



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 February 24, 2021

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 laptop or a phone:

Click to join Zoom Meeting:

<https://zoom.us/j/99420999810?pwd=d0NlVDdSYjhUQWJyclJlOHdWMG1RUT09>

OR

Go to: <https://zoom.us/join>, then enter meeting ID: 994 2099 9810. Then click join. Then enter passcode: 571719

OR

Dial: 1 669 900 6833 US
Meeting ID: 994 2099 9810

- 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.



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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 January 27, 2021
 - 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
Joel Bryant
Barbara Guise

City of Oakley
Sue Higgins
Anissa Williams

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 February 24, 2021**

7. ACTION and DISCUSSION ITEMS

- a. ACTION ITEM: FY21 Transit Capital Priorities Program of Projects**
(see attachment: tab #3)

Requested Action: Adopt Resolution #210224A authorizing ECCTA to apply for the funding in MTC's FY21 Transit Capital Priorities Program of Projects.

- b. ACTION ITEM: FY19-20 Independent Financial Audit**
(see attachment: tab #4)

Requested Action: Adopt Resolution #210224B accepting the Independent Auditor's Report for the year ended June 20, 2020.

- c. ACTION ITEM: HVAC Maintenance and As-Needed Repairs**
(see attachment: tab #5)

Requested Action: Adopt Resolution #210224C authorizing the CEO to enter into a five-year contract for preventative HVAC maintenance and as-needed repairs with Tyndall HVAC Inc. for \$5,225 for year one.

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: March 24, 2021 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 #5

Consent Calendar (ACTION ITEM): Minutes, Financial Report and
Marketing Activities Report

Board of Directors Meeting

Wednesday February 24, 2021

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

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

MINUTES

January 27, 2021

The Eastern Contra Costa Transit Authority (ECCTA) meeting was called to order remotely via Zoom by Chair Shanelle Scales-Preston at 4:01 P.M.

Chair Scales-Preston 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 the Brown Act, the Tri Delta Transit Board meeting offered a Zoom and teleconferenced option for Boardmembers, staff members, and members of the public.

Chair Scales-Preston reported that the meeting was being recorded; General 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

BOARDMEMBERS

PRESENT: Joel Bryant (Brentwood); Diane Burgis (Contra Costa County); Merl Craft (Pittsburg); Federal Glover (Contra Costa County); Barbara Guise (Brentwood); Sue Higgins (Oakley); Lamar Thorpe (Antioch); Anissa Williams (Oakley); Monica Wilson (Antioch); Ken Gray (Director-at Large/Vice Chair); and Shanelle Scales-Preston (Pittsburg/Chair)

ABSENT: None

STAFF PRESENT: Jeanne Krieg, Chief Executive Officer (CEO)
Steve Ponte, Chief Operating Officer (COO)
Ben Stock, General Counsel
Maria Arce, Chief Communications Officer
Tania Babcock, Executive Assistant
Joe Chappelle, Manager of Administrative Services
Kevin Moody, Director of Maintenance
DeAnna Perry, Manager of Accessible Services

OTHERS

PRESENT: Yvette McNeese, First Transit General Manager
Myeisha Williams, First Transit Assistant General Manager

PLEDGE OF ALLEGIANCE

Chair Scales-Preston led the Pledge of Allegiance.

PUBLIC COMMENT

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

CHAIR'S REPORT

Chair Scales-Preston introduced the newest member of the ECCTA Board, Joel Bryant, Mayor of the City of Brentwood. She also recognized that for the first time the ECCTA Board included all four East County Mayors and two members of the Contra Costa County Board of Supervisors. She also reported that tomorrow would represent CEO Jeanne Kreig's 30-year anniversary with Tri Delta Transit and she commended her for her leadership.

CONSENT CALENDAR

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

- A. Minutes of the Board of Directors meeting of December 16, 2020
- B. Financial Report
- C. Marketing and Customer Service Activities Report

AYES: Bryant, Burgis, Craft, Glover, Gray, Guise, Higgins, Thorpe, Williams, Wilson, Scales-Preston

NOES: None

ABSTAIN: None

ABSENT: None

CHIEF EXECUTIVE OFFICER'S REPORT

- A. Operations Report

Chief Executive Officer Jeanne Krieg reported that the single-ride demonstration program had started for paratransit customers. County Connection, WestCat, Wheels, and Tri Delta Transit had begun a six-month demonstration project where registered Americans with Disabilities Act (ADA)-certified customers could take a trip within Contra Costa County and to the Livermore Valley without requiring a transfer. Fares charged were equal to the paratransit fares currently charged. County Connection's contractor was the lead on reservations and trip provision as well as distribution of fares collected. The program had been going well and the customers who were using it appreciated the enhancement to the service. So far, less than 100 trips per month were being provided but an increase was anticipated in the future.

Ms. Krieg reported that fare collection had resumed on January 1, 2021 and it was interesting to note that ridership had changed very little, which meant that the people taking the bus were taking it because they needed it and the trips were local. Operational statistics, now through charts and graphs, had identified that 17 percent of ridership was transferring to BART, which was down from the pre-pandemic level of 30 percent. She explained that Tri Delta Transit was still about 50 percent of pre-pandemic ridership on fixed route and 40 percent of normal on paratransit on weekdays.

Ms. Krieg explained that the region-wide Dashboard for Healthy Transit was available on the Metropolitan Transportation Commission's (MTC's) website and provided comparisons to the other Bay Area Transit agencies. She stated that Tri Delta Transit was doing well in all categories with 100 percent compliance for employee mask wearing, 98.4 percent compliance for customer mask wearing, and 98.7 percent compliance for social distancing related to crowding on buses. There had been no statistics associated with contact tracing since that had not been required.

Ms. Krieg advised that Tri Delta Transit continued to work with Contra Costa County Health & Human Services to transport the homeless from shelters to motels, currently transporting 10-12 people per week. Tri Delta Transit had also been communicating with the county about getting vaccinations for its employees, particularly the operators who interacted with the public every day. She added that she encouraged employees to take advantage of opportunities to receive a vaccination when they became available.

Referring to the app called TRANSIT that was currently being promoted, Ms. Krieg stated it had a feature that would give customers real-time information about the load level of each bus to allow choices on a particular run based on how many people were on the bus. It also provided real-time bus ETAs and trip planning.

Ms. Krieg also reported that Tri Delta Transit was applying for a Lo-No grant to fund a fuel-cell bus, which would be the fourth attempt to get one of these grants; the Contra Costa County Accessible Transportation Strategic Plan, which focused on paratransit and transportation for seniors, was progressing; and she served on the Policy Advisory Committee for that study and the third meeting had been scheduled for January 28, 2021.

Ms. Krieg explained that an on-line booking option for paratransit customers was being offered next month starting with a small group of Tri Delta Transit customers and the program would be tested prior to rolling it out to all paratransit customers, many of whom had expressed an interest in booking on-line.

Ms. Krieg reported that the Request for Bid for the Oakley Park & Ride lot had been published and nine companies had attended the pre-bid conference. Bids were due March 1, 2021 and would be presented to the Board at the meeting on March 24, 2021.

In other matters, Ms. Krieg explained that Tri Delta Transit was \$2.7 million under budget to date. Staff continued to plan for anticipated future revenue losses. Projections showed that the budget would be okay for the foreseeable future since there was no deficit. While BART was having financial difficulties since it was heavily dependent on fares, Tri Delta Transit was not since it was sales and gas tax driven. The second annual Shred-It event had been scheduled for Thursday, April 29 from 9:00 A.M. to 1:00 P.M. The event would, once again, be open to the public. Conflict of Interest Forms 700 were due to be filed no later than April 1, 2021; everything was done electronically and she would assist where needed.

ACTION AND DISCUSSION ITEMS

A. MTC's Blue Ribbon Task Force

Chair Scales-Preston referred to the Board's receipt of a letter from the Chair of the Metropolitan Transportation Commission (MTC) with respect to the update from MTC's Blue Ribbon Transit Recovery Task Force, which had advised of a virtual meeting for the region's transit agency board members. She reported that meeting had been scheduled for January 28, 2021 and she, Director Gray, and CEO Krieg would be joining that virtual meeting.

In response to Director Guise as to why Tri Delta Transit had not specifically been included as a transit operator on Page 7 of the Blue Ribbon Task Force report, Ms. Krieg explained that none of the small operators, with the exception of County Connection (which had included Tri Delta Transit) had been shown on the chart. She clarified that the purpose of the chart was to show the Blue Ribbon Task Force that funding and funding sources varied from agency to agency.

Chair Scales-Preston sought comments from the members of the Board to be conveyed at the virtual meeting. There were no comments from the Board.

B. Fiscal Year 2019-20 Independent Financial Audit

Ms. Krieg reported that the annual certified fiscal audit prepared by Brown Armstrong Accountancy Corporation had been submitted but not in time to be included in the agenda packet. The audit would be part of next month's presentation by the Chief Financial Officer. She stated there were no findings, no questionable entries, and there was compliance with all regulations.

C. 2021-2023 Title VI Program

Executive Assistant Tania Babcock, serving as ECCTA's Civil Rights Officer, reported that every three years the Federal Transit Administration (FTA) required a Title VI program to ensure compliance with the Civil Rights Act adopted in 1964. The report verified compliance with the Act and the update for 2021-2023 included all the required documentation ECCTA must submit to the FTA. She requested approval of Resolution 210127.

On motion by Director Guise, seconded by Director Craft, ECCTA Boardmembers adopted Resolution 210127 adopting ECCTA's 2021-2023 Title VI Program, carried by the following Roll Call vote:

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

BOARD OF DIRECTORS COMMENTS

Directors welcomed the new members of the Board, wished everyone a Happy New Year, described good experiences with the County's COVID-19 vaccination process, and commended Ms. Krieg for 30 years of leadership of Tri Delta Transit.

Director Bryant commended Tri Delta Transit for its outstanding work.

Director Burgis clarified that Contra Costa County had been struggling with the supply of the COVID-19 vaccine and had no control over what was available, but did have control over setting up the infrastructure to quicken the pace of vaccinations. She encouraged everyone to reach out and make sure that those who were qualified were registering to be vaccinated.

Director Craft warned everyone about a new computer scam related to Drop-Box and urged caution and regular monitoring.

Director Guise thanked Brentwood Mayor Bryant for re-appointing her to the ECCTA Board.

ADJOURNMENT

The meeting of the Eastern Contra Costa Transit Authority adjourned at 4:40 P.M. to February 24, 2021 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 January 31, 2021
(unaudited)

| | YTD Actual | | | YTD Budget | | | YTD Variance <i>favorable/(unfavorable)</i> | | | FY21 Full Year Budget | | | YTD % of Fiscal Year Budget | | |
|--------------------------------------|---------------|---------------|--------------|---------------|---------------|--------------|--|----------------|----------------|-----------------------|---------------|--------------|--------------------------------|-------|------|
| | ECCTA | FR | DR | ECCTA | FR | DR | ECCTA | FR | DR | ECCTA | FR | DR | ECCTA | FR | DR |
| OPERATING REVENUES | | | | | | | | | | | | | | | |
| Passenger Fares | \$ 215,555 | \$ 26,838 | \$ 188,717 | \$ 1,180,665 | \$ 954,214 | \$ 226,451 | \$ (965,110) | \$ (927,376) | \$ (37,734) | \$ 2,024,000 | \$ 1,635,794 | \$ 388,206 | 11% | 2% | 49% |
| Other Income | \$ 121,888 | \$ - | \$ 121,888 | \$ 180,831 | \$ 93,331 | \$ 87,500 | \$ (59,143) | \$ (93,331) | \$ 34,188 | \$ 310,000 | \$ 160,000 | \$ 150,000 | 39% | | 81% |
| <i>Total Operating Revenues:</i> | \$ 337,243 | \$ 26,838 | \$ 310,405 | \$ 1,361,496 | \$ 1,047,545 | \$ 313,951 | \$ (1,024,253) | \$ (1,020,707) | \$ (3,546) | \$ 2,334,000 | \$ 1,795,794 | \$ 538,206 | 14% | 1% | 58% |
| OPERATING EXPENSES | | | | | | | | | | | | | | | |
| Purchased Transportation | \$ 8,175,779 | \$ 6,286,000 | \$ 1,889,779 | \$ 9,818,846 | \$ 7,040,322 | \$ 2,778,524 | \$ 1,643,067 | \$ 754,322 | \$ 888,745 | \$ 16,832,314 | \$ 12,069,127 | \$ 4,763,187 | 49% | 52% | 40% |
| Materials and Supplies | \$ 1,290,548 | \$ 1,000,660 | \$ 289,888 | \$ 2,300,611 | \$ 1,869,001 | \$ 431,610 | \$ 1,010,063 | \$ 888,341 | \$ 121,722 | \$ 3,943,911 | \$ 3,238,291 | \$ 705,620 | 33% | 31% | 41% |
| Salaries & Benefits | \$ 2,778,291 | \$ 2,430,989 | \$ 347,302 | \$ 3,018,906 | \$ 2,626,450 | \$ 392,456 | \$ 240,615 | \$ 195,461 | \$ 45,154 | \$ 5,175,276 | \$ 4,502,490 | \$ 672,786 | 54% | 54% | 52% |
| Services | \$ 552,758 | \$ 432,045 | \$ 120,713 | \$ 643,441 | \$ 514,753 | \$ 128,688 | \$ 90,683 | \$ 82,708 | \$ 7,975 | \$ 1,103,048 | \$ 882,438 | \$ 220,610 | 50% | 49% | 55% |
| Other | \$ 86,097 | \$ 72,278 | \$ 13,819 | \$ 204,017 | \$ 192,719 | \$ 11,298 | \$ 117,920 | \$ 120,441 | \$ (2,521) | \$ 349,750 | \$ 330,379 | \$ 19,371 | 25% | 22% | 71% |
| Casualty and liability insurance | \$ 323,570 | \$ 292,470 | \$ 31,100 | \$ 360,754 | \$ 335,503 | \$ 25,251 | \$ 37,184 | \$ 43,033 | \$ (5,849) | \$ 618,442 | \$ 575,151 | \$ 43,291 | 52% | 51% | 72% |
| Utilities | \$ 114,790 | \$ 104,258 | \$ 10,534 | \$ 91,109 | \$ 86,555 | \$ 4,554 | \$ (23,681) | \$ (17,701) | \$ (5,980) | \$ 156,193 | \$ 148,384 | \$ 7,809 | 73% | 70% | 135% |
| Taxes | \$ 11,710 | \$ 8,557 | \$ 2,153 | \$ 13,991 | \$ 12,303 | \$ 1,688 | \$ 2,281 | \$ 2,746 | \$ (465) | \$ 23,983 | \$ 21,088 | \$ 2,895 | 49% | 45% | 74% |
| <i>Total Operating Expenses:</i> | \$ 13,333,543 | \$ 10,628,255 | \$ 2,705,288 | \$ 16,451,675 | \$ 12,597,606 | \$ 3,754,069 | \$ 3,118,132 | \$ 2,069,351 | \$ 1,048,781 | \$ 28,202,917 | \$ 21,767,348 | \$ 6,435,569 | 47% | 49% | 42% |
| NON-OPERATING REV | | | | | | | | | | | | | | | |
| Federal Funds | \$ 6,233,999 | \$ 5,672,939 | \$ 561,060 | \$ 5,097,169 | \$ 3,041,269 | \$ 2,055,900 | \$ 1,136,830 | \$ 2,631,670 | \$ (1,494,840) | \$ 8,738,008 | \$ 5,213,606 | \$ 3,524,402 | 71% | | 16% |
| State Funds | \$ 7,767,320 | \$ 5,979,292 | \$ 1,788,028 | \$ 8,417,847 | \$ 7,372,110 | \$ 1,045,737 | \$ (650,527) | \$ (1,392,818) | \$ 742,291 | \$ 14,430,595 | \$ 12,637,905 | \$ 1,792,690 | 54% | 47% | 100% |
| Local Funds | \$ 709,545 | \$ 290,114 | \$ 419,431 | \$ 504,338 | \$ 166,432 | \$ 337,906 | \$ 205,207 | \$ 123,682 | \$ 81,525 | \$ 864,584 | \$ 285,313 | \$ 579,271 | 82% | 102% | 72% |
| Inter-Operator Agreements | \$ 3,049,550 | \$ 3,049,550 | \$ - | \$ 1,067,335 | \$ 1,067,335 | \$ - | \$ 1,982,215 | \$ 1,982,215 | \$ - | \$ 1,829,730 | \$ 1,829,730 | \$ - | 167% | 167% | |
| Interest & Other Misc Income | \$ 215,029 | \$ 214,568 | \$ 461 | \$ 3,490 | \$ 2,915 | \$ 575 | \$ 211,539 | \$ 211,653 | \$ (114) | \$ 6,000 | \$ 5,000 | \$ 1,000 | 3584% | 4291% | 46% |
| <i>Total Non-operating Revenues:</i> | \$ 17,975,443 | \$ 15,206,463 | \$ 2,768,980 | \$ 15,090,179 | \$ 11,650,061 | \$ 3,440,118 | \$ 2,885,264 | \$ 3,556,402 | \$ (671,138) | \$ 25,868,917 | \$ 19,971,554 | \$ 5,897,363 | 69% | 76% | 47% |
| EXCESS REV/(EXP) | \$ 4,979,143 | \$ 4,605,046 | \$ 374,097 | \$ - | \$ - | \$ - | \$ 4,979,143 | \$ 4,605,046 | \$ 374,097 | \$ - | \$ - | \$ - | | | |


Agenda Item #5b
Eastern Contra Costa Transit Authority
Board of Directors Meeting
January 27, 2021

Staff Report to ECCTA Board of Directors

Meeting Date: February 24, 2021

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

Lead Staff: Maria Arce, Chief Communications Officer

Approved: Jeanne Krieg, Chief Executive Officer 

Tri Delta Transit continues to innovate and develop programs aimed to meet the growing needs of the community. Here are some of the projects and outreach Marketing has been working on and developing.

511CC Promotion

20-Ride Pass Giveaway

In February, Tri Delta Transit worked with 511CC to promote a new 20-ride pass giveaway. In the first four days of promotion, 511CC received over 100 requests for a free Tri Delta Transit 20-ride bus pass. To date, 511CC has sent out 312 free passes. 511CC focused this promotion on incentivizing someone to trade a solo car trip for a bus trip. The free pass is available to those who live or work in Contra Costa County. Participants must agree to a follow-up survey and will receive communication from 511CC. The promotion will continue until the end of February or until 511CC supply of 20-ride passes is exhausted.



Agenda Item #5c
*Eastern Contra Costa Transit Authority
Board of Directors Meeting
February 24, 2021*

Easy Book

Tri Delta Transit's contracting partner, First Transit, has launched an on-line paratransit booking system that allows paratransit customers to book trips from their mobile phone or desktop. On February 10, 2021, a small group of participants was selected to pilot the program. After the pilot is complete, feedback will be gathered to make any necessary adjustments before releasing the service to all paratransit customers. Branding, marketing materials, and an instructional video for the new Easy Book system have been created to promote this new tool.

Easy Book

On-line bookings for Tri Delta Transit Paratransit

Clipper START

As approved by the Board of Directors December 2020, Tri Delta Transit has joined the Clipper START program, a Regional Means-Based Transit Fare Discount Pilot Program. Tri Delta Transit has worked closely with MTC staff to publish marketing materials and create a cohesive outreach and marketing campaign. In addition, Tri Delta Transit has begun reaching out to local community-based organizations, offering more detailed information and a virtual presentation about Clipper START. Clipper START is advertised on the exterior and interior of Tri Delta Transit buses, through digital channels, print media, and on the Tri Delta Transit website.

Clipper card giveaway

The Tri Delta Transit Clipper campaign and card giveaway began October 5th and in that time 548 requests for Clipper cards have been received. MTC and Tri Delta Transit are working together to increase Clipper usage and dispel common myths about this contactless payment method. Tri Delta Transit expects to see an uptick in requests as this promotion is highlighted in the most recent Tri Delta Transit commercial.

Community trade agreements

Tri Delta Transit reserves the rear advertising on paratransit vehicles for advertising trade opportunities with local community-based organizations. These agreements allow for cross-promotional opportunities between Tri Delta Transit and local chambers, philanthropic groups, community advocates, resource groups, and local businesses. Each year Marketing connects with each organization to confirm their participation for the upcoming year. All participants from 2020 have opted to continue this cross-promotional agreement in 2021 and two additional community partners have been added. Tri Delta Transit sends applicable promotions, alerts, and campaigns to these community partners which they, in turn, distribute and promote.

APTA Marketing and Communications Workshop

Marketing will join this virtual event on February 24th and 25th. This intensive and interactive workshop covers media relations, customer service, social media, ridership initiatives, and best practices. Each year this conference provides many resources Tri Delta Transit uses in the coming year to promote service.

Presentations and Outreach

Tri Delta Transit participates in community meetings and reaches out to community organizations to promote public transportation. This month the focus of promotions was on Tri Delta Transit's COVID response, the Clipper giveaway, Clipper START, the 511CC 20-ride pass giveaway, and upcoming schedule changes.

- January 21, 2021, Spare the Air
- January 27, 2021, Overcoming Transportation Barriers
- Delta Veterans Group
- Sustainable Contra Costa

Upcoming

- Transit Driver Appreciation Day, March 18, 2021
- New Schedule, March 21, 2021
- Free Community Shred-it Event, April 29, 2021



The poster features a large blue circle on the left containing the word "SHRED" in white, with "EVENT" in smaller white letters below it. To the right of this circle is a circular inset showing a stack of papers. The main title "Free Community Shred-It Event" is in large green font. Below it, "Hosted By" is written in blue, followed by the Tri Delta Transit logo (a stylized green and blue triangle) and the text "TRI DELTA TRANSIT" in blue. A blue horizontal bar contains the date and time "April 29th, 2021 9am to 1pm" in white. Below this bar, a location pin icon is followed by the address "Tri Delta Transit 801 Wilbur Avenue Antioch, CA" in black. At the bottom left, a blue rounded rectangle contains the text "Questions: Contact Maria Arce Chief Communications Officer 925-754-6622" in white. At the bottom right, a green rounded rectangle contains the text "BRING YOUR BOXES OF PAPER TO BE SHREDED ON SITE!" in white.

SHRED
EVENT

Free Community Shred-It Event

Hosted By  **TRI DELTA TRANSIT**

April 29th, 2021
9am to 1pm

📍 **Tri Delta Transit**
801 Wilbur Avenue
Antioch, CA

Questions:
Contact Maria Arce
Chief Communications Officer
925-754-6622

BRING YOUR BOXES OF PAPER TO BE SHREDED ON SITE!

Agenda Item #5c
*Eastern Contra Costa Transit Authority
Board of Directors Meeting
February 24, 2021*

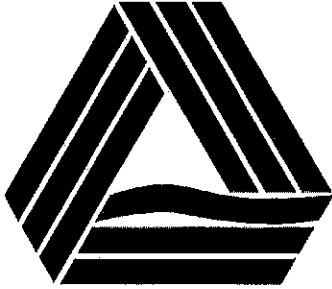
TAB 2

Agenda Item #6a
CEO's Report

Board of Directors Meeting

Wednesday February 24, 2021

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



Chief Executive Officer's Report

February 2021

COVID-19 – Recovery

- Tri Delta Transit's app, *Transit*, provides crowding information to customers (in addition to real-time bus information, ETAs, trip planning, and step-by-step navigation).
- Collection of fares resumed January 1, 2020. The building lobby reopened December 7th to accommodate ticket sales. Boarding on the buses is done through the front door to accommodate fare payment.
- Hand sanitizer dispensers and shields have been installed on all buses.
- An adjusted COVID schedule began November 8th to better meet BART's new schedule. BART announced an additional schedule change planned for March 22nd so staff will be adjusting schedules accordingly.
- Fixed route ridership remains at around 50 % of normal on weekdays and 70% of normal on weekends.
- Paratransit ridership remains at 40% of normal on weekdays and 70% of normal on weekends.
- Seals indicating ECCTA's certification in APTA's Health and Safety Commitments Program have been installed on all buses.

COVID-19 -- Response

- Signs regarding masks and social distancing have been placed on all buses.
- 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 Tri Delta Transit buses, cars, and vans are cleaned and disinfected each evening by our maintenance staff.
- All employees have their temperature taken when they enter the building. Anyone over 100.4 will be sent home.
- 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.
- Data is being collected and reported to MTC for a dashboard indicating compliance with specific standards. These include customer masks, operator masks, social distancing, and contact tracing.

Projects

- 20-ride pass giveaway (511CC)
- One-seat regional paratransit pilot program
- Paratransit on-line booking (*Easy Book*) – being tested by pilot group
- Oakley Park & Ride Request for bid has been published – bids are due March 1st
- MTC's Blue Ribbon Task Force recommendations
 - Chair Preston-Scales, Vice-chair Gray, and I attended a virtual meeting to get an update on the project
- Tri Delta Transit website update
- WiFi on all buses
- Hydrogen fueling station (looking for a source of funds)
- Autonomous vehicle demo (June 2021)
- Hydrogen bus procurement
- System redesign project
- Phase II: UC Berkeley's PATH IDTO project
- Vehicle disposal
- Mobile Emergency Operations bus construction
- LCFS credits
- CCTA's Design Alternative Assessment for SR4 from I-680 to Hillcrest
- Bus shelter placement: shelters have been delivered and will be installed soon
- Policy manual update
- CCTA Accessible Transportation Strategic Plan (I serve on the Policy Advisory Committee and Steve Ponte serves on the Technical Advisory Committee)
- A new commercial was created highlighting safety measures

Pending

- Shelter installation
- Bus wash blower
- Lo-No grant
 - Hydrogen buses & station
- CCTA planning grant: transit corridor between Hillcrest & Marsh Creek
- Clipper: next generation
 - Funding agreement
 - Site visits for hardware placement
 - Acceptance on paratransit
- Service to Brentwood LMC campus (ON HOLD through Fall 2021)
- 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

Tri MyRide

- Ridership on Tri MyRide continues to slowly climb.
- The eight Tri MyRide vehicles approved by the Board of Directors in December 2019 are in service.

Services Offered

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

FYI

Amenities at Tri Delta Transit's bus stops in east county include:

- 204 benches
- 68 shelters
- 111 trash cans

APTA's EXPO and annual meeting has been postponed to September 1-3, 2021. It will be held in Anaheim.

Community trade agreements

Tri Delta Transit reserves the rear advertising space on paratransit vehicles for advertising trade opportunities with local community-based organizations. These agreements allow for cross-promotional opportunities between Tri Delta Transit and local chambers, philanthropic groups, community advocates, resource groups, and local businesses.

New schedule will be effective March 21, 2021.

Free community Shred-It event will be held Thursday, April 29, 2021 from 9am – 1pm.

County Connection, Tri Delta Transit WestCat, and 511 CC will not be offering a Summer Youth Pass in 2021.

Facility

- Emergency roof repairs were completed.
- Annual underground tank testing is schedule for the week of 2/22

Clipper

Clipper Card promotion:

- 548 free cards have been distributed

Clipper START, the regional means-based transit fare discount pilot program launched January 25th on Tri Delta Transit. The region-wide program allows lower-income adults age 19-64 to receive fare discounts ranging from 20 percent to 50 percent on most transit systems around the region. Clipper START is an 18-month pilot program initiated by MTC and Bay Area transit agencies that uses the Clipper transit fare payment system to reduce the cost of transportation for adults whose household incomes are no more than twice the federal poverty level (for example, \$52,400 for a family of four).

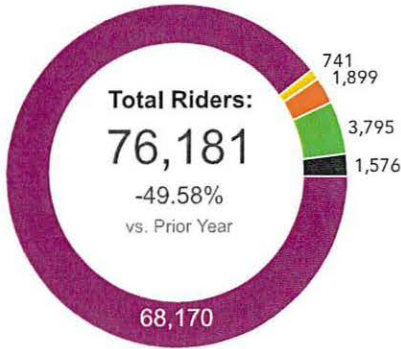
Applicants to the pilot program can provide a copy of an Electronic Benefits Transfer (EBT) card or Medi-Cal card, a county benefits eligibility letter, their Muni Lifeline card number or a copy of their last federal tax return to demonstrate their eligibility. Once approved, they will receive a personalized Clipper card that must be loaded with cash value before use.

The Clipper START discounts are automatically applied whenever the card is used on participating transit agencies. Clipper START is not a transit pass — it is a program that offers discounts for single rides on the 10 participating systems. The card also can be used just like a standard Clipper card to pay for fares on any agency that accepts Clipper.



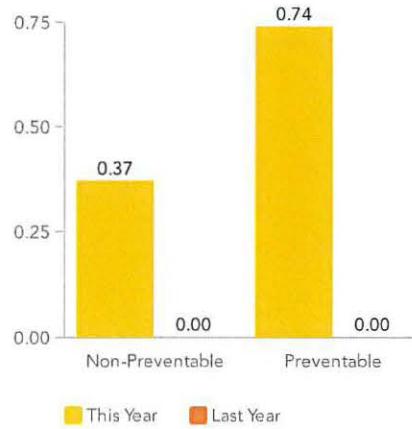
Performance Summary

Ridership

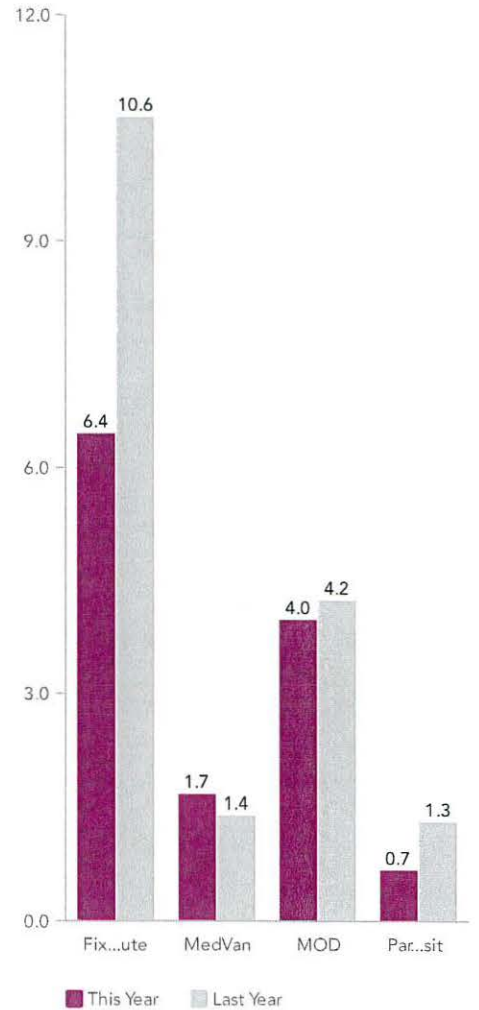


- Fixed Route
- MedVan
- MOD
- Paratransit
- TMR

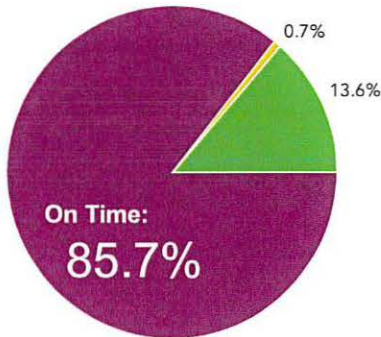
Accidents / 100K Miles



Passengers Per Revenue Hour

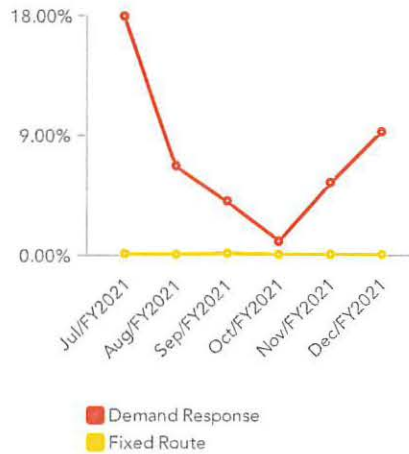


On Time Performance



- On Time
- Early
- Late

Cost Recovery Ratio



- Demand Response
- Fixed Route

Safety Performance

Preventable Accident Report

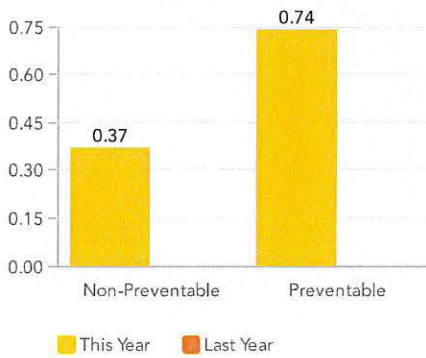
| | Accidents | Per 100,000 Miles |
|-------------------|-----------|-------------------|
| Jul/FY2021 | 4 | 1.02 |
| Aug/FY2021 | 1 | 0.39 |
| Nov/FY2021 | 1 | 0.39 |
| Dec/FY2021 | 2 | 0.74 |
| YTD 2021 | 2 | 0.74 |
| YTD Change | No data | |

Preventable Accidents Per 100,000 Miles

Last Six Months - System Wide

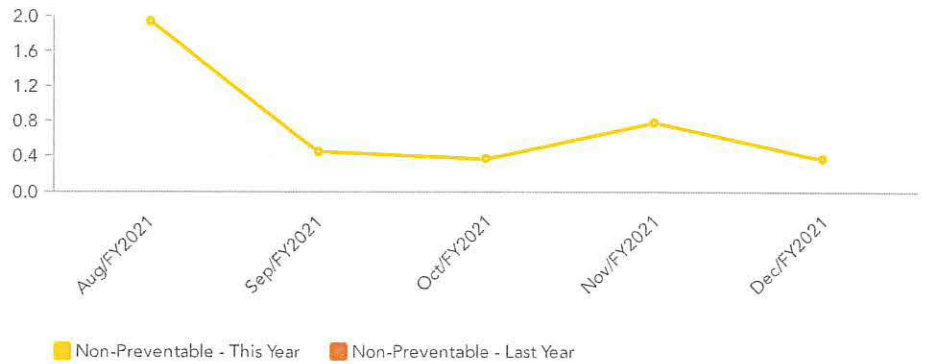


Year To Date - System Wide Accidents Per 100,000 Miles



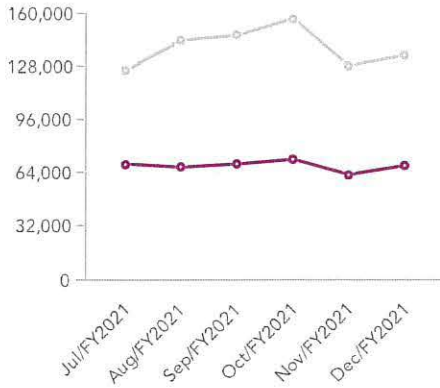
Non-Preventable Accidents Per 100,000 Miles

Last Six Months - System Wide



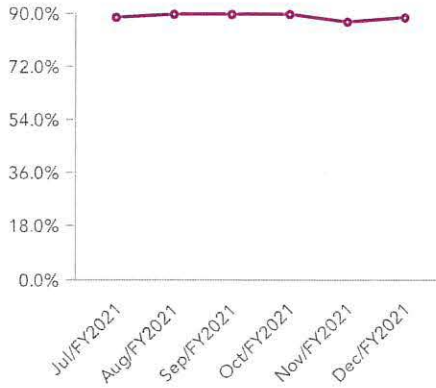
Fixed Route Performance

Total Ridership



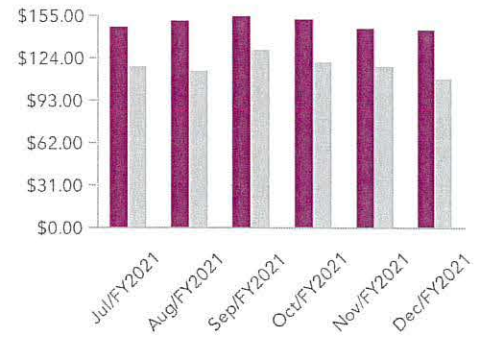
■ This Year ■ Last Year

On Time Performance



■ This Year ■ Last Year

Operating Cost Per Revenue Hour

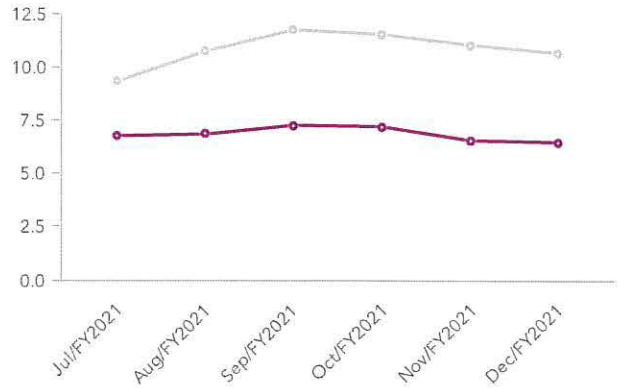


■ This Year ■ Last Year

YTD Report - Fixed Route

| Metric | This Year | Prior Year | % Change |
|-------------------------------|-----------|------------|----------|
| Customer | | | |
| Complaints Per 100k Riders | 46.94 | 17.12 | +174.2% |
| Service | | | |
| % of Trips On Time | 88.24 | | |
| Ridership Per Rev. Hour | 6.44 | 10.64 | -39.5% |
| Roadcalls Per 100k Miles | 0.00 | 0.00 | |
| Financial | | | |
| Operating Costs Per Rev. Hour | 144.27 | 108.95 | +32.4% |
| Ridership | | | |
| Ridership | 68,170.00 | 134,355.00 | -49.3% |

Passengers Per Revenue Hour



■ This Year ■ Last Year

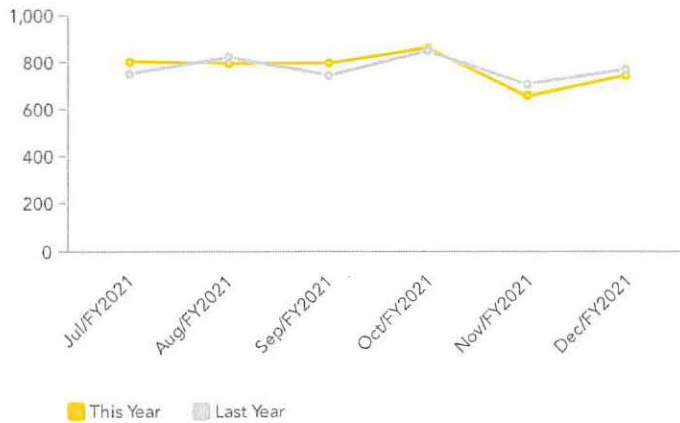
MedVan, Paratransit, and MOD Performance

YTD Report

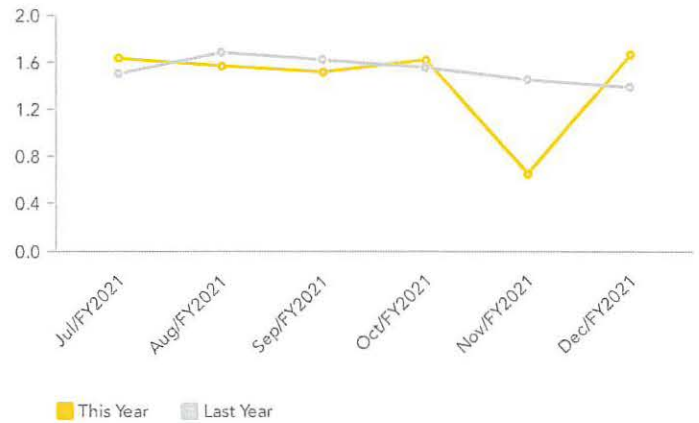
MedVan

| | Metric | This Year | Prior Year | % Change |
|-----------|-------------------------------|-----------|------------|----------|
| Customer | Complaints Per 100k Riders | 0.00 | 0.00 | |
| Service | % of Trips On Time | 82.38 | 75.55 | +9.0% |
| | Ridership Per Rev. Hour | 1.66 | 1.39 | +19.4% |
| | Roadcalls Per 100k Miles | 0.00 | 0.00 | |
| Financial | Operating Costs Per Rev. Hour | 58.15 | 56.56 | +2.8% |
| Ridership | Ridership | 741 00 | 767 00 | -3.4% |

Total Ridership



Passengers Per Revenue Hour

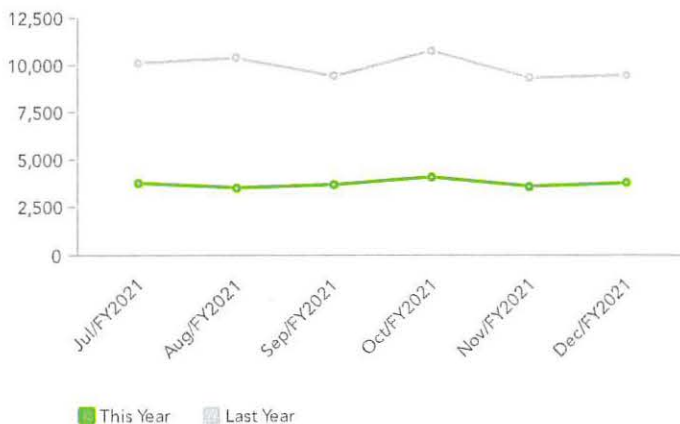


YTD Report

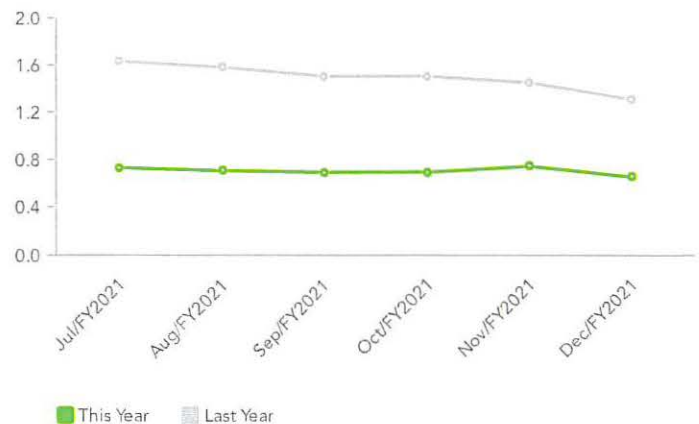
Paratransit

| | Metric | This Year | Prior Year | % Change |
|-----------|-----------------------------|-----------|------------|----------|
| Customer | Complaints Per 100k Riders | 79.05 | 159.22 | -50.4% |
| Service | % of Trips On Time | 72.30 | 50.16 | +44.1% |
| | Ridership Per Rev. Hour | 0.66 | 1.31 | -49.6% |
| | Roadcalls Per 100k Miles | 0.00 | 0.00 | |
| Financial | Operating Costs Per Rev. Hr | 57.32 | 57.22 | +0.2% |
| Ridership | Ridership | 3 795 00 | 9 421 00 | -59.7% |

Total Ridership



Passengers Per Revenue Hour

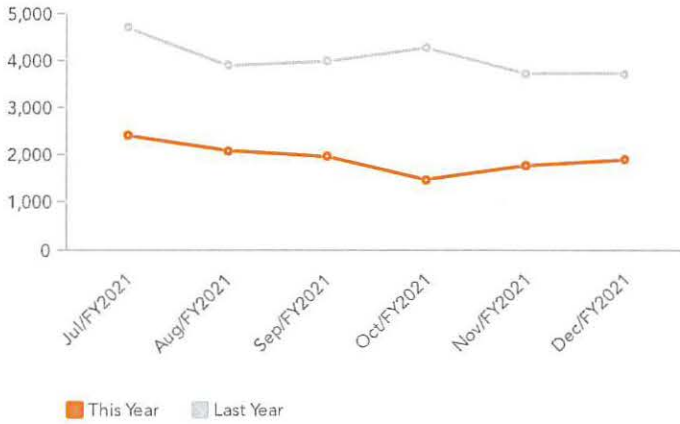


MOD

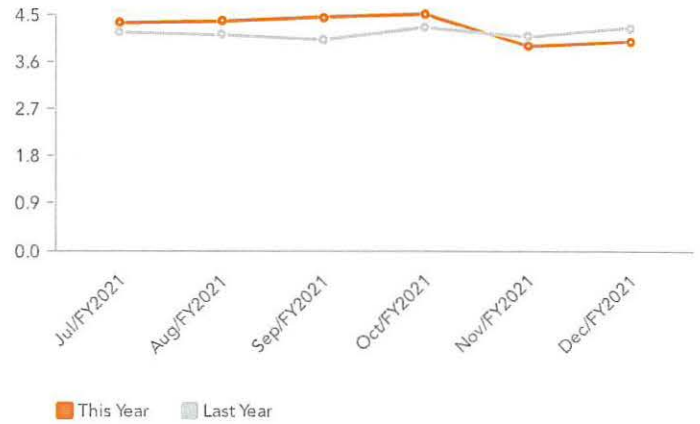
YTD Report

| | Metric | This Year | Prior Year | % Change |
|-----------|--------------------------|-----------|------------|----------|
| Customer | Complaints Per 100k Ride | 0.00 | 0.00 | |
| Service | Ridership Per Rev. Hour | 3.98 | 4.23 | -5.9% |
| Financial | Operating Costs Per Rev. | 90.62 | | |
| Ridership | Ridership | 1,899.00 | 3,702.00 | -48.7% |

Total Ridership



Passengers Per Revenue Hour

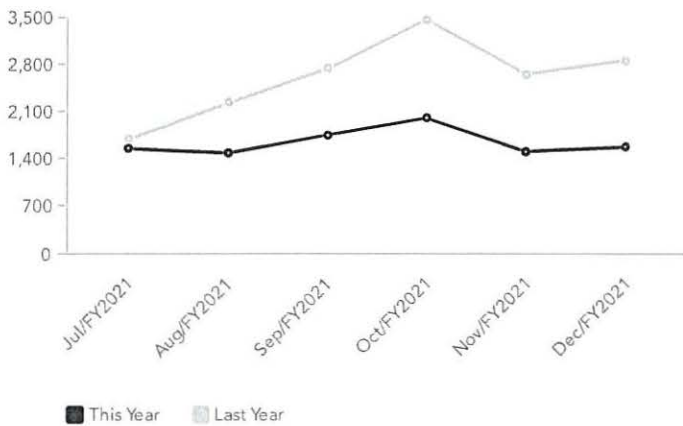


YTD Report

TMR

| | Metric | This Year | Prior Year | % Change |
|--------------|--------------------------|-----------|------------|----------|
| Customer Ser | Complaints Per 100k Ride | 63.45 | 70.45 | -9.9% |
| Ridership | Ridership | 1,576.00 | 2,839.00 | -44.5% |

Total Ridership



Passengers Per Revenue Hour

No data

TAB 3

Agenda Item #7a

ACTION ITEM: FY21 Transit Capital Priorities Program of Projects


Resolution #210224A

Board of Directors Meeting

Wednesday February 24, 2021

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

Staff Report to ECCTA Board of Directors

Meeting Date: February 24, 2021
Agenda Item: FY21 Transit Capital Priorities Program of Projects
Agenda Item #7a
Lead Staff: Agustin Diaz, Chief Financial Officer
Approved: Jeanne Krieg, Chief Executive Officer 

Background

The Metropolitan Transportation Commission (MTC) is responsible for the allocation of the FTA Formula Program comprised of Section 5307 Urbanized Area, 5337 State of Good Repair and Section 5339 Bus and Bus Facilities. MTC's Transit Capital Priorities (TCP) process helps ensure that the limited federal transit dollars available go to projects that are essential. In the current call for projects that covers FY2020-21 through FY2024-25 MTC has allocated funding for two projects in the FY2021 Program, Transit Bus Replacements and ADA Operating Assistance.

The total amount of FTA funds allocated are \$5,265,884 with a local match of 1,809,884 for a total cost of \$7,075,768.

Requested Action

Adopt Resolution #210224A authorizing ECCTA to apply for the funding in MTC's FY21 Transit Capital Priorities Program of Projects.



TRI DELTA TRANSIT

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

RESOLUTION #210224A

AUTHORIZING THE FILING OF AN APPLICATION FOR FTA FORMULA PROGRAM AND SURFACE TRANSPORTATION PROGRAMS FUNDING FOR TRANSIT BUS REPLACEMENTS AND ADA OPERATING ASSISTANCE AND COMMITTING THE NECESSARY LOCAL MATCH FOR THE PROJECTS AND STATING THE ASSURANCE OF EASTERN CONTRA COSTA TRANSIT AUTHORITY TO COMPLETE THE PROJECT

WHEREAS, Fixing America's Surface Transportation (FAST, Public Law 114-94) continues and establishes new Federal Transit Administration formula programs (23 U.S.C. §53) and continues the Surface Transportation Program (23 U.S.C. §133); and

WHEREAS, pursuant to FAST, and the regulations promulgated there under, eligible project sponsors wishing to receive Federal Transit Administration (FTA) section 5307 Urbanized Area, Section 5337 State of Good Repair, or Section 5339 Bus and Bus Facilities (collectively, FTA Formula Program) grants or Surface Transportation Program (STP) grants for a project shall submit an application first with the appropriate metropolitan transportation planning organization (MPO), for review and inclusion in the MPO's Transportation Improvement Program (TIP); and

WHEREAS, the Metropolitan Transportation Commission is the MPO for the San Francisco Bay region; and

WHEREAS, Eastern Contra Costa Transit Authority (ECCTA) is an eligible project sponsor for FTA Formula Program or STP funds; and

WHEREAS, ECCTA wishes to submit a grant application to MTC for funds from the FY2020-21 through FY2024-25 FTA Formula Program or STP funds, for the following projects:

- Replace two (2) 40' buses with Fuel Cell Electric Buses
- Replace six (6) 40' buses
- ADA Operating Assistance

WHEREAS, MTC requires, as part of the application, a resolution stating the following:

- 1) the commitment of necessary local matching funds (18-50% for FTA Formula Program funds, depending on project type, and 11.47% for STP funds); and
- 2) that the sponsor understands that the FTA Formula Program and STP funding is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded from FTA Formula or STP funds; and

- 3) the assurance of the sponsor to complete the projects as described in the application, and if approved, as programmed in MTC's TIP; and
- 4) that the sponsor understands the FTA Formula Program must be obligated within three years of programming and STP funds must be obligated by January 31 of the year that the project is programmed for in the TIP, or the project may be removed from the program

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors that ECCTA is authorized to execute and file an application for funding under FTA Formula Program and/or Surface Transportation Program in the amount of \$5,265,884 for Transit Bus Replacements and ADA Operating Assistance; and

BE IT FURTHER RESOLVED that the Board of Directors by adopting this resolution does hereby state that:

- 1) ECCTA will provide \$1,809,884 in local matching funds; and
- 2) ECCTA understands that the FTA Formula Program and STP funding for the projects is fixed at \$5,265,884, and that any cost increase must be funded by the ECCTA from local matching funds, and that ECCTA does not expect any cost increases to be funded with FTA Formula Program and Surface Transportation Program funds; and
- 3) The Transit Bus Replacements will be built as described in this resolution and, if approved, for the amount shown in the Metropolitan Transportation Commission (MTC) Transportation Improvement Program (TIP) with obligation occurring within the timeframe established below; and
- 4) The program funds are expected to be obligated by January 31 of the year the project is programmed for in the TIP; and
- 5) ECCTA will comply with FTA requirements and all other applicable Federal, State and Local laws and regulations with respect to the proposed projects; and

BE IT FURTHER RESOLVED, that ECCTA is an eligible sponsor of projects in the program for FTA Formula Program and STP funds; and

BE IT FURTHER RESOLVED, that ECCTA is authorized to submit an application for FTA Formula Program and STP funds for Transit Bus Replacements and ADA Operating Assistance; and

BE IT FURTHER RESOLVED, that there is no legal impediment to ECCTA making applications for FTA Formula Program and STP funds; and

BE IT FURTHER RESOLVED, that there is no pending or threatened litigation which might in any way adversely affect the proposed projects, or the ability of ECCTA to deliver such projects; and

BE IT FURTHER RESOLVED, that ECCTA agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC resolution 3866; and

BE IT FURTHER RESOLVED, that a copy of this resolution will be transmitted to the MTC prior to MTC programming the FTA Formula Program or Surface Transportation Program funded projects in the Transportation Improvement Program (TIP); and

BE IT FURTHER RESOLVED, that the MTC is requested to support the application for the projects described in the resolution and to program the projects, if approved, in MTC's TIP.

PASSED AND ADOPTED THIS 24TH day of February 2021, by the following votes:

Eastern Contra Costa Transit Authority

Shanelle Scales-Preston, Chair

Jeanne Krieg, Chief Executive Officer

AYES:

NOES:

ABSENT

ABSTENTIONS:

TAB 4

Agenda Item #7b

ACTION ITEM: FY19-20 Independent Financial Audit

Resolution #210224B

Board of Directors Meeting

Wednesday February 24, 2021


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

Staff Report to ECCTA Board of Directors

Meeting Date: February 24, 2021

Agenda Item: Independent Auditor's Report for the year ended June 30, 2020
Agenda Item #7b

Lead Staff: Agustin Diaz, Chief Financial Officer

Approved: Jeanne Krieg, Chief Executive Officer 

Background

ECCTA is required to have an annual certified fiscal audit conducted by an outside independent firm. Per the contract between Brown Armstrong Accountancy Corporation and ECCTA, an audit of the fiscal year ending June 30, 2020 was conducted.

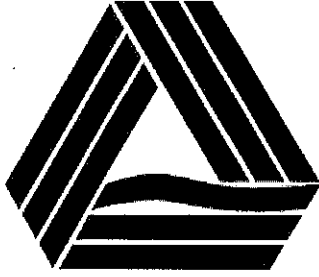
Results

ECCTA's financial statements were found to fairly present the financial condition of the Authority in accordance with GAAP standards. There were no material findings or questioned costs. The Authority was found to be compliant with the requirements of the OMB circular A-133, and the regulations regarding expenditures funded with Transportation Development Act and the Public Transportation, Modernization of Service and Enhancement Account funds.

Requested Action

Adopt Resolution #210224B accepting the Independent Auditor's Report for the year ended June 30, 2020.

NOTE: The Independent Auditor's Report is attached in Appendix A



TRI DELTA TRANSIT

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

RESOLUTION #210224B INDEPENDENT AUDITOR'S REPORT

Resolution #210224B accepts the EASTERN CONTRA COSTA TRANSIT AUTHORITY Independent Auditor's Report for the year ended June 30, 2020.

WHEREAS, ECCTA is required by PUC 99245 to have an annual certified fiscal audit conducted by an outside entity; and

WHEREAS, the independent audit performed was designed to express an opinion on the FY 2020 financial statements and address current statutory and regulatory requirements in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and

WHEREAS, the Independent Auditor's Report for the year ended June 30, 2020 shows no significant issues.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #210224B accepting the Independent Auditor's Report.

PASSED AND ADOPTED THIS 24th day of February 2021, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Shanelle Scales-Preston, Chair

Jeanne Krieg, CEO

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

TAB 5

Agenda Item #7c

ACTION ITEM: HVAC Maintenance and As-Needed Repairs


Resolution #210224C

Board of Directors Meeting

Wednesday February 24, 2021

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

Staff Report to ECCTA Board of Directors

Meeting Date: February 24, 2021
Agenda Item: HVAC Maintenance and As-Needed Repairs – Agenda Item #7c
Lead Staff: Joe Chappelle, Manager of Administrative Services
Approved: Jeanne Krieg, Chief Executive Officer 

Background

ECCTA Board of Directors awarded a five-year contract to Tyndall HVAC, Inc. for preventative HVAC maintenance and as-needed repairs on January 27, 2016. A new contract, which would be considered a public works contract, is required. ECCTA's Procurement Manual dictates that we go out to bid for public works projects if the estimated cost of the project exceeds \$6,500.

Process

January 4, 2021: IFB 2021-01 for preventative HVAC maintenance and as-needed repairs was mailed to 18 firms, publicly advertised, and posted on ECCTA's website.

January 19, 2021: one firm attended a pre-bid meeting

February 8, 2021: ECCTA received six responsive bids from:

- Tyndall HVAC Inc.
- Bel Air Mechanical, Inc.
- ARMS Air Conditioning & Heating
- A&B Mechanical, Inc.
- Frank M. Booth, Inc.
- Peterson Mechanical, Inc.

February 10, 2021: ECCTA received one protest from one of the other bidders. An investigation was held and the protest was denied.

Tyndall HVAC Inc was the lowest, responsible bidder with a bid price of \$5,225 for year one.

Requested Action

Adopt Resolution #210224C authorizing the CEO to enter into a five-year contract for preventative HVAC maintenance and as-needed repairs with Tyndall HVAC Inc. for \$5,225 for year one.



TRI DELTA TRANSIT

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

RESOLUTION #210224C

Authorization for Award of Contract for Preventative HVAC Maintenance and as-needed Repairs

Resolution #210224C authorizes the CEO to enter into a five-year contract for preventative HVAC maintenance and as-needed repairs of ECCTA’s HVAC system with Tyndall HVAC, Inc.

WHEREAS, the current contract for preventative HVAC maintenance and as-needed repairs has expired; and

WHEREAS, on January 4, 2021, ECCTA advertised IFB #2021-01 and mailed it to 18 firms; and

WHEREAS, six responsive bids were received; and

WHEREAS, Tyndall HVAC, Inc. is the lowest responsible bidder;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #210224C authorizing the CEO to enter into a five-year contract for preventative HVAC maintenance and as-needed repairs with Tyndall HVAC, Inc. for \$5,225 for year one.

PASSED AND ADOPTED THIS 24th day of February 2021, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Shanelle Scales-Preston, Chair

Jeanne Krieg, Chief Executive Officer

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