



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 June 24, 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*)

- a. Minutes of the Board of Directors meeting of May 27, 2020
- b. Financial Report
- c. Marketing and Customer Service Activities Report

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

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

a. **Operations Report** (*see attachment: tab #2*)

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 June 24, 2020**

7. ACTION and DISCUSSION ITEMS

- a. ACTION ITEM:** SB1 State of Good Repair Program
(see attachment: tab #3)

Requested Action: Adopt Resolution #200624A authorizing the CEO to submit a request for Schedule Allocation of the SB1 State of Good Repair Funds and to execute the related grant applications, forms, and agreements.

- b. ACTION ITEM:** Problem Passenger Policy Update
(see attachment: tab #4)

Requested Action: Adopt the proposed updated Problem Passenger policy.

- c. ACTION ITEM:** Audit Services Engagement Letter
(see attachment: tab #5)

Requested Action: Authorize the CEO and the Board Chair to sign the auditor service engagement letter.

- d. ACTION ITEM:** July 2020 Board of Directors Meeting
(see attachment: tab #6)

Requested Action: Approve staff's request to cancel the Board of Directors meeting scheduled for July 22, 2020.

- e. ACTION ITEM:** FY 20-21 ECCTA Board of Directors Officers
(see attachment: tab #7)

Requested Action #1: Elect Pittsburg representative Shanelle Scales-Preston as the chair of the ECCTA Board of Directors for FY 2020-21.

Requested Action #2: Elect Director-at-Large Ken Gray to serve as the vice-chair of the ECCTA Board of Directors for FY 2020-21.

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: August 26, 2020 (IF Agenda Item 7d passes) 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 June 24, 2020

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

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

MINUTES

May 27, 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: Robert Taylor (Brentwood/Chair)

PRESENT BY

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

*Arrived after Roll Call

ABSENT:

None

STAFF IN

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

STAFF BY

TELEPHONE: Ben Stock, Legal Counsel
Tania Babcock, Executive Assistant
Maria Arce, Customer Service & Marketing Manager

OTHERS PRESENT:

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

PUBLIC COMMENT

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

PLEDGE OF ALLEGIANCE

Chair Taylor led the Pledge of Allegiance.

CHAIR'S REPORT

There was no Chair's Report.

CONSENT CALENDAR

On motion by Director Guise, 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 April 22, 2020
- B. Financial Report
- C. Marketing and Customer Service Activities Report

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

CHIEF EXECUTIVE OFFICER'S REPORT

- A. Operations Report

Chief Executive Officer (CEO) Jeanne Krieg reported that challenges continued but all employees were working to make sure transportation services were being provided to those who needed it. She stated that the 30 percent service reduction implemented on April 19 had been going well and while frequencies had been reduced, no routes had been cut, and the goal was to allow every driver to keep their job so that when the crisis was over Tri Delta Transit would be fully staffed and ready to go. Although ridership on fixed route was still 40 percent of normal and 20 percent of normal for paratransit services, there had been slight increases over the past week.

All boarding was still through the rear door of the fixed route buses and fares were not being collected. In preparation for the resumption of collecting fares, the Director of Maintenance Kevin Moody and his team had built a prototype Plexiglas shield to protect the drivers. The goal was to build shields for every bus. All drivers were required to wear masks as were customers, and a supply of masks was available on the buses to ensure that all customers had a mask.

Ms. Krieg reported that Tri Delta Transit continued to work with the Contra Costa County Health & Human Services Department to transport homeless people from shelters to motels. While there had been several hundred each week when the service had initially begun, there was only half a dozen this week.

Ms. Krieg stated that the CARES Act funding was in process and Tri Delta Transit anticipated receiving its allocation of \$3.8 million within the next 30 days. A second allocation based on need was expected in August or September. Those funds were expected to take care of lost revenue and the expenses incurred due to the COVID-19 pandemic. Ramp-up plans were being developed for returning service levels although the timing depended on County health orders. There were no reported cases of COVID-19 at Tri Delta Transit.

Ms. Krieg described current ongoing projects as getting the new software provider for Tri MyRide operational, with that new service to begin June 15, 2020. The eight new buses approved by the Board of Directors in December were still delayed but were expected to be delivered in September; phone system proposals were being evaluated for the replacement of Tri Delta Transit's 15-year old phone system; one bus was WiFi operational and efforts were ongoing to install WiFi on all buses including paratransit buses; and the system redesign project had commenced although the community outreach portion of the project was a challenge so the consultant was working on other parts of the project. Bus service was ready to go with Contra Costa College's new campus in Brentwood and a route had been planned and would be ready when the service was needed. There was no estimated time of campus opening.

ACTION AND DISCUSSION ITEMS

A. Operations Contract

Ms. Krieg explained that the operations contract with First Transit for transit operations which included dispatchers, road supervisors, transit information, training, safety, management, paratransit scheduling, and bus operators would expire on June 30, 2020. Three two-year options for extensions were allowed. She noted the challenges over the last few years which included a driver and staff shortage prior to the pandemic and stated that First Transit had met those challenges. She added that when the current contract had been written in 2016, Tri Delta Transit wanted to experiment with the contract and instead of standard incentives and penalties for performance, incentives were offered with no penalties.

Ms. Krieg explained that the incentives with no penalties approach had not worked as hoped due to the staff shortages over the last few years and there was a desire to go back to the standard incentives and penalties approach, which she suggested should work well for all.

Ms. Krieg explained that Tri Delta Transit could either pursue a Request for Proposal (RFP), which was impractical because of the current pandemic; or pursue one of the options, which was the only practical option for among other things to ensure continuity. She had asked First Transit to reconnect for six years instead of two and to add penalties to the contract, which it had agreed to do. She referred to the pricing table in the staff report to identify the pricing through June 30, 2026, and noted that would extend the contract three years after her retirement and after COO Steve Ponte's retirement, which would mean the agency would be left in a good stable place with a good contract. She added that First Transit had been easy to work with and cooperative throughout the years and had been cooperative with the process of instituting new programs.

Ms. Krieg recommended that the Board adopt the resolution to allow her to exercise the three two-year options on the operations contract with First Transit through June 30, 2026.

Mark Elias, President, First Transit, acknowledged the challenges associated with driver staffing and expressed his appreciation to be able to address those issues with Tri Delta Transit, along with the challenges associated with running a bus system in the midst of a pandemic. He thanked the entire Tri-Delta Transit team. He acknowledged the General Manager change on the First Transit side, stated there was a good collective bargaining agreement with the Teamsters that would take them forward through the next two years, and was grateful for the support over the years and excited to be able to continue with the possibility of a six-year extension to the contract.

Director Glover verified that Tri Delta Transit had been in contract with First Transit since 2008. Acknowledging the great job that First Transit had provided over those years, he wanted to see an RFP for the next contract for operations in June 2026.

On motion by Director Glover, seconded by Director Romick, ECCTA Boardmembers adopted Resolution 200527A authorizing the Chief Executive Officer to exercise the three two-year options on the operations contract with First Transit through June 30, 2026, carried by the following Roll Call vote:

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

B. Oakley Park and Ride Lot Equity Analysis

Ms. Krieg noted that the next two items were related and had to do with Title VI program requirements when an equity analysis had to be prepared to ensure there would not be a negative impact on minority or low-income populations. While originally there was to have been public hearings, due to the pandemic that could not be done through the normal process and the outreach had been conducted through social media. There had been no complaints and it had been determined that there would be no negative impacts on minority populations or a disproportionate burden on low-income populations.

Ms. Krieg recommended approval of the resolution to accept the findings of the Oakley Park and Ride Lot Equity Analysis.

On motion by Director Romick, seconded by Director Guise, ECCTA Boardmembers adopted Resolution 200527B accepting the findings of ECCTA's Oakley Park and Ride Lot Equity Analysis, carried by the following Roll Call vote:

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

C. Mobile Ticketing App Fare Equity Analysis

Ms. Krieg reported that the same Title VI program requirement was to ensure that the Mobile Ticketing App did not impose negative impacts on minority or low-income passengers. Based on the analysis, the Mobile Ticketing App did not have a disparate impact on minority riders or place a disproportionate burden on low-income riders. She recommended approval of the resolution to accept the findings of ECCTA's Mobile Ticketing App Fare Equity Analysis.

On motion by Director Guise, seconded by Director Scales-Preston, ECCTA Boardmembers adopted Resolution 200527C accepting the findings of ECCTA's Mobile Ticketing App Fare Equity Analysis, carried by the following Roll Call vote:

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

BOARD OF DIRECTORS COMMENTS

Each Director was individually asked for comments.

Director Burgis reminded everyone of the ongoing 2020 Census and offered an update on the response status of each East County jurisdiction.

Chair Taylor urged everyone to stay well and be safe.

ADJOURNMENT

The meeting of the Eastern Contra Costa Transit Authority adjourned at 4:30 P.M. to June 24, 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 May 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	\$ 1,757,727	\$ 1,275,254	\$ 482,473	\$ 1,856,493	\$ 1,500,820	\$ 355,673	\$ (98,766)	\$ (225,566)	\$ 126,800	\$ 2,023,959	\$ 1,635,953	\$ 388,006	87%	78%	124%
Other Income	\$ 166,664	\$ 27,286	\$ 139,378	\$ 215,413	\$ 77,913	\$ 137,500	\$ (48,749)	\$ (50,627)	\$ 1,878	\$ 235,000	\$ 85,000	\$ 150,000	71%	32%	93%
<i>Total Operating Revenues:</i>	\$ 1,924,391	\$ 1,302,540	\$ 621,851	\$ 2,071,906	\$ 1,578,733	\$ 493,173	\$ (147,515)	\$ (276,193)	\$ 128,678	\$ 2,258,959	\$ 1,720,953	\$ 538,006	85%	76%	116%
OPERATING EXPENSES															
Purchased Transportation	\$ 12,646,084	\$ 9,258,907	\$ 3,387,177	\$ 13,173,969	\$ 9,379,648	\$ 3,794,321	\$ 527,885	\$ 120,741	\$ 407,144	\$ 14,371,596	\$ 10,232,343	\$ 4,139,254	88%	90%	82%
Materials and Supplies	\$ 2,908,144	\$ 2,394,496	\$ 513,648	\$ 2,603,245	\$ 2,139,199	\$ 464,046	\$ (304,899)	\$ (255,297)	\$ (49,602)	\$ 2,829,474	\$ 2,323,242	\$ 506,232	103%	103%	101%
Salaries & Benefits	\$ 4,125,884	\$ 3,658,374	\$ 467,510	\$ 4,070,671	\$ 3,541,483	\$ 529,188	\$ (55,213)	\$ (116,891)	\$ 61,678	\$ 4,440,736	\$ 3,863,440	\$ 577,296	93%	95%	81%
Services	\$ 837,986	\$ 676,390	\$ 161,596	\$ 826,496	\$ 661,199	\$ 165,297	\$ (11,490)	\$ (15,191)	\$ 3,701	\$ 901,639	\$ 721,311	\$ 180,328	93%	94%	90%
Other	\$ 241,708	\$ 214,460	\$ 27,248	\$ 418,903	\$ 397,958	\$ 20,945	\$ 177,195	\$ 183,498	\$ (6,303)	\$ 456,985	\$ 434,136	\$ 22,849	53%	49%	119%
Casualty and liability insurance	\$ 486,884	\$ 437,359	\$ 49,525	\$ 593,197	\$ 551,672	\$ 41,525	\$ 106,313	\$ 114,313	\$ (8,000)	\$ 647,122	\$ 601,823	\$ 45,299	75%	73%	109%
Utilities	\$ 158,535	\$ 146,473	\$ 12,062	\$ 155,144	\$ 147,389	\$ 7,755	\$ (3,391)	\$ 916	\$ (4,307)	\$ 169,246	\$ 160,784	\$ 8,462	94%	91%	143%
Taxes	\$ 20,730	\$ 16,489	\$ 4,241	\$ 20,340	\$ 16,272	\$ 4,068	\$ (390)	\$ (217)	\$ (173)	\$ 21,727	\$ 17,382	\$ 4,345	95%	95%	98%
<i>Total Operating Expenses:</i>	\$ 21,425,955	\$ 16,802,948	\$ 4,623,007	\$ 21,861,965	\$ 16,834,820	\$ 5,027,145	\$ 436,010	\$ 31,872	\$ 404,138	\$ 23,838,525	\$ 18,354,460	\$ 5,484,065	90%	92%	84%
NON-OPERATING REV															
Federal Funds	\$ -	\$ -	\$ -	\$ 510,092	\$ -	\$ 510,092	\$ (510,092)	\$ -	\$ (510,092)	\$ 556,469	\$ -	\$ 556,469			
State Funds	\$ 14,094,361	\$ 11,549,109	\$ 2,545,252	\$ 14,435,447	\$ 12,167,783	\$ 2,267,664	\$ (341,086)	\$ (618,674)	\$ 277,588	\$ 15,738,153	\$ 13,264,443	\$ 2,473,710	90%	87%	103%
Local Funds	\$ 1,689,748	\$ 791,877	\$ 897,871	\$ 2,271,399	\$ 516,096	\$ 1,755,303	\$ (581,651)	\$ 275,781	\$ (857,432)	\$ 2,477,894	\$ 563,014	\$ 1,914,880	68%	141%	47%
Inter-Operator Agreements	\$ 2,802,043	\$ 2,802,043	\$ -	\$ 2,568,544	\$ 2,568,544	\$ -	\$ 233,499	\$ 233,499	\$ -	\$ 2,802,048	\$ 2,802,048	\$ -	100%	100%	
Interest & Other Misc Income	\$ 61,265	\$ 50,557	\$ 10,708	\$ 4,577	\$ 3,664	\$ 913	\$ 56,688	\$ 46,893	\$ 9,795	\$ 5,002	\$ 4,002	\$ 1,000	1225%	1263%	1071%
<i>Total Non-operating Revenues:</i>	\$ 18,647,417	\$ 15,193,586	\$ 3,453,831	\$ 19,790,059	\$ 15,256,087	\$ 4,533,972	\$ (1,142,642)	\$ (62,501)	\$ (1,080,141)	\$ 21,579,566	\$ 16,633,507	\$ 4,946,059	86%	91%	70%
EXCESS REV/(EXP)	\$ (854,147)	\$ (306,822)	\$ (547,325)	\$ -	\$ -	\$ -	\$ (854,147)	\$ (306,822)	\$ (547,325)	\$ -	\$ -	\$ (0)			


Agenda Item #5b
Eastern Contra Costa Transit Authority
Board of Directors Meeting
June 24, 2020

Staff Report to ECCTA Board of Directors

Meeting Date: June 24, 2020

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

Lead Staff: Maria Arce, Chief Communications Officer

Approved: Jeanne Krieg, Chief Executive Officer 

This has been a unique time for our community. Marketing continues to work diligently to inform the public about recent Tri Delta Transit changes with the goal of providing superior customer service. Although our working environment has had some unique challenges, our department continues to work on projects and finding creative solutions to continue to get the job done. All Tri Delta Transit staff members have responded quickly 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. Now that some are returning to work and participating more in the community, ridership is slowly increasing. 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.

Civil Unrest

On the afternoon of June 1st CEO Jeanne Krieg, in consultation with Chair Taylor and local law enforcement, shut down service in response to planned civil unrest in east county. This was a first for Tri Delta Transit. This move ensured the safety of our employees, passengers, and equipment. The agency experienced no damage or loss of property. Passengers were understanding of the abrupt service reduction and the staff was appreciative of the swift action taken. Although brief, the week of June 1st required a team effort to create and implement new schedules. We were then tasked with conveying that message to all staff and passengers.

Messaging

Messaging platforms being used by passengers have been increased to allow for easier access to updates, detours, and schedule changes. Along with social media and alert subscriptions, information is posted on 511.org, shared with community partners, and distributed using the application “Transit”.

Projects & Events

The pandemic has required creative solutions to ensure progress to ongoing projects. When passengers are ready to return to public transit in east county they will return to many improvements to our service.

Tri MyRide

Tri MyRide is now one year old and we were excited to celebrate the birthday by gifting the service a new application. June 15th, we launched a new and improved app: Tri MyRide. Previously the microtransit service operated under the application “Transloc”. This new offering is fully branded with Tri MyRide logos and colors which allowed for greater personalization for our passengers as well as brand continuity.

What has changed?

- Improved app
- Real-time bus tracking
- More accurate ETA
- Text-based assistance
- Passenger wait will not exceed 25 minutes
- Call-in option for booking: (925) 470-4997

What has stayed the same?

- Service areas
- Operating hours
- Reliable and friendly service

Kick-Off Day

Preparation for the kick-off day was a large undertaking. The pilot Tri MyRide project provided a great deal of feedback and that customer input was used to design an app that would work best for the needs of our community. From launch page design to in-app tutorials, each detail supports a more user-friendly experience.

Special Projects Analyst Uriel Diaz worked to ensure the technical aspects worked for the operations team. He helped ease the transition into this new technology and continues to work with staff to troubleshoot issues that arise. In partnership with VIA, a week-long training for dispatchers, customer service agents, and drivers was conducted. Before launch, trained participants conducted a dry run. All of the preparation made for a smooth launch day. All hands were on deck and we are proud of day 1 results:

- 49 completed rides
- 11 completed phone bookings

- 10 reviews of the app, all with a 5-star rating
- Average wait time of 8.4 minutes
- Average ride duration of 5.8 minutes

Messaging

The decreased ridership on Tri MyRide, due to COVID, allowed us to provide one-on-one messaging to our current passengers. The Marketing team called over 160 passengers to explain the new app and to assist with installation. On-board signage with QR codes and easy to read instructions was provided. Drivers notified boarding passengers about the new app the week prior to the launch. Additionally, a newsletter alerting passengers of the change went to over 1,000 subscribers and had an open rate of 30%. The new Tri MyRide app will allow for more options to stay in direct contact with passengers via in-app texting and push notifications.

Next Steps

On June 29th a Tri MyRide passenger survey will be sent to all subscribers. This survey will provide insight into how the changes have been received and what further improvements can be made. The current system wide decline in ridership is providing a unique opportunity to make changes in preparation for increased demand. This time will be used to get more insight and continue to build a strong Tri MyRide team. Once ridership increases, an updated marketing campaign will be launched:

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

Shelter Project

Tri Delta Transit continues to make improvements to the bus stops. Six mini-benches were purchased to provide alternative seating when a traditional bench is not an option. These smaller seats offer two passengers compact seating. As approved by the Board of Directors in March 2020, an order for thirteen larger shelters was placed with delivery expected in September. These shelters include a full-size bench, garbage can, solar lighting, and Tri Delta Transit decals. Marketing and Planning are working with each city to determine the locations of installation.

System Re-Design

Advanced Mobility Group (AMG) began the process of evaluation for the system redesign. As part of their evaluation, AMG is tasked with community outreach and gaining a deeper understanding of what our customers and community want. Customer comments from current passengers provide a great source of input and offer useful insight for the evaluation team. Customer calls including complaints, suggestions, route suggestions, Tri MyRide service requests, amenity requests, and general concerns have been tabulated and provided to AMG to ensure these concerns are taken into consideration.

Community Partnerships & Cross Promotions

Marketing works with local community programs to find ways to cross-promote services. For example, Delta Veterans Group began to promote the Express Route 200 in exchange for bus advertising for their banner program. They were so thankful for the cross-promotional opportunity that they presented us with a plaque in recognition of our partnership. We look forward to exploring further options for cross-promotion with this and other organizations.

Essential Workers

Through COVID-19 and civil unrest, the drivers, maintenance staff, and administrative staff continue to report to work and ensure passengers get to their destination safely. Our employees are on the frontline and we wanted to make sure they felt our appreciation. Fifteen lawn signs and banners were placed around the facility as a way to say thank you.



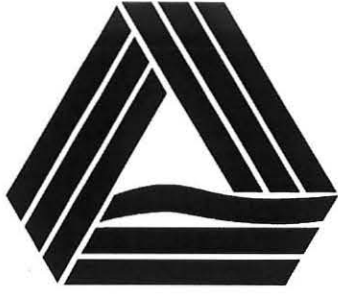
TAB 2

Agenda Item #6a
CEO's REPORT

Board of Directors Meeting

Wednesday June 24, 2020

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509



Chief Executive Officer's Report

June 2020

COVID-19

- Fixed route ridership is slowly increasing (45 % of normal on weekdays and 75% of normal on weekends)
- Paratransit ridership is slowly increasing. (37% of normal on weekdays and 80% of normal on weekends)
- In April, service was reduced by 30% to address anticipated driver shortage, respond to BARTS's service cuts, and accommodate declining ridership. All scheduled routes will continue to operate at a less frequent basis. No operator lost their job or benefits.
- Fixed route buses are boarded through the rear door. Fares are not being collected on fixed route or paratransit to encourage social distancing. Fare collection will begin when driver shields are installed.
- All Tri Delta Transit buses, cars, and vans are cleaned and disinfected each evening by our maintenance staff.
- All employees have access to gloves, masks, and hand sanitizer.
- All meetings away from the facility have been canceled.
- The lobby in the administrative building has been closed to the public.

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.
- Per the CARES Act, administrative employees have been offered the option to work from home.
- 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.
- All employees have their temperature taken when they enter the building. Anyone over 100.4 will be sent home.
- CARES Act funding of \$3.8 million was received.
- MTC staff is working on allocation of the remainder of CARES Act funding.
- All employees are required to wear masks in the facility. All drivers and passengers must wear a mask when on a bus.
- The Federal Transit Administration provided 3000 cotton masks to ECCTA.

Projects

- A prototype WiFi router has been installed on a bus for testing. Full implementation is planned for September.
- Hydrogen fueling station (looking for a source of funds)
- Hydrogen bus procurement
- System redesign project
- New auditor – starts July 1
- Maintenance software upgrade analysis
- Title VI program outreach
- Phase II: UC Berkeley's PATH IDTO project – ON HOLD
- Vehicle disposal – ON HOLD
- Mobile Emergency Operations bus construction
- One-seat regional paratransit pilot program – ON HOLD
- LCFS credits
- CCTA's Design Alternative Assessment for SR4 from I-680 to Hillcrest
- Bus shelter placement: shelters have been ordered and will be delivered in September
- Maintenance department staff members are building barriers for the operators so fares can be collected.
- Implementation of the First Transit Operation contract options approved by the Board of Directors in May.
- Policy update project
- Safety Plan
- Title VI Plan update

Services Offered

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

Pending

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

Facility

- The HVAC project was completed.
- Two phone systems will be demonstrated to staff.
- The desktop printer lease ended so all printers are gradually being replaced.
- The main administrative copier's lease ended so it will be replaced.
- Another sumac tree in the front of the facility split and fell. An arborist recommended that the remaining six 33-year old trees be removed. Staff will work with the City of Antioch to determine suitable replacements.
- Contra Costa County set two traps for the Japanese Beetle and the Gypsy Moth at the ECCTA facility. They check the traps every two weeks.

APTA Conferences

- All APTA conferences in 2020 have been cancelled:
 - Bus & Paratransit Conference (May)
 - Rail Conference (June)
 - The Transit Board Members seminar (August)
 - Annual Meeting & EXPO (October 11-14 in Anaheim). It is likely it will be rescheduled to March or April 2021.

State Budget

On June 15th -- the state's constitutional deadline of June 15 for passage of a balanced state budget -- the Legislature passed Senate Bill 74 (Mitchell), the Budget Act of 2020, a \$142 billion general fund spending plan agreed to by the Senate and Assembly. The Legislature has been clear that SB 74 does not represent a final budget deal with Governor Newsom and that negotiations will continue between the Legislature and the Governor's Administration in the coming weeks on funding levels for the state workforce, public safety, social services and schools. The Assembly noted in the SB 74 Floor Report that, "budget bills considered on June 15 will be amended subsequently via additional budget bills and bills related to the budget." Agreement on a final budget deal must be reached by July 1, the start of Fiscal Year 2020-21. This year's budget bill has no direct impact on public transportation in California, as the expected decline in transportation revenues supporting transit agencies is the result of changes in consumer spending, not a specific budget action. The Legislature is expected to take final action in the coming weeks to approve several statutory relief measures through a budget trailer bill, which implements *policy* provisions related to the state budget.

Staff

- Controller Maureen Gonzales resigned after being with ECCTA for 18 months presenting an opportunity to realign staff. For now the position will remain unfilled. The following changes were made to meet the needs of the agency:
 - Agustin Diaz (Manager of Planning & Grants) was promoted to Chief Financial Officer
 - Maria Arce's title (Manager of Customer Service & Marketing) was changed to Chief Communications Officer to more accurately represent her responsibilities.

Recognitions

- Tri Delta Transit was re-certified as a green business.
- The Delta Veterans Group presented a plaque recognizing Tri Delta Transit's support of the Antioch Veterans Memorial Banner Program

Tri MyRide

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

TAB 3

Agenda Item #7a

ACTION ITEM: SB1 State of Good Repair Program

Resolution #200624A

Board of Directors Meeting

Wednesday June 24, 2020

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

Staff Report to ECCTA Board of Directors

Meeting Date: June 24, 2020
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 2020-21 is estimated to be \$65,985. ECCTA staff proposes that we use these funds to replace outdated maintenance software. The current software was purchased in 2008 and had a useful life of 5 years meaning this software is 7 years beyond its useful life. ECCTA staff will bring the final bid documentation to the board for final approval.

Requested Action

Approve Resolution #200624A, accepting ECCTA's fiscal year 2020-21 SGR Project List.



TRI DELTA TRANSIT

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

RESOLUTION #200624A

APPROVING THE PROJECT LIST FOR FY 2020-21 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, ECCTA's share of SGR funds for fiscal year 2020-21 is estimated to be \$65,985; and

WHEREAS, these funds will be used for Maintenance Software Replacement; 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 2020-21; 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 24TH day of June 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: Problem Passenger Policy Update

Board of Directors Meeting

Wednesday June 24, 2020

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: June 24, 2020

Agenda Item: Problem Passenger Policy Update
Agenda Item #7b

Lead Staff: Jeanne Krieg, Chief Executive Officer



Background

In May 1999, the Tri Delta Transit Board of Directors updated a policy that set rules and procedures for handling problem passengers. The policy is necessary to give the bus operators clear direction on how to handle a passenger who behaves in an unsafe manner.

Context

Since 1991, there have been two occasions when the policy was used to ban a passenger from service. One (in the mid-90s) was a paratransit passenger who continued to grope female operators after several warnings. The other (10-12 years ago) attacked an operator with a weapon.

The policy is used as a training tool for operators and gives them a process for dealing with a problem passenger.

Proposed Update

The policy refers to the General Manager and the Marketing & Operations Committee. The title General Manager was changed in 2001 and the Marketing & Operations Committee was folded into the full Board of Directors in March 2003.

Requested Action

Adopt the proposed updated Problem Passenger policy.

Attached:

- Lined version of current policy indicating the proposed changes
- Proposed Problem Passenger Policy

**Eastern Contra Costa Transit Authority
Rules and Procedures for Handling Problem Passengers**

All individuals using the transportation services furnished by the Eastern Contra Costa Transit Authority (ECCTA) are expected to conduct themselves courteously and safely. ECCTA service may be suspended either temporarily or permanently if a passenger:

- physically or verbally threatens another passenger or an employee or agent of ECCTA,
- physically or verbally abuses another passenger or an employee or agent of ECCTA,
- engages in any conduct or activity that is hazardous to him/herself or to any other person on a bus or at a bus stop, and/or
- damages or destroys any property of ECCTA.

If an individual is involved in any activity of the type described above, that individual is subject to the following action:

The operator of any ECCTA vehicle shall radio the dispatch office to report a passenger's unacceptable behavior or actions. The dispatcher will take the appropriate action which could include:

1. Summon police assistance and dispatch a road supervisor
The decision of the police officer regarding the passenger is final.
2. Dispatch a road supervisor
A road supervisor may remove a passenger from a bus. If this action is taken, the supervisor will deliver the passenger to location where there is shelter and a telephone available.

In all cases, an incident report must be submitted to the ~~General Manager~~ Chief Executive Officer of ECCTA within 24 hours of the occurrence, including incidents that occur on weekends or holidays. The ~~General Manager~~ Chief Executive Officer or a designee can immediately ban the individual from using ECCTA's services. If the ~~General Manager~~ Chief Executive Officer determines that banning a passenger from using ECCTA's services is appropriate she/he will report the action at the next regularly scheduled ~~Marketing and Operations Committee~~ Board of Directors meeting.



TRI DELTA TRANSIT

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

Eastern Contra Costa Transit Authority Rules and Procedures for Handling Problem Passengers

All individuals using the transportation services furnished by the Eastern Contra Costa Transit Authority (ECCTA) are expected to conduct themselves courteously and safely. ECCTA service may be suspended either temporarily or permanently if a passenger:

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2. Dispatch a road supervisor
A road supervisor may remove a passenger from a bus. If this action is taken, the supervisor will deliver the passenger to location where there is shelter and a telephone available.

In all cases, an incident report must be submitted to the Chief Executive Officer of ECCTA within 24 hours of the occurrence, including incidents that occur on weekends or holidays. The Chief Executive Officer or a designee can immediately ban the individual from using ECCTA's services. If the Chief Executive Officer determines that banning a passenger from using ECCTA's services is appropriate she/he will report the action at the next regularly scheduled Board of Directors meeting.

TAB 5

Agenda Item #7c

ACTION ITEM: Audit Services Engagement Letter


Board of Directors Meeting

Wednesday June 24, 2020

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: June 24, 2020
Agenda Item: Audit Services Engagement Letter– Agenda Item #7c
Lead Staff: Agustin Diaz, Chief Financial Officer
Approved: Jeanne Krieg, Chief Executive Officer 

Background

As a public agency, ECCTA is required to receive annual audits of its finances. Earlier this year, when the five-year contract for auditing services was close to expiring, ECCTA published an RFP for the annual auditing of ECCTA's financial statements. The RFP was publically advertised, mailed to sixteen firms, and posted on ECCTA's website. Three responsive proposals were received and, at the March 25, 2020 meeting, the ECCTA Board of Directors 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% contingency.

Status

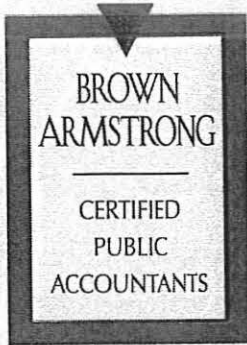
The contract has been signed and the audit process will begin on August 10, 2020. Brown Armstrong submitted the attached engagement letter which describes the audit objectives, procedures, management responsibilities, and fees.

Requested Action

Authorize the CEO and the Board Chair to sign the auditor services engagement letter.

Attached:

- Brown Armstrong Auditor Services Engagement Letter



BROWN ARMSTRONG

Certified Public Accountants

May 27, 2020

To the Board of Directors and
Ms. Jeanne Krieg, CEO
Eastern Contra Costa Transit Authority
801 Wilbur Avenue
Antioch, California 94509

Dear Board of Directors and Ms. Krieg:

We are pleased to confirm our understanding of the services we are to provide the Eastern Contra Costa Transit Authority (Authority) for the fiscal year ended June 30, 2020. We will audit the financial statements, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the Authority as of and for the fiscal year ended June 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Authority's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Authority's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by accounting principles generally accepted in the United States of America and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis

We have also been engaged to report on supplementary information other than RSI that accompanies the Authority's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

**BAKERSFIELD OFFICE
(MAIN OFFICE)**

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WWW.BACPAS.COM

To the Board of Directors and
Ms. Jeanne Krieg, CEO
Eastern Contra Costa Transit Authority
May 27, 2020
Page Two

1) Schedule of Expenditures of Federal Awards

We are also engaged to perform the following additional services:

- 1) Produce an independent auditor's report on Transportation Development Act Compliance
- 2) Produce an independent auditor's report on Regional Measure 2 Compliance (MTC Resolution 3636)
- 3) Preparation of the Data Collection Form and electronic submission to the Federal Audit Clearing House.

Audit Objectives

The objective of our audit is the expression of opinions as to whether the Authority's financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to Board of Directors and management of the Authority. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary

To the Board of Directors and
Ms. Jeanne Krieg, CEO
Eastern Contra Costa Transit Authority
May 27, 2020
Page Three

for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Authority or to acts by management or employees acting on behalf of the Authority. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by auditing standards generally accepted in the United States of America.

To the Board of Directors and
Ms. Jeanne Krieg, CEO
Eastern Contra Costa Transit Authority
May 27, 2020
Page Four

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the Authority and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Authority's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Authority's major programs. For federal programs that are included in the *Compliance Supplement*, our compliance and internal control procedures will relate to the compliance requirements that the *Compliance Supplement* identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the Authority's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

To the Board of Directors and
Ms. Jeanne Krieg, CEO
Eastern Contra Costa Transit Authority
May 27, 2020
Page Five

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the Authority in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that Authority programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the Authority from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit as a whole.

To the Board of Directors and
Ms. Jeanne Krieg, CEO
Eastern Contra Costa Transit Authority
May 27, 2020
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You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Authority involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Authority received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Authority complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with accounting principles generally accepted in the United States of America; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

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Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You are required to disclose the date which subsequent events have been evaluated and whether the date is the date the financial statements were issued or were available to be issued. You agree that you will not date the subsequent event note earlier than the date of your management representation letter.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

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At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Authority; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Brown Armstrong Accountancy Corporation and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Federal Cognizant Agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Brown Armstrong Accountancy Corporation personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Cognizant Agency, Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately August 10, 2020, and to issue our reports no later than December 31, 2020. Ryan L. Nielsen is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$29,740. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

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Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letters of comments, and any subsequent peer review reports and letters of comment received during the contract period. Accordingly, our peer review report dated June 27, 2019 accompanies this letter.

We appreciate the opportunity to be of service to the Authority and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION



By: Ryan L. Nielsen

RLN:cll:jav

Enclosure

Pfx Engagement\25510 6/30/20 Audit\PSR-02-1 Engagement Letter - Draft

RESPONSE:

This letter correctly sets forth the understanding of the Eastern Contra Costa Transit Authority.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



WATSON COON RYAN

CERTIFIED PUBLIC ACCOUNTANTS

9250 EAST COSTILLA AVENUE, SUITE 450
GREENWOOD VILLAGE, COLORADO 80112
303-792-3020 (O) | 303-792-5153 (F)
WWW.WCRCPA.COM

REPORT ON FIRM'S SYSTEM OF QUALITY CONTROL

June 27, 2019

To the Shareholders of
Brown Armstrong Accountancy Corporation
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Brown Armstrong Accountancy Corporation (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended October 31, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Brown Armstrong Accountancy Corporation applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended October 31, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Brown Armstrong Accountancy Corporation has received a peer review rating of *pass*.

Watson Coon Ryan, LLC

Watson Coon Ryan, LLC

TAB 6

Agenda Item #7d

ACTION ITEM: July 2020 Board of Directors Meeting

Board of Directors Meeting

Wednesday June 24, 2020

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: June 24, 2020

Agenda Item: July 2020 Board of Directors Meeting
Agenda Item #7d

Lead Staff: Jeanne Krieg, Chief Executive Officer



There is a lack of pressing agenda items so staff requests the cancellation of the ECCTA Board of Directors meeting scheduled for July 22, 2020.

Recommendation

Approve staff's request to cancel the Board of Directors meeting scheduled for July 22, 2020.

TAB 7

Agenda Item #7e

ACTION ITEM: FY 20-21 ECCTA Board of Directors Officers

Board of Directors Meeting

Wednesday June 24, 2020


ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: June 24, 2020

Agenda Item: FY 20-21 ECCTA Board of Directors Officers – Agenda Item #7e

Lead Staff: Jeanne Krieg, Chief Executive Officer 

The first amendment to the Restated Joint Exercise of Powers Agreement establishing the Eastern Contra Costa Transit Authority, dated May 21st, 2000 and approved by all members of the JPA, addresses the rotation of officers of the Board of Directors. The designated rotation is:

	<u>Chair</u>	<u>Vice-chair</u>
FY 19-20	Brentwood	Pittsburg
FY 20-21	Pittsburg	Director-at-Large
FY 21-22	Director-at-Large	Oakley
FY 22-23	Oakley	Antioch
FY 23-24	Antioch	County

Currently, Pittsburg representative Shanelle Scales-Preston is serving as the vice-chair of the ECCTA Board of Directors and will presumably assume the role of chair when officially elected by the entire Board of Directors.

The Director-at-Large is Ken Gray so, as stated in the JPA, he will become Vice-chair.

Requested Actions

#1: Elect Pittsburg representative Shanelle Scales-Preston as the chair of the ECCTA Board of Directors for FY 2020-21.

#2: Elect Director-at-Large Ken Gray to serve as the vice-chair of the ECCTA Board of Directors for FY 2020-21.