following votes:

**Eastern Contra Costa Transit Authority**

\_\_\_\_\_  
Shanelle Scales-Preston, Chair

\_\_\_\_\_  
Jeanne Krieg, Chief Executive Officer

**AYES:**

**NOES:**

**ABSENT**

**ABSTENTIONS:**



**Attachment A  
Lifeline Transportation Program Cycle 6 Project**

<b>Project Name</b>	<b>Project Description</b>	<b>Lifeline Transportation Program Funding Amounts</b>		<b>Local Match Amount</b>	<b>Total Project Cost</b>
		<b>5307</b>	<b>Total Lifeline Funding</b>		
Operations Funding for Routes 200 & 201	Continued funding for routes 200 & 201 that provide connections for Communities of Concern in Bay Point to various Lifeline destinations such as schools, regional medical centers, Amtrak and BART stations.	\$199,621	\$199,621	\$199,621	\$399,242

# **TAB 6**

Agenda Item #7d

**ACTION ITEM: Fleet Maintenance Software**


Resolution #200826C

## **Board of Directors Meeting**

**Wednesday August 26, 2020**

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

## Staff Report to ECCTA Board of Directors

**Meeting Date:** August 26, 2020  
**Agenda Item:** Fleet Maintenance Software – Agenda Item #7d  
**Lead Staff:** Steve Ponte, Chief Operating Officer  
**Approved:** Jeanne Krieg, Chief Executive Officer 

---

### Background

The current fleet maintenance software package (Collective Data) was purchased in 2008 and no longer meets ECCTA's needs. During the fact-finding phase of developing a plan for replacement, staff analyzed software options. Four packages were identified as possible options to meet ECCTA's needs which are:

- Schedule preventative maintenance inspections (PMI's) both by time and by miles
- Be compatible with existing fueling system software (Petrovend)
- Have an option for a first-in/first-out inventory system
- Track mechanics time simultaneously on multiple work orders
- Accept data from notebook work pads
- Have an open architecture
- Import/export raw data to other software packages
- Compile California Highway Patrol (CHP) and National Transit Database (NTD) reports

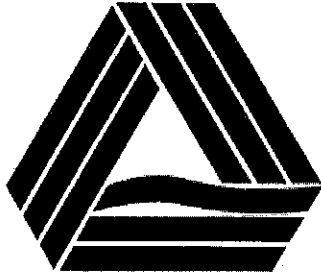
### Considerations

- TransTrack's software package is currently being used by ECCTA to gather and report information from the paratransit, accounting, vehicle location, passenger counting, and safety management systems.
- TransTrack offers a fleet maintenance package that would be integrated with the existing compilation and reporting system at no additional cost.
- TransTrack is the only software package that meets all of ECCTA's requirements.
- Purchasing TransTrack's fleet maintenance system as a sole source procurement complies with ECCTA's purchasing policy.
- Purchasing TransTrack's fleet maintenance system as a sole source procurement complies with funding requirements.

- The purchase of a fleet maintenance system was included in the FY21 budget and will be funded by approved TDA and State of Good Repair funds.

**Requested Action**

Adopt Resolution #200826C authorizing the CEO to enter into a contract to purchase TransTrack's fleet maintenance software for an amount not to exceed \$165,275 which includes a 10% contingency and one year maintenance costs.



# TRI DELTA TRANSIT

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

## **RESOLUTION #200826C Fleet Maintenance Software**

**Resolution #200826C authorizes the CEO to purchase TransTrack fleet maintenance software for an amount not to exceed \$165,275.**

**WHEREAS**, the current Collective Data fleet maintenance software no longer meets ECCTA’s needs; and

**WHEREAS**, ECCTA has approved TDA and State of Good Repair funds to purchase fleet maintenance software including the annual maintenance charge; and

**WHEREAS**, the purchase of fleet maintenance software was included in the approved FY 20-21 budget; and

**WHEREAS**, purchasing TransTrack’s fleet maintenance software as a sole source procurement complies with ECCTA’s purchasing policy; and

**WHEREAS**, purchasing TransTrack’s fleet maintenance software as a sole source procurement complies with funding requirements; and

**WHEREAS**, TransTrack is the only software package that meets all of ECCTA’s requirements; and

**WHEREAS**, the fleet maintenance software will integrate with the current single reporting software.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #200826C authorizing the CEO to purchase fleet maintenance software for an amount not to exceed \$165,275.

PASSED AND ADOPTED THIS 26<sup>nd</sup> day of August 2020, by the following votes:

### **EASTERN CONTRA COSTA TRANSIT AUTHORITY**

\_\_\_\_\_  
Shanelle Scales-Preston , Chair

\_\_\_\_\_  
Jeanne Krieg, Chief Executive Officer

**AYES:** \_\_\_\_\_  
**NOES:** \_\_\_\_\_  
**ABSENT:** \_\_\_\_\_  
**ABSTENTIONS:** \_\_\_\_\_

# **TAB 7**

Agenda Item #7e

**ACTION ITEM: Phone System Replacement**


Resolution #200826D

## **Board of Directors Meeting**

**Wednesday August 26, 2020**

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

## Staff Report to ECCTA Board of Directors

**Meeting Date:** August 26, 2020  
**Agenda Item:** Phone System Replacement – Agenda Item #7e  
**Lead Staff:** Joe Chappelle, Manager of Administrative Services  
**Approved:** Jeanne Krieg, Chief Executive Officer 

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### Background

ECCTA installed a Nortel phone system in 2005. Due to several changes to how telephone systems work in the last 15 years, the phone system is considered obsolete and outdated, making replacement parts difficult and expensive to acquire. Additionally, the phone system's underlying infrastructure is increasingly fragile.

### Considerations

ECCTA partnered with a telephone system consultant company, Communication Strategies, to develop a Request for Quote (RFQ) that outlined all of the requirements that ECCTA needed from a new phone system. The RFQ was sent to four phone system vendors who offered their phone equipment on contracts from two state purchasing vehicles, National Association of State Purchasing Officials (NASPO) and California Multiple Award Schedule (CMAS). Contracts on these vehicles have already been vetted through competitive procurement processes on a federal and state level, allowing ECCTA to purchase from these contracts without going through their own formal procurement process. The phone vendors were:

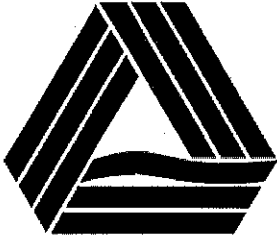
- Maverick Networks, Inc.(NASPO) offering a Mitel product
- Kelso Communications (NASPO) offering a NEC product
- Totlcom, Inc. (CMAS) offering a Mitel product
- Synectic Technologies (CMAS) offering an Avaya product

Two vendors were selected that ECCTA felt would best meet its needs and invited Totlcom, Inc. and Synectic Technologies to perform a system demonstration on June 22 and June 23. Following the demonstrations, Synectic Technologies was determined to have offered the highest quality product at the best value possible.

### Requested Action

Adopt Resolution #200826D authorizing the CEO to execute and deliver a purchase order to Synectic Technologies via CMAS Contract 3-09-70-1488B for the purchase and installation of a new Avaya phone system for an amount not to exceed \$83,000, which includes a 10% contingency.

**Agenda Item #7e**  
*Eastern Contra Costa Transit Authority  
Board of Directors Meeting  
August 26, 2020*



# TRI DELTA TRANSIT

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

## RESOLUTION #200826D Phone System Replacement

**Resolution #200826D authorizes the CEO to enter into contract with Synectic Technologies for the purchase, installation, and support of the Avaya IP Office phone system, replacing ECCTA's current Nortel phone system.**

**WHEREAS**, ECCTA's current phone system was installed in 2005 and is now past the end of its useful life; and

**WHEREAS**, ECCTA partnered with a phone consultant, Communication Strategies, to develop an RFQ that was sent to four phone system vendors; and

**WHEREAS**, Synectic Technologies was the vendor that offered the highest quality phone system for the best value possible; and

**WHEREAS**, Synectic Technologies offers its products on the California Multiple Award System (CMAS).

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #200826D authorizing the CEO to execute and deliver a purchase order to Synectic Technologies via CMAS Contract 3-09-70-1448B for the purchase, installation, and support of the Avaya IP Office phone system for an amount not to exceed \$83,000, which includes a 10% contingency.

**PASSED AND ADOPTED THIS** 26<sup>th</sup> day of August 2020, by the following votes:

### EASTERN CONTRA COSTA TRANSIT AUTHORITY

\_\_\_\_\_  
Shanelle Scales-Preston, Chair

\_\_\_\_\_  
Jeanne Krieg, Chief Executive Officer

**AYES:** \_\_\_\_\_

**NOES:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**ABSTENTIONS:** \_\_\_\_\_



# **TAB 8**

Agenda Item #7f  
**ACTION ITEM: WiFi Equipment**


Resolution #200826E

## **Board of Directors Meeting**

**Wednesday August 26, 2020**

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

## Staff Report to ECCTA Board of Directors

**Meeting Date:** August 26, 2020  
**Agenda Item:** Bus WiFi Equipment – Agenda Item #7f  
**Lead Staff:** Joe Chappelle, Manager of Administrative Services  
**Approved:** Jeanne Krieg, Chief Executive Officer 

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### Background

ECCTA is eligible to submit granting requests through Caltrans' Low Carbon Transit Operations Program (LCTOP). This program was created to provide operating and capital assistance for transit agencies to help them reduce greenhouse gas emissions and improve mobility, with a priority towards serving disadvantaged communities. This program was part of the Transit, Affordable Housing, and Sustainable Communities Program that was established in 2014 by the California State Legislature in SB 862.

### Considerations

- The California Multiple Award Schedules (CMAS) is a state purchasing vehicle that offers various goods at discounted prices that are off of contracts available through the United States General Services Administration. Because the contracts have already been vetted through the competitive procurement processes on a federal and state level, public agencies like ECCTA are able to purchase from these contracts without going through their own formal procurement process.
- ECCTA was approved for its LCTOP grant request for installing WiFi on its bus fleet in July 2020. ECCTA would like to purchase and install the necessary equipment so WiFi can be offered on the entire fleet. WiFi on the buses would improve passenger access to ECCTA's services and relieve the data usage cost burden of low-income passengers. The procurement would be done through a CMAS contract.
- Mobile technology, which relies on internet connectivity, has become an integral part of everyday life. Many passengers rely on a mobile device to get access to real-time arrival information and microtransit service (Tri MyRide) or to purchase bus passes. Doing so without WiFi requires the use of a data plan which carries usage fees which can be burdensome to those with low incomes. Additionally, data usage relies on sufficient coverage by the mobile carrier and this is not always possible.

### Requested Action

Adopt Resolution #200826E authorizing the CEO to execute and deliver a purchase order to Premier Wireless Solutions via CMAS Contract 3-20-70-3207C for the purchase of 108 WiFi routers and antennas for an amount not to exceed \$362,380 which includes a 10% contingency.

**Agenda Item 7f**  
*Eastern Contra Costa Transit Authority  
Board of Directors Meeting  
August 26, 2020*



# TRI DELTA TRANSIT

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

## **RESOLUTION #200826E** **Bus WiFi Equipment**

**Resolution #200826E authorizes the CEO to purchase the necessary equipment to outfit ECCTA's bus fleet with WiFi.**

**WHEREAS, ECCTA would like to improve the experience of its passengers and lower data usage fees for its low income passengers; and**

**WHEREAS, ECCTA has received LCTOP funds to outfit its bus fleet with WiFi equipment; and**

**WHEREAS, ECCTA would like to purchase the WiFi equipment off of the California Multiple Award Schedule (CMAS) contract #3-20-70-3207C; and**

**WHEREAS, Premier Wireless Solutions is the contractor of CMAS contract #3-20-70-3207C.**

**NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #200826E authorizing the CEO to execute and deliver a purchase order to Premier Wireless Solutions via CMAS Contract 3-20-70-3207C for the purchase of 108 WiFi routers and antennas for an amount not to exceed \$362,380, which includes a 10% contingency.**

**PASSED AND ADOPTED THIS 26<sup>th</sup> day of August 2020, by the following votes:**

### **EASTERN CONTRA COSTA TRANSIT AUTHORITY**

\_\_\_\_\_  
Shanelle Scales-Preston, Chair

\_\_\_\_\_  
Jeanne Krieg, Chief Executive Officer

**AYES:** \_\_\_\_\_  
**NOES:** \_\_\_\_\_  
**ABSENT:** \_\_\_\_\_  
**ABSTENTIONS:** \_\_\_\_\_

# **TAB 9**

Agenda Item #7g

**ACTION ITEM: Section 5311 CARES Act Funding**


Resolution #200826F

## **Board of Directors Meeting**

**Wednesday August 26, 2020**

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

## Staff Report to ECCTA Board of Directors

**Meeting Date:** August 26, 2020  
**Agenda Item:** Section 5311 CARES Act Funding – Agenda Item #7g  
**Lead Staff:** Agustin Diaz, Chief Financial Officer  
**Approved:** Jeanne Krieg, Chief Executive Officer 

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### Background

Section 5311 Formula Grants for Rural Areas program provides capital, planning, and operating assistance to states to support public transportation in rural areas with populations of less than 50,000. The program also provides funding for state and national training and technical assistance through the Rural Transportation Assistance Program.

Under the CARES ACT, the FTA is allocating \$2.2 billion to rural areas. Funding will be provided at a 100% federal share with no local match required and will be available to support capital, operating, and other expenses generally eligible under those programs to prevent, prepare for, and respond to COVID-19.

The Metropolitan Transportation Commission allocated \$279,851 of FY20 Section 5311 CARES Act funds to ECCTA for Operating Assistance. To file an application for the Section 5311 CARES Act funds with Caltrans requires a resolution from the Board of Directors authorizing the application for the funds.

### Requested Action

Adopt Resolution #200826F authorizing the application for financial assistance through Section 5311 CARES Act funding.



# TRI DELTA TRANSIT

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

## RESOLUTION #200826F

### RESOLUTION AUTHORIZING THE APPLICATION FOR FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

**WHEREAS**, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1G**); and

**WHEREAS**, the California Department of Transportation has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

**WHEREAS**, The Eastern Contra Costa Transit Authority desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in Contra Costa County; and

**WHEREAS**, the Eastern Contra Costa Transit Authority has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the Board of Directors of the Eastern Contra Costa Transit Authority does hereby authorize the Chief Executive Officer to file and execute applications on behalf of the Eastern Contra Costa Transit Authority with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1G**), as amended. Furthermore, the Chief Executive Officer is authorized to:

- execute and file all certification of assurances, contracts or agreements or any other document required by the Department,
- provide additional information as the Department may require in connection with the application for the Section 5311 projects, and
- submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

**PASSED AND ADOPTED THIS 26<sup>th</sup> day of August 2020, by the following votes:**

### EASTERN CONTRA COSTA TRANSIT AUTHORITY

\_\_\_\_\_  
Shanelle Scales-Preston, Chair

\_\_\_\_\_  
Jeanne Krieg, Chief Executive Officer

**AYES:** \_\_\_\_\_  
**NOES:** \_\_\_\_\_  
**ABSENT:** \_\_\_\_\_  
**ABSENTIONS:** \_\_\_\_\_

# **TAB 10**

Agenda Item #7h

**ACTION ITEM: Bay Area Healthy Transit**

Resolution #200826G

## **Board of Directors Meeting**

**Wednesday August 26, 2020**

**ECCTA Boardroom**

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

## Staff Report to ECCTA Board of Directors

**Meeting Date:** August 26, 2020

**Agenda Item:** Bay Area Healthy Transit Plan  
Agenda Item #7h

**Lead Staff:** Jeanne Krieg, Chief Executive Officer



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### Background

In July, the Metropolitan Transportation Commission (MTC) acted to approve the final distribution of the Coronavirus Aid, Relief, and Economic Security (CARES) Act funding for transit operations. Through the partnership and willingness to build consensus by all bay area transit agencies, these funds will be quickly put to use to provide emergency relief during this difficult time.

Concurrent with its approval of the CARES Act funding distribution, the MTC Commission required transit operators to approve resolutions confirming commitment to health and safety measures, as well as submit a monthly report on health and safety metrics.

The attached proposed resolution language acknowledges the collaborative work that transit operators have done to develop the attached ***Riding Together: Bay Area Healthy Transit Plan***, and commits each operator to implement the Plan, and adhere to a set of health and safety measures and metrics that operators will report on monthly. This Resolution memorializes the commitment by all Bay Area transit operators to the health and safety of its workforce and customers.

### Requested Action

Adopt Resolution #200826G endorsing the ***Riding Together: Bay Area Healthy Transit Plan*** as a baseline set of measures that Eastern Contra Costa Transit Authority (ECCTA), along with other Bay Area transit agencies, will implement to ensure the health of transit riders and workers during the COVID-19 pandemic.





# TRI DELTA TRANSIT

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

## RESOLUTION #200826G

Endorsing the *Riding Together: Bay Area Healthy Transit Plan* as a baseline set of measures that Eastern Contra Costa Transit Authority (ECCTA), along with other Bay Area transit agencies, will implement to ensure the health of transit riders and workers during the COVID-19 pandemic.

**WHEREAS**, like other Bay Area transit systems, the health of riders and transit workers continues to be ECCTA's number one priority; and

**WHEREAS**, despite an unprecedented loss of ridership due to the COVID-19 pandemic, many riders continue to depend on Bay Area systems for essential travel; and

**WHEREAS**, survey data increasingly suggests that the majority of riders will return to transit when allowed to do so; and

**WHEREAS**, the COVID-19 pandemic has presented transit systems with an historic set of challenges, including the need to adjust protocols and procedures to ensure a safe operating environment; and

**WHEREAS**, since the start of the pandemic, transit systems have collaborated with each other and with regional leaders, transit workers, rider advocates, public health experts, and others to create the *Riding Together: Bay Area Healthy Transit Plan*, which outlines a baseline set of measures that transit systems will implement to protect riders and workers; and

**WHEREAS**, the *Riding Together: Bay Area Healthy Transit Plan* provides guidance in the areas of vehicle disinfecting, physical distancing, face coverings, touchless payments, ventilation, employee personal protective equipment, testing, contact tracing, and employee wellness assessments; and

**WHEREAS**, the *Riding Together: Bay Area Healthy Transit Plan* will coexist and complement system specific plans developed by individual transit agencies; and

**WHEREAS**, the *Riding Together: Bay Area Healthy Transit Plan* is a living document and is intended to evolve as transit agencies continue to monitor rider and employee health on their systems and collaboratively take steps to respond to changing conditions.

**NOW, THEREFORE, BE IT RESOLVED**, that ECCTA supports the implementation of the *Riding Together: Bay Area Healthy Transit Plan* on our system and throughout the Bay Area to keep transit riders and workers healthy during the COVID-19 pandemic; and

**BE IT FURTHER RESOLVED**, that through the method established for transit system reporting of health metrics related to the COVID-19 pandemic, that ECCTA will report monthly on ECCTA's performance in aligning with the baseline health measures set forth in the *Riding Together: Bay Area Healthy Transit Plan*.

**PASSED AND ADOPTED THIS 26<sup>th</sup> day of August 2020, by the following votes:**

**EASTERN CONTRA COSTA TRANSIT AUTHORITY**

\_\_\_\_\_  
Shanelle Scales-Preston, Chair

\_\_\_\_\_  
Jeanne Krieg, Chief Executive Officer

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSENTIONS: \_\_\_\_\_

# **Agenda Item 7h**

## **Bay Area Healthy Transit**

**The 26-page *Riding Together: Bay Area Healthy Transit Plan* is attached to this agenda as Appendix A**

# **TAB 11**

Agenda Item #7i

**ACTION ITEM: Short Range Transit Plan**


Resolution #200826H

## **Board of Directors Meeting**

**Wednesday August 26, 2020**

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

## Staff Report to ECCTA Board of Directors

**Meeting Date:** August 26, 2020  
**Agenda Item:** Short Range Transit Plan FY20-FY29 – Agenda Item #7i  
**Lead Staff:** Agustin Diaz, Chief Financial Officer  
**Approved:** Jeanne Krieg, Chief Executive Officer 

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### Background

Federal transportation statutes require that the Metropolitan Transportation Commission (MTC), in partnership with state and local agencies, develop and periodically update a long-range Regional Transportation Plan (RTP), and a Transportation Improvement Program (TIP) which implements the RTP by programming federal funds to transportation projects contained in the RTP. In order to effectively execute these planning and programming responsibilities, MTC requires that each transit operator in its region which receives federal funding through the TIP prepare, adopt, and submit to MTC a Short Range Transit Plan (SRTP).

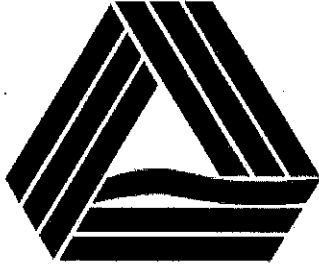
ECCTA staff, with the assistance of Nelson/Nygaard Consulting Associates, has prepared an SRTP that covers the 10-year operating period of FY19-20 through FY28-29. This plan has been prepared under the guidelines set forth by MTC Resolution No. 4364 and covers the following five sections:

- 1) Overview of Transit System
- 2) Goals, Objectives and Standards
- 3) Service and System Evaluation
- 4) Operations Plan and Budget
- 5) Capital Improvement Plan

### Requested Action

Adopt Resolution #200826H approving the final draft of the ECCTA SRTP for FY20-29.

**Agenda Item #7i**  
*Eastern Contra Costa Transit Authority  
Board of Directors Meeting  
August 26, 2020*



# TRI DELTA TRANSIT

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

## RESOLUTION #200826H

### ADOPTING THE EASTERN CONTRA COSTA TRANSIT AUTHORITY SHORT RANGE TRANSIT PLAN FOR FISCAL YEARS 2020 TO 2029

**WHEREAS**, the Metropolitan Transportation Commission (MTC) requires Bay Area transit agencies to prepare and submit a Short Range Transit Plan (SRTP) to comply with Federal Transit Administration (FTA) and MTC regulatory requirements to implement and inform the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP) and to remain qualified for federal and State funding; and

**WHEREAS**, the Eastern Contra Costa Transit Authority (ECCTA) is now required by MTC to submit an updated ECCTA SRTP for FY 2020-2029; and

**WHEREAS**, the ECCTA SRTP for FY 2020-2029 serves as a management and policy document that describes ECCTA's capital and operating budgets, capacity, capital improvement program, and 10-year financial forecast, and addresses the goals, objectives, and standards for MTC's Triennial Performance Audits; and

**WHEREAS**, the ECCTA SRTP addresses all MTC SRTP requirements; and

**WHEREAS**, the ECCTA SRTP is consistent with all other recent and ongoing ECCTA transit planning efforts,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Eastern Contra Costa Transit Authority adopts the ECCTA SRTP for FY 2020-2029.

**PASSED AND ADOPTED THIS 26<sup>th</sup> day of August 2020, by the following votes:**

### EASTERN CONTRA COSTA TRANSIT AUTHORITY

\_\_\_\_\_  
Shanelle Scales-Preston, Chair

\_\_\_\_\_  
Jeanne Krieg, Chief Executive Officer

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSENTIONS: \_\_\_\_\_

# **Agenda Item 7i**

## **Short Range Transit Plan**

**The 54-page Short Range Transit Plan is attached to this agenda as Appendix B**

# **TAB 12**

Agenda Item #7j  
ACTION ITEM: CEO Salary Review

## **Board of Directors Meeting**

Wednesday August 26, 2020

ECCTA Boardroom  
801 Wilbur Avenue, Antioch, CA 94509

# Special Report to ECCTA Board of Directors

**Meeting Date:** August 26, 2020

**Agenda Item:** CEO Salary Review – Agenda Item #7j

**Lead:** Ben Stock, General Council

## Background

During the performance evaluation in the closed session at the September 25, 2019 board meeting, the Board of Directors requested the CEO to present a salary review within the following year. On July 29<sup>th</sup>, a survey was conducted of like-sized agencies in the area.

Agency	Operating Budget	Annual salary of CEO
SIMILAR SIZED AREA AGENCIES		
ECCTA	28.6 million	201,258
LAVTA	20.5 million	216,108
WCCTA	22.3 million	210,132
SLIGHTLY LARGER AGENCIES		
CCCTA	39.5 million	223,125
Monterey Salinas Transit	52 million	224,000
Santa Cruz	53 million	252,345

## Considerations

1. The results indicate a disparity in the current CEO salary. ECCTA’s CEO has the most seniority of any of the other CEOs.
2. The CEO has indicated that she will retire on January 27, 2023 after thirty-two years of service to ECCTA.
3. The disparity could indicate a potential that other staff salaries are not comparable to industry levels.
4. The most recent salary adjustments are:

	For all employees	For CEO only
June 2019	4% salary adjustment	
September 2018		5% salary increase
August 2016		9.3% salary increase
July 2014	1.2% cost of living <sup>1</sup>	
June 2013	4% cost of living	

1. 2.5% of the payroll divided equally among employees. CEO’s share = 1.2% increase



## **Recommendations**

1. Adjust ECCTA's CEO salary commensurate with the market data above effective the pay period that includes September 1<sup>st</sup>.
2. Consider authorizing a payment of \$10,000 to the CEO on October 1, 2020.
3. Direct staff to conduct a salary analysis of all ECCTA positions and present a recommendation to the Board of Directors before the end of 2020.