



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 July 28, 2021

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Available online: www.trideltatransit.com

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

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

On June 11, 2021, the Governor issued Executive Order N-08-21 to begin the winding down of 58 executive orders, The provision for waiving all requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting remains in place until June 30, 2021, upon which it will expire subject to individual conditions.”

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

Click to join Zoom Meeting:

<https://zoom.us/j/99420999810?pwd=d0NlVDdsYjhUQWJycUJjOHdWMG1RUT09>

OR

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

OR

Dial: 1 669 900 6833 US

Meeting ID: 994 2099 9810

- Public comments can be submitted via e-mail to CEO@trideltatransit.org Comments received one hour prior to the meeting will be distributed to the members of the Board of Directors and summarized in the minutes.



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Board of Directors Meeting Agenda

Wednesday July 28, 2021

4:00pm

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Please see the last page of this agenda for:

- Public comment guidelines
- Agenda, staff report, and document availability
- Americans with Disabilities Act information
- Limited English Proficiency (LEP) information
- Anticipated action by the Board of Directors

1. **Call to Order:** Chair 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 June 23, 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 Willson

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 July 28, 2021**

7. ACTION and DISCUSSION ITEMS

a. ACTION ITEM: SB1 State of Good Repair Program

(see attachment: tab #3)

Requested Action: Adopt Resolution #210728A which approves ECCTA's Fiscal year 2021-22 SGR Project List submittal.

b. ACTION ITEM: TDA Triennial Performance Audit

(see attachment: tab #4)

Requested Action: Adopt Resolution #210728B accepting ECCTA's Triennial Performance Audit Report for the fiscal years 2017/18, 2018/19 and 2019/20.

c. ACTION ITEM: California Clean Air Day

(see attachment: tab #5)

Requested Action: Authorize Tri Delta Transit to participate in California's Clean Air Day on Wednesday October 6th by offering a free fare day on all Tri Delta Transit paratransit, fixed route, and Tri MyRide vehicles.

d. ACTION ITEM: Wage and Salary Adjustment FY 2021-22

(see attachment: tab #6)

Requested Action #1: Approve a 4% wage adjustment for maintenance department employees effective August 9th, 2021.

Requested Action #2: Approve the application of a 4% increase to the entire administrative department payroll and divide the sum equally among the 18 administrative employees.

e. ACTION ITEM: August ECCTA Board Meeting

(see attachment: tab #7)

Requested Action: Affirm Chair Ken Gray's cancellation of the August 25th meeting of the ECCTA Board of Directors.

8. Board of Directors Comments

Under this item, Directors are limited to providing information, asking clarifying questions about matters not on the agenda, responding to public comment, referring matters to staff, or requesting a report be made at another meeting.

9. Adjourn

Next Meeting: September 22, 2021 at 4:00pm, 801 Wilbur Avenue, Antioch, CA 94509. It is planned to conduct this meeting in-person.

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 July 28, 2021

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

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

MINUTES

June 23, 2021

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

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

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

ROLL CALL / CALL TO ORDER

BOARDMEMBERS

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

ABSENT: Monica Wilson (Antioch)

STAFF PRESENT: Jeanne Krieg, Chief Executive Officer (CEO)
Steve Ponte, Chief Operating Officer (COO)
Agustin Diaz, Chief Financial Officer (CFO)
Eli Flushman, General Counsel
Kevin Moody, Director of Maintenance
Joe Chappelle, Manager of Administrative Services
DeAnna Perry, Manager of Accessible Services
Leeann Loroño, Manager of Customer Service and Marketing
Tania Babcock, Executive Assistant

OTHERS

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

Angie Johnson, First Transit Safety Manager
Brad Helfenberger, Antioch Parks & Recreation Director
Tasha Johnson, Antioch Youth Services Network Manager
Rosanna Bayon Moore, Antioch Assistant City Manager
Michael Daugelli, Board Alternate
Matthew Carson, Guest

PLEDGE OF ALLEGIANCE

Chair Scales-Preston led the Pledge of Allegiance.

PUBLIC COMMENT

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

CHAIR'S REPORT

Chair Scales-Preston noted that this would be her last meeting as Chair of the ECCTA Board and she thanked the Board for the honor.

CONSENT CALENDAR

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

- A. Minutes of the Board of Directors meeting of May 26, 2021
- B. Financial Report
- C. Marketing and Customer Service Activities Report

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

NOES: None

ABSTAIN: None

ABSENT: Wilson

CHIEF EXECUTIVE OFFICER'S REPORT

- A. Operations Report

Chief Executive Officer Jeanne Krieg presented highlights from Tri Delta Transit's activities in the last month and reported that the Department of Transportation (DOT) continued to require masks to be worn on all buses, planes, trains, and ferries until September 13, 2021, and Tri Delta Transit drivers would continue to carry masks for passengers, when needed.

Ms. Krieg added that a BE KIND campaign had been implemented to ask customers to be kind to the drivers and to each other given the changes with respect to public transportation. The new regulations eliminated the requirement for social distancing and Tri Delta Transit would be ready for students returning to school and commuters returning to work. In the Tri Delta Transit office, all unvaccinated employees were no longer required to wear a mask.

Ms. Krieg stated the Metropolitan Transportation Commission (MTC) had announced today that the Healthy Transit Plan dashboard reporting for mask and social distancing compliance on the buses was no longer required. She added that BART had announced that mid-day service was being added beginning June 7. With less than a week's notice, Tri Delta Transit had put together a quick plan to return service to pre-pandemic levels beginning July 4, but still planned to implement new schedules in response to BART's return to full service for late night and early morning on August 30. She also noted that First Transit had been hiring and training new drivers. The wage during training was \$14.50/hour and \$19/hour after training. Anyone interested was encouraged to apply.

Ms. Krieg advised that the semi-autonomous electric vehicle that was to have been on site on June 14 had been delayed, and while a rescheduled date was unknown, it was expected within the next few weeks. In addition, MTC's Transportation Development Act (TDA) Performance Audit results that were to have been submitted at this meeting had been delayed until next month.

On other matters, the Oakley Park & Ride Lot construction continued and was expected to be completed in late September; ridership was slowly creeping up and fixed route was now over 60 percent of normal while paratransit was over 50 percent of normal, getting better every month; the recent report of catalytic converter theft from the buses was being addressed with the help of a security guard on site from 10:00 P.M. to 6:00 A.M., and there had been no issues since the guard had been hired.

Ms. Krieg reported that she and Director Gray had attended an MTC Blue Ribbon Task Force meeting of managers and board chair of Bay Area small operators when a number of points had been highlighted, among them:

- Transportation Development Act (TDA) and State Transit Assistance (STA) funds were local funds with TDA funds to be spent within the county in which they were collected. These local funds should not be considered for funding or supporting network management. Local funds were vital and used to meet the local transit needs of the community.
- The operators in the county worked very closely together and coordinated fares, schedules, and various marketing projects as well as procurement. In Contra Costa County there was a pilot program that offered paratransit customers the opportunity to complete their trip without being required to transfer buses. Additionally, the operators offered passes valid on all systems.

- The Blue Ribbon Task Force recommended that the smaller operators strongly support and look forward to pursuing wayfinding and mapping, fare integration, and greater schedule coordination.
- Small operators were nimble and could efficiently pivot quickly to respond to local community travel demands.
- Adequate local control over local services and local funding was critical, the local needs being adequately served actually helped the region as a whole in terms of equity, SB 375 implementation, and in reducing greenhouse gas emissions.

Ms. Krieg also reported that the earmark for the 25 Tri MyRide expansion vehicles were still in the INVEST in America Act, and Representatives McNerney and DeSaulnier were each sponsoring half of the project. If the funding was attained, it would mean a huge positive change in the way transportation was being provided to the community.

ACTION AND DISCUSSION ITEMS

A. BART Paratransit Cost-Sharing Agreement

Agustin Diaz, Chief Financial Officer (CFO), stated that in 1997 a cost-sharing agreement had been entered into with BART to share paratransit services provided in BART's service area. The agreement expired in 2000 but BART and ECCTA had continued to use the same cost-sharing model of the original agreement. In order for BART to continue reimbursement to ECCTA, a renewed agreement was required. He explained that the term of the agreement would be five years with automatic annual renewals for up to five additional years for a total of ten years unless terminated by either party.

Mr. Diaz recommended the adoption of Resolution 210623A to authorize the CEO or her designee to enter into a cost-sharing agreement for paratransit services between ECCTA and BART.

On motion by Director Thorpe, seconded by Director Guise, ECCTA Boardmembers adopted Resolution 210623A which authorizes the CEO or her designee to enter into a cost-sharing agreement for paratransit services between ECCTA and BART, carried by the following Roll Call vote:

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

B. Antioch Youth Pass Pilot Program

Ms. Krieg stated that the Annual Summer Youth pass that had been offered since 2008 was not funded this year for a number of reasons including the uncertainties related to COVID-19, and while she had been disappointed at the same time the Antioch City Council had been focusing on programs for the young residents of East County. She and the new Antioch Parks and Recreation Director had met about providing pre-loaded Clipper® Cards with 31-day passes for distribution to youth in Antioch. She explained that the proposal would be to use 100 of the free Clipper® Cards provided by MTC, load them with a 31-day pass, and distribute them to the youth in the community with the most need. The City of Antioch had agreed to pay for half of the cost at \$2,850, and Tri Delta Transit had also agreed to pay half for what would be considered a pilot program to provide better and more affordable transportation for youth in East County. The cards would be effective during the month of July and the City of Antioch would be responsible for the distribution of the passes.

Ms. Krieg recommended the adoption of Resolution 210623B authorizing the provision of 100 Clipper® Cards for distribution to the youth in the City of Antioch with the most need. She added that if successful the demonstration project could apply to all of East County.

Brad Helfenberger, Antioch Parks & Recreation Director, emphasized the desire to assist in the transportation needs of the youth in the city, particularly since the summer youth pass would not be available this summer. He suggested the 31 days would cover the needs for the summer since school would start on August 5. He added that the city would start other youth-based programs and would track how they were being used and report back on the success of the program. He thanked ECCTA for the partnership.

Director Glover commended the idea that if successful should be used in all communities going forward.

Director Craft asked if the 100 cards were not used by Antioch youth this year whether those left over could be used in other East County jurisdictions. She stated that the City of Pittsburg was also interested in the program since it was also funding new programs for youth in the community.

Director Thorpe acknowledged Tasha Johnson, Antioch's Youth Services Network Manager, who had reached out to Tri Delta Transit as a critical partner in providing youth services and having the transportation infrastructure work well for East County youth.

On motion by Director Glover, seconded by Director Williams, ECCTA Boardmembers adopted Resolution 210623B authorizing the provision of 100 Clipper® Cards that are pre-loaded with a 31-day pass to the City of Antioch for distribution to the youth in the community that have the most need. The cost to the City of Antioch would be \$2,850 and the cost to Tri Delta Transit would be \$2,850, carried by the following Roll Call vote:

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

C. Free Rides Promotion

Ms. Krieg stated that BART had announced that during the month of September it would be offering half fare on the BART system. Subsequently, County Connection had stated it would be offering free fares, which put Tri Delta Transit into a position of also needing to provide free fares. She suggested the promotion could offer a great 'welcome back to transit' message to the community. She wanted to work with BART and County Connection on a welcome back to transit campaign and noted the monthly fare loss could be approximately \$135,000.

Ms. Krieg recommended approval of Resolution 210623C to authorize the implementation of a free ride program for fixed route, paratransit and Tri MyRide services.

In response to questions, Ms. Krieg clarified that it would be less complicated to offer free fares as opposed to a reduced fare, that Tri Delta Transit could afford the free program given the COVID funds that could be allocated to the program, and expressed her hope that with everything opening up, free transit would be an incentive for people to try transit.

On motion by Director Burgis, seconded by Director Glover, ECCTA Boardmembers adopted Resolution 210623C authorizing the implementation of a free ride promotion for the month of September 2021 on Tri Delta Transit's fixed route, paratransit, and Tri MyRide services, carried by the following Roll Call vote:

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

D. Return to In-person Board Meetings

Ms. Krieg reported that the Executive Order that suspended the open meeting requirements would start to expire on June 30, 2021 and go to September 30, 2021. A survey of other public agencies ran the gamut from meeting on video for as long as possible to those who couldn't wait to get back in person and who wanted to meet in person in July. She asked the Board when it wanted in-person Board meetings to commence, which could be done in July, August or September. The Executive Order mandated open meetings no later than October 2021.

After discussion and by consensus, the Board agreed to meet in person at its September 2021 meeting for a number of reasons including the high rate of unvaccinated residents in Contra Costa County and the hope that the vaccination rate might improve in the next few months, waiting until after the vacation months, to avoid conflicts related to masking requirements, and in the hope that a hybrid model of public input might make meetings more accessible to many residents. It was clarified that while a system that might allow residents to call in to offer public comments as opposed to being present at the meeting might be possible, that would not be applicable to members of the Board who would have to be present at meetings.

On motion by Director Guise, seconded by Director Craft, ECCTA Boardmembers decided to begin in-person Board meetings with its September 22, 2021 meeting, carried by the following Roll Call vote:

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

E. FY 2021-22 ECCTA Board of Directors Officers

Ms. Krieg reported that the Bylaws of the Restated Joint Exercise of Powers Agreement established the order for the election of Chair and Vice Chair for the ECCTA Board of Directors. This year the Director-at-Large, Director Gray, would be Chair and the City of Oakley's representative would be Vice Chair. She explained that the two Oakley representatives had discussed the role and had decided that Director Williams would assume the Vice Chair position.

On motion by Director Craft, seconded by Director Glover, ECCTA Boardmembers elected Director-at-large Ken Gray to serve as the Chair, and Oakley Representative Director Anissa Williams to serve as the Vice Chair of the ECCTA Board of Directors for FY 2021-22, carried by the following Roll Call vote:

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

Former Chair Scales-Preston virtually passed the gavel to Director Gray who chaired the rest of the meeting.

Chair Gray thanked the former Chair for her leadership over the past unusual year and expressed appreciation that she had kept the organization moving forward during that time. He presented a clock to the former Chair as a token of the Board's appreciation.

BOARD OF DIRECTORS COMMENTS

Each member of the Board was individually asked for comments.

Directors thanked former Chair Scales-Preston for her leadership; congratulated newly-elected Chair Gray and Vice Chair Williams; sought information on how the East County jurisdictions would be dealing with open meetings when some members refused to vaccinate; looked forward to in-person meetings in September; commended Tri Delta Transit paratransit services; and wished Alternate Director Parent a Happy Birthday.

Director Burgis reported that the Contra Costa County Health Department was operating vaccination vans that could be sent to any site with five or more people willing to be vaccinated.

ADJOURNMENT

The meeting of the Eastern Contra Costa Transit Authority adjourned at 5:03 P.M. to July 28, 2021 at 4:00 P.M. in the ECCTA Administration Facility, 801 Wilbur Avenue, Antioch, California.

Respectfully submitted,

Anita L. Tucci-Smith

TRI DELTA TRANSIT
Income Statement - Comparison to Annual Budget
As of June 30, 2021
(unaudited)

	YTD Actual			YTD Budget			YTD Variance favorable/(unfavorable)			FY21 Full Year Budget			YTD % of Fiscal Year Budget		
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR
OPERATING REVENUES															
Passenger Fares	\$ 622,976	\$ 280,741	\$ 342,235	\$ 2,024,000	\$ 1,635,794	\$ 388,206	\$ (1,401,024)	\$ (1,355,053)	\$ (45,971)	\$ 2,024,000	\$ 1,635,794	\$ 388,206	31%	17%	88%
Other Income	\$ 337,783	\$ 170,000	\$ 167,783	\$ 310,000	\$ 160,000	\$ 150,000	\$ 27,783	\$ 10,000	\$ 17,783	\$ 310,000	\$ 160,000	\$ 150,000	109%	106%	112%
<i>Total Operating Revenues:</i>	\$ 960,759	\$ 450,741	\$ 510,018	\$ 2,334,000	\$ 1,795,794	\$ 538,206	\$ (1,373,241)	\$ (1,345,053)	\$ (28,188)	\$ 2,334,000	\$ 1,795,794	\$ 538,206	41%	25%	95%
OPERATING EXPENSES															
Purchased Transportation	\$ 14,228,082	\$ 10,862,390	\$ 3,365,692	\$ 16,832,314	\$ 12,069,127	\$ 4,763,187	\$ 2,604,232	\$ 1,206,737	\$ 1,397,495	\$ 16,832,314	\$ 12,069,127	\$ 4,763,187	85%	90%	71%
Materials and Supplies	\$ 2,489,503	\$ 1,989,456	\$ 500,047	\$ 3,943,911	\$ 3,238,291	\$ 705,620	\$ 1,454,408	\$ 1,248,835	\$ 205,573	\$ 3,943,911	\$ 3,238,291	\$ 705,620	63%	61%	71%
Salaries & Benefits	\$ 4,828,674	\$ 4,239,261	\$ 589,413	\$ 5,175,276	\$ 4,502,490	\$ 672,786	\$ 346,602	\$ 263,229	\$ 83,373	\$ 5,175,276	\$ 4,502,490	\$ 672,786	93%	94%	88%
Services	\$ 939,230	\$ 758,692	\$ 180,538	\$ 1,103,048	\$ 882,438	\$ 220,610	\$ 163,818	\$ 123,746	\$ 40,072	\$ 1,103,048	\$ 882,438	\$ 220,610	85%	86%	82%
Other	\$ 196,435	\$ 166,656	\$ 29,779	\$ 349,750	\$ 330,379	\$ 19,371	\$ 153,315	\$ 163,723	\$ (10,408)	\$ 349,750	\$ 330,379	\$ 19,371	56%	50%	154%
Casualty and liability insurance	\$ 546,765	\$ 492,599	\$ 54,166	\$ 618,442	\$ 575,151	\$ 43,291	\$ 71,677	\$ 82,552	\$ (10,875)	\$ 618,442	\$ 575,151	\$ 43,291	88%	86%	125%
Utilities	\$ 195,284	\$ 175,432	\$ 19,852	\$ 156,193	\$ 148,384	\$ 7,809	\$ (39,091)	\$ (27,048)	\$ (12,043)	\$ 156,193	\$ 148,384	\$ 7,809	125%	118%	254%
Taxes	\$ 15,567	\$ 12,626	\$ 2,941	\$ 23,983	\$ 21,088	\$ 2,895	\$ 8,416	\$ 8,462	\$ (46)	\$ 23,983	\$ 21,088	\$ 2,895	65%	60%	102%
<i>Total Operating Expenses:</i>	\$ 23,439,540	\$ 18,697,112	\$ 4,742,428	\$ 28,202,917	\$ 21,767,348	\$ 6,435,569	\$ 4,763,377	\$ 3,070,236	\$ 1,693,141	\$ 28,202,917	\$ 21,767,348	\$ 6,435,569	83%	86%	74%
NON-OPERATING REV															
Federal Funds	\$ 6,850,283	\$ 6,233,757	\$ 616,526	\$ 8,738,008	\$ 5,213,606	\$ 3,524,402	\$ (1,887,725)	\$ 1,020,151	\$ (2,907,876)	\$ 8,738,008	\$ 5,213,606	\$ 3,524,402	78%		17%
State Funds	\$ 13,313,753	\$ 10,381,948	\$ 2,951,815	\$ 14,430,595	\$ 12,637,905	\$ 1,792,690	\$ (1,116,832)	\$ (2,275,957)	\$ 1,159,125	\$ 14,430,595	\$ 12,637,905	\$ 1,792,690	92%	82%	165%
Local Funds	\$ 1,838,174	\$ 777,859	\$ 1,060,315	\$ 864,584	\$ 285,313	\$ 579,271	\$ 973,590	\$ 492,546	\$ 481,044	\$ 864,584	\$ 285,313	\$ 579,271	213%	273%	183%
Inter-Operator Agreements	\$ 3,049,550	\$ 3,049,550	\$ -	\$ 1,829,730	\$ 1,829,730	\$ -	\$ 1,219,820	\$ 1,219,820	\$ -	\$ 1,829,730	\$ 1,829,730	\$ -	167%	167%	
Interest & Other Misc Income	\$ 401,035	\$ 387,520	\$ 13,515	\$ 6,000	\$ 5,000	\$ 1,000	\$ 395,035	\$ 382,520	\$ 12,515	\$ 6,000	\$ 5,000	\$ 1,000	6684%	7750%	1352%
<i>Total Non-operating Revenues:</i>	\$ 25,452,805	\$ 20,810,634	\$ 4,642,171	\$ 25,868,917	\$ 19,971,554	\$ 5,897,363	\$ (416,112)	\$ 839,080	\$ (1,255,192)	\$ 25,868,917	\$ 19,971,554	\$ 5,897,363	98%	104%	79%
EXCESS REV/(EXP)	\$ 2,974,024	\$ 2,584,263	\$ 409,761	\$ -	\$ -	\$ -	\$ 2,974,024	\$ 2,584,263	\$ 409,761	\$ -	\$ -	\$ -			

Agenda Item #5b
Eastern Contra Costa Transit Authority
Board of Directors Meeting
July 28, 2021

Staff Report to ECCTA Board of Directors

Meeting Date: July 28, 2021

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

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

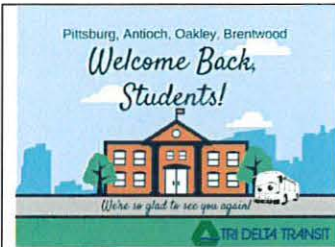
Approved: Jeanne Krieg, Chief Executive Officer 

Tri Delta Transit strives to provide top notch service to our customers and the community. Here are some projects Marketing has been working on over the past transitional month.

CURRENTLY IN PROGRESS:

 <p>During these times of ever changing rules & schedules BE KIND to your BUS DRIVER and EACH OTHER!</p> <p>DRIVERS will do their best to inform and assist you!</p>	<p>Kindness Campaign</p> <p>Marketing is currently running a kindness message for bus operators and patrons in both English and Spanish on all Fixed Route buses.</p>
 <p>CDC REQUIREMENTS HAVE CHANGED</p> <p>SOCIAL DISTANCING IS NO LONGER REQUIRED Passenger capacity will increase.</p> <p>MASKS ARE REQUIRED at ALL TIMES inside the bus</p> <p>Thank you for your patience and cooperation. </p>	<p>COVID Regulation Changes effective June 15th to mid-September.</p> <p>With the change in social distancing but the enforcement of masks still, Marketing changed out the Social Distancing clings on all transportation (62 Fixed, 30 Paratransit, 6 Med Vans, 8 Tri My Rides). Clings were done in Spanish and English.</p>

Agenda Item #5c
 Eastern Contra Costa Transit Authority
 Board of Directors Meeting
 July 28, 2021



Transportation for FREEDOM HIGH SCHOOL

Thank you for riding with Tri Delta Transit. Following please find a brief overview of helpful information and resources to get your children to and from school.

BUS STOP LOCATIONS NEAR FREEDOM HIGH SCHOOL

383 EB - O'Hara near Atherton. Bus stop ID# 817555
383 WB - O'Hara near Atherton. Bus stop ID# 813750

Our families that do not live near a bus stop served by Route 883, you may be able to catch a different route and transfer to the 883. See how to view the schedule for stop planning and connection information.

Our buses have free Wi-Fi! Connect and then select the bus number that you are on!

- HERE'S HOW TO VIEW THE SCHEDULE:**
- Download the app **TRANSIT** for route planning, real time arrivals and schedule information. Use the bus ID# on the sign.
 - Go to www.trideltatransit.com/mobile on your phone.
 - Visit the Tri Delta Transit website to view and print the schedule. To check route information: call 925-754-4040.

TO FIND INFORMATION ON PASSES & FARES:

- Tri Delta Transit accepts cash, Clipper or Tri Delta Transit bus passes for fare payment.
- Download the Clipper Card app or visit: www.clippercard.com
 - Download the Tri Delta Mobile Ticket app. Fares and passes will be listed.
 - Visit the website or look at the printed schedules.

Purchase your tickets TODAY!

OTHER HELPFUL INFORMATION:

- Have a new rider? Watch our on-line videos that cover getting on a bus and more.
- Make sure to arrive to your bus stop AT LEAST five (5) minutes early, safely stand where the driver can see you, and then make sure you are boarding the right bus!
- All Tri Delta Transit buses are equipped with bike racks that fit two bikes. Bikes can go on board if the front rack is full.

Visit www.trideltatransit.com for more information, videos, and more!
 Serving East Contra Costa County for 44 years!

High School Registrations have started!

Marketing attended several registrations for the 2021-2022 school year to educate students about their transit options and available programs. Freedom, Heritage and Liberty held in-person registrations, while Pittsburg and Antioch did not. Materials will be sent to all high schools via email for their use.

In addition, social media posts were utilized to welcome students back.



School Pool – Now called Pass2Class

Tri Delta Transit is assisting in promoting 511 Contra Costa's program Pass2Class. This pass program allows qualified students to receive a 20-ride pass in the fall.

Pass2Class materials, in English and Spanish were handed out at high school registrations and shared and posted on social media.

First Transit

**NOW HIRING
BUS OPERATORS**

OPEN HOUSE/JOB FAIR
On-Site Interviews:
Wednesday, July 7, 2021
11 am - 3 pm
801 Wilbur Ave., Antioch, CA.

First Transit contracts with Tri Delta Transit to hire, train, and employ bus operators. Trainees are paid \$14.50 per hour during training. First Transit's training program consists of classroom and behind-the-wheel instruction. Dress to impress and be prepared for on-site interview.

- \$1,500 sign-on bonus**
- Starting rate for drivers is \$19.00 after training
- Full-time employment opportunities are available

TRI DELTA TRANSIT

**Restrictions do apply
 For more information, visit: www.trideltatransit.com/employment.aspx.

In Support of Bus Operators

Marketing was happy to assist First Transit in creating Open House/Job Fair materials for their use.

Posters were created for sign boards to be distributed on main street corners.

Social media posts assisted with traffic flow.

In addition, for the In-Service Safety Awards, we posted a thank you poster in support of the operators.

THANK YOU
 From Tri Delta Transit

The grid contains the following icons and text:

- For driving safely:** Icon of a bus and cars.
- For working together:** Icon of two hands shaking.
- For helping those in need:** Icon of a person in a wheelchair.
- For taking and selling fares:** Icon of a fare card labeled 'DAY PASS'.
- For kindly greeting and helping passengers every day:** Icon of a smiling bus driver.
- For using the Bus Stop Watch App:** Icon of a bus stop shelter.
- For inspecting your bus:** Icon of a bus with a checklist.
- For helping keep people safe always:** Icon of three people wearing face masks.
- For keeping to the time:** Icon of a clock.
- For all that you do!:** Tri Delta Transit logo.



Partnership with Bay Area Transit Agencies:

Spearheaded by Bay Area Metro, transit agencies from around the Bay will join to promote a comprehensive marketing plan for the “Return to Transit”. The bylines are All Aboard Bay Area Transit and Moving Forward Together. BAM has had graphics and social media produced that can be branded with agencies colors and logos. We are currently awaiting final creative.

The marketing schedule will be as follows:

1. Week of July 19th, Craft + Commerce will deliver the creatives.
2. Monday, August 2 is launch date for the All Aboard website.
3. Monday, August 9 is the launch date for the MTC-purchased portion of the campaign (as well as other agencies).









New August 28, 2021 schedule:

-Marketing is in the final stages of designing an updated fixed route bus schedule. Printing of 40,000 copies commenced on July 16th. The projected effective date is August 28, 2021.

Introducing the new cover of the August 2021 Schedule.

CONTINUING PROGRAMS/CAMPAIGNS:

 <p>TRI DELTA TRANSIT SCHEDULE INFORMATION INFORMACIÓN DEL HORARIO</p> <p>FOR INFORMATION: Print and view schedule: TriDeltaTransit.com For trip planning and real-time information: Download the app:  TRANSIT Speak with a Tri Delta Transit representative: 925-754-4040 FARE INFORMATION: For detailed information visit: TriDeltaTransit.com Use Delta Transit accounts with:  CLIPPER Follow the guidelines by TriDeltaTransit.com</p>	<p>Schedule Information Car Cards: Riders have appreciated the access to information with the Rack Cards.</p> <p>Marketing will continue its efforts by creating car cards for 75 Fixed Route Buses to be installed over the next several weeks. Distribution of Feb. 2019 schedules and these informational car cards has started to local establishments like libraries and city halls.</p>
 <p>HELP KEEP OUR BUS STOPS SAFE AND CLEAN</p> <p>REPORT BUS STOP CONCERNS</p> <p>Scan the QR code to download the mobile report app.</p>	<p>Bus Stop Watch App</p> <p>Marketing has continued to promote the use of the Tri Delta Watch app to bus operators as a tool to report bus stop issues.</p> <p>June's winner was driver: Rolando Sanchez!</p>
 <p>START SAVING with Clipper START!</p> <p>Up to 50% off transit for eligible riders.</p> <p>Learn more at clipperstartcard.com</p>	<p>Clipper Start & Clipper Card giveaway:</p> <p>Tri Delta Transit continues to market Clipper Start and to fulfill requests for free Clipper Cards. To date, 682 requests have been submitted.</p>
<p>Easy Book </p> <p>On-line bookings for Tri Delta Transit Paratransit</p>	<p>Paratransit:</p> <p>Marketing is continuing to develop a direct mail piece to current paratransit passengers and their families that will alert them to this new on-line booking system, Wi-Fi installation, and Mobility on Demand. We hope to have the drafts complete in a month.</p>

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

Agenda Item #5c
 Eastern Contra Costa Transit Authority
 Board of Directors Meeting
 July 28, 2021

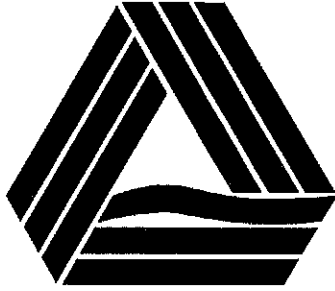
TAB 2

Agenda Item #6a
CEO's Report

Board of Directors Meeting

Wednesday July 28, 2021

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509



Chief Executive Officer's Report

July 2021

COVID-19 – Recovery

- Masks continue to be required on all buses. We will continue to follow guidance from the Department of Transportation which currently states that masks are required on buses until September 13th.
- Social distancing is no longer required on buses.
- Fixed route ridership is slowly increasing. It is anticipated that ridership will increase more as schools begin to open.
- So far, Tri Delta Transit has been allocated \$10.1 million in COVID relief funding. MTC is determining how the next round of funding will be allocated.
- Tri Delta Transit returned to the pre-pandemic schedule on July 4th.
- BART is returning to full service in early August – including late night and early morning service.
- Masks are no longer required for vaccinated employees in the workplace.
- Signs regarding masks have been placed on all buses. The signs indicate that social distancing is no longer required.
- Taking a temperature prior to entering the building is optional.

COVID-19 – Recovery

- All Tri Delta Transit buses, cars, and vans continue to be cleaned and disinfected each evening by our maintenance staff.
- 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.
- Masks are provided to passengers who do not have one.
- Social media is being used as the main vehicle for communicating the changes to rules and service.
- A *Kindness* campaign was implemented asking our customers to be kind to the operators and each other as we navigate changing rules.
- The lobby restrooms have been open to visitors who have business with Tri Delta Transit.
- In-person staff meetings have resumed.

In-Person Meeting

Reminder: The Tri Delta Transit Board of Directors will return to in-person meetings on September 22nd.

Projects

- Pass2Class (formerly known as School Pool, 511 Contra Costa's program to distribute free 20-ride passes to students)
- New schedule: effective August 28th
- MTC-led marketing program to encourage people to return to transit
- APTA Annual Conference and EXPO planning and preparation
- Updated succession plan
- System redesign (presentation to Board of Directors planned for September)
- Installation of charging stations
- Oakley Park & Ride Construction
- One-seat regional paratransit pilot program (pilot extended for six additional months)
- Dynamic Personal Microtransit East County project
- MTC's Blue Ribbon Task Force recommendations
- On-line paratransit scheduling
- Clipper Start program
- Schedule change in late August
- Tri Delta Transit website update
- Hydrogen fueling station (looking for a source of funds)
- Autonomous vehicle demo (date TBD)
- Expansion of Tri MyRide service area
- Hydrogen bus procurement
- System redesign project
- Phase II: UC Berkeley's PATH IDTO project
- Mobile Emergency Operations bus construction
- CCTA's Design Alternative Assessment for SR4 from I-680 to Hillcrest
- Policy manual update
- Facility electric grid upgrade

Pending

- Shelter installation
- Bus wash blower
- Earmark requests:
 - Expansion of Try MyRide
- CCTA planning grant: transit corridor between Hillcrest & Marsh Creek
- Clipper: next generation
 - Funding agreement
 - Site visits for hardware placement
 - Acceptance on paratransit
- Service to Brentwood LMC campus
- Zero emission bus plan implementation
- Transportation Development Act reform
- Parking lot repairs
- Facility floor covering replacement

High School Registration

Staff attended several registrations for the 2021-2022 school year to educate students about their transit options and available programs. Freedom, Heritage and Liberty held in-person registrations, while Pittsburg and Antioch did not. Materials will be sent to all high schools via email for their use. In addition, social media posts were used to welcome students back.

Youth Pass Pilot Program

As approved by the Board of Directors in June, the City of Antioch acquired 100 31-day Clipper cards for distribution to youth. Distribution began July 1st and a full report will be made when the program ends.

State Transportation Trailer Bill

On Friday, July 16th, Governor Newsom signed AB 149 (Committee on Budget), the transportation trailer bill. The bill includes the various statutory relief measures:

- Extend the hold harmless provision for the calculation and allocation of State Transit Assistance Program, Low Carbon Transit Operations Program, and STA-State of Good Repair allocations (Local Revenue Basis Only) by one year to fiscal year 2022-2023;
- Extend the suspension of the financial penalties associated with the Transportation Development Act's requirements that transit agencies obtain specified fixed percentages of their operating budgets from passenger fares (TDA farebox recovery requirements) by two years to fiscal year 2022-2023;
- Extend the suspension of the financial penalties associated with the State Transit Assistance Program's requirement that transit agencies' operating cost per revenue vehicle hour may not exceed operating cost per revenue vehicle hour adjusted by regional CPI, year over year, (STA efficiency criteria) by one year to fiscal year 2022-2023;
- Extend the flexibility for the use of State Transit Assistance - State of Good Repair funds by one year to fiscal year 2022-2023;
- Institute a review of TDA performance audit requirements to identify opportunities for streamlining and identification of more effective measures;
- Exclude from the definition of "operating cost" for the purposes of TDA farebox recovery and STA efficiency the costs of operating ADA paratransit service; the costs to operate demand-response and microtransit services that expand

Trailer Bill continued....

- access to transit service beyond fixed route corridors; the costs of security services and public safety contracts; any expense greater than the actuarially determined contribution associated with pensions and other post-employment benefits as required by Governmental Accounting Board Statement Numbers 68 and 75; the costs of funding or improving payment and ticketing systems and services; and the costs of planning for improvements in transit operations, integration with other operators and agencies, zero-emission transition, and for compliance with state and federal mandates;
- Authorize federal funds to be counted as "local funds" for the purposes of calculating TDA farebox recovery and STA efficiency criteria;
- Authorize discount and fare free transit passes to be counted at their full retail value for the purposes of calculating TDA farebox recovery; and,
- Suspend until July 1, 2026, TDA farebox recovery requirements and STA efficiency criteria for transit agencies that can demonstrate that they maintained their existing commitments of local funds for transit operations at an amount not less than the expenditures from local funds for transit operations during fiscal year 2018-2019.

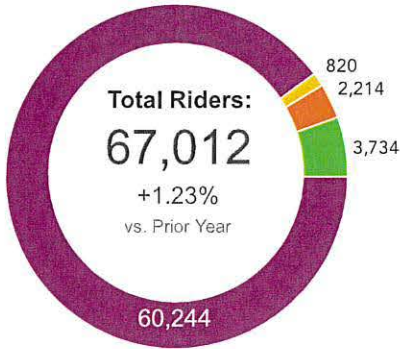
Services Offered

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



Performance Summary

Ridership

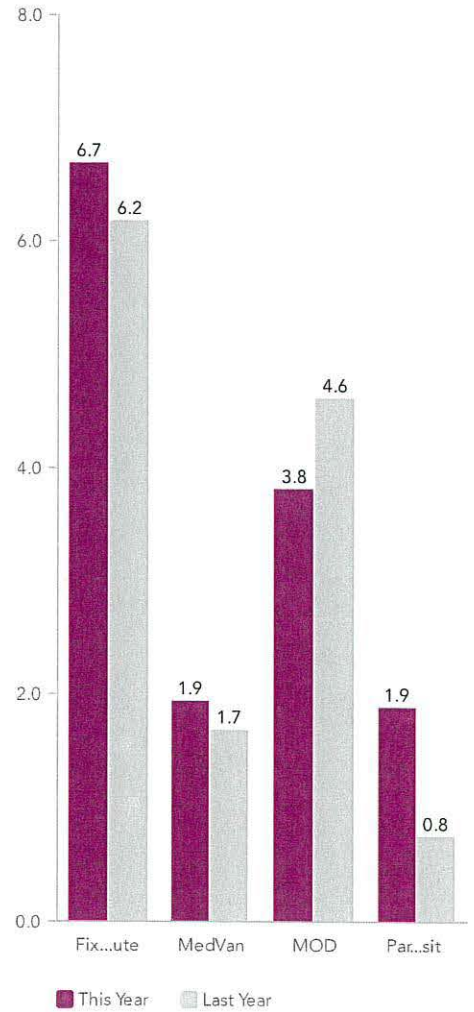


- Fixed Route
- MedVan
- MOD
- Paratransit

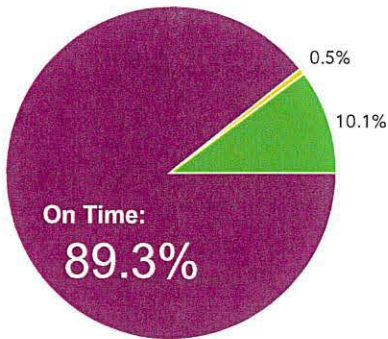
Accidents / 100K Miles

No data

Passengers Per Revenue Hour

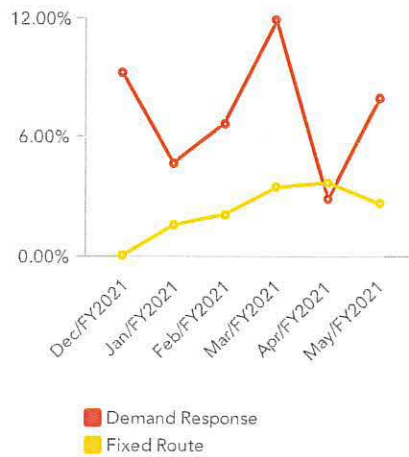


On Time Performance



- On Time
- Early
- Late

Cost Recovery Ratio



- Demand Response
- Fixed Route

Safety Performance

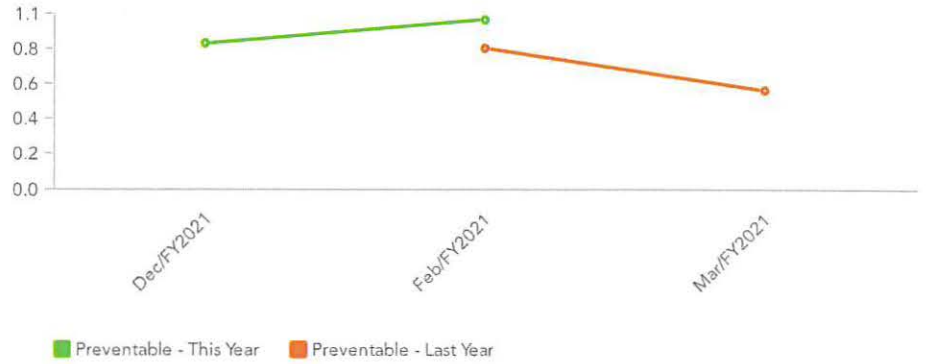
Preventable Accident Report

	Accidents	Per 100,000 Miles
Dec/FY2021	2	0.87
Feb/FY2021	2	1.01

No data

YTD Change No data

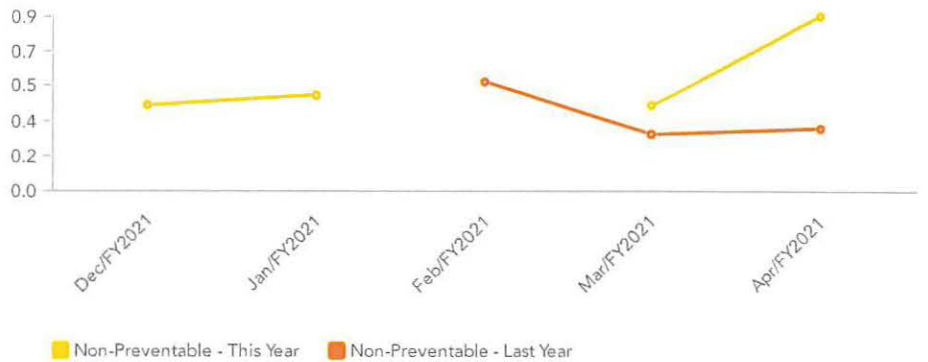
Preventable Accidents Per 100,000 Miles Last Six Months - System Wide



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

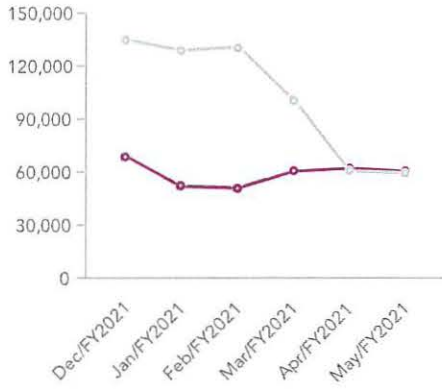
No data

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



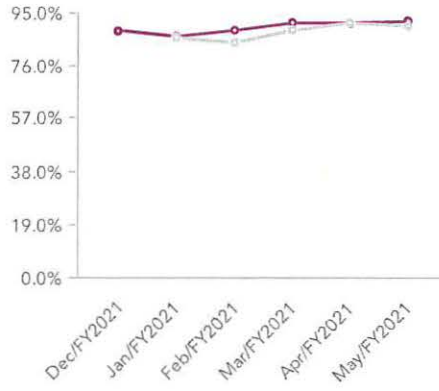
Fixed Route Performance

Total Ridership



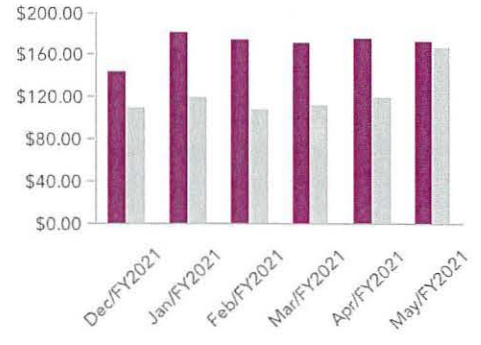
■ This Year ■ Last Year

On Time Performance



■ This Year ■ Last Year

Operating Cost Per Revenue Hour



■ This Year ■ Last Year

YTD Report - Fixed Route

Metric	This Year	Prior Year	% Change
Customer Complaints Per 100k Riders	43.16	35.66	+21.0%
Service % of Trips On Time	91.97	90.07	+2.1%
Ridership Per Rev. Hour	6.69	6.18	+8.3%
Roadcalls Per 100k Miles	0.00	0.00	
Financial Operating Costs Per Rev. Hour	172.70	167.47	+3.1%
Ridership Ridership	60,244.00	58,891.00	+2.3%

Passengers Per Revenue Hour



■ This Year ■ Last Year

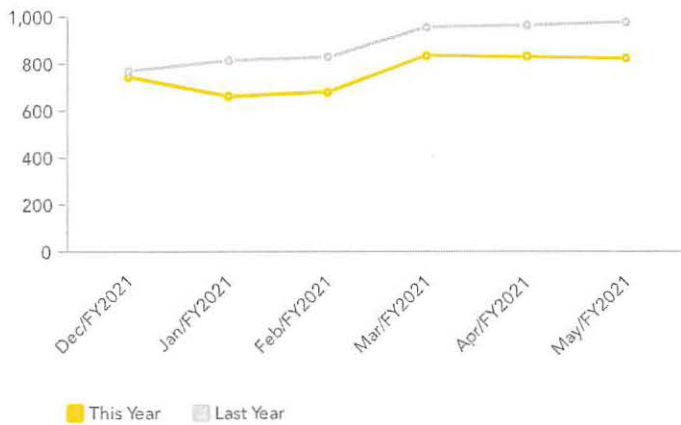
MedVan, Paratransit, and MOD Performance

YTD Report

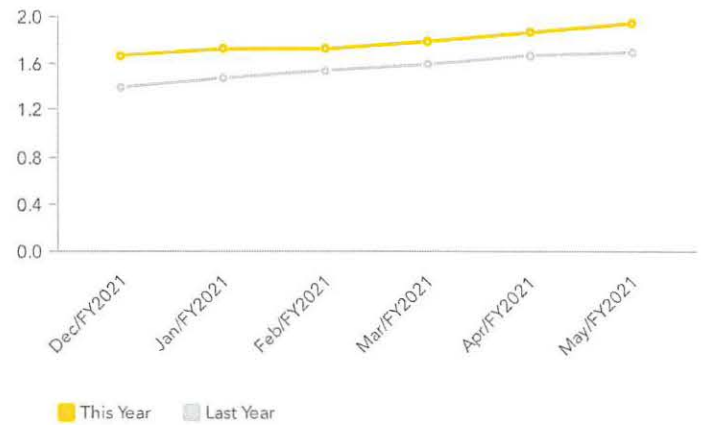
MedVan

	Metric	This Year	Prior Year	% Change
Customer	Complaints Per 100k Riders	243.90	205.13	+18.9%
Service	% of Trips On Time	83.51	84.17	-0.8%
	Ridership Per Rev. Hour	1.94	1.69	+14.8%
	Roadcalls Per 100k Miles	0.00	0.00	
Financial	Operating Costs Per Rev. Hour	144.36	58.02	+148.8%
Ridership	Ridership	820.00	975.00	-15.9%

Total Ridership



Passengers Per Revenue Hour



YTD Report

Paratransit

	Metric	This Year	Prior Year	% Change
Customer	Complaints Per 100k Riders	80.34	93.96	-14.5%
Service	% of Trips On Time	71.73	71.64	+0.1%
	Ridership Per Rev. Hour	1.89	0.75	+152.0%
	Roadcalls Per 100k Miles	0.00	0.00	
Financial	Operating Costs Per Rev. Hour	145.47	57.69	+152.2%
Ridership	Ridership	3,734.00	3,193.00	+16.9%

Total Ridership



Passengers Per Revenue Hour

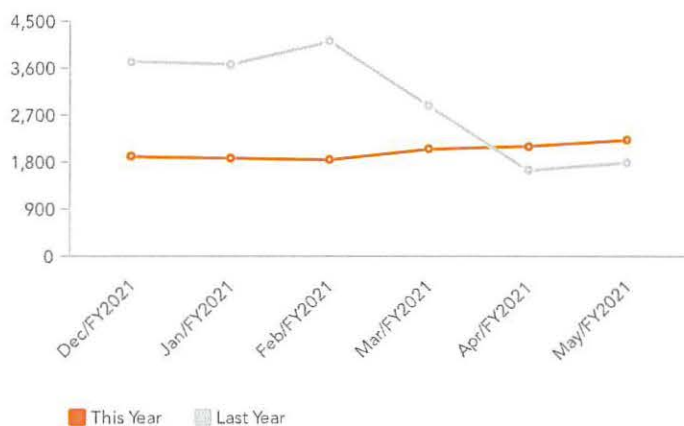


YTD Report

MOD

	Metric	This Year	Prior Year	% Change
Customer	Complaints Per 100k Riders	0.00	0.00	
Service	Ridership Per Rev. Hour	3.81	4.61	-17.4%
Financial	Operating Costs Per Rev. Hour	90.13		
Ridership	Ridership	2,214.00	1,778.00	+24.5%

Total Ridership



Passengers Per Revenue Hour

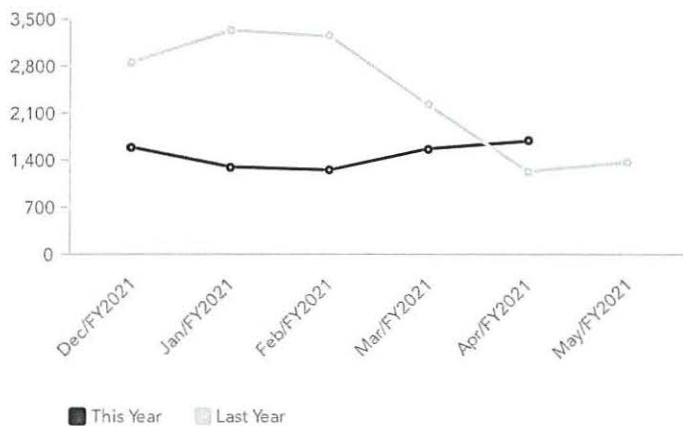


YTD Report

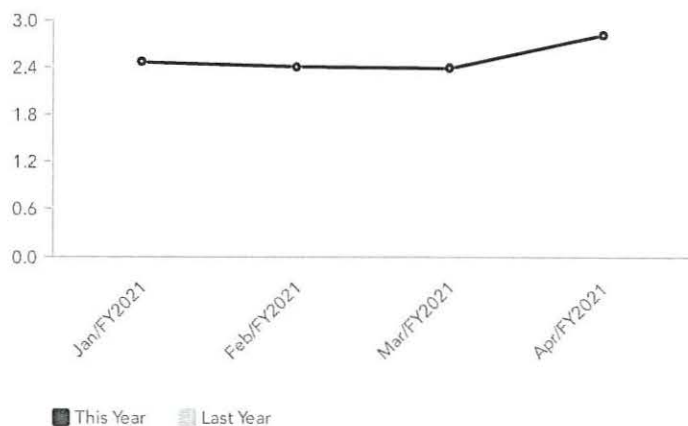
TMR

	Metric	This Year	Prior Year	% Change
Customer Ser	Complaints Per 100k Riders		147.17	
Ridership	Ridership		1,359.00	

Total Ridership



Passengers Per Revenue Hour



TAB 3

Agenda Item #7a

ACTION ITEM: SB1 State of Good Repair Program

Resolution #210728A

Board of Directors Meeting

Wednesday July 28, 2021

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

Staff Report to ECCTA Board of Directors

Meeting Date: July 28, 2021
Agenda Item: SB1 State of Good Repair Program – Agenda Item #7a
Lead Staff: Agustin Diaz, Chief Financial Officer
Approved: Jeanne Krieg, Chief Executive Officer



Background

Senate Bill 1 (SB1), the Road Repair and Accountability Act of 2017, established the State of Good Repair (SGR) program to fund eligible transit maintenance, rehabilitation and capital project activities that maintain the public transit system in a state of good repair.

Tri Delta Transit's Requirements

In order to qualify for these funds, ECCTA is required to submit a proposed project list to the Metropolitan Transportation Commission on an annual basis. ECCTA's share of SGR funds for fiscal year 2021-22 is estimated to be \$63,244. ECCTA staff proposes that these funds be used for repairs to the employee and guest parking lot at the administrative building as well as applying a slurry seal and restriping. The employee parking lot is almost 35 years old and has only had minor repairs performed.

Requested Action

Adopt Resolution #210728A which approves ECCTA's fiscal year 2021-22 SGR Project List submittal.



TRI DELTA TRANSIT

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

RESOLUTION #210728A

APPROVING THE PROJECT LIST FOR FY 2021-22 FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017, establishing the State of Good Repair (SGR) program to fund eligible transit maintenance, rehabilitation and capital project activities that maintain the public transit system in a state of good repair; and

WHEREAS, SGR funds are allocated by the Metropolitan Transportation Commission; and

WHEREAS, the ECCTA share of SGR funds for fiscal year 2021-22 is estimated to be \$63,244; and

WHEREAS, these funds will be used for ECCTA Parking Lot Repairs; and

WHEREAS, in order to qualify for these funds, ECCTA is required to submit a proposed project list to the Metropolitan Transportation Commission on an annual basis; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the ECCTA hereby approves the SB1 State of Good Repair Project List for FY 2021-22; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the ECCTA that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit capital projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Chief Executive Officer is hereby authorized to submit a request for Scheduled Allocation of the SB1 State of Good Repair Funds and to execute the related grant applications, forms and agreements.

PASSED AND ADOPTED THIS 28th day of July 2021, 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: TDA Triennial Performance Audit

Resolution #210728B

Board of Directors Meeting

Wednesday July 28, 2021

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

Staff Report to ECCTA Board of Directors

Meeting Date: July 28, 2021

Agenda Item: TDA Triennial Performance Audit
Agenda Item #7b

Lead Staff: Agustin Diaz, Chief Financial Officer

Approved: Jeanne Krieg, Chief Executive Officer 

Background

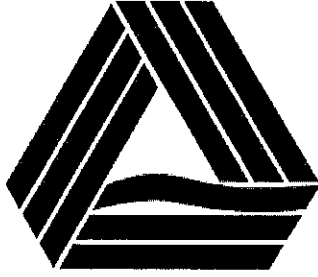
A performance audit must be conducted every three years in order to be eligible to receive Transportation Development Act (TDA) funds. Attached is the executive summary of the audit for fiscal years 2017/18 through 2019/20 (July 1, 2017 – June 30, 2020). The findings show:

- Tri Delta Transit is in compliance with the data collection and reporting requirements for all five data items required to meet the TDA-mandated performance indicators. Additionally, the statistics collected over the period appear to be consistent with the TDA definitions and indicate general consistency in terms of direction and magnitude of the year-to-year changes across the statistics.
- Tri Delta Transit is in compliance with each of the seven sections of the state PUC sections that were reviewed.
- No recommendations were suggested for Tri Delta Transit based on the results of the triennial performance audit.

The full report is included in Appendix A.

Requested Action

Adopt Resolution #210728B accepting ECCTA's Triennial Performance Audit Report for the fiscal years 2017/18, 2018/19 and 2019/20.



TRI DELTA TRANSIT

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

RESOLUTION #210728B Triennial Performance Audit

Resolution #210728B accepts the Eastern Contra Costa Transit Authority (ECCTA) Triennial Performance Audit Report for the fiscal years 2017/18, 2018/19 and 2019/20.

WHEREAS, ECCTA is required to undergo a performance audit every three years in order to receive Transportation Development Act (TDA) and State Transit Assistance (STA) funds; and

WHEREAS, the Metropolitan Transportation Commission (MTC) is the regional transportation planning agency (RTPA) for the nine-county San Francisco Bay Area and has responsibility for administering the region’s Triennial Performance Audit program; and

WHEREAS, MTC conducts the audits using an independent audit firm; and

WHEREAS, the Triennial Performance Audit shows ECCTA to be in compliance with all data collection and reporting requirements; and

WHEREAS, the Triennial Performance Audit shows ECCTA to be in compliance with all state Public Utilities Commission (PUC) requirements; and

WHEREAS, the Triennial Performance Audit makes no recommendations for improvement based on the results of this triennial performance audit.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt resolution #210728B accepting Triennial Performance Audit Report for the fiscal years 2017/18, 2018/19 and 2019/20.

PASSED AND ADOPTED THIS 28th day of July 2021, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Ken Gray, Chair

Jeanne Krieg, CEO

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

Triennial Performance Audit

of the

Eastern Contra Costa Transit Authority (ECCTA, or Tri Delta Transit)

Fiscal Years 2017/18, 2018/19 and 2019/20

FINAL AUDIT REPORT

prepared for the



by



June 2021

EXECUTIVE SUMMARY

This executive summary highlights the findings from the performance audit of the Eastern Contra Costa Transit Authority (ECCTA, or Tri Delta Transit). In California, a performance audit must be conducted every three years of any transit operator receiving Transportation Development Act (TDA) Article 4 funds, to determine whether the operator is in compliance with certain statutory and regulatory requirements, and to assess the efficiency and effectiveness of the operator's services. The two service modes operated by Tri Delta Transit, bus and paratransit, are the prime focus of this performance audit. The audit period is Fiscal Years 2018 through 2020 (from July 1, 2017 through June 30, 2020). **NOTE: Due to the COVID-19 emergency it is recognized that performance in the latter part of FY2020 is anomalous with the earlier part of the audit period. As such, trend analyses in this report do not place much emphasis on performance beyond FY2019 for the purposes of drawing conclusions and formulating recommendations.**

Performance Audit and Report Organization

The performance audit was conducted for MTC in accordance with its established procedures for performance audits. The final audit report consists of these sections:

- An assessment of data collection and reporting procedures;
- A review of performance trends in TDA-mandated indicators and component costs;
- A review of compliance with selected PUC requirements;
- An evaluation of Tri Delta Transit's actions to implement the recommendations from the last performance audit;

- An evaluation of functional performance indicator trends; and
- Findings, conclusions, and recommendations to further improve Tri Delta Transit's performance based on the results of the previous sections.

Comments received from Tri Delta Transit and MTC staff regarding the draft report will be incorporated into the final report. Highlights from the key activities are presented in this executive summary.

Results and Conclusions

Review of TDA Data Collection and Reporting Methods - The purpose of this review is to determine if Tri Delta Transit is in compliance with the TDA requirements for data collection and reporting. The review is limited to the five data items needed to calculate the TDA-mandated performance indicators. This review has determined that Tri Delta Transit is in compliance with the data collection and reporting requirements for all five TDA statistics. In addition, the statistics collected over the period appear to be consistent with the TDA definitions and indicate general consistency in terms of the direction and magnitude of the year-to-year changes across the statistics.

Performance Indicators and Trends – Tri Delta Transit's performance trends for the five TDA-mandated indicators were analyzed by mode. A six-year analysis period was used for all the indicators. In addition, component operating costs were analyzed.

- Bus Service – The following is a brief summary of the TDA performance trend highlights over the six-year period of FY2015 through FY2020:
 - There was an average annual increase in the operating cost per hour of 3.5 percent, which amounted to a 0.7 percent increase in inflation adjusted dollars.

- The cost per passenger increased on average by 19.5 percent per year, resulting in an average annual increase of 16.3 percent in constant FY2015 dollars. Only about half of the increase occurred between FY2015 and FY2019.
- Passenger productivity decreased, with passengers per vehicle service hour decreasing by 13.4 percent per year overall, and passengers per vehicle service mile decreasing by 11.8 percent annually. However, approximately one third of the decrease for each of the two indicators was due to the effects of COVID restrictions on ridership.
- Employee productivity decreased an average 1.4 percent per year.

The following is a brief summary of the component operating costs trend highlights for the bus service between FY2015 through FY2020:

- Purchased transportation costs increased an average 4.9 percent per year, remaining the largest component cost area at over 51 percent of total costs in each year. Purchased transportation costs increased during four years of the review period, with the largest increase of 9.4 percent in FY2017.
- In-house labor and fringe benefit costs increased by 4.6 percent and 1.8 percent, respectively, and both of these categories combined comprise about 21 percent of operating costs during the review period. Service costs increased by 2.1 percent on average per year and comprised about 4 percent of operating costs during the review period.
- Average annual costs increased over the review period for both the fuels/lubricants (0.3 percent) and casualty/liability (8.3 percent) categories. The share of fuels/lubricants costs decreased from about 10.7 percent to 9.1 percent of total operating costs over the review period.
- There was a 6.2 percent decrease in other expenses, which comprised about 4.0 percent of total costs for the review period. Materials/supplies costs increased an average of about 5.5 percent per year, and comprised about 5.5 percent of total operating costs during the review period.

- Paratransit – The following is a brief summary of the TDA performance trend highlights over the six-year period of FY2015 through FY2020:
 - Cost effectiveness showed an increase, with an average annual decrease in the operating cost per passenger of 2.0 percent. This amounted to an average annual decrease of 4.7 percent in inflation adjusted dollars. Costs were down by 32.0 percent from FY2015 through FY2019.
 - Cost efficiency showed a small decrease, with operating cost per hour increasing an average of 3.3 percent per year, or a 0.4 percent annual increase when expressed as normalized FY2015 dollars. From FY2015 through FY2019 costs per hour decreased by 1.0 percent per year.
 - Passenger productivity showed increases. Passengers per hour increased 5.4 percent per year on average, with passengers per service mile increasing 0.6 percent annually.
 - Employee productivity was stable, and saw an annual decrease of 0.5 percent.

The following is a brief summary of the component operating costs trend highlights for paratransit between FY2015 through FY2020:

- Purchased transportation costs represented the largest portion of total paratransit operating costs, at about 70 percent throughout the review period, and increased by 0.8 percent per year on average.
- Annual average increases were seen in the labor (7.1 percent), fringe benefits (4.6 percent), and services (7.2 percent) categories, however, these three categories combined account for only about 15 percent of the total paratransit costs.
- Average annual cost decreases occurred in the fuel/lubricants (1.4 percent) and materials/supplies (0.9 percent) categories during the review period. These two categories comprised about 12.5 percent of paratransit component costs within the review period.

- A decrease was shown in the casualty/liability (3.4 percent) category and an increase was seen in other expenses (4.5 percent), yet both areas combined comprise less than three percent of total expenses.

Compliance with Statutory Requirements – Tri Delta Transit is in compliance with each of the seven sections of the state PUC that were reviewed as part of this performance audit. These sections included requirements concerning CHP terminal safety inspections, labor contracts, reduced fares, Welfare-to-Work, revenue sharing, and evaluating passenger needs.

Status of Prior Audit Recommendations – There were no recommendations suggested in Tri Delta Transit’s prior performance audit.

Functional Performance Indicator Trends - To further assess Tri Delta Transit’s performance over the past three years, a detailed set of systemwide and modal functional area performance indicators was defined and reviewed.

- Systemwide (All Modes) – The following is a brief summary of the systemwide functional trend highlights between FY2018 and FY2020:
 - Administrative costs as a percentage of total operating costs decreased slightly, but administrative cost per vehicle service hour remained unchanged.
 - Marketing costs as a percentage of administrative costs were unchanged between FY2018 and FY2019 before a decrease in FY2020. Marketing costs per unlinked passenger trip increased slightly from FY2018 to FY2020.
 - The systemwide farebox recovery ratio decreased nearly 20 percent between FY2018 and FY2019.

- Bus Service – The following is a brief summary of the bus service functional trend highlights between FY2018 and FY2020:
 - Service Planning results showed operating costs per passenger mile increasing by 171 percent overall, with increases of over 63 percent occurring in both FY2019 and FY2020. Vehicle miles in service and vehicle hours in service stayed roughly the same at about 86 percent for vehicle service miles and 88 for vehicle service hours as a percentage of total miles and hours. Passengers per vehicle service mile declined by 32.2 percent while passengers per vehicle service declined by 36.2 percent, with slightly larger decreases in FY2020 compared to FY2019.
 - In Operations, overall vehicle operations costs increased slightly as a percentage of total operating costs, by 2.1 percent overall. Cost per service hour increased by 16.3 percent during the period, with similar increases in FY2019 and FY2020.
 - Farebox recovery decreased in FY2019 and FY2020, with the larger decrease of 30.4 percent seen in FY2019. TDA recovery ratio also declined by 10.3 percent in FY2019 and 26.7 percent in FY2020.
 - Percentage of on time trips increased by 4.9 percent over the three year period. Percentage of missed trips declined by 13 percent over three years. The number of complaints declined by 6.0 percent overall during the audit period.
 - Maintenance costs increased moderately overall relative to total operating costs and also increased on a service mile basis. The vehicle spare ratio remained at 16.1 in all three years of the audit period. Mean distance between both major mechanical failures and all mechanical failures declined by 53 percent and 66 percent respectively during the three year period.
 - Safety results demonstrated fluctuations in the rate of preventable accidents per 100,000 vehicle miles, but remaining low overall, ranging from between 0.7 to 1.3 during the audit period.

- Paratransit – The following is a brief summary of the paratransit functional trend highlights between FY2018 and FY2020:
 - The cost per passenger mile decreased in FY2019 before increasing in FY2020, when ridership decreased during the COVID-19 pandemic. The percent of vehicle miles and vehicle hours in service remained high at more than 85 percent for both in each year of the audit period. Passengers per vehicle service mile and vehicle service hour were both unchanged.
 - Operations results included an increase of 4.5 percent in vehicle operations costs as a portion of total operating costs and a 6.7 percent increase in vehicle operations cost per service hour. Farebox recovery increased by about 50 percent from FY2018 to FY2019 before a slight decrease in FY2020. TDA recovery ratio decreased by 24.2 percent overall during the three year period.
 - Percentage of on-time trips increased by 32 percent during the audit period, complaints decreased by 68 percent during the audit period, and missed trips were below 0.0025 as a percent of total trips over the three-year period.
 - There were zero ADA trip denials during the audit period, trip cancelations increased slightly from 19.0 percent in FY2018 to 21.8 percent in FY2020, and no-show and late cancelations as a percentage of ADA trips increased from 4.2 percent in FY2018 to 8.7 percent in FY2020.
 - Maintenance results showed vehicle maintenance costs decreasing as a percentage of total operating costs, while vehicle maintenance costs per service mile increased only in FY2020, due to decreased service miles, yet decreased overall. The spare ratio decreased by 28 percent during the audit period.
 - The rate of mechanical failures for major failures and all failures both stood at 270,406 in FY2018, while there were no mechanical failures in FY2019 or FY2020.

- Safety results saw a small increase in the number of preventable accidents per 100,000 miles over the audit period, from 0.5 in FY2018 to 0.7 in FY2020.

Recommendations

No recommendations are suggested for Tri Delta Transit based on the results of this triennial performance audit.

TAB 5

Agenda Item #7c

ACTION ITEM: California Clean Air Day

Board of Directors Meeting

Wednesday July 28, 2021

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: July 28, 2021

Agenda Item: California Clean Air Day -- Agenda Item #7c

Lead Staff: Jeanne Krieg, Chief Executive Officer 

Background

Attached is a letter from Contra Costa County Supervisor and Bay Area Air Quality Management District Board member John Gioia and Bay Area Council President/CEO Jim Wunderman requesting Tri Delta Transit's participation in California's Clean Air Day. They are asking all Bay Area transit agencies to join transit agencies from across the state to make transit free on October 6th.

Considerations

- Staff members from County Connection, WestCat, and LAVTA have indicated that they plan to participate.
- The loss in revenue (estimated to be approximately \$5,000) will be covered by COVID funds.

Requested Action

Authorize Tri Delta Transit to participate in California's Clean Air Day on Wednesday October 6th by offering a free fare day on all Tri Delta Transit paratransit, fixed route, and Tri MyRide vehicles.



June 23, 2021

Dear Chief Executive Officer Jeanne Krieg,

After more than a year of living through the COVID-19 pandemic, we are finally emerging from stay-at-home orders. One of the key impacts to our community is the deep hit to transit ridership. We are falling behind on our efforts to reduce air pollution because people are not using transit at pre-pandemic levels. It's not a secret that we've lost significant transit ridership, and that imperils our mission to achieve clean air.

This year, on California Clean Air Day on October 6th, we're calling on all Bay Area transit agencies to join with other agencies across the state to make transit free. This allows for joint messaging and a call to action for all residents to return to transit and help clear the air. We all support getting Bay Area residents back to using transit.

We acknowledge that public transit agencies are still experiencing financial impacts due to the COVID-19 pandemic and may have concerns about foregone farebox revenue, but we also recognize transit agencies are struggling to regain ridership.

Participating in a statewide effort such as Clean Air Day, particularly a coordinated fare free day, could help attract hesitant riders and provide an opportunity for public transit to demonstrate that it is still a safe option for people to get around. Across the state, agencies are working to implement this fare free day, including LA Metro and MTS in San Diego. In 2019, when San Diego made transit free on Clean Air Day, they had nearly 100,000 new riders on that day.

[Click here to visit U.S. EPA's data tool](#) that demonstrates the benefits of getting riders out of their cars and into public transit.

As Co-Chairs of Bay Area Clean Air Day, we ask that you please help us make Clean Air Day our most successful yet by making transit free! We look forward to working with you and your agency.

Sincerely,

A handwritten signature in blue ink that reads "John Gioia".

John Gioia
Boardmember
Contra Costa County Board of Supervisors and
Bay Area Air Quality Management District

A handwritten signature in blue ink that reads "Jim Wunderman".

Jim Wunderman
President/CEO
Bay Area Council

TAB 6

Agenda Item #7d

ACTION ITEM: Wage and Salary Adjustment FY 2021-22

Board of Directors Meeting

Wednesday July 28, 2021

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

Staff Report to ECCTA Board of Directors

Meeting Date: July 28, 2021

Agenda Item: Wage and Salary Adjustment FY 2021-22
Agenda Item #7d

Lead Staff: Jeanne Krieg, Chief Executive Officer



Background

Periodically, the ECCTA Board of Directors considers a wage and salary adjustment for employees.

Considerations

- The approved FY21-22 budget includes funds for 4% increase to salaries.
- ECCTA's funding is stable and the outlook for the next few years is good.
- The staff members have done an excellent job and have continued to work to save money where possible and to take on extra assignments.
- Audits by regulatory agencies (CHP, MTC, and FTA) continue to be very positive.
- Staff valiantly negotiated the pandemic with a focus on continuing to provide essential service to our community.
- The US Department of Labor Bureau of Labor Statistics Consumer Price Index for all urban consumers in the San Francisco-Oakland-San Jose area for the period between April 2020 and April 2021 is 3.83%.
- Projection indicate a large increase in inflation the coming year.
- The job market has become extremely competitive. Our current team is hard working and effective.

Proposal

Maintenance Department

Effective August 9th, 2021, increase the maintenance department wage scales by 4%.

Maintenance Department employees are paid an hourly wage according to a pay

scale that is based on longevity. Once an employee reaches the top of the scale, they are only eligible for cost of living increases or wage scale adjustments.

Administrative Department

Effective August 9th, 2021, apply a 4% increase to the entire payroll and divide the sum equally among the 18 administrative employees. The result will be the lower paid employees will receive a larger percentage increase than the higher paid employees.

Administrative employees are paid a salary based on a range that is established for their classification.

Requested Action

Requested Action #1: Approve a 4% wage adjustment for maintenance department employees effective August 9th, 2021.

Requested Action #2: Approve the application of a 4% increase to the entire administrative department payroll and divide the sum equally among the 18 administrative employees.

TAB 7

Agenda Item #7e

ACTION ITEM: August 2021 ECCTA Board of Directors Meeting

Board of Directors Meeting

Wednesday July 28, 2021

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

Staff Report to ECCTA Board of Directors

Meeting Date: July 28, 2021

Agenda Item: August 2021 ECCTA Board of Directors Meeting -- Agenda Item #7e

Lead Staff: Jeanne Krieg, Chief Executive Officer



Background

The regular meeting date and time of the ECCTA Board of Directors is the 4th Wednesday of each month at 4:00pm. 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. As much notice as possible is given so board members can plan accordingly.

Considerations

Staff projections indicate there will be no pressing agenda items for the August 25, 2021 meeting of the ECCTA Board of Directors.

Requested Action

Affirm Chair Ken Gray's cancellation of the August 25, 2021 meeting of the ECCTA Board of Directors.