



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 23, 2022

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Available online: www.trideltatransit.com

Members of the Board of Directors and members of the public can attend the meeting:

- In person (proof of COVID-19 vaccination is required)
- from a laptop:

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

- from a phone

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
 - made in-person during the meeting
 - made via phone or Zoom during the meeting



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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 Ken Gray
 - 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 Ken Gray

5. **Consent Calendar (ACTION ITEM):** Minutes, Financial Report, and Marketing Activities Report (*see attachment: tab #1*)
 - a. Minutes of the Board of Directors meeting of December 15, 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 2021-22

** Vice-chair: FY 2021-22

**Board of Directors Meeting Agenda
Wednesday February 23, 2022**

7. ACTION and DISCUSSION ITEMS

- a. **ACTION ITEM:** Title VI Service Equity Analysis for COVID-19 Temporary Service Changes
(see attachment: tab #3)
Requested Action: After accepting public comment, adopt Resolution #220223A accepting the findings of ECCTA's Title VI Service Equity Analysis for COVID-19 Temporary Service Changes.
- b. **ACTION ITEM:** Diesel Bus Purchase
(see attachment: tab #4)
Requested Action: Adopt Resolution #220223B authorizing the CEO to enter into a contract with Gillig through the CalACT MBTA Vehicle Purchasing Cooperative bid for an amount not to exceed \$4,376,476 which includes a 10% contingency, for the purchase of six 40-foot low-floor diesel Gillig buses.
- c. **ACTION ITEM:** Electric Bus Purchase
(see attachment: tab #5)
Requested Action: Adopt Resolution #220223C authorizing the CEO to enter into a contract with Gillig through a State of Washington Department of Energy Services cooperative procurement contract for an amount not to exceed \$2,146,511, which includes a 10% contingency, for the purchase of two 40-foot low-floor electric Gillig buses.
- d. **ACTION ITEM:** Shop Equipment Maintenance
(see attachment: tab #6)
Requested Action: Adopt Resolution #220223D authorizing the CEO to enter into a five-year contract, with three one-year options, for as-needed maintenance and repair of ECCTA's shop equipment with Air & Lube Systems, Inc. for \$57,524 for year one.
- e. **ACTION ITEM:** Organizational Chart Update
(see attachment: tab #7)
Requested Action: Adopt Resolution #220223E authorizing the CEO to update ECCTA's organizational chart by adding a part-time Information Technology Specialist position.
- f. **ACTION ITEM:** 2022 Summer Youth Pass
(see attachment: tab #8)
Requested Action: Authorize staff to enter into an agreement with 511 Contra Costa enabling Tri Delta Transit to market and sell the \$60 unlimited-ride 2022 summer pass to passengers aged 5-17 for \$30

- g. **ACTION ITEM: Guaranteed Hours**
(see attachment: tab #9)

Requested Action: Approve the following policy:

When a mechanic is assigned to on-call duty, that mechanic is on standby and is paid for eight hours of work whether or not the employee reports to work. If a situation arises that requires them to report to work, they receive overtime pay for the hours worked up to, and anything over, eight hours.

- h. **ACTION ITEM: CEO Recruitment**
(see attachment: tab #10)

Requested Action: Accept the Personnel Committee recommendation for the recruitment of a Chief Executive Officer for Tri Delta Transit.

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 23, 2022 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 23, 2022

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

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

MINUTES

December 15, 2021

The Eastern Contra Costa Transit Authority (ECCTA) meeting was called to order in the ECCTA Board Room, 801 Wilbur Avenue, Antioch, California by Chair Ken Gray at 4:01 P.M.

ROLL CALL / CALL TO ORDER

BOARDMEMBERS

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

ABSENT: Federal Glover (Contra Costa County)

STAFF PRESENT: Jeanne Krieg, Chief Executive Officer (CEO)
Steve Ponte, Chief Operating Officer (COO)
Eli Flushman, General Counsel*
Agustin Diaz, Chief Financial Officer (CFO)
Kevin Moody, Director of Maintenance
Joe Chappelle, Manager of Administrative Services
DeAnna Perry, Manager of Accessible Services

OTHERS

PRESENT: Yevette McNeese, First Transit General Manager
Myeisha Williams, First Transit Assistant General Manager
Angie Johnson, First Transit Safety Manager
Hosie Pintily, First Transit Safety Assurance Officer
Mark Elias, First Transit Region Vice President

*arrived after roll call

PLEDGE OF ALLEGIANCE

Chair Gray led the Pledge of Allegiance.

PUBLIC COMMENT

There were no comments from the public.

CHAIR'S REPORT

Chair Gray reported that Ms. Krieg was recognized as California Transit Association's Transit Professional of the Year. Director Scales-Preston was recognized and thanked for her service as previous chair of the ECCTA Board of Directors. Chair Gray reported that the APTA annual Conference and Expo was very informative and that a program APTA introduced called the Racial Equity Commitment Program would be discussed at the January meeting.

CONSENT CALENDAR

On motion by Director Scales-Preston, seconded by Director Craft, ECCTA Board members adopted the Consent Calendar, as follows, which carried by the following vote:

- A. Minutes of the Board of Directors meeting of October 27, 2021
- B. Financial Report
- C. Marketing and Customer Service Activities Report

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

CHIEF EXECUTIVE OFFICER'S REPORT

- A. Operations Report

Chief Executive Officer Jeanne Krieg reported that ECCTA was having its annual toy drive and the toys were being delivered to the Children's Hospital in Oakland.

Ms. Krieg introduced the First Transit and Tri Delta Transit staff attending the board meeting.

Ms. Krieg reported the deadline for the vaccination requirement adopted by the Board of Directors was December 15th. 100 percent of the 37 Tri Delta Transit employees are vaccinated. Of the 170 First Transit employees who work for Tri Delta Transit, 93- ½ percent are vaccinated. 10 of the 11 who are not vaccinated had requested an exemption and exemption requests were being processed by First Transit's Human Resources department.

Ms. Krieg advised that Tri Delta Transit's contractor, First Transit, is experiencing a staffing shortage and currently short 21 drivers, causing missed runs in the schedule. To address the shortage of operators, service was being reduced. Beginning Sunday, December 19th the headways on all routes would be reduced to one hour. First Transit was continuing to recruit and train, so service was expected to improve in terms of reliability.

Ms. Krieg also reported the requirement to wear a mask on buses, trains, and airplanes was extended for the third time from January 18th, 2022 to March 18th, 2022. There had not been too many issues on the buses.

Oakley Park and Ride lot construction was progressing. There had been some delays associated with getting soil, parts, and irrigation. Paving would soon begin and the lot was expected to be complete in February.

Ms. Krieg reported that all ECCTA buses have cameras inside and some buses also have cameras outside. The cameras are very useful when investigating an incident or accident. The technology has improved over the years and is now digital. Recently, the video footage for a trip was reviewed to see if a fall and injury had occurred on a bus and the video confirmed there was no fall or injury. The customer was invited to view the video footage.

Ms. Krieg stated that staff were preparing for FTA's triennial audit that occurs every three years. The auditors look at 21 different areas to ensure ECCTA is following FTA requirements and policies. The technical assistance provided by the triennial audit helps ECCTA be more efficient and find better ways to accomplish various tasks.

The California Highway Patrol began their annual audit on December 15th. ECCTA's records are reviewed to ensure ECCTA is complying with requirements associated with maintenance, drug and alcohol testing, driver records, and record keeping. The inspector also evaluates a random sample of the buses.

Ms. Krieg acknowledged disappointment that no member designated projects, or earmarks, were included in the Infrastructure Investment and Jobs Act. Congressman DeSaulnier had included the Tri MyRide expansion project in the original bill, so that source of funding was not an option. ECCTA was looking at other options and hoped to expand Tri MyRide service in the future.

As an update on the free Clipper card distribution, ECCTA had given 732 of the 1000 available free Clipper cards to customers. ECCTA hoped to give away all of the free cards soon.

Ms. Krieg reported that she did not have details yet, but the BART police department was planning to award two Tri Delta Transit drivers a Good Samaritan award for their role in assisting with an incident in October.

Ms. Krieg stated she was re-elected to a two-year term on the California Transit Association executive committee and was honored to be named the Transit Professional of the Year by the California Transit Association. Additionally, the Delta Veterans Group presented Tri Delta Transit with a plaque in appreciation for ECCTA's commitment to Veterans. In honor of Veteran's Day, the Delta Veterans Group provided food at each in-service meeting for all

ECCTA employees and honored Veterans who work at Tri Delta Transit with certificates during a ceremony.

After Ms. Krieg's report, Director Daugelli asked a question regarding the state's personal belief exemption policy for COVID vaccinations and Chair Gray asked Ms. Krieg to follow up.

ACTION AND DISCUSSION ITEMS

A. One Seat Ride Demonstration Project Extension

Ms. Krieg discussed the demonstration project agreement between ECCTA, Livermore Amador Valley Transit Authority, County Connection, and WestCat to provide ADA paratransit trips within Contra Costa County and eastern Alameda County that do not require a transfer between transit agencies. The initial demonstration project was December 1, 2020 to April 30, 2021. All agencies agreed to extend the one seat ride demonstration project until October 31, 2021. The demonstration project had gone well, but because it was operated during a pandemic with lower ridership conditions, the agencies wanted to extend the demonstration project until November 30, 2022 to gather more accurate information about actual usage and costs. The agencies planned to reach out to East Bay Paratransit to see if they would join the demonstration project.

Director Daugelli discussed that he is appreciative of the service. Chair Gray commented that the Senior Mobility Action Council is also supportive of the service.

On motion by Director Craft, seconded by Director Daugelli, ECCTA Boardmembers approved a one-year extension to the One Seat Ride Demonstration Project to November 30, 2022, carried by the following Roll Call vote:

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

NOES:

ABSTAIN:

ABSENT: Glover

B. ECCTA Board of Directors 2022 Meeting Schedule

Ms. Krieg reported that ECCTA bylaws state the Board of Directors will meet on the 4th Wednesday of every month at 4pm and the Board Chair has the authority to cancel or reschedule any Tri Delta Transit Board meeting if there is a lack of pressing agenda items or if extenuating circumstances exist.

For the last several years, the Board of Directors combined the November and December

meetings to avoid the holidays.

On motion by Director Thorpe, seconded by Director Higgins, ECCTA Boardmembers approved combining the November and December 2022 board meetings and conducting that meeting on December 14, 2022.

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

NOES:

ABSTAIN:

ABSENT: Glover

C. FY 20-21 Independent Auditors Report

Chief Financial Officer Agustin Diaz reported that Brown Armstrong CPAs conducted an audit of the fiscal year ending June 30, 2021. No deficiencies in internal control considered to be material weaknesses were found, but the auditor did have five recommendations for strengthening internal controls, and the recommendations had been addressed by ECCTA.

On motion by Director Craft, seconded by Director Scales-Preston, ECCTA Boardmembers adopted Resolution 211215A accepting the Independent Auditor's Report for the year ended June 30, 2021, carried by the following Roll Call vote:

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

NOES:

ABSTAIN:

ABSENT: Glover

BOARD OF DIRECTORS COMMENTS

Director Bryant expressed his appreciation for the opportunity to learn more about public transportation at the APTA Annual Conference and Expo. Director Guise stated that ECCTA would miss Ms. Krieg after she retires. Director Scales-Preston expressed her gratitude for being able to meet in-person and that her thoughts and prayers were with Director Burgis. Director Williams expressed her appreciation for the opportunity to learn more about public transportation at the APTA Annual Conference and Expo and that her thoughts were also with Director Burgis. Director Craft appreciated being able to meet in-person, congratulated Ms. Krieg and recognized Director Scales-Preston as the new Vice-Mayor for the city of Pittsburg. Director Wilson congratulated Director Scales-Preston, expressed her appreciation for the APTA Annual Conference and Expo, and echoed her sentiments that her thoughts and prayers were with Director Burgis. Director Thorpe wished

everyone happy holidays. Director Higgins expressed her support for Director Burgis. Director Daugelli expressed that his thoughts were also with Director Burgis and commended Ms. Krieg for the Tri MyRide service. Chair Gray recognized Director Bryant and Director Williams as the newest board members, discussed that the personnel committee would be meeting to discuss the replacement for Ms. Krieg prior to her retirement. Chair Gray echoed his sentiments for Director Burgis and invited board members to the holiday dinner following the meeting. A safe and happy holiday was wished to all.

ADJOURNMENT

The meeting of the Eastern Contra Costa Transit Authority adjourned at 4:41 P.M. to January 26, 2022 at 4:00 P.M. in the ECCTA Administration Facility, 801 Wilbur Avenue, Antioch, California.

Respectfully submitted,

Tania Babcock
Executive Assistant

TRI DELTA TRANSIT
Income Statement - Comparison to Annual Budget
As of January 31, 2022
(unaudited)

	YTD Actual			YTD Budget			YTD Variance <i>favorable/(unfavorable)</i>			FY22 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	\$ 771,051	\$ 444,835	\$ 326,216	\$ 763,384	\$ 519,956	\$ 243,428	\$ 7,667	\$ (75,121)	\$ 82,788	\$ 1,393,750	\$ 909,756	\$ 483,994	55%	49%	67%
Other Income	\$ 114,205	\$ -	\$ 114,205	\$ 203,686	\$ 93,331	\$ 110,355	\$ (89,481)	\$ (93,331)	\$ 3,850	\$ 354,985	\$ 160,000	\$ 194,985	32%		59%
<i>Total Operating Revenues:</i>	<i>\$ 885,256</i>	<i>\$ 444,835</i>	<i>\$ 440,421</i>	<i>\$ 967,070</i>	<i>\$ 613,287</i>	<i>\$ 353,783</i>	<i>\$ (81,814)</i>	<i>\$ (188,452)</i>	<i>\$ 86,638</i>	<i>\$ 1,748,735</i>	<i>\$ 1,069,756</i>	<i>\$ 678,979</i>	<i>51%</i>	<i>42%</i>	<i>65%</i>
OPERATING EXPENSES															
Purchased Transportation	\$ 9,155,154	\$ 6,712,674	\$ 2,442,480	\$ 8,908,635	\$ 6,311,881	\$ 2,596,754	\$ (246,519)	\$ (400,793)	\$ 154,274	\$ 15,900,242	\$ 11,087,081	\$ 4,813,161	58%	61%	51%
Materials and Supplies	\$ 2,077,715	\$ 1,742,804	\$ 334,911	\$ 2,592,281	\$ 2,180,671	\$ 411,610	\$ 514,566	\$ 437,867	\$ 76,699	\$ 4,443,911	\$ 3,738,291	\$ 705,620	47%	47%	47%
Salaries & Benefits	\$ 2,942,846	\$ 2,630,271	\$ 312,575	\$ 2,985,475	\$ 2,613,606	\$ 371,869	\$ 42,629	\$ (16,665)	\$ 59,294	\$ 5,068,439	\$ 4,437,117	\$ 631,322	58%	59%	50%
Services	\$ 577,078	\$ 440,004	\$ 137,074	\$ 654,700	\$ 503,810	\$ 150,890	\$ 77,622	\$ 63,806	\$ 13,816	\$ 1,091,952	\$ 865,857	\$ 226,095	53%	51%	61%
Other	\$ 198,892	\$ 172,412	\$ 26,480	\$ 162,060	\$ 136,250	\$ 25,810	\$ (36,832)	\$ (36,162)	\$ (670)	\$ 304,126	\$ 259,050	\$ 45,066	65%	67%	59%
Casualty and liability insurance	\$ 382,023	\$ 338,511	\$ 43,512	\$ 340,116	\$ 306,075	\$ 34,041	\$ (41,907)	\$ (32,436)	\$ (9,471)	\$ 576,165	\$ 517,803	\$ 58,362	66%	65%	75%
Utilities	\$ 120,100	\$ 106,545	\$ 13,555	\$ 112,475	\$ 101,653	\$ 10,822	\$ (7,625)	\$ (4,892)	\$ (2,733)	\$ 192,787	\$ 173,274	\$ 19,513	62%	61%	69%
Taxes	\$ 14,555	\$ 11,848	\$ 2,707	\$ 14,636	\$ 11,945	\$ 2,691	\$ 81	\$ 97	\$ (16)	\$ 19,150	\$ 15,556	\$ 3,594	76%	76%	75%
<i>Total Operating Expenses:</i>	<i>\$ 15,468,363</i>	<i>\$ 12,155,059</i>	<i>\$ 3,313,294</i>	<i>\$ 15,770,378</i>	<i>\$ 12,165,891</i>	<i>\$ 3,604,487</i>	<i>\$ 302,015</i>	<i>\$ 10,822</i>	<i>\$ 291,193</i>	<i>\$ 27,596,772</i>	<i>\$ 21,094,039</i>	<i>\$ 6,502,733</i>	<i>56%</i>	<i>58%</i>	<i>51%</i>
NON-OPERATING REV															
Federal Funds	\$ 190,782	\$ -	\$ 190,782	\$ 2,900,578	\$ 1,549,352	\$ 1,351,226	\$ (2,709,796)	\$ (1,549,352)	\$ (1,160,444)	\$ 4,972,424	\$ 2,656,033	\$ 2,316,391	4%		8%
State Funds	\$ 7,177,585	\$ 5,759,926	\$ 1,417,659	\$ 8,990,857	\$ 7,720,266	\$ 1,270,591	\$ (1,813,272)	\$ (1,960,340)	\$ 147,068	\$ 15,883,813	\$ 13,454,549	\$ 2,429,264	45%	43%	58%
Local Funds	\$ 1,030,920	\$ 636,480	\$ 494,440	\$ 1,216,775	\$ 588,469	\$ 628,306	\$ (185,855)	\$ (51,989)	\$ (133,866)	\$ 2,085,908	\$ 1,008,809	\$ 1,077,099	49%	53%	46%
Inter-Operator Agreements	\$ 2,899,892	\$ 2,899,892	\$ -	\$ 1,691,602	\$ 1,691,602	\$ -	\$ 1,208,290	\$ 1,208,290	\$ -	\$ 2,899,892	\$ 2,899,892	\$ -	100%	100%	n/a
Interest & Other Misc Income	\$ 8,536	\$ 8,135	\$ 401	\$ 3,496	\$ 2,915	\$ 581	\$ 5,040	\$ 5,220	\$ (180)	\$ 6,000	\$ 5,000	\$ 1,000	142%	163%	40%
<i>Total Non-operating Revenues:</i>	<i>\$ 11,307,715</i>	<i>\$ 9,204,433</i>	<i>\$ 2,103,282</i>	<i>\$ 14,803,308</i>	<i>\$ 11,552,604</i>	<i>\$ 3,250,704</i>	<i>\$ (3,495,593)</i>	<i>\$ (2,348,171)</i>	<i>\$ (1,147,422)</i>	<i>\$ 25,848,037</i>	<i>\$ 20,024,283</i>	<i>\$ 5,823,754</i>	<i>44%</i>	<i>46%</i>	<i>36%</i>
EXCESS REV/(EXP)	\$ (3,275,392)	\$ (2,505,801)	\$ (769,591)	\$ -	\$ -	\$ -	\$ (3,275,392)	\$ (2,505,801)	\$ (769,591)	\$ -	\$ -	\$ -			

Staff Report to ECCTA Board of Directors

Meeting Date: February 23, 2022


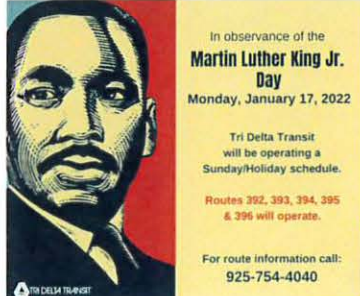

Agenda Item: Marketing/Communications Activities – Agenda Item #5c

Lead Staff: Leeann Loroño, Manager of Customer Service and Marketing

Approved: Jeanne Krieg, Chief Executive Officer 

Tri Delta Transit strives to provide top notch service to our customers and the community, as well as communicate the pivotal role Tri Delta Transit plays in the community. Here are some projects Marketing has been working on.

JANUARY - MARCH:

 <p>HAPPY BIRTHDAY ROSA PARKS</p> <p>FEBRUARY 4TH</p>   <p>In observance of the Martin Luther King Jr. Day Monday, January 17, 2022</p> <p>Tri Delta Transit will be operating a Sunday/Holiday schedule.</p> <p>Routes 392, 393, 394, 395 & 396 will operate.</p> <p>For route information call: 925-754-4040</p>  <p>IN OBSERVANCE OF PRESIDENTS DAY MONDAY, FEBRUARY 21ST</p> <p>TRI DELTA TRANSIT WILL BE OPERATING SUNDAY/HOLIDAY SERVICE</p> <p>Routes 392, 393, 394, 395 & 396 will operate. Paratransit services will be limited.</p> <p>The administrative office will be closed.</p>	<h3>Holiday Notices</h3> <p>Tri Delta Transit honored Rosa Park’s Birthday on February 4th.</p> <p>Holiday schedule change notifications were posted for Martin Luther King Jr. Day on January 17th and the Presidents Day holiday on February 21st.</p>
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Agenda Item #5c
Eastern Contra Costa Transit Authority
Board of Directors Meeting
February 23, 2022



Holiday Toy Drive

Tri Delta Transit held the annual toy drive through December 16th. Toys were donated to benefit UCSF Benioff Children's Hospital Oakland, with the focus being toys for teens.

Everyone's generosity was amazing and heartwarming.

Todos los autobuses de Tri Delta Transit son accesibles para los pasajeros en sillas de ruedas. Si usted no está seguro si puede usar la ruta fija, llame a Tri Delta Transit al 925-754-6622.

El servicio de transporte Paratransit es para personas mayores de 65+ y para personas con discapacidades que no pueden viajar solas en la ruta fija de Tri Delta Transit ocasionalmente ó en ninguna ocasión. Si usted no puede viajar en la ruta fija, usted podría ser elegible para el servicio de transporte Paratransit. Antes de usar el servicio Easy Book, usted deberá solicitar y ser aprobado como pasajero del servicio Paratransit. Visite la página: www.trideltatransit.com para tener acceso a la página de Paratransit para obtener la solicitud.

Requisitos para Easy Book

- Está usted registrado como pasajero del servicio Paratransit?
- Tiene una dirección de correo electrónico?
- Tiene acceso al internet?

Si usted contestó sí a todas las tres preguntas, usted está listo para registrarse con Easy Book!

Gracias por usar Easy Book y por viajar con Tri Delta Transit

Información importante

Para información acerca de otros servicios de Tri Delta Transit como servicio de Paratransit ó para objetos extraviados llame al 925-754-6622

Si tiene preguntas acerca de Easy Book llame al 925-754-3060

Para cancelar reservaciones hechas el mismo día, llamar al 925-706-4382

Easy Book

Proporcionado por
TRI DELTA TRANSIT
801 Wilbur Avenue
Antioch, CA 94509
925-754-6622
www.trideltatransit.com

2021

Easy Book

Guía para reservaciones por internet para los clientes registrados para el servicio paratransit.

Visite
www.7543060.com
para registrarse hoy

Consejos útiles para hacer su reservación:

LUNES
Haga su reservación el Viernes anterior

MARTES
Haga su reservación el Sábado anterior

MIÉRCOLES
Haga su reservación el Domingo anterior

JUEVES
Haga su reservación el Lunes anterior

VIERNES
Haga su reservación el Martes anterior

SABADO
Haga su reservación el Miércoles anterior

DOMINGO
Haga su reservación el Jueves anterior

Accessible Services

Customer Service and Marketing continues to focus on refreshing Accessible Services information and marketing materials.

The *Easy Book* instructional brochure providing on-line booking instructions has been completed in Spanish.

Pending:
Final for the Paratransit Senior Application.

HELP KEEP BUSES & BUS STOPS IN GREAT SHAPE

Report security issues, trash, damage, hazards or other issues!

1 Download the Tri Delta Watch app from the app store or at TriDeltaWatch.com

2 Call or text a tip to 925-204-2503



3 Scan this QR Code



Submit pictures and information. Appropriate personnel will respond.

Help Keep Buses and Bus Stops in Great Shape

Marketing created on-bus advertising to promote our app, Tri Delta Watch.

Bus operators, riders and the public can use the app to report items such as:

- Hazards such as a damaged sign or shelter
- Trash at a location
- Security issues
- and more....

With three methods of reporting, we can make our buses and stops even more safe for our drivers and riders.

START THE NEW YEAR OFF WITH THE RIGHT TOOLS!

Tri Delta Transit provides all you need to have a great rider experience.

- USEFUL APPS FOR:
 - PURCHASING TICKETS
 - PLANNING TRIPS
 - REPORTING ISSUES
- FREE WI-FI ON BUSES
- INFORMATIVE WEBSITE
WWW.TRIDELTATRANSIT.COM



DOWNLOAD AND USE THEM TODAY!

TRI DELTA TRANSIT

START THE NEW YEAR OFF WITH THE RIGHT TOOLS!

Tri Delta Transit provides all you need to have a great rider experience.

Download the app Transit on your smartphone to:

- Plan your trip
- See real time arrival information
- Find out how crowded your bus is
- Get connection information



DOWNLOAD AND USE TRANSIT TODAY!

TRI DELTA TRANSIT

START THE NEW YEAR OFF WITH THE RIGHT TOOLS!

Tri Delta Transit provides all you need to have a great rider experience.

Easily purchase and use bus tickets using your smart phone with our Mobile Ticketing App (valid on Tri Delta Transit only) or... download and use the Clipper App (valid on most Bay Area transit).



DOWNLOAD AND USE THEM TODAY!

TRI DELTA TRANSIT

START THE NEW YEAR OFF WITH THE RIGHT TOOLS!

Tri Delta Transit provides all you need to have a great rider experience.

Our buses have FREE Wi-Fi so you can:

- get work done
- connect with friends
- shop on-line
- and more....

Convenient and easy for an entertaining ride.



CONNECT USING THE BUS NUMBER

TRI DELTA TRANSIT

January Marketing Campaign

January means a fresh start, new resolutions, and getting organized.

Tri Delta Transit is helping riders have a great year using the system. To assist our riders, marketing focused the January campaign on tools we have available that increase a rider's experience.

Shown here:

- Lead campaign post
- Three of the four tools highlighted

Ads are posted on social media in English and Spanish.

TAKING YOU TO THE PEOPLE, PLACES, AND THINGS THAT YOU LOVE



TRI DELTA TRANSIT
Serving Eastern Contra Costa County since 1977

Tri Delta Transit's convenient tools & apps for a great rider experience:

SCHEDULE: Print & View Schedule Imprimir y ver el horario TriDeltaTransit.com	REAL TIME UPDATES: Download the App Descarga la aplicación Transit	ROUTE INFORMATION: Call Llama al 925-754-4040
MOBILE TICKETS: Mobile Ticketing Emisión de billetes móvil Mobile Ticketing App & Clipper App	REPORTING HAZARDS: Report Trash & Security Issues Informar problemas de seguridad y basura Tri Delta Watch App	

Welcome Guide

In 2022, Tri Delta Transit is celebrating serving Eastern Contra Costa County for 45 years.

This ad will be a part of the 2022 Welcome Guide published by The Press (formerly Brentwood Press).

Helpful information will assist riders and visitors for years to come.

SCHEDULE CHANGE
due to a BART schedule change and the bus driver shortage

NUEVO HORARIO
debido a un cambio de horario de BART y la escasez de conductores de autobuses

Effective MONDAY, February 14, 2022
A partir del lunes 14 de febrero del 2022

Thank you for your patience
Gracias por su paciencia

February Schedule Change

Due to the driver shortage and to better align with BART's schedule change, Tri Delta Transit route timetables changed effective Monday, February 14, 2022, except for route 202 and route 381.

The schedule change was advertised in English and Spanish on the website, social media platforms, through the alert system, and on Nextdoor. Photocopies of the timetables are available for those that don't have web or smart phone access.

20% off Tri Delta Transit fares and more!
 Start saving with **Clipper START!**

Learn more at clipperstartcard.com **START** ▶▶▶

Clipper Start Campaign

Clipper extended their Clipper Start pilot program. Tri Delta Transit has maintained the campaign since February 2021 and will refresh any graphics or materials for February 2022. Social Media and print will focus on the Clipper Start Tri Delta Transit 20% discount.

REASONS WHY YOUR TRANSIT DRIVER DESERVES YOUR APPRECIATION JUST TO NAME A FEW.....

- Pre-checks the bus**
so it's running well for you
- Picks up lost items**
and turns them in
- Always watching**
traffic and passengers to ensure your safety
- Essential Worker**
Works in harms way during the pandemic
- Good heart**
Exercises patience, care and more toward riders
- Capable hands**
Cleans and sanitizes to keep you safe
- Works & works**
Works very early, very late, and on holidays - everyday - rain or shine
- Navigates through traffic, construction & more**
to be as on time as possible

Transit Drivers' Appreciation Day

Marketing is preparing for Transit Drivers' Appreciation Day held nationally on Friday, March 18th.

Tri Delta Transit will be honoring our drivers in a variety of ways (on social media, in the buses, and at the in-service meetings on Thursday, March 17th when most of the drivers will be gathered.)

The theme will be St. Patrick's Day, since we are lucky to have such great drivers!

We look forward to sharing pictures with the Board of Directors.

MARCH 17TH
 TRANSIT DRIVERS APPRECIATION DAY

YOU MAKE PEOPLE SMILE EVERY DAY

WE'RE LUCKY TO HAVE YOU!
 YOU'RE OUR LUCKY CUSTOMER SERVICE CHARM!
 YOU MAKE PEOPLE SMILE
 WE'RE CELEBRATING YOU!



Going Strong for 45 Years!

The year 2022 marks 45 years that Tri Delta Transit has been in service.

The logos seen here will be used in a variety of ways throughout 2022 to mark this milestone anniversary.



Bus Back Program

Events are returning in Eastern Contra Costa County! Recent events of Tri Delta Transit partners that will be seen on the buses include:

- Antioch Rotary – Bunny Hop
- Celebrate Antioch – Antioch's Sesquicentennial



Website Redesign

Marketing began the preliminary phase of the website redesign.

The goals are to:

- Create sections of information so the public can find topics easier
- Streamline where topics are placed
- Update the look
- Continue to provide the great and extensive content for the riders and public

We look forward to moving forward with the redesign and testing the new site before launching.

Upcoming Shred-It Event – April 28th

Marketing is planning this year's annual event! This back-by-popular-demand community event is sure to fill up another large truck.

Tri Delta Transit is working on creating materials that provide information on how to prepare documents for shredding and how to navigate the event.

This event will be publicized at the beginning of April on all platforms.

TRI DELTA TRANSIT
SHRED
COMMUNITY EVENT
Shred-it
A Recycle Solution

DATE: THURSDAY, APRIL 28TH
TIME: 9 AM - NOON
LOCATION: 801 WILBUR AVE.
FRONT PARKING LOT

Please note:

- Take off all large binder clips, plastic ring binding and such. The shredder can take paperclips.
- This is a walk up event where you may have to wait in line. Please wear comfortable shoes.
- We will do our best to assist you. If possible, bring a hand cart to transport items if you can't carry them.
- Please be careful entering and exiting the event as there will be people walking through the parking lot.

Parking is limited.

First come, first serve until the truck is full.

Please let us know if you have any questions or need further information about any of these projects.

Agenda Item #5c
Eastern Contra Costa Transit Authority
Board of Directors Meeting
February 23, 2022

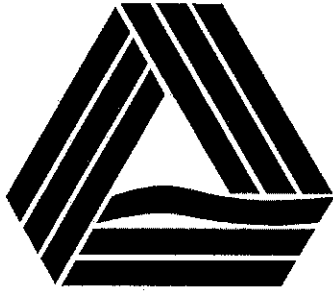
TAB 2

Agenda Item #6A
CEO's Report

Board of Directors Meeting

Wednesday February 23, 2022

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509



Chief Executive Officer's Report

February 2022

COVID-19 – Recovery

- The Transportation Security Administration (TSA) requirement to wear masks on buses ends March 18, 2022.
- Fixed route ridership continues to slowly increase.
- Hand sanitizer dispensers and shields will remain on all buses for now.
- Seals indicating ECCTA's certification in APTA's Health and Safety Commitments Program are displayed on all buses.
- All employees have access to gloves, masks, and hand sanitizer.
- Social media is being used as the main vehicle for communicating the changes to rules and service.

Projects

- Monitoring legislation
- Oakley Park & Ride Construction: Completion is expected by the end of March 2022.
- MTC's Blue Ribbon Task Force recommendations
- Hydrogen fueling station
- Hydrogen bus procurement
- Zero Emission Bus Plan
- New bus schedules (February 14)

Projects

- Free Clipper card promotion: 750 free clipper cards have been distributed
- Installation of charging stations
- One-seat regional paratransit pilot program
- Dynamic Personal Microtransit East County project
- On-line paratransit scheduling
- Clipper Start program
- FTA Triennial review
- Bus wash blower installation
- Contra Costa County Accessible Transportation Plan development and implementation
- Analyze Antioch Park & Ride options
- Website update
- 3rd annual Shred-It Community Event: April 28th
- Expansion of Tri MyRide service area
- Facility electric grid upgrade
- Mobile Emergency Operations bus construction
- CCTA's Design Alternative Assessment for SR4 from I-680 to Hillcrest
- Policy manual update
- Transportation Development Act reform
- Parking lot repairs
- Facility floor covering replacement



City of Pittsburg

65 Civic Avenue, Pittsburg, CA 94565 | www.pittsburgca.gov | Tel: (925) 439-4850

December 22, 2021

Chair Ken Gray
Tri-Delta Transit
801 Wilbur Avenue
Antioch, CA 94509

Dear Chair Ken Gray ,

As this challenging year draws to a close, the Pittsburg City Council is reaching out to express thanks for a year of partnership and cooperation as we find new and positive ways to serve the public.

Your agency is an important part of regional efforts to do great things for the communities we work for. This year was particularly challenging, with public health at the forefront, and economic uncertainty and social change affecting the work we do.

We appreciate the spirit of teamwork and creative problem-solving that we shared this year, and we look forward to more great opportunities to work together in the months and years ahead.

Wishing you a safe and wonderful holiday season.

Sincerely,

Holland Barrett-White
Mayor

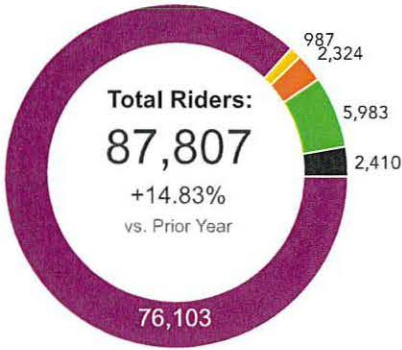
Shanelle Scales-Preston
Vice Mayor

Juan Banales
Council Member
Jelani Killings
Council Member
Merl Craft
Council Member



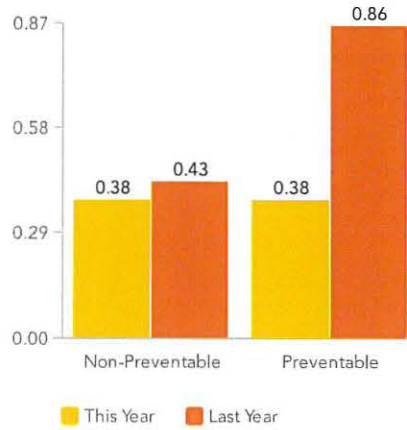
Performance Summary

Ridership

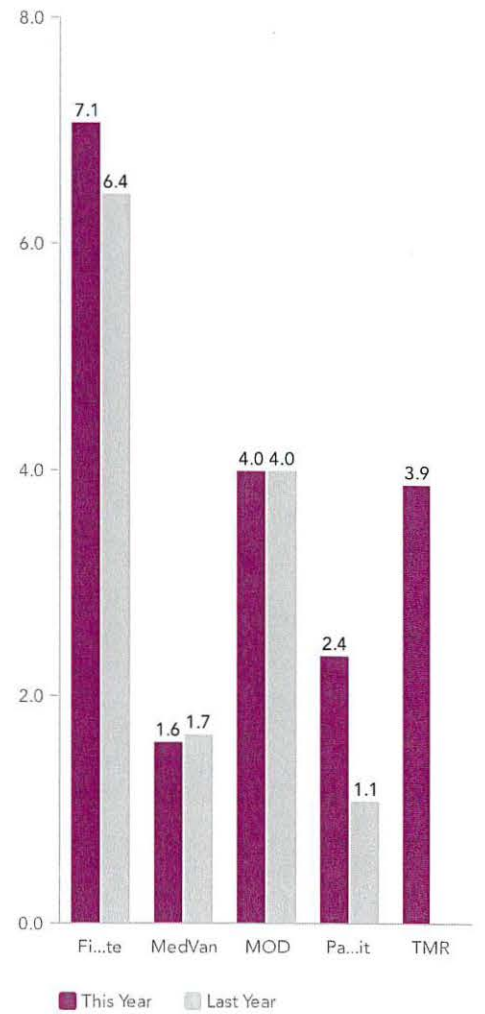


- Fixed Route
- MedVan
- MOD
- Paratransit
- TMR

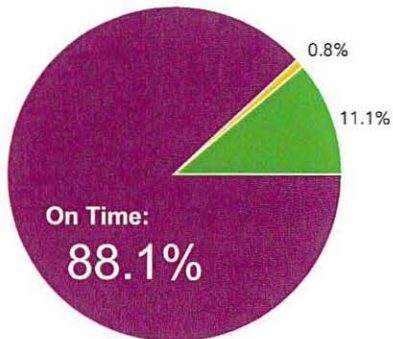
Accidents / 100K Miles



Passengers Per Revenue Hour

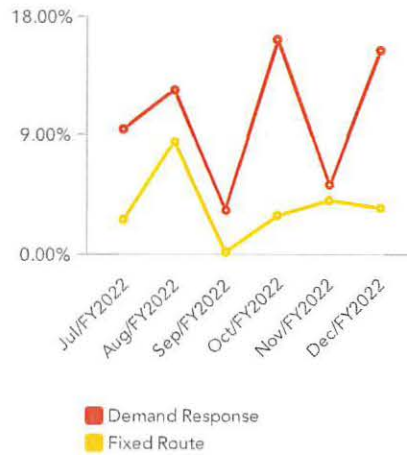


On Time Performance



- On Time
- Early
- Late

Cost Recovery Ratio



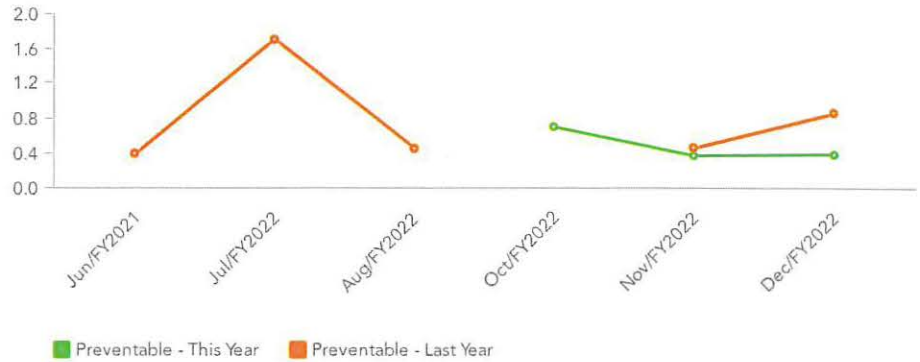
- Demand Response
- Fixed Route

Safety Performance

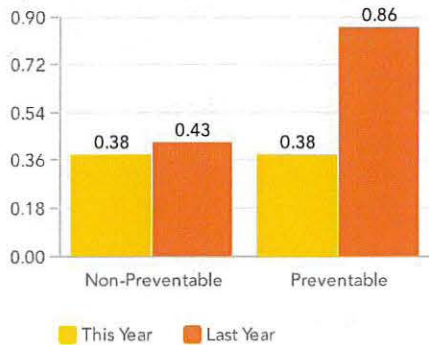
Preventable Accident Report

	Accidents	Per 100,000 Miles
Oct/FY2022	2	0.70
Nov/FY2022	1	0.37
Dec/FY2022	1	0.38
YTD 2021	2	0.86
YTD 2022	1	0.38
YTD Change	-1	-55.81%

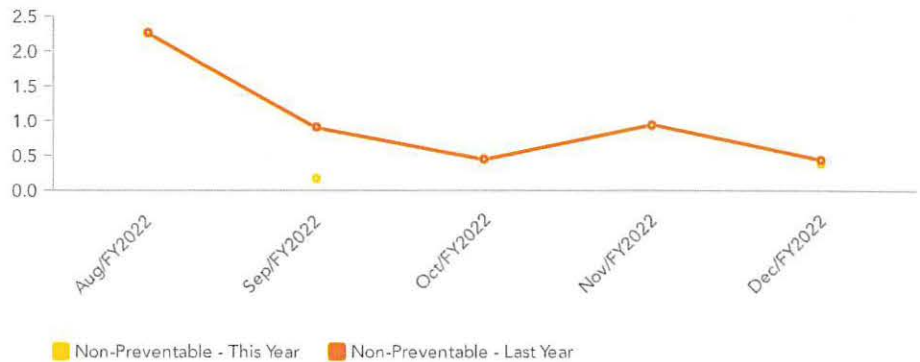
Preventable Accidents Per 100,000 Miles Last Six Months - System Wide



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

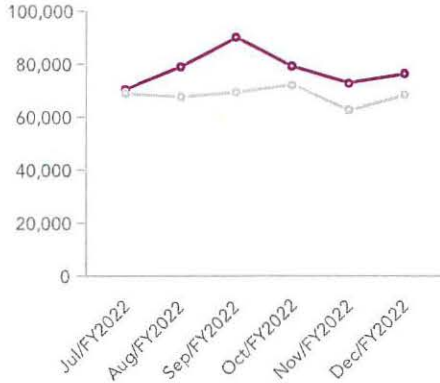


Non-Preventable Accidents Per 100,000 Miles Last Six Months - System Wide



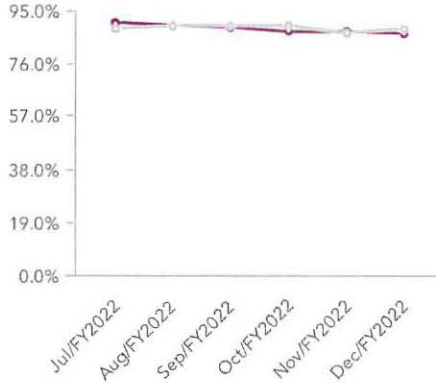
Fixed Route Performance

Total Ridership



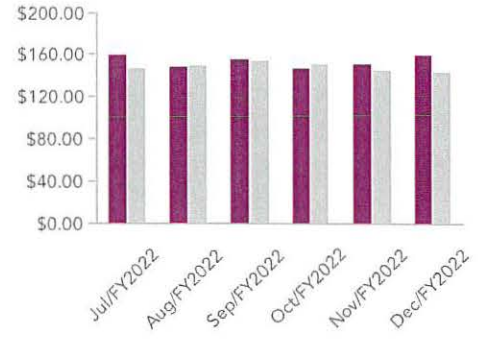
■ This Year ■ Last Year

On Time Performance



■ This Year ■ Last Year

Operating Cost Per Revenue Hour

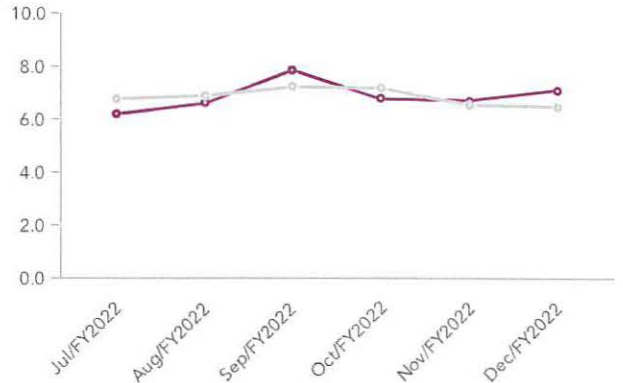


■ This Year ■ Last Year

YTD Report - Fixed Route

Metric	This Year	Prior Year	% Change
Customer Average Miles Between Roadcalls	30,154.80	30,604.64	-1.5%
Service Complaints Per 100k Riders	32.85	46.94	-30.0%
% of Trips On Time	86.72	88.24	-1.7%
Ridership Per Rev. Hour	7.06	6.44	+9.6%
Financial Operating Costs Per Rev. Hour	160.29	144.27	+11.1%
Ridership Ridership	76,103.00	68,170.00	+11.6%

Passengers Per Revenue Hour



■ This Year ■ Last Year

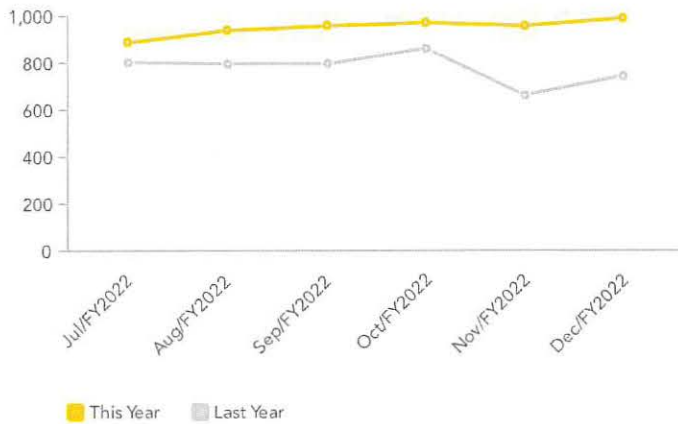
MedVan, Paratransit, and MOD Performance

YTD Report

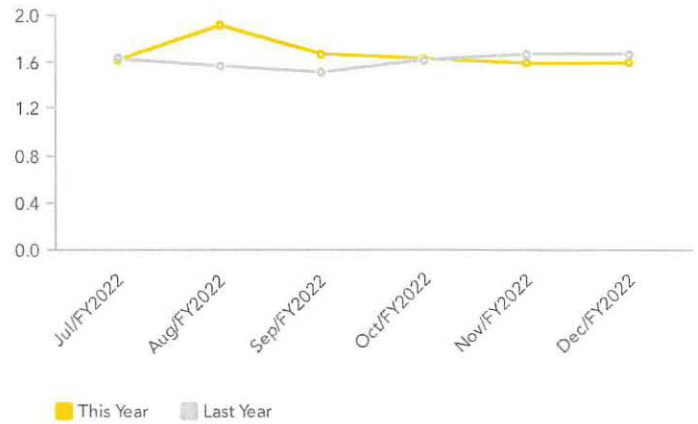
MedVan

	Metric	This Year	Prior Year	% Change
Customer	Complaints Per 100k Riders	101.32	0.00	
Service	% of Trips On Time	97.46	82.38	+18.3%
	Ridership Per Rev. Hour	1.59	1.66	-4.2%
Financial	Operating Costs Per Rev. Hour	103.73	84.98	+22.1%
Ridership	Ridership	987.00	741.00	+33.2%

Total Ridership



Passengers Per Revenue Hour

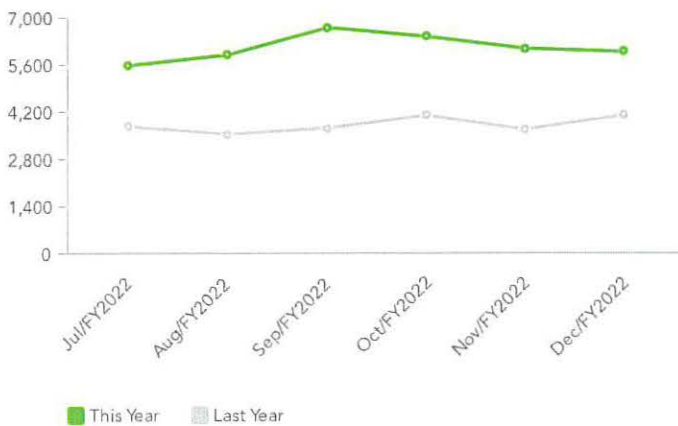


YTD Report

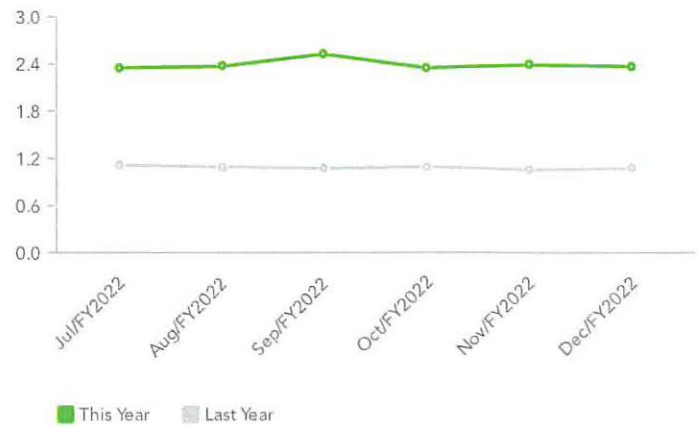
Paratransit

	Metric	This Year	Prior Year	% Change
Customer	Complaints Per 100k Riders	150.43	73.55	+104.5%
Service	% of Trips On Time	94.77	72.30	+31.1%
	Ridership Per Rev. Hour	2.36	1.07	+120.6%
Financial	Operating Costs Per Rev. Hour	104.39	83.16	+25.5%
Ridership	Ridership	5,983.00	4,079.00	+46.7%

Total Ridership



Passengers Per Revenue Hour

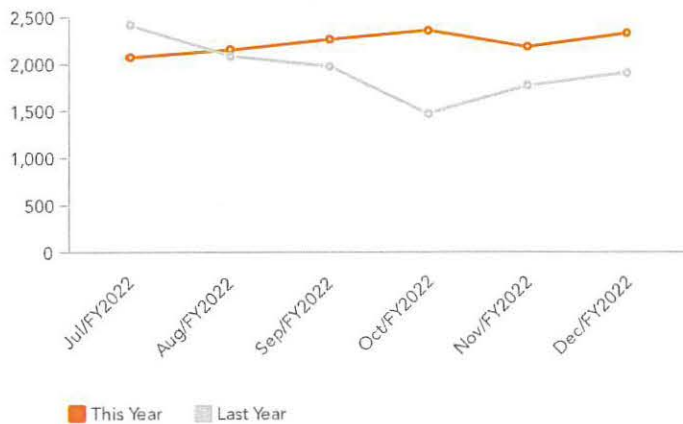


YTD Report

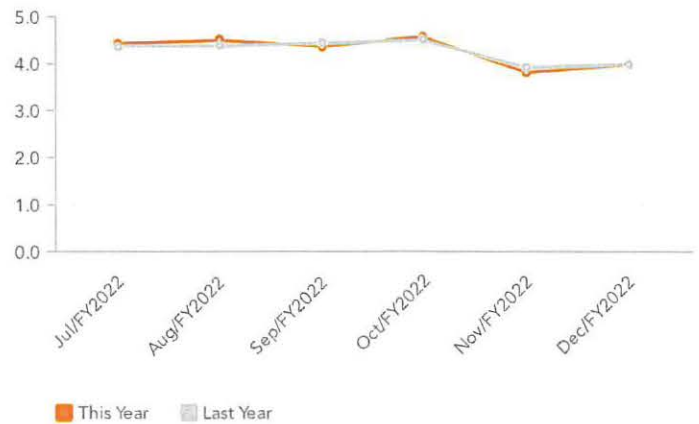
MOD

	Metric	This Year	Prior Year	% Change
Customer	Complaints Per 100k Riders	129.09	0.00	
Service	Ridership Per Rev. Hour	3.98	3.98	
Financial	Operating Costs Per Rev. Hour	107.23	90.62	+18.3%
Ridership	Ridership	2,324.00	1,899.00	+22.4%

Total Ridership



Passengers Per Revenue Hour

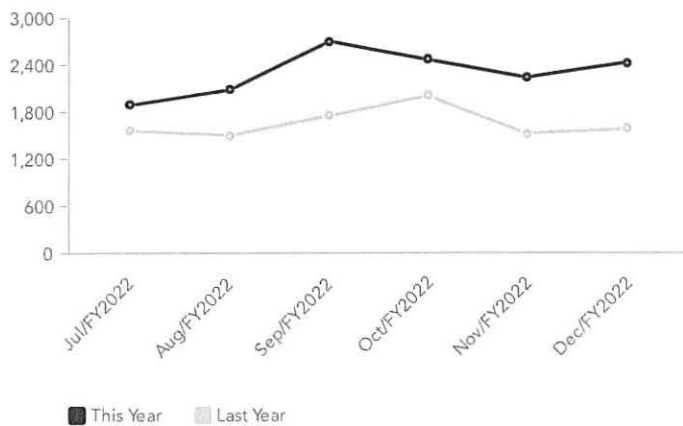


YTD Report

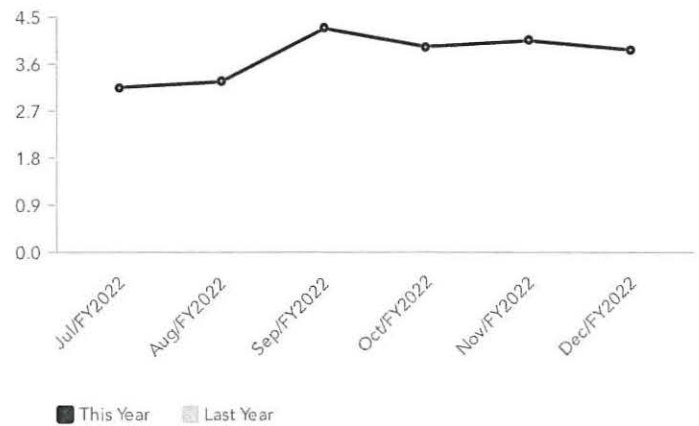
TMR

	Metric	This Year	Prior Year	% Change
Customer	Complaints Per 100k Riders	124.48	63.45	+96.2%
Service	Ridership Per Rev. Hour	3.86		
Financial	Operating Costs Per Rev. Hour	99.92		
Ridership	Ridership	2,410.00	1,576.00	+52.9%

Total Ridership



Passengers Per Revenue Hour



TAB 3

Agenda Item #7A

**ACTION ITEM: Title VI Service Equity Analysis
for COVID-19 Temporary Service Changes**

Resolution #220223A

Board of Directors Meeting

Wednesday February 23, 2022


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

Staff Report to ECCTA Board of Directors

Meeting Date: February 23, 2022

Agenda Item: Title VI Service Equity Analysis for COVID-19 Temporary Service Changes – Agenda Item #7A

Lead Staff: Tania Babcock, Executive Assistant/Civil Rights Officer

Approved: Jeanne Krieg, Chief Executive Officer 

Background

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. Section 2000d).

The Federal Transit Administration's (FTA) Circular 4702.1B states that if "a temporary service addition or change lasts longer than twelve months, then FTA considers the service addition or change permanent and the transit provider must conduct a service equity analysis if the service otherwise qualifies as a major service change" (Circular 4702.1B, Chapter IV-13).

Tri Delta Transit's Requirements

To comply with FTA Circular 4702.1B, requiring that service changes in effect longer than twelve months are subject to a service equity analysis, ECCTA conducted a service equity analysis to determine if the temporary service changes due to COVID-19 placed a disparate impact on minorities or a disproportionate burden on low-income households.

ECCTA made service adjustments to respond to the COVID-19 State of Emergency and to account for significant constraints on resources, specifically staff availability. When resources allowed, ECCTA temporarily restored service to pre-pandemic service. However, the COVID-19 pandemic continues to affect staff availability which prohibits ECCTA from meeting pre-pandemic service levels.

To respond to the requirement stated in FTA Circular 4702.1B that service changes in effect longer than twelve months are subject to a service equity analysis, the analysis

compared ECCTA service at the following two time points:

- **April 2020** – COVID-19 temporary service reductions began in April 2020. ECCTA used service in effect before the initial COVID-19 service reductions began in April 2020, using the most recent pre-pandemic service adjustments which went into effect on February 10, 2019.
- **April 2021** – ECCTA used service in effect twelve months from the initial COVID-19 temporary service reductions, using the latest service adjustments that went into effect on March 21, 2021.

Based on the Title VI Service Equity Analysis conducted, the transit service changes that comprise the COVID-19 Temporary Service Changes that were in place in April 2021 were not found to disparately impact minority riders or disproportionately burden low-income riders when compared to transit service in effect in April 2020.

ECCTA provided notice to the public regarding the Title VI service equity analysis and the analysis is posted on ECCTA's website. ECCTA will accept public comment for the Title VI service equity analysis.

Requested Action

After accepting public comment, adopt Resolution #220223A accepting the findings of ECCTA's Title VI Service Equity Analysis for COVID-19 Temporary Service Changes.

ATTACHED:

1. Title VI Service Equity Analysis for COVID-19 Temporary Service Changes
SEE APPENDIX A
2. Resolution #220223A



TRI DELTA TRANSIT

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

RESOLUTION #220223A

Title VI Service Equity Analysis for COVID-19 Temporary Service Changes

Resolution #220223A accepts the findings of ECCTA's Title VI Service Equity Analysis for COVID-19 Temporary Service Changes.

WHEREAS, the Federal Transit Administration requires Eastern Contra Costa Transit Authority (ECCTA) to conform to Title VI of the Civil Rights Act of 1964, its amendments, and related statutes and Executive Orders, including Environmental Justice and Limited English Proficiency; and

WHEREAS, ECCTA is required to comply with FTA Circular 4702.1B that temporary service changes in effect longer than twelve months are subject to a service equity analysis; and

WHEREAS, ECCTA has established a Major Service Change Policy and Disparate Impact and Disproportionate Burden Policy complying with FTA Circular 4702.1B; and

WHEREAS, a Title VI analysis was conducted on ECCTA's temporary service changes due to COVID-19 that lasted longer than twelve months to ensure compliance with federal and state civil rights regulations; and

WHEREAS, ECCTA made service adjustments to respond to the COVID-19 State of Emergency and to account for significant constraints on resources, specifically staff availability; and

WHEREAS, when resources allowed, ECCTA temporarily restored service to pre-pandemic service; and

WHEREAS, the COVID-19 pandemic continues to affect staff availability which prohibits ECCTA from meeting pre-pandemic service levels; and

WHEREAS, the Title VI analysis compared ECCTA service at the following two time points: April 2020, when COVID-19 temporary service reductions began, and April 2021, service in effect twelve months from the initial COVID-19 temporary service reductions; and

WHEREAS, the Title VI analysis evaluated if there was a disparate impact on minorities, or a disproportionate burden on low-income households; and

WHEREAS, the Title VI analysis concluded the transit service changes that comprised the COVID-19 Temporary Service Changes that were in place in April 2021 are not found to

disparately impact minority riders or disproportionately burden low-income riders when compared to service in effect in April 2020;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #220223A accepting the findings of ECCTA's Title VI Service Equity Analysis for COVID-19 Temporary Service Changes.

PASSED AND ADOPTED THIS 23rd day of February 2022, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Ken Gray, Chair

Jeanne Krieg, Chief Executive Officer

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

TAB 4

Agenda Item #7B

ACTION ITEM: Diesel Bus Purchase


Resolution #220223B

Board of Directors Meeting

Wednesday February 23, 2022

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

Staff Report to ECCTA Board of Directors

Meeting Date: February 23, 2022
Agenda Item: Diesel Bus Purchase – Agenda Item 7B
Lead Staff: Joe Chappelle, Manager of Administrative Services
Approved: Jeanne Krieg, Chief Executive Officer 

Background

ECCTA has eight fixed-route buses that have reached the end of their useful life and need to be replaced. ECCTA's Zero Emission Bus Plan calls for the 2022 bus buy to be six diesel buses and two electric buses.

Considerations

The CalACT MBTA Vehicle Purchasing Cooperative is a joint procurement cooperative available to public agencies that can allow them to purchase a variety of vehicles at competitive prices. The successful bidder for these vehicles is Gillig. The bid meets the requirements of all applicable State of California solicitation and bid award requirements and follows ECCTA's procurement policy.

Requested Action

Adopt Resolution #220223B authorizing the CEO to enter into a contract with Gillig through the CalACT MBTA Vehicle Purchasing Cooperative bid for an amount not to exceed \$4,376,476, which includes a 10% contingency, for the purchase of six 40-foot low-floor diesel Gillig buses.



TRI DELTA TRANSIT

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

RESOLUTION #220223B

Authorization for Bus Replacement Purchase

Resolution #220223B authorizes the CEO to enter into a contract for the purchase of six diesel buses with Gillig.

WHEREAS, ECCTA has eight 2009 buses that have reached the end of their useful life; and

WHEREAS, ECCTA's Zero Emission Bus Plan calls for the 2022 bus buy to be six diesel buses and two electric buses.

WHEREAS, Gillig was awarded a contract through the CalACT-MBTA Vehicle Purchasing Cooperative for the purchase of diesel vehicles; and

WHEREAS, this was a competitively bid contract and complies with State of California and Federal Transit Administration applicable requirements, and

WHEREAS, this procurement complies with ECCTA's procurement policies.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #220223B authorizing the CEO to enter into a contract for the purchase of six 40-foot diesel low-floor buses with Gillig for an amount not to exceed \$4,376,476 which includes a 10% contingency.

PASSED AND ADOPTED this 23rd day of February 2022, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Ken Gray, Chair

Jeanne Krieg, Chief Executive Officer

AYES: _____

NOES: _____

ABSENT: _____

ABSTENTIONS: _____

TAB 5

Agenda Item #7C
ACTION ITEM: Electric Bus Purchase


Resolution #220223C

Board of Directors Meeting

Wednesday February 23, 2022

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: February 23, 2022
Agenda Item: Electric Bus Purchase – Agenda Item 7C
Lead Staff: Joe Chappelle, Manager of Administrative Services
Approved: Jeanne Krieg, Chief Executive Officer 

Background

In order to comply with the zero-emission vehicle goals set by the California Air Resources Board, ECCTA must begin to phase out its diesel buses in favor of zero-emission buses. ECCTA currently has four zero-emission electric buses in its fleet and seeks to increase that amount as funding allows.

ECCTA has eight fixed-route buses that have reached the end of their useful life and need to be replaced. ECCTA's Zero Emission Bus Plan calls for the 2022 bus buy to be 6 diesel buses and two electric buses.

Considerations

The 2015 FAST Act allows for public transit agencies to purchase off out-of-state cooperative contracts. The State of Washington Department of Energy Services offers a cooperative procurement contract that allows for the purchase of electric buses at competitive prices. The successful bidder for these vehicles is Gillig. The bid meets the requirements of all applicable State of California solicitation and bid award requirements and follows ECCTA's procurement policy.

Requested Action

Adopt Resolution #220223C authorizing the CEO to enter into a contract with Gillig through a State of Washington Department of Energy Services cooperative procurement contract for an amount not to exceed \$2,146,511, which includes a 10% contingency, for the purchase of two 40-foot low-floor electric Gillig buses.



TRI DELTA TRANSIT

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

RESOLUTION #220223C

Authorization for Electric Bus Purchase

Resolution #220223C authorizes the CEO to enter into a contract for the purchase of two electric buses with Gillig.

WHEREAS, ECCTA has eight 2009 buses that have reached the end of their useful life; and

WHEREAS, ECCTA's Zero Emission Bus Plan calls for the 2022 bus buy to be six diesel buses and two electric buses; and

WHEREAS, Gillig was awarded a contract through the State of Washington's Department of Energy Services for the purchase of these vehicles; and

WHEREAS, the FAST Act authorizes ECCTA to purchase off of the State of Washington's Department of Energy Services cooperative contract; and

WHEREAS, this was a competitively bid contract and complies with State of California and Federal Transit Administration applicable requirements, and

WHEREAS, this procurement complies with ECCTA's procurement policies.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #220223C authorizing the CEO to enter into a contract for the purchase of two 40-foot electric low-floor buses with Gillig for an amount not to exceed \$2,146,511 which includes a 10% contingency.

PASSED AND ADOPTED this 23rd day of February 2022, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Ken Gray, Chair

Jeanne Krieg, Chief Executive Officer

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

TAB 6

Agenda Item #7D

ACTION ITEM: Shop Equipment Maintenance


Resolution #220223D

Board of Directors Meeting

Wednesday February 23, 2022

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

Staff Report to ECCTA Board of Directors

Meeting Date: February 23, 2022
Agenda Item: Shop Equipment Maintenance – Agenda Item #7D
Lead Staff: Joe Chappelle, Manager of Administrative Services
Approved: Jeanne Krieg, Chief Executive Officer 

Background

On December 16, 2016, ECCTA's Board of Directors awarded a five-year contract to Walker's Hydraulics for the maintenance and as-needed repair of ECCTA's shop equipment. This contract was set to expire on January 1, 2022. Since the work to be performed could periodically be considered public works, a bid was published to award a new contract. IFB 2021-04 was published on October 4, 2021 but received zero responsive bids. After an investigation was held, it was determined that zero responsive bids were received due to unnecessarily restrictive licensing requirements. The licensing requirements were changed and another bid was published.

Process

November 29, 2021: IFB 2021-05 for the as-needed maintenance and repair of ECCTA's shop equipment was mailed to twelve firms, publicly advertised, and posted on ECCTA's website.

December 9, 2021: Zero firms attended a pre-bid meeting.

January 3, 2022: Zero bids were received.

Per ECCTA's procurement procedures, an investigation was conducted to determine why zero bids were received. It was determined that the reason ECCTA received zero bids was because of business concerns outside ECCTA's control and that full and open competition had existed. In such a situation, ECCTA's procurement policies allow for ECCTA to engage in a noncompetitive negotiated procurement with a selected vendor. ECCTA selected Air & Lube Systems, Inc., whose unresponsive bid in response to IFB 2021-04 was only considered unresponsive because they lacked the unnecessarily restrictive license.

Requested Action

Adopt Resolution #220223D authorizing the CEO to enter into a five-year contract, with three one-year options, for as-needed maintenance and repair of ECCTA's shop equipment with Air & Lube Systems, Inc. for \$57,524 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 #220223D

Authorization for Award of Contract for Shop Equipment Maintenance and as-needed Repairs

Resolution #220223D authorizes the CEO to enter into a five-year contract with three one-year options for maintenance and as-needed repairs of ECCTA's shop equipment with Air & Lube Systems, Inc.

WHEREAS, on November 16, 2021, ECCTA advertised IFB #2021-04 and received zero responsive bids due to restrictive bid requirements; and

WHEREAS, on November 29, 2021, ECCTA advertised IFB 2021-05, redressing the restrictive requirements; and

WHEREAS, on January 3, ECCTA received zero bids; and

WHEREAS, ECCTA's procurement policies allow for noncompetitive negotiated procurements upon receiving zero bids; and

WHEREAS, Air & Lube Systems, Inc. was the vendor chosen to pursue a noncompetitive negotiated procurement;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #220223D authorizing the CEO to enter into a contract for the maintenance and as-needed repairs of ECCTA's shop equipment with Air & Lube Systems, Inc. for \$57,524 for year one.

PASSED AND ADOPTED THIS 23rd day of February 2022, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Ken Gray, Chair

Jeanne Krieg, Chief Executive Officer

AYES: _____

NOES: _____

ABSENT: _____

ABSTENTIONS: _____

TAB 7

Agenda Item #7E

ACTION ITEM: Organizational Chart Update


Resolution #220223E

Board of Directors Meeting

Wednesday February 23, 2022

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

Staff Report to ECCTA Board of Directors

Meeting Date: February 23, 2022
Agenda Item: Organizational Chart Update – Agenda Item #7E
Lead Staff: Steve Ponte, Chief Operating Officer
Approved: Jeanne Krieg, Chief Executive Officer 

Background

In 1991, ECCTA purchased its first computer server along with five desktop computers. An Information Technology (IT) consultant was engaged to maintain the equipment. The first software program used was Trapeze scheduling application, which ECCTA continues to use today. Over the years, as technology evolved and the internet/email became an important part of the daily operation, ECCTA's system grew to over 35 servers and 50 desktop/laptop computers.

In 1998, a new IT consultant was engaged who guided the agency through equipment expansion and software additions/upgrades. The IT consultant is responsible for the Clipper system operation, phone service operation, email, cybersecurity, evaluating/recommending/implementing software platforms, implementing necessary hardware and software upgrades, and supporting all staff members with various technological needs.

Considerations

- The last two independent financial audits and the last FTA audit included a recommendation that ECCTA's IT function be structured more formally to address its growing technology needs. Further, an MTC auditor suggested that ECCTA create an IT position, pointing out that the suggestion would likely become a finding in the future.
- An analysis of the billing hours ECCTA currently pays an IT consultant as well as projecting IT needs over the next several years indicates that the functions can be provided by a part-time (up to 30-hours/week) employee.
- The Chief Operating Officer currently oversees and directs the activities of the IT Consultant.
- There will be no change in the financial impact to ECCTA: the cost of IT services will be transferred from an IT consultant to an agency employee.
- Hiring a part-time employee would:
 - save the cost of benefits,

- satisfy auditor recommendations,
- give ECCTA staff more control over the IT functions, and
- stabilize ECCTA's IT function for several years.

Staff Recommendation

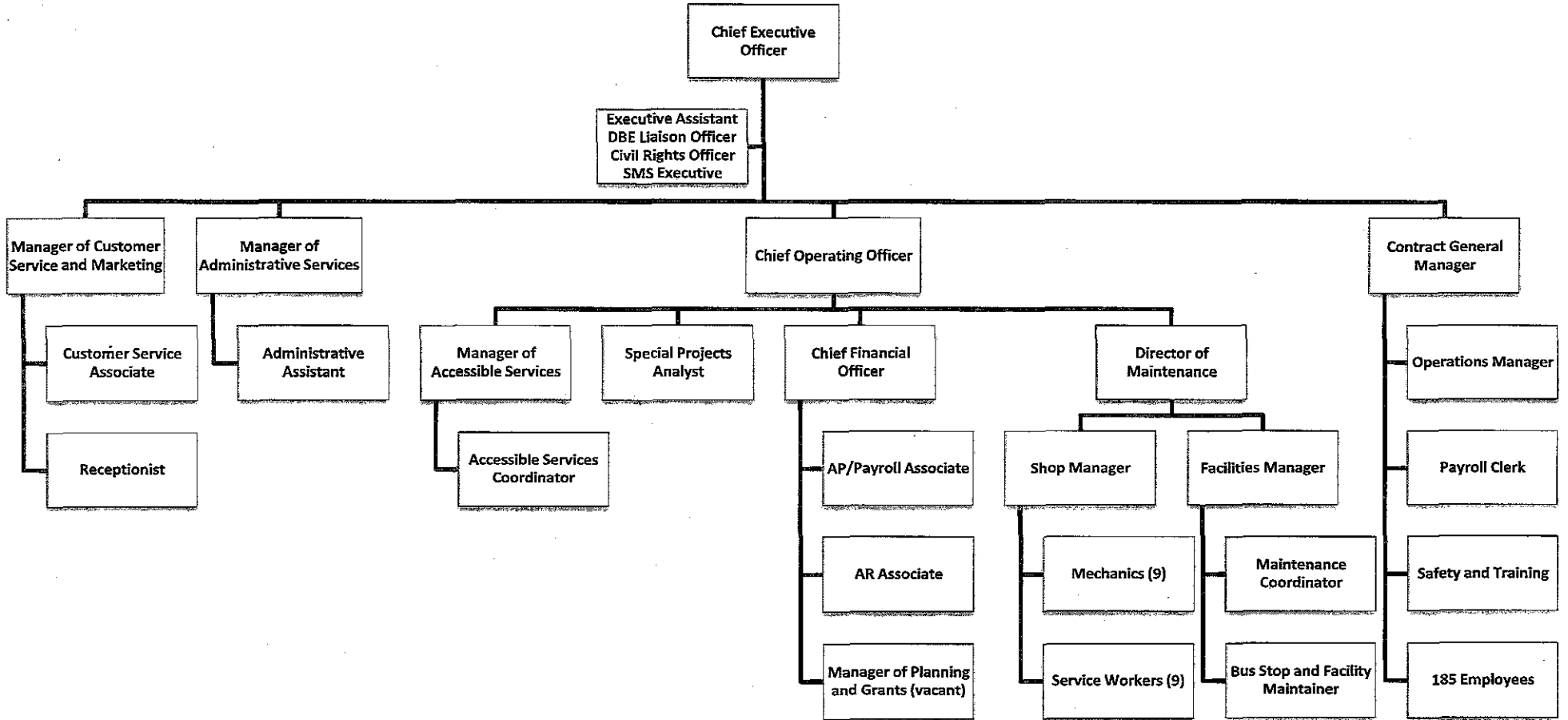
- Add a part-time (30 hours/week) IT Specialist position to the ECCTA Organizational Chart.
- This IT position would be a part time position working 30 hours a week until such time as staff would need a full-time person to complete the required tasks.
- The IT Specialist will report to the Chief Operating Officer and will be paid on an hourly basis.

Requested Action

Adopt Resolution #220223E authorizing the CEO to update ECCTA's organizational chart by adding a part-time Information Technology Specialist position.

<p><u>Attached</u></p> <ul style="list-style-type: none">● Current Organization Chart● Resolution #220223E
--

Tri Delta Transit Organizational Chart
Revised 4/2021





TRI DELTA TRANSIT

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

RESOLUTION #220223E Organizational Chart Update

Resolution #220223E authorizes the CEO to add a part-time Information Technology (IT) Specialist position to ECCTA’s organization chart

WHEREAS, ECCTA’s technology needs have grown to the point where it is necessary to hire a staff member to perform IT functions; and

WHEREAS, the FTA, independent financial auditor, and the MTC auditor have all recommended that ECCTA’s IT function be structured more formally to address its growing technology needs; and

WHEREAS, an analysis of the billing hours ECCTA currently pays an IT consultant as well as projecting IT needs over the next several years indicates that the functions can be provided by a part-time (up to 30-hours/week) employee; and

WHEREAS, there will be no change in the financial impact to ECCTA: the cost of IT services will be transferred from an IT consultant to an agency employee.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #220223E authorizing the CEO to update ECCTA’s organizational chart by adding a part-time Information Technology Specialist.

PASSED AND ADOPTED THIS 23rd day of February 2022, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Ken Gray, Chair

Jeanne Krieg, Chief Executive Officer

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

TAB 8

Agenda Item #7F

ACTION ITEM: 2022 Summer Youth Pass

Board of Directors Meeting

Wednesday February 23, 2022

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: February 23, 2022

Agenda Item: 2022 Summer Youth Pass –Agenda Item #7F

Lead Staff: Leeann Lorono, Manager of Marketing & Customer Service 

Approved: Jeanne Krieg, Chief Executive Officer

Background

- 2008 through 2019: Unlimited-ride Tri Delta Transit summer youth passes were sold to passengers aged 5-17.
- 2014: Tri Delta Transit staff expanded the program with a goal to turn the summer youth pass into a county-wide program. While County Connection opted to not participate at that time, WestCAT agreed to join with Tri Delta Transit to offer an unlimited-ride summer youth pass to passengers 5-17 for \$50 in 2014, 2015, 2016, 2017, 2018, and 2019.
- In 2019: County Connection joined the program.
- Approximately 300 passes have been sold each year.
- 511 Contra Costa has been a partner with us for the program.
- The program was suspended in 2020 and 2021 due to the pandemic.

Current

511 Contra Costa has offered to, once again, partner with Tri Delta Transit, WestCat, and County Connection to offer a summer youth pass. 511 Contra Costa will:

- provide a \$30 subsidy for each pass sold up to a maximum of 800 passes,
- set up an on-line store (each agency can also sell the passes at their office),
- conduct outreach through schools, social media, through 511 Contra Costa website and e-newsletter

The transit agencies will promote the passes in their communities. The passes will be valid June 1, 2022 through August 31, 2022.

Requested Action

Authorize staff to enter into an agreement with 511 Contra Costa enabling Tri Delta Transit to market and sell the \$60 unlimited-ride 2022 summer pass to passengers aged 5-17 for \$30.

TAB 9

Agenda Item #7G


ACTION ITEM: Guaranteed Hours

Board of Directors Meeting

Wednesday February 23, 2022

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

Staff Report to ECCTA Board of Directors

Meeting Date: February 23, 2022
Agenda Item: Guaranteed Hours – Agenda Item #7G
Lead Staff: Kevin Moody, Director of Maintenance
Approved: Jeanne Krieg, Chief Executive Officer 

Background

All Tri Delta Transit employees receive 11 holidays per year. On those holidays, holiday service is operated (five fixed routes and limited paratransit service). On a holiday, the maintenance shop is closed so the employees can enjoy the holiday with their families. One service worker is on duty to fuel the buses and empty the fareboxes. That employee receives holiday pay in addition to their regular pay. Additionally, one mechanic is on-call in case something happens that requires a mechanic.

Current Policy

When a mechanic is assigned to on-call duty, that mechanic is on standby and is paid for four hours of work whether or not the employee reports to work. If a situation arises that requires them to report to work, they receive overtime pay for the hours worked up to, and anything over, four hours.

Considerations

When a mechanic is on-call, they are on call for the entire day meaning they can't leave the area. Additionally, they can't participate in activities that take them away from their phone.

Staff Recommendation

Increase the guaranteed pay from four hours to eight hours for the mechanic that is on-call on one of the 11 ECCTA holidays. The additional cost to the agency would be less than \$2000.

Requested Action

Approve the following policy:

When a mechanic is assigned to on-call duty, that mechanic is on standby and is paid for eight hours of work whether or not the employee reports to work. If a situation arises that requires them to report to work, they receive overtime pay for the hours worked up to, and anything over, eight hours.

TAB 10

Agenda Item #7H
ACTION ITEM: CEO Recruitment

Board of Directors Meeting

Wednesday February 23, 2022

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Personnel Committee

Meeting Date: February 23, 2022

Agenda Item: Chief Executive Officer Recruitment -- Agenda Item #7H

Lead Staff: Jeanne Krieg, Chief Executive Officer 

Background

- I made the difficult decision to retire from my position of Chief Executive Officer effective February 2023.
- The bylaws allow the Chair of the Tri Delta Transit Board of Directors to call a committee meeting when necessary. Chair Gray asked that the Personnel Committee be convened to discuss options for the recruitment of ECCTA's new Chief Executive Officer. Traditionally, the members of the Personnel Committee are the current chair and the three previous chairs.
- The Personnel Committee met on January 26, 2022 to discuss options for the process

Personnel Committee Discussion

The Personnel Committee discussed two options:

1. Contract with a recruiting firm, directing them to conduct a nationwide search and present candidates to the Personnel Committee or the Board of Directors for consideration.
2. Direct me to take advantage of my industry contacts and conduct a nationwide search with a goal of presenting a final candidate or candidates to the Personnel Committee or the full Board of Directors for consideration.

Personnel Committee Recommendation

1. Direct the CEO to conduct a search and present the final candidates to the Personnel Committee or to the full Board of Directors.
2. If a viable candidate is not identified by June 2022, contract with an executive recruiting firm that specializes in the transit industry.
3. Approve a \$30,000 budget for the CEO to recruit a new CEO.

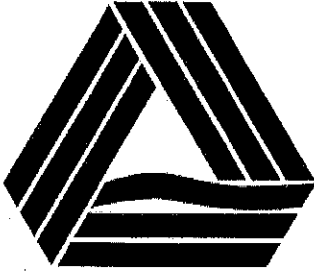
Action Requested

Accept the Personnel Committee recommendation for the recruitment of a Chief Executive Officer for Tri Delta Transit.

Attached:

- Personnel Committee Agenda
- Personnel Committee Staff Report
- Personnel Committee Minutes
- Chief Executive Officer job description
- Chief Executive Officer job announcement

Personnel Committee Agenda



TRI DELTA TRANSIT

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

Personnel Committee Meeting

Wednesday January 26, 2022

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Consistent with Contra Costa County Health orders, and in accordance with California Government Code Section 54953(e) concerning teleconference meetings, this committee meeting will be held via teleconference, using the Zoom video conferencing system. The ECCTA Boardroom will not be open to the public.

- Members of the Committee can attend the meeting from a laptop or a phone or in person.
- 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=d0NlVDdSYjhUQWJyclJjOHdWMG1RUT09>

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

FY 2021-22 Personnel Committee Members:

- Ken Gray, chair
- Shanelle Scales-Preston
- Monica Wilson
- Diane Burgis

AGENDA

1. Call to Order: Chair Ken Gray
2. Public Comment
3. CEO's Report
4. Discussion of Recruitment Process for Chief Executive Officer
(see attachment)

Personnel Committee

Staff Report

TRI DELTA TRANSIT

Staff Report to ECCTA Personnel Committee

Meeting Date: January 26, 2022

Agenda Item: Discussion of Recruitment Process for Chief Executive Officer
Agenda Item #4

Lead Staff: Jeanne Krieg, Chief Executive Officer

Background

After earning my Bachelor of Science in Business Administration and my MBA, I pursued a career in sales and marketing. I spent 14 years in various positions with increasing responsibility, eventually becoming the national sales manager for a major publisher. My husband and I decided to start a family so I sought a position closer to our home in Oakley (I was commuting to St. Louis, Missouri). I landed a marketing job at Tri Delta Transit in January 1991. The agency – and the industry -- immediately became home. I was employee #5 at the small agency and worked hard to learn as much as I could about the agency, the communities it serves, and the industry. As I learned and grew, I took on additional responsibilities. When my predecessor left the agency suddenly in May of 1995, the ECCTA Board of Directors appointed me to the position of Interim General Manager. In September of 1995 they appointed me to the position of General Manager. In September of 2001, the Board of Directors changed my title to Chief Executive Officer.

Over the past 31 years, I have been honored to work with hard-working professionals who are focused on making Tri Delta Transit's services the best they can be. As a team, we have faced many challenges, embraced changing technology, and developed a financially healthy vibrant organization. Along the way, I have enjoyed the guidance and support from the members of the Board of Directors. I have worked with 55 individual board members over the years – some for a short time and others for several years. Without exception, each has contributed to the success of Tri Delta Transit.

Taking into consideration my age, my husband's age, my role as a grandmother to four growing boys, I made the difficult decision to retire from my position of Chief Executive Officer effective February 2023.

Personnel Committee

In April 2003, the Board of Directors decided to discontinue conducting committee meetings. At that time, there were three standing committees:

*Agenda Item #4
Eastern Contra Costa Transit Authority
Personnel Committee Meeting
January 26, 2022*

- Marketing & Operations (met monthly)
- Administration & Budget (met monthly)
- Personnel (met on an as-needed basis)

The board members determined that it was wasteful to ask each board member to discuss each agenda item twice.

The bylaws allow the Chair to call a committee meeting when necessary. Chair Gray asked that the Personnel Committee be convened to discuss options for the recruitment of ECCTA's new Chief Executive Officer. Traditionally, the members of the Personnel Committee are the current chair and the three previous chairs.

Considerations

- With the support of the Board of Directors and Tri Delta Transit staff members, I have been very active in the transit industry. My current positions include the California Transit Association Executive Committee and Small Operations Committee, the American Public Transportation Association Executive Committee and various other committees, and the Transportation Cooperative Research Program oversight board (currently serving as vice-chair). My involvement in various organizations has benefitted the agency in many ways. Additionally, I have established a vast network of transit colleagues.

- There are three main executive recruiting firms that specialize in the transit industry:
 - KL2 Connects
 - Krauthamer & Associates
 - Harris Rand Lusk

I have contacts at each of these firms so made informal inquiries about the approximate cost to recruit for ECCTA's CEO position and discovered the cost to the agency will be at least \$100,000.

- Tri Delta Transit is a well-known, highly respected, financially stable, award-winning transit agency. It would be an attractive opportunity for an individual who wants to move into a CEO role. It would also be an attractive opportunity for an individual who wants to make a "big splash" so they can move on to a bigger agency, using Tri Delta Transit as a stepping stone.
- The consequences of every decision I have made over the past 31 years have been mine to live with. While some flashier decisions COULD have been made, I have always chosen to keep the agency financially stable, protecting the employees and the service by making decisions that were sustainable.
- There are many challenges and opportunities to come and I am certain that Tri Delta Transit will continue to thrive with a person in the leadership role that will focus on the long-term health of Tri Delta Transit.

Time Frame

To assure a successful and smooth transition, the new CEO should start working with me in July. That individual will be required to get up to speed quickly, assess the staff, and recruit a Chief Operating Officer (Steve Ponte is also retiring in early 2023).

Options

- Contract with a recruiting firm, directing them to conduct a nationwide search and present candidates to the Personnel Committee or to the full Board of Directors. The full Board of Directors would make the final decision.
- Direct me to conduct a nationwide search and present the final candidates to the Personnel Committee or to the full Board of Directors. The full Board of Directors would make the final decision.

(NOTE: I spoke with General Counsel Ben Stock who says either approach is acceptable. He also indicated that, if the Board of Directors opts to hire an executive recruiter, ECCTA is not required to publish an RFP.)

Requested Discussion

The committee's recommendation will be included in the staff report for discussion by the full Board of Directors during the February meeting.

Attached:

- Chief Executive Officer job description
- Proposed job announcement

EASTERN CONTRA COSTA TRANSIT AUTHORITY
Antioch - Brentwood - Pittsburg - Oakley and Colusa

PERSONNEL COMMITTEE MEETING
MINUTES

January 26, 2022

*Personnel
Committee Minutes*

The Eastern Contra Costa Transit Authority (ECCTA) Personnel Committee meeting was called to order remotely via Zoom by Chair Ken Gray at 4:02 P.M.

Chair Gray announced that pursuant to the Ralph M. Brown Act provisions under Assembly Bill 361, which went into effect on October 1, 2021, the meeting was conducted as a teleconference. The public was invited to participate telephonically or electronically.

Chair Gray reported that the meeting was being recorded; General Counsel Eli Flushman was attending remotely and was 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

COMMITTEE MEMBERS

PRESENT: Diane Burgis (Contra Costa County); Shanelle Scales-Preston (Pittsburg); Monica Wilson (Antioch); and Ken Gray (Director-at Large/Chair)

ABSENT: None

STAFF PRESENT: Jeanne Krieg, Chief Executive Officer (CEO)
Steve Ponte, Chief Operating Officer (COO)
Eli Flushman, General Counsel
Joe Chappelle, Manager of Administrative Services

PUBLIC COMMENT

No written comments were submitted, or oral comments made, by any member of the public.

CHIEF EXECUTIVE OFFICER'S REPORT

Chief Executive Officer (CEO) Jeanne Krieg reported that the purpose of the Personnel Committee meeting was to reach consensus on a recommendation to the full Board of Directors as to the direction the agency wanted to pursue to replace her as Chief Executive Officer given that after 31 years, she planned to retire in February 2023. She explained that the Personnel Committee was convened as needed and was comprised of the current Chair and the three previous chairs of the Committee.

DISCUSSION OF RECRUITMENT PROCESS FOR CHIEF EXECUTIVE OFFICER

Ms. Krieg reported that Steve Ponte, the Chief Operating Officer (COO) had coincidentally also planned to retire in February 2023. Given that the COO position reported to the CEO, her replacement would have to recruit for Mr. Ponte's replacement.

Ms. Krieg explained that she had worked hard to build the agency to what it was and she looked forward to a young, energetic, person to take the agency forward to even greater heights. She advised that she had a good working relationship with all the agencies, and if using a recruiting firm she would feel confident that she could work with a recruiter to solicit an appropriate replacement, although she preferred to use her connections to find candidates for the full Board to consider or for the Personnel Committee to interview candidates and make a recommendation to the full Board.

Ms. Krieg recommended two options for the Personnel Committee to consider: Option 1 to contract with a recruiting firm, directing them to conduct a nationwide search and present candidates to the Personnel Committee or to the full Board of Directors, which would make the final decision; or Option 2 to direct the CEO to conduct a nationwide search and present the final candidates to the Personnel Committee or to the full Board of Directors, which would make the final decision.

Referring to the description of the draft Recruitment Announcement for the Chief Executive Officer position in the staff report, Ms. Krieg recommended that the compensation identified as \$200,000+/- be increased to \$225,000 +/- to be more competitive.

Ms. Krieg verified that a budget not-to-exceed \$100,000 had been estimated for Option 1, although with Option 2 the expenses would relate to publishing the announcement in the industry publications, which should be less than \$10,000 with additional expenses for travel for those interviewing for the position.

Committee Member Burgis recommended a budget of \$30,000 for Option 2.

Ms. Krieg stated that if she could not come up with a candidate by June 2022, Option 1 should be pursued. She noted that she could not begin with Option 2 until after the February Board meeting when the Personnel Committee's recommendation would be submitted to the full Board for approval. She added that people in the industry knew that the recruitment was coming and reiterated that the COO's position would not be part of that recruitment process given that the COO's position reported to the CEO. She added, when asked, that there were no candidates available for an in-house promotion.

Committee Member Wilson was confident allowing Ms. Krieg to recruit for her replacement and expressed a preference for Option 2.

Committee Member Scales-Preston concurred and supported Option 2.

Committee Member Burgis commented that COVID-19 had made it a challenge to use recruiting firms as recommended in Option 1 and she too supported Option 2, which could produce a better pool of candidates.

Chair Gray supported the consensus to allow Ms. Krieg to start the recruitment process through Option 2 with a budget of up to \$30,000 at this time.

By consensus, the Personnel Committee supported Option 2 to direct the CEO to conduct a nationwide search, with a budget of up to \$30,000, and if there were no candidates by June 2022 to proceed with Option 1, and present the final candidates to the Personnel Committee or to the full Board of Directors, which would make the final decision, with the Personnel Committee's recommendation to be submitted to the Board of Directors meeting set for February 23, 2022.

ADJOURNMENT

The meeting of the Eastern Contra Costa Transit Authority Personnel Committee adjourned at 4:20 P.M.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk

CEO Job Description

Chief Executive Officer

January 2022

DESCRIPTION:

Under direction of the Board of Directors:

- Manage the activities of the Eastern Contra Costa Transit Authority
- Exercise responsibility for all staff work in support of the Board of Director's functions
- Conduct studies and prepare reports and recommendations
- Present information and advice to the Board of Directors
- Act as Secretary to the Board of Directors and attend all meetings
- Direct and evaluate the work of staff and consultants
- Represent the Board of Directors before public and private bodies
- Perform related duties as required by the Board of Directors

MINIMUM QUALIFICATIONS:

Education:

Completion of Bachelor's Degree or equivalent in an appropriate discipline such as transportation planning, urban and regional planning, public administration, business administration or a closely related field. Master's Degree desired. The agency may choose to accept substitution of experience for some portion of the education requirement.

Experience:

At least five years of increasingly responsible experience in transit operations, planning, research or marketing. A significant portion of the experience must have been in a supervisory or management role.

Knowledge:

- Management principles and techniques
- Planning principles and techniques
- Finance and budget principles and techniques
- Federal and state grant laws and regulations
- Funding sources
- Grant application procedures
- Public transportation regulations
- Public transportation operations and maintenance
- Program development
- Principles of contract management

Skills:

- Effective, influential, and persuasive verbal and written communication
- Analytical aptitude

Chief Executive Officer

January 2022

(continued)

- Plan and manage work within time and budget limitations
- Lead and motivate staff
- Work effectively with contractors
- Relate effectively to the public
- Analyze problems, identify creative alternative solutions, project consequences of proposed actions, and implement recommendations in support of agency goals
- Engage the Board of Directors in the policy-making functions of the operation

EXAMPLES OF DUTIES:

- Direct research and production of studies for purposes of assessing community transit needs.
- Direct the preparation of short- and long-range plans and programs designed to meet these needs.
- Formulate recommendations affecting transit service policies.
- Develop supporting information and data to substantiate recommendations for policies, programs and plans.
- Direct the preparation of annual operating and capital improvement budgets.
- Develop information concerning alternative state and federal funding sources.
- Direct the preparation and submittal of grant applications.
- Direct submission of Federal Transit Administration and other governmentally required reports such as NTD, DBE, Title VI, and EEO.
- Ensure compliance with local, regional, state, and federal environmental regulations, including program development and reporting.
- Develop, direct, and implement programs and services for the disabled, senior, and minority populations ensuring compliance with civil rights regulations including the Americans with Disabilities Act, Title VI, etc.
- Ensure compliance with all clean air requirements.
- Negotiate, administrate, and evaluate transit service contracts.
- Monitor and evaluate transit services. Develop recommendations to improve quality and productivity.
- Keep informed about legislation, laws, and regulations that affect ECCTA and public transportation.
- Represent ECCTA in contacts with other operators, the Metropolitan Transportation Commission, and the Contra Costa Transportation Authority.
- Represent ECCTA in the communities served by ECCTA.
- Work to increase coordination of fares, schedules, and operating policies with other operators in the Bay Area.
- Direct and evaluate the work of staff and consultants.
- Direct employee evaluation, hiring, and disciplinary actions.
- Develop committee and Board of Director agenda packages. Attend all committee and Board of Director meetings.
- Assume other responsibilities as assigned by the Board of Directors.

CEO Job Announcement



TRI DELTA TRANSIT

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

JOB ANNOUNCEMENT

Eastern Contra Costa Transit Authority, also known as Tri Delta Transit, is seeking a full-time Chief Executive Officer to lead the organization

The successful candidate must have at least five years of increasingly responsible experience in transit operations, planning, research, or marketing. A significant portion of the experience must have been in a supervisory or management role. Completion of Bachelor's Degree or equivalent in an appropriate discipline such as transportation planning, urban and regional planning, public administration, business administration or a closely related field. A Master's Degree is desired. The agency may choose to accept substitution of experience for some portion of the education requirement.

The Agency

Eastern Contra Costa Transit Authority (ECCTA) was formed in 1976 as a Joint Powers Agency (JPA) under the provisions of the California Joint Exercise of Powers Act by the cities of Antioch, Brentwood, Pittsburg, and the County of Contra Costa. After Oakley became a city in 1999, the JPA was restated to admit the City of Oakley as a member of ECCTA.

ECCTA is governed by an eleven-member Board of Directors composed of two appointed representatives from each of the JPA member jurisdictions and a single member-at-large selected by the other ten board members on a biennial basis.

The FY22 operations budget is \$27.6 million and the capital budget is \$15.4 million. There are 37 direct employees in the maintenance and administrative departments and 180 contracted employees in the operations department.

ECCTA provides fixed route, paratransit, NEMT, and microtransit bus service. Fifteen fixed routes are operated Monday – Friday and five routes are operated on weekends and holidays.

The Community

Eastern Contra Costa County is located approximately 40 miles east of San Francisco, California. ECCTA's service area is 225 square miles with a population of 315,000.

Compensation

A comprehensive benefit package that includes medical, dental, vision, life insurance, long term disability insurance, and deferred compensation is provided. The starting salary is \$225,000 +/- commensurate with knowledge, skills, and experience.