



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 April 22, 2020

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Available online: www.trideltatransit.com

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

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

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

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

1. Call 1-872-240-3311
2. Enter code 654-009-637#
3. When prompted for an audio ID code, enter #

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



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Please see the last page of this agenda for:

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

1. **Call to Order:** Chair Robert Taylor
a. **Roll Call**

2. **Pledge of Allegiance**

3. **Public Comment**

While public comments are encouraged and taken very seriously, State law prevents the Board of Directors from discussing items that are not on the meeting agenda. If appropriate, staff will follow up on public comments. Please see Public Comment Guidelines on Page 3 of this agenda.

4. **Chair's Report:** Chair Robert Taylor

5. **Consent Calendar (ACTION ITEM):** Minutes, Financial Report, and Marketing Activities Report (*see attachment: tab #1*)

- Minutes of the Board of Directors meeting of March 25, 2020
- Financial Report
- Marketing and Customer Service Activities Report

Requested Action: Approve items 5a, 5b, and 5c

6. **CEO's Report:** Jeanne Krieg

- Operations Report** (*see attachment: tab #2*)

Board of Directors:

City of Antioch

Lamar Thorpe
Monica Wilson

City of Brentwood

Barbara Guise
Robert Taylor*

City of Oakley

Sue Higgins
Kevin Romick

City of Pittsburg

Merl Craft
Shanelle Scales-Preston**

Contra Costa County

Diane Burgis
Federal Glover

Member-at-Large

Ken Gray

* Chair: FY 2019-20

** Vice-chair: FY 2019-20

**Board of Directors Meeting Agenda
Wednesday April 22, 2020**

7. ACTION and DISCUSSION ITEMS

a. ACTION ITEM: Low Carbon Transit Operations Program (LCTOP)

(see attachment: tab #3)

Requested Action: Adopt Resolution #200422A authorizing the CEO to execute the certifications and assurances and authorized agent forms for the Low Carbon Transit Operations Program (LCTOP) for two projects.

b. ACTION ITEM: Proposed 2020-2021 Budget

(see attachment: tab #4)

Requested Action: Approve the proposed FY 2020-21 fully funded operating budget of \$28,602,918 and the proposed fully funded capital budget of \$2,739,000.

c. ACTION ITEM: Authorization to File Funding Application

(see attachment: tab #5)

Requested Action: Adopt Resolution #200422B which authorizes the Chief Executive Officer or her designee to file an application with the Metropolitan Transportation Commission for the allocation of Transportation Development Act and State Transit Assistance funds.

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: May 27, 2020 at 4:00pm, 801 Wilbur Avenue, Antioch, CA 94509

Public Comment Guidelines:

- Persons requesting to address the ECCTA Board of Directors are requested to complete a Comment Request form and submit it to the clerk. If possible, please submit the form prior to the start of the meeting. At the appropriate time, the ECCTA chair will call on individuals to comment.
- During the public comment agenda item, the public is permitted to address the ECCTA Board of Directors on items that are on the consent calendar or items not on the agenda. Individuals may also make a request for future agenda items. No action or discussion may take place on any item not appearing on the posted agenda.
- If a person wishes to speak on a specific agenda item, the ECCTA chair will call on the individual when the agenda item is being discussed by the Board of Directors.
- Persons addressing the ECCTA Board of Directors are requested to limit their remarks to three (3) minutes unless an extension of time is granted by the chair, subject to approval of the ECCTA Board of Directors.

Agenda, staff report, and document availability:

Copies of all staff reports and documents subject to disclosure that relate to each item of business referred to on the agenda are available for public inspection the Friday before each regularly scheduled Board of Director's meeting at ECCTA's front desk located at 801 Wilbur Avenue, Antioch, California. Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Board regarding any item on this agenda after the agenda has been distributed will also be made available for inspection at ECCTA's front desk at the above referenced address during regular business hours.

Americans with Disabilities Act Information:

In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available in the ECCTA parking lot. If you are a person with a disability and you need disability-related modifications or accommodations to participate in this meeting, please contact the CEO's Office at (925) 754-6622 or fax (925) 757-2530. Notification no fewer than 48 hours prior to the meeting will enable Tri Delta Transit to make reasonable arrangements to ensure accessibility to this meeting. {28 CFR 35.102-35, 104 ADA Title II} Please help us accommodate individuals with EI-MSD and refrain from wearing scented products to this meeting. Please turn off any electronic paging device or cell phone.

Limited English Proficiency (LEP):

Any person with Limited English Proficiency (LEP) who requires language assistance to communicate with the Tri Delta Transit Board of Directors during the meeting should contact the CEO's Office at (925) 754-6622 or fax (925) 757-2530. Notification no fewer than 48 hours prior to the meeting will enable Tri Delta Transit to make reasonable arrangements to assure language assistance for this meeting.

Anticipated action by the Board of Directors:

The Board of Directors may take action on any item on the agenda, which action may consist of the recommended action, no action or a related action.

TAB 1

Agenda Item #5a, b, c
Consent Calendar (ACTION ITEM): Minutes, Financial Report and
Marketing Activities Report

Board of Directors Meeting

Wednesday April 22, 2020

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

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

MINUTES

March 25, 2020

The Eastern Contra Costa Transit Authority (ECCTA) meeting was called to order in the ECCTA Board Room, 801 Wilbur Avenue, Antioch, California by Chair Robert Taylor at 4:00 P.M.

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

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

ROLL CALL / CALL TO ORDER

PRESENT IN

BOARDROOM: Ken Gray (Member-at Large); Kevin Romick (Oakley); Monica Wilson (Antioch); and Robert Taylor (Brentwood/Chair)

PRESENT BY

TELEPHONE: Diane Burgis (Contra Costa County); Federal Glover (Contra Costa County); Barbara Guise (Brentwood); Sue Higgins (Oakley); and Shanelle Scales-Preston (Pittsburg/Vice Chair)

ABSENT:

Merl Craft (Pittsburg); and Lamar Thorpe (Antioch)

STAFF IN

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

STAFF BY

TELEPHONE: Ben Stock, Legal Counsel
Tania Babcock, Executive Assistant
Uriel Diaz, Special Projects Analyst
Maureen Gonzales, Controller
Maria Korbay, Customer Service & Marketing Manager

OTHERS PRESENT:

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

PUBLIC COMMENT

There were no comments submitted by the public.

PLEDGE OF ALLEGIANCE

Chair Taylor led the Pledge of Allegiance.

CHAIR'S REPORT

The item was moved to the meeting close.

CONSENT CALENDAR

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

- A. Minutes of the Board of Directors meeting of February 26, 2020
- B. Financial Report
- C. Marketing and Customer Service Activities Report

AYES: Burgis, Glover, Gray, Guise, Higgins, Romick, Scales-Preston, Wilson,
Taylor

NOES: None

ABSTAIN: None

ABSENT: Craft, Thorpe

CHIEF EXECUTIVE OFFICER'S REPORT

- A. Operations Report

Chief Executive Officer (CEO) Jeanne Krieg reported that things had changed a great deal since the last meeting. Because public transportation was considered an essential service, Tri Delta Transit continued to operate during the coronavirus pandemic, although ridership was down considerably. Overall, fixed ridership was down 70 percent and paratransit was down 80 percent. BART's reduction in service had a big effect on Tri Delta Transit service and cuts to match BART schedule changes as well as to address change in travel patterns were possible. Mid-day ridership continued to be stronger than commute time ridership.

Steps had been taken to protect employees and customers including sanitizing the buses with hospital grade disinfectant, sanitizing the facility at least once a day, issuing disposable gloves and hand sanitizer to all employees, issuing PPEs [personal protective equipment] to the bus cleaners, all staff meetings were being conducted on the phone or by email, all unnecessary visits by non-employees were no longer permitted, employees were not permitted to attend meetings outside the facility, and employees were not permitted to congregate in the kitchen or conference rooms and movement throughout the building was limited with business being conducted on the phone or through email.

Ms. Krieg explained that the biggest step taken to protect customers was requiring boarding through the rear door of the fixed route buses and covering the fare boxes so that the drivers could maintain social distancing. Since ridership was so low, the lost revenue from the few remaining passengers not paying their fare was minimal. Lost revenue from the regular ridership levels would be around \$800,000. She explained that an agreement had been reached this morning in Washington, D.C. for a bill that would assist transit agencies with lost revenue and the increased costs associated with addressing the virus, lost wages, and more. More details would become available in the near future. There had been no reported cases of the virus at Tri Delta Transit. She also noted, when asked, that BART ridership was also greatly reduced.

Ms. Krieg reported that there had been a change in the General Manager for the Antioch First Transit contract and longtime manager Susan Hinson had been replaced with Yvette McNeese, who was attending the meeting by telephone.

The public information meetings for the Oakley Park & Ride lot that had been scheduled for April 6 and 7 had been changed to an on-line format.

Ms. Krieg added that all other projects in process were slowing down because many consultants and vendors were not working, although the Shred-It event was still scheduled for April 30 from 9:00 A.M. to 1:00 P.M. since it was an outdoor event and social distancing would be practiced. She explained that Tri Delta Transit had been focusing on returning to normal.

Director Burgis reported that her office had promoted the Shred-It event.

Ms. Krieg also reported, when asked, that Summer Youth Passes were still being sold but few had been sold. It had also been reported that Contra Costa County schools would remain closed until May 1, 2020.

By Roll Call, each Director was asked for comments. There were none.

ACTION AND DISCUSSION ITEMS

A. Microtransit Technology Provider

Ms. Krieg reported that given the current circumstances, Tri MyRide had been declining every day but it had been very successful and was expected to be successful again. Given that initial success, a Request for Proposal (RFP) had been developed and advertised, six responsive proposals had been received, a protest had come in from one of the proposers, and an investigation had been held and the protest had been denied. After reviewing the technical and price proposals it had been determined that Via Mobility, LLC was the highest ranked proposer that offered the highest quality service for the best value possible. She requested the adoption of the resolution approving a two-year contract, with three one-year options with Via Mobility, LLC.

On motion by Director Romick, seconded by Director Wilson, ECCTA Boardmembers adopted Resolution 200325A authorizing the CEO to execute and enter into a two-year contract, with three one-year options, for the provision and support of microtransit services with Via Mobility, LLC for an amount not to exceed \$80,608, which includes a 10 percent contingency, with an additional cost of \$6,300 per additional vehicle over four vehicles during year one and \$6,420 per additional vehicle over four vehicles during year two, carried by the following vote:

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

B. Bus Stop Shelters and Amenities

Ms. Krieg stated that ECCTA had recently received a grant through the SB1 State of Good Repair program, which grant was to be used for the replacement or repair of capital assets. Given the need to replace bus shelters, an RFP had been issued for design, assembly, and delivery of bus stop shelters and amenities. Four proposals had been received and it had been determined that Tolar Manufacturing Company, Inc. was the highest ranked proposer that offered the highest quality service for the best value possible. She requested the adoption of the resolution to enter into a contract with Tolar Manufacturing Company, Inc.

In response to Directors Glover and Gray, Ms. Krieg explained that the location of bus shelters had not been determined given the need to analyze the highest used areas and to ensure the appropriate permits to install new or replacement shelters. She sought input from members of the Board as to recommended locations for analysis.

On motion by Director Glover, seconded by Director Scales-Preston, ECCTA Boardmembers adopted Resolution 200325B authorizing the CEO to execute and enter

into a contract for the design, assembly, and delivery of bus stop shelters and amenities with Tolar Manufacturing Company, Inc. for an amount not to exceed \$103,950, which includes a 10 percent contingency, carried by the following vote:

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

C. Audit Services

Ms. Krieg explained that ECCTA had used the same auditor since 2013 and an RFP had been issued for a new auditor. Staff had reviewed all proposals and had determined that Brown Armstrong Accountancy Corporation was the highest ranked proposer that offered the highest quality service for the best value possible. She requested the adoption of the resolution for a five-year contract with two one-year options for Brown Armstrong Accountancy Corporation.

On motion by Director Romick, seconded by Director Gray, ECCTA Boardmembers adopted Resolution 200325C authorizing the CEO to execute and enter into a five-year contract, with two one-year options, for the annual auditing of ECCTA's financial statements with Brown Armstrong Accountancy Corporation for an amount not to exceed \$163,570, which includes a 10 percent contingency, carried by the following vote:

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

BOARD OF DIRECTORS COMMENTS

Each Director was individually asked for comments.

Director Burgis urged everyone to do their part given the importance of "flattening the curve" and consider similar meetings with Zoom or other methods to keep the number of people crossing paths to a minimum.

Director Guise wished everyone a Happy Easter and thanked Ms. Krieg for setting up the meeting.

Director Scales-Preston thanked Ms. Krieg and her team for adjusting to the situation and

urged other members of the Board to stay safe.

CHAIR'S REPORT

Chair Taylor thanked everyone for taking the time and expressed his appreciation for the effort of all involved to ensure that government continued to function. He looked forward to getting back to normal.

ADJOURNMENT

The meeting of the Eastern Contra Costa Transit Authority adjourned at 4:29 P.M. to April 22, 2020 at 4:00 P.M. in the ECCTA Administration Facility, 801 Wilbur Avenue, Antioch, California.

Respectfully submitted,

Anita L. Tucci-Smith

TRI DELTA TRANSIT
Income Statement - Comparison to Annual Budget
As of March 31, 2020
(unaudited)

	YTD Actual			YTD Budget			YTD Variance <i>favorable/(unfavorable)</i>			FY20 Full Year Budget			YTD % of Fiscal Year Budget		
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR
OPERATING REVENUES															
Passenger Fares	\$ 1,623,958	\$ 1,210,215	\$ 413,743	\$ 1,512,447	\$ 1,223,030	\$ 289,417	\$ 111,511	\$ (12,815)	\$ 124,326	\$ 2,023,959	\$ 1,635,953	\$ 388,006	80%	74%	107%
Other Income	\$ 146,093	\$ 19,786	\$ 126,307	\$ 176,247	\$ 63,747	\$ 112,500	\$ (30,154)	\$ (43,961)	\$ 13,807	\$ 235,000	\$ 85,000	\$ 150,000	62%	23%	84%
<i>Total Operating Revenues:</i>	\$ 1,770,051	\$ 1,230,001	\$ 540,050	\$ 1,688,694	\$ 1,286,777	\$ 401,917	\$ 81,357	\$ (56,776)	\$ 138,133	\$ 2,258,959	\$ 1,720,953	\$ 538,006	78%	71%	100%
OPERATING EXPENSES															
Purchased Transportation	\$ 10,566,759	\$ 7,585,849	\$ 2,980,910	\$ 10,778,713	\$ 7,674,257	\$ 3,104,456	\$ 211,954	\$ 88,408	\$ 123,546	\$ 14,371,596	\$ 10,232,343	\$ 4,139,254	74%	74%	72%
Materials and Supplies	\$ 2,338,728	\$ 1,874,485	\$ 464,243	\$ 2,119,498	\$ 1,739,824	\$ 379,674	\$ (219,230)	\$ (134,661)	\$ (84,569)	\$ 2,829,474	\$ 2,323,242	\$ 506,232	83%	81%	92%
Salaries & Benefits	\$ 3,377,279	\$ 2,987,179	\$ 390,100	\$ 3,330,549	\$ 2,897,577	\$ 432,972	\$ (46,730)	\$ (89,602)	\$ 42,872	\$ 4,440,736	\$ 3,863,440	\$ 577,296	76%	77%	68%
Services	\$ 723,593	\$ 576,752	\$ 146,841	\$ 676,224	\$ 540,981	\$ 135,243	\$ (47,369)	\$ (35,771)	\$ (11,598)	\$ 901,639	\$ 721,311	\$ 180,328	80%	80%	81%
Other	\$ 220,619	\$ 199,127	\$ 21,492	\$ 342,739	\$ 325,602	\$ 17,137	\$ 122,120	\$ 126,475	\$ (4,355)	\$ 456,985	\$ 434,136	\$ 22,849	48%	46%	94%
Casualty and liability insurance	\$ 403,332	\$ 361,745	\$ 41,587	\$ 485,343	\$ 451,368	\$ 33,975	\$ 82,011	\$ 89,623	\$ (7,612)	\$ 647,122	\$ 601,823	\$ 45,299	62%	60%	92%
Utilities	\$ 131,152	\$ 121,182	\$ 9,970	\$ 126,936	\$ 120,591	\$ 6,345	\$ (4,216)	\$ (591)	\$ (3,625)	\$ 169,246	\$ 160,784	\$ 8,462	77%	75%	118%
Taxes	\$ 15,893	\$ 12,738	\$ 3,155	\$ 17,565	\$ 14,052	\$ 3,513	\$ 1,672	\$ 1,314	\$ 358	\$ 21,727	\$ 17,382	\$ 4,345	73%	73%	73%
<i>Total Operating Expenses:</i>	\$ 17,777,355	\$ 13,719,057	\$ 4,058,298	\$ 17,877,566	\$ 13,764,251	\$ 4,113,315	\$ 100,211	\$ 45,194	\$ 55,017	\$ 23,838,525	\$ 18,354,460	\$ 5,484,065	75%	75%	74%
NON-OPERATING REV															
Federal Funds	\$ -	\$ -	\$ -	\$ 417,348	\$ -	\$ 417,348	\$ (417,348)	\$ -	\$ (417,348)	\$ 556,469	\$ -	\$ 556,469			
State Funds	\$ 11,490,430	\$ 9,174,899	\$ 2,315,531	\$ 11,807,827	\$ 9,950,681	\$ 1,857,146	\$ (317,397)	\$ (775,782)	\$ 458,385	\$ 15,738,153	\$ 13,264,443	\$ 2,473,710	73%	69%	94%
Local Funds	\$ 998,252	\$ 527,753	\$ 470,499	\$ 1,858,417	\$ 422,260	\$ 1,436,157	\$ (860,165)	\$ 105,493	\$ (965,658)	\$ 2,477,894	\$ 563,014	\$ 1,914,880	40%	94%	25%
Inter-Operator Agreements	\$ 2,802,043	\$ 2,802,043	\$ -	\$ 2,101,536	\$ 2,101,536	\$ -	\$ 700,507	\$ 700,507	\$ -	\$ 2,802,048	\$ 2,802,048	\$ -	100%	100%	
Interest & Other Misc Income	\$ 17,825	\$ 7,229	\$ 10,596	\$ 3,744	\$ 2,997	\$ 747	\$ 14,081	\$ 4,232	\$ 9,849	\$ 5,002	\$ 4,002	\$ 1,000	356%	181%	1060%
<i>Total Non-operating Revenues:</i>	\$ 15,308,550	\$ 12,511,924	\$ 2,796,626	\$ 16,188,872	\$ 12,477,474	\$ 3,711,398	\$ (880,322)	\$ 34,450	\$ (914,772)	\$ 21,579,566	\$ 16,633,507	\$ 4,946,059	71%	75%	57%
EXCESS REV/(EXP)	\$ (698,754)	\$ 22,868	\$ (721,622)	\$ -	\$ -	\$ -	\$ (698,754)	\$ 22,868	\$ (721,622)	\$ -	\$ -	\$ (0)			

Agenda Item #5b
Eastern Contra Costa Transit Authority
Board of Directors Meeting
April 22, 2020

Staff Report to ECCTA Board of Directors

Meeting Date: April 22, 2020

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

Lead Staff: Maria Arce, Manager Customer Service & Marketing

Approved: Jeanne Krieg, Chief Executive Officer 

This has been a unique month and the marketing department continues to work diligently to inform the public about recent changes with the goal of providing superior customer service. All Tri Delta Transit staff members have quickly pivoted to meet the new demands and concerns regarding COVID-19.

Coronavirus Response

Transit has been deemed an essential service and, through this global pandemic, we have seen how essential it truly is. Although Tri Delta Transit has seen a significant drop in ridership, passengers who rely on transit are using it to make essential trips to the grocery store and social services as well as to travel to essential job functions. In order to continue to support our community, it is imperative that messaging regarding changes and enhancements be made clearly and quickly to avoid any potential confusion.

Press Release

In response to COVID-19, two press releases were distributed:

- 03/20/2020: an alert to the public regarding updated boarding procedures and to announce that fares were not being collected
- 04/14/2020: an announcement regarding a reduced schedule that would begin April 19th

Social Media

Our social media outlets continue to be an effective source of messaging as engagement and response can be monitored so the exact number of communications can be tabulated. The first post in response to COVID-19 was designed to highlight updated cleaning measures:

For the health & safety of our staff & passengers, all Tri Delta Transit buses are cleaned each evening by our maintenance staff. Floors are swept and

mopped, and all hard surfaces are disinfected with a hospital-grade cleaner.

In less than 24 hours this post reached over 14,000 people and over 1,500 people liked, commented, or shared. The vast majority of comments were positive, applauding our efforts and thanking our hard-working staff. We have continued to use this platform for updates regarding social distancing efforts, schedule changes, administrative office closure, as well as a place to applaud our front line staff that continue to serve the public in this challenging time.

Signage

With each change made, the marketing department has provided signage and clear notifications. On buses, the yellow “standee” line has been moved back to provide a 6-foot distance between passengers and the driver. Additionally, signs directing passengers to board through the rear door were posted on the front door of each bus and instructions reminding passengers of social distancing requirements have been posted. So far, customers have been understanding and appreciative of our new protocols. In the facility, signs have been posted regarding social distancing and healthy habit protocols.

Transit App

The quickly changing COVID-19 environment has resulted in the necessity to make schedule modifications in a fraction of the time generally associated with such changes. To ensure information about these changes are fully accessible by passengers, a partnership with Transit app was established. Transit app is a mobile app that provides real-time public transit data. The app functions in over 175 metropolitan areas around the world. With access to the Transit app dashboard, the marketing department can provide service updates via the app similar to those provided to email subscribers. This comes at no cost to Tri Delta Transit and allows our passengers to have immediate access to information about schedule changes and interruptions.

Schedule Changes

A schedule change is an extensive process which requires collaboration from the entire Tri Delta Transit team. The COVID-19 Modified Schedule is an effective way to continue to meet the needs of lifeline routes and essential trips. The unique modifications have allowed all routes to function but with reduced frequency. This is the ultimate example of superior customer service. Marketing’s goal is to ensure the community is aware of these changes. Every staff member has had a role in quickly creating a schedule which ensures social distancing and continues to offer transportation access to all. Although no printed schedule booklets will be distributed, staff found creative ways to ensure multiple ways for our passengers to access and print the schedule. Special training has taken place for call center staff so our customers feel well taken care of during this difficult time and have clear instruction on the best way to receive updates.

Tri MyRide

Although ridership has dropped, our Special Project Analyst examined the Tri MyRide trips and noticed a trip pattern shift: instead of using the service to get to BART,

passengers were using it to go grocery shopping. In order to increase access to essential trips, the requirement of passengers to go to or from a point of interest, such as BART, was removed. Passengers can now take Tri MyRide from anywhere to anywhere within the designated service area. This change has resulted in more access to essential services.

PIO

The role of Marketing Manager encompasses the responsibility of being the Public Information Officer. A representative from the marketing team has been on daily calls with other transit agencies and the county. By being involved, we have been able to keep a pulse on the growing needs of the community and take advantage of sharing ideas with other agencies.

TAB 2

Agenda Item #6a
CEO's REPORT

Board of Directors Meeting

Wednesday April 22, 2020

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509



Chief Executive Officer's Report

April 2020

COVID-19

- Fixed route ridership is approximately 40% of normal during the week and 60% of normal on weekends.
- Paratransit ridership is approximately 10% of normal
- All Tri Delta Transit buses, cars, and vans are cleaned and disinfected each evening by our maintenance staff.
- The facility is sanitized at least once/day.
- All employees have access to gloves, masks, and hand sanitizer.
- All staff meetings have been canceled and are being conducted via email.
- All meetings away from the facility have been canceled.
- Outside visitors are not permitted in the building.
- Service was reduced by 30% to address anticipated driver shortage, respond to BART's service cuts, and accommodate declining ridership. All scheduled routes will continue to operate at a less frequent basis. No operator will lose their job or benefits.
- The lobby in the administrative building has been closed to the public.

COVID-19

- Contra Costa County is requiring ECCTA to operate special shuttle service transporting homeless individuals from shelters to motels. The county trained the drivers on the use of PPE and provided all necessary equipment. The drivers who operate this service are being paid an extra \$5/hour.
- BART discontinued their agreement for ECCTA to operate the Early Bird bus bridge from Antioch BART to Pittsburg/Bay Point BART.
- Per the CARES Act, administrative employees have been offered the option to work from home.
- MTC's summer internship program has been canceled for 2020.
- The vehicles being procured for the Tri MyRide service have been delayed due to the manufacturer's temporary assembly plant closure.
- Fixed route buses are boarded through the rear door. Fares are not being collected on fixed route or paratransit to encourage social distancing.
- Tri MyRide service is offered to and from any destination within the designated service zones.
- There have been no reported cases of COVID-19 in the Tri Delta Transit facility.

Projects

- Hydrogen fueling station
- Hydrogen bus procurement
- System redesign project
- New auditor
- Implementation of new microtransit software
- Maintenance software upgrade analysis
- Grant applications submitted: paratransit software, AVL
- Title VI program outreach
- Phase II: UC Berkeley's PATH IDTO project – ON HOLD
- Green Business recertification
- Vehicle disposal
- Mobile Emergency Operations bus construction
- One-seat regional paratransit pilot program
- LCFS credits
- Electric bus charger repair
- Copier and printer lease analysis
- Transit App implementation
- Phone system replacement
- CCTA's Design Alternative Assessment for SR4 from I-680 to Hillcrest
- Bus shelter placement

Public Outreach

- Oakley public information meeting April 6 & 7 (MEETING CHANGED TO ONLINE FORMAT) Comments accepted until May 15th

Pending

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

Financial

The CARES Act funding allocation for the nine-county Bay Area region will be authorized by the MTC Commission on April 22.

Services Offered

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

TAB 3

Agenda Item #7a

ACTION ITEM: Low Carbon Transit Operations Program

Resolution #200422A

Board of Directors Meeting

Wednesday April 22, 2020

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: April 22, 2020
Agenda Item: Low Carbon Transit Operations Program (LCTOP) -- Agenda Item #7a
Lead Staff: Agustin Diaz, Manager of Planning and Grants
Approved: Jeanne Krieg, Chief Executive Officer 

Background

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862. The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emission and improve mobility, with a priority on serving disadvantaged communities. Approved projects in LCTOP will support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project reducing greenhouse gas emissions. For agencies whose service area includes disadvantaged communities, at least 50 percent of the total moneys received shall be expended on projects that will benefit disadvantaged communities.

This program will be administered by Caltrans in coordination with Air Resource Board (ARB) and the State Controller's Office (SCO). The California Department of Transportation (Caltrans) is responsible to ensure that the statutory requirements of the program are met in terms of project eligibility, greenhouse reduction, disadvantaged community benefit, and other requirements of the law.

ECCTA is an eligible recipient for Low Carbon Transit Operations Program funds. ECCTA was also awarded funds from the competitive LCTOP Transit Performance Initiative (TPI) program:

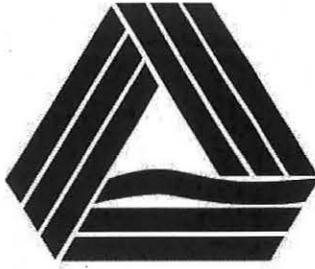
- **LCTOP:** We are prepared to file an FY20 LCTOP capital project application for \$669,103 for the critical electrical infrastructure upgrades to our maintenance facility to allow for the safe operation and maintenance of fuel cell electric buses alongside our current fleet of diesel buses.
- **LCTOP TPI:** We are prepared to file an FY20 LCTOP TPI capital project application for \$340,505 with Caltrans for a capital project to enable Wi-Fi access

for customers system-wide on buses, microtransit vehicles, and paratransit vehicles. This project will require a local match of \$85,126 for a total project cost of \$425,631

Staff is seeking board authorization to execute all required documents of the LCTOP program.

Requested Action

Adopt Resolution #200422A authorizing the execution of the certifications and assurances and authorized agent forms for Low Carbon Transit Operations Program (LCTOP) projects.



TRI DELTA TRANSIT

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

RESOLUTION #200422A

AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)
FOR THE FOLLOWING PROJECT(S):

Wi-Fi for Bus and Paratransit Rider Connectivity (\$425,631)
Maintenance Facility Upgrades for Fuel Cell Electric Buses (\$669,103)

WHEREAS, the Eastern Contra Costa Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the Eastern Contra Costa Transit Authority wishes to delegate authorization to execute these documents and any amendments thereto to Jeanne Krieg, Chief Executive Officer; and

WHEREAS, the Eastern Contra Costa Transit Authority wishes to implement the following LCTOP projects listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Eastern Contra Costa Transit Authority that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that Jeanne Krieg, Chief Executive Officer, be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Eastern Contra Costa Transit Authority that it hereby authorizes the submittal of the following project nominations and allocation requests to the Department in FY19-2020 LCTOP funds:

Project Name: Maintenance Facility Upgrades for Fuel Cell Electric Buses

Amount of LCTOP funds requested: \$669,103

Short description of project: Critical electrical infrastructure upgrades to our maintenance facility to allow for the safe operation and maintenance of fuel cell electric buses alongside our current fleet of diesel buses.

Benefit to a Priority Populations: Significant reduction in GHG and particulate matter emissions

Contributing Sponsors: Metropolitan Transportation Commission

Project Name: Wi-Fi for Bus and Paratransit Rider Connectivity

Amount of LCTOP funds requested: \$340,505 (plus a local match of \$85,126 for a total cost of \$425,631)

Short description of project: Enable Wi-Fi access for customers system-wide on buses, microtransit vehicles and paratransit vehicles. This will improve rider experience by enabling access to our many online scheduling apps, including an app that allows users to request our buses to hold for a few minutes to make a connection.

Benefit to a Priority Populations: Improved rider experience and system reliability

Contributing Sponsors: Metropolitan Transportation Commission

PASSED AND ADOPTED THIS 22nd day of April 2020, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Robert Taylor, Chair

Jeanne Krieg, Chief Executive Officer

AYES: _____

NOES: _____

ABSENT: _____

ABSTENTIONS: _____

TAB 4

Agenda Item #7b

ACTION ITEM: Proposed FY 2020-21 Budget

Board of Directors Meeting

Wednesday April 22, 2020

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: April 22, 2020
Agenda Item: Proposed FY21 ECCTA Budget – Agenda Item #7b
Lead Staff: Steve Ponte, Chief Operating Officer
Approved: Jeanne Krieg, Chief Executive Officer &

The proposed balanced and fully funded FY 2020-2021 operating and capital budget was developed using projected service levels, revenue sources, and planned projects.

Operating Budget Components

Operating Revenue

Operating revenue is divided into these categories:

1. Non-Fund Operating (fares, advertising sales, interest, BART contract)
2. Federal Operating
3. Transportation Development Act (TDA) and State Transit Assistance (STA) funds.
4. LCTOP
5. BART Feeder Bus
6. Measure J
7. Prop 1B, STA Block grants

Operating Expenses

Operating expenses are divided into these categories:

1. Purchased transportation (First Transit contract for operations and Mobility on Demand)
2. Materials and Supplies (fuel, tires, other materials, supplies, electricity, and hydrogen)
3. Salaries and Benefits
4. Services (custodial, temporary help, professional & technical service, contract maintenance services)
5. Insurance
6. Utilities
7. Taxes (property & diesel fuel tax)
8. Other (dues, subscriptions, travel, advertising)

Operating Budget Process

The budget is driven by the projected miles, hours, and passengers for each class of service. From that point, everything else is derived from actual expenses such as taxes, fuel, insurance, tires, and purchased transportation.

Revenue

- The Metropolitan Transportation Commission (MTC) issued their annual estimate and proposed apportionment and distribution of funds. Additionally, the Contra Costa Transportation Authority (CCTA) apportioned STA and Measure J operating funds for FY21. Those revenue estimates were used as a guide to create the proposed budget for FY21 operating and capital projects.
- The current year-to-date average fare per passenger was used to calculate fare income (\$1.01 for fixed route and \$3.29 for paratransit).
- Other revenue sources remain level.
- MTC's revenue projections were published prior to the COVID – 19 pandemic. It is anticipated that there will be a mid-year adjustment to the allocated revenue.

Expenses

ECCTA's FY20 actual expenses have been close to the FY20 budget so it was used as the foundation of the FY21 budget with the following adjustments:

- Ridership: a 57% increase in ridership from prior year.
- Purchased Transportation: New purchased transportation contract rates and new routes will take effect July 1st.
- Materials and Supplies: Due to the influence of the pandemic, fuel hedging was discontinued resulting in a projected increased cost for diesel fuel and gasoline.
- Salary and benefits: A stable work force resulted in a minimal change. A 4% inflation buffer and a 12% increase for fringe benefits was included in the proposed budget.
- Outside services: Increased by 15% due to increased marketing efforts and technical services associated with microtransit, mobile ticketing, AVL, and TransTrack.
- Insurance: Staying consistent with past years, the budget for insurance costs was increased by 15%.
- Utilities: Increased by 3% .
- Taxes: This is based on current property tax bills and projected diesel fuel usage.
- Other: Increased by 15% (\$46,000) due to new employee training, anticipated conference participation, and increased marketing activities.

The proposed operating budget is \$28,602,918.

Capital Budget

The capital budget is fully funded with TDA funds. Items 1-6 in the proposed capital budget are replacement projects. Items 7-9 (Low-No, LCTOP , and Carl Moyer) are funded with competitive grants. If the competitive grants are not awarded to ECCTA, the local share will revert to ECCTA's TDA fund balance.

1. Bus stop maintenance	\$15,000
2. Maintenance post lifts	\$40,000
3. Facility repairs	\$50,000
4. Computers	\$50,000
5. Maintenance tools	\$25,000
6. Maintenance software	\$120,000
7. Low-No Grant (hydrogen fuel cell buses and station)	\$2,300,000
8. LCTOP (Wi-Fi)	\$85,000
9. Carl Moyer (hydrogen facilities upgrades)	\$138,450
Total	\$2,739,000

Total Budget

ECCTA's proposed fully funded FY2020-21 operating budget is \$28,602,918.
ECCTA's proposed fully funded FY2020-21 capital budget is \$2,739,000.

Requested Action

Approve the proposed FY 2020-21 fully funded operating budget of \$28,602,918 and the proposed fully funded capital budget of \$2,739,000.

The executive summary is attached.

**ECCTA FY20 PROPOSED OPERATING BUDGET
EXECUTIVE SUMMARY – INCOME**

Passenger fares	\$2,025,000
Other	\$160,000
Non-fund operating	\$225,000
Federal operating	\$2,400,000
TDA/STA/Prop 1B/STA block grants	\$14,092,918
LCTOP/RM2	\$1,100,000
BART Feeder Bus funds	\$6,400,000
Measure J	\$2,200,000
Total	\$28,602,918

**ECCTA FY20 PROPOSED OPERATING BUDGET
EXECUTIVE SUMMARY – EXPENSES**

	Estimated 2020	FY 2021	Increase
Purchased Transportation	\$14,115,056	\$17,232,314	\$3,117,258
Materials and Supplies	\$3,429,488	\$3,943,911	\$514,423
Salaries and benefits	\$4,500,240	\$5,175,276	\$675,036
Services	\$959,172	\$1,103,048	\$143,876
Other	\$304,232	\$349,867	\$45,635
Insurance	\$537,776	\$618,442	\$80,666
Utilities	\$151,644	\$156,193	\$ 4,549
Taxes	\$21,696	\$23,866	\$2,170
Total	\$24,019,304	\$28,602,918	\$4,583,614

Passengers	1,461,174	2,300,000	838,826
Revenue Hours	199,000	285,000	86,000
Revenue Miles	2,655,522	3,540,000	884,478
Gallons of Diesel Fuel	510,674	540,000	29,326
Cost per gallon Diesel	\$1.45	\$3.00	\$2
Gallons of Gasoline	136,135	140,000	3,865
Cost per gallon Gasoline	\$0.84	\$2.00	\$1
Electric (kWh)	169,872	180,000	10,128
Hydrogen (kilograms)	-	5,100	5,100
Contractor FTE's	180	188	8
ECCTA employees	39	39	

TAB 5

Agenda Item #7c

ACTION ITEM: Authorization to File Funding Application

Resolution #200422B

Board of Directors Meeting

Wednesday April 22, 2020

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

Staff Report to ECCTA Board of Directors

Meeting Date: April 22, 2020

Agenda Item: Authorization to File Funding Application – Agenda Item #7c

Lead Staff: Steve Ponte, Chief Operating Officer

Approved: Jeanne Krieg, Chief Executive Officer 

TDA & STA BACKGROUND

The Mills-Alquist-Deddeh Act (SB 325) was enacted by the California Legislature to improve existing public transportation services and encourage regional transportation coordination. Known as the Transportation Development Act (TDA) of 1971, this law provides funding to be allocated to transit and non-transit related purposes that comply with regional transportation plans. The TDA provides two funding sources:

1. Local Transportation Fund (LTF), which is derived from a ¼ cent of the general sales tax collected statewide.
2. State Transit Assistance fund (STA), which is derived from the statewide sales tax on gasoline and diesel fuel.

The State Board of Equalization, based on sales tax collected in each county, returns the general sales tax revenues to each county's LTF. The STA funds are appropriated by the legislature to the State Controller's office. The Controller's office then allocates the tax revenue, by formula, to planning agencies and other selected agencies. Statute requires that 50% of STA funds be allocated according to population and 50% be allocated according to operator revenues from the prior fiscal year. The Metropolitan Transportation Commission (MTC) is the transportation planning agency for the Bay Area and administers TDA and STA funds for the region.

ECCTA's RESPONSIBILITIES

ECCTA:

- applies for an annual allocation of TDA and STA funds through MTC each year;
- uses TDA funds for general operating purposes, including amounts statutorily directed to paratransit services;
- obligates an amount of these TDA funds for capital projects and as a required local match for other capital funds obtained when necessary;
- applies for an annual STA allocation through MTC simultaneously with the TDA application; and
- uses the STA funds received for general operating purposes in much the same way that TDA funds are used.

APPLICATION PROCESS

ECCTA submits an annual TDA/STA application to MTC. A resolution adopted by the governing board is required.

REQUESTED ACTION

Adopt Resolution #200422B which authorizes the Chief Executive Officer or her designee to file an application with the Metropolitan Transportation Commission for the FY2020-2021 allocation of Transportation Development Act and State Transit Assistance funds.



TRI DELTA TRANSIT

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

RESOLUTION #200422B AUTHORIZATION FOR FILING OF TDA and STA FUNDING

Resolution #200422B authorizes the Chief Executive Officer or her designee, to file an application with the Metropolitan Transportation Commission for the allocation of Transportation Development Act and State Transit Assistance.

WHEREAS, the Transportation Development Act (TDA), (Public Utilities Code §99200 et seq.), provides for the disbursement of funds from the Local Transportation Fund (LTF) of the County of Contra Costa for use by eligible applicants for the purpose of administering and operating public transit services in Eastern Contra Costa County; and

WHEREAS, pursuant to the provisions of the TDA, and pursuant to the applicable rules and regulations thereunder (21 Cal. Code of Regs. §6600 et seq.) a prospective applicant wishing to receive an allocation from the Local Transportation Fund (LTF) shall file its claim with the Metropolitan Transportation Commission; and

WHEREAS, the State Transit Assistance (STA) fund is created pursuant to Public Utilities Code §99310 et seq., and

WHEREAS, the STA fund makes funds available pursuant to Public Utilities Code §99313.6 for allocation to eligible applicants to support approved transit projects; and

WHEREAS, TDA funds from the Local Transportation Fund of Contra Costa County and STA funds will be required by applicant in Fiscal Year 2020-2021 for administering and operating Fixed Route and paratransit services for the public of Eastern Contra Costa County; and

WHEREAS, the Eastern Contra Costa Transit Authority is an eligible applicant for TDA and/or STA funds pursuant to PUC §99260;

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer is authorized to execute and file appropriate TDA / STA applications together with all necessary supporting documents with the Metropolitan Transportation Commission; and be it further

RESOLVED, that a copy of this resolution be transmitted to the Metropolitan Transportation Commission in conjunction with the filing of such claims; and the Metropolitan Transportation Commission be requested to grant the allocation of funds specified in the applications and supporting documents.

PASSED AND ADOPTED THIS 22nd day of April 2020, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Robert Taylor, Chair

Jeanne Krieg, CEO

AYES: _____
NOES: _____

ABSENT: _____
ABSTENTIONS: _____