



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 October 28, 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 laptop or a phone:

Click to join Zoom Meeting
<https://zoom.us/j/99420999810>

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

or

Dial by your location
+1 669 900 6833 US
Meeting ID: 994 2099 9810

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



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Please see the last page of this agenda for:

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

1. **Call to Order:** Chair Shanelle Scales-Preston
 - a. Roll Call

2. **Pledge of Allegiance**

3. **Public Comment**

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

4. **Chair's Report:** Chair Shanelle Scales-Preston

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

- a. Minutes of the Board of Directors meeting of September 23, 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 2020-21

** Vice-chair: FY 2020-21

**Board of Directors Meeting Agenda
Wednesday October 28, 2020**

7. ACTION and DISCUSSION ITEMS

a. ACTION ITEM: Bus Yard Repaving
(see attachment: tab #3)

Requested Action: Adopt Resolution #201028A authorizing the CEO to enter into contract for the repaving of a portion of ECCTA's bus yard with Sunrise Grading and Paving for an amount not to exceed \$50,930 which includes a 10% contingency.

b. ACTION ITEM: Vehicle Disposal
(see attachment: tab #4)

Requested Action: Adopt Resolution #201028B authorizing the disposal of four 2011 Ford paratransit vehicles and four 2015 Dodge Grand Caravans

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: December 16 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 October 28, 2020

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

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

MINUTES

September 23, 2020

The Eastern Contra Costa Transit Authority (ECCTA) meeting was called to order remotely via Zoom by Chair Shanelle Scales-Preston at 4:00 P.M.

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

Chair Scales-Preston 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 to be Roll Call votes.

ROLL CALL / CALL TO ORDER

BOARDMEMBERS

PRESENT: Michael Daugelli, Alternate for Diane Burgis (Contra Costa County); Merl Craft (Pittsburg); Nancy Parent, Alternate for Federal Glover (Contra Costa County); Barbara Guise (Brentwood); Sue Higgins (Oakley); Kevin Romick (Oakley); Robert (Bob) Taylor (Brentwood); Lamar Thorpe* (Antioch); Monica Wilson (Antioch); Ken Gray (Director-at Large/Vice Chair); and Shanelle Scales-Preston (Pittsburg/Chair)

*Arrived after Roll Call

ABSENT: None

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

OTHERS

PRESENT: Yvette McNeese, First Transit General Manager
Gary Mitchell, First Transit Assistant General Manager
Hosie Pintily, First Transit Safety Manager

PUBLIC COMMENT

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

PLEDGE OF ALLEGIANCE

Chair Scales-Preston led the Pledge of Allegiance.

CHAIR'S REPORT

There was no Chair's Report.

CONSENT CALENDAR

Director Guise requested that the minutes be considered separately since she had been absent from the August 26, 2020 meeting and would abstain on the vote.

On motion by Director Romick, seconded by Director Higgins, ECCTA Boardmembers adopted Item A, as follows, which carried by the following Roll Call vote:

A. Minutes of the Board of Directors meeting of August 26, 2020

AYES: Craft, Daugelli, Gray, Higgins, Parent, Romick, Taylor, Thorpe, Wilson, Scales-Preston

NOES: None

ABSTAIN: Guise

ABSENT: None

On motion by Director Romick, seconded by Director Wilson, ECCTA Boardmembers adopted Items B and C, as follows, which carried by the following Roll Call vote:

B. Financial Report

C. Marketing and Customer Service Activities Report

AYES: Craft, Daugelli, Gray, Guise, Higgins, Parent, Romick, Taylor, Thorpe, Wilson, Scales-Preston

NOES: None

ABSTAIN: None

ABSENT: None

CHIEF EXECUTIVE OFFICER'S REPORT

A. Operations Report

Chief Executive Officer (CEO) Jeanne Krieg advised that the resolution adopted last month to endorse the Bay Area Healthy Transit Plan had been submitted to the Metropolitan Transportation Commission (MTC). She noted that ECCTA had been among the first agencies to adopt the plan. The reports had been started for the dashboard, and the Health & Safety Seal had been produced to show ECCTA's commitment to the American Public Transportation Association's (APTA's) national program to make transit safe.

Other actions taken to make transit safe had been to install hand sanitizer dispensers on every bus and throughout the facility, all employees had been issued individual hand sanitizers with refills available, each driver had a spray bottle of surface disinfectant for use throughout the day on their bus, there was a mandatory mask requirement for all employees, every bus driver had been issued extra masks to distribute to passengers who had no mask, and everyone was conducting spot checks in the field to ensure compliance. In addition, Plexiglas barriers had been installed on all but four buses to protect the drivers and those four buses required other supplies which was being addressed, Plexiglas barriers in the phone center had been installed to protect the paratransit reservationists, cleaning procedures and supplies had been updated, and electrostatic disinfectant sprayers were being used. There was a special number that passengers could use to text COVID-19 related concerns, up-to-date load information would be provided on the website and the Transit app, and signs had been placed on all buses reminding passengers to maintain distance from other passengers.

In preparation for the reinstatement of fare collection, the use of Clipper®, the contactless fare payment card, would be heavily promoted. Prior to the suspension of fare payment only 14.3 percent of passengers had used Clipper®. MTC was working with ECCTA to increase that use to achieve the goal of 75 percent and had developed a campaign to address many of the myths related to the Clipper® card. In that process, MTC would distribute free Clipper® cards.

Ms. Krieg also reported that all employees were being screened for health symptoms before starting work in the facility, the lobby remained closed, and employees continued to work hard to provide a much-needed service to the community. Ridership remained 50 percent of normal on fixed route and 45 percent of normal on paratransit on weekdays, and 80 percent of normal on fixed route and 90 percent of normal on paratransit on weekends. ECCTA was working with County Connection, Wheels, and WestCAT on the timing of the return to charging fares and the return of a full schedule.

Ms. Krieg stated that ECCTA staff continued to work with the Contra Costa County Health & Human Services Department to transport the homeless from shelters to motels. She noted that traffic had picked up again to transporting 10 to 12 individuals a week.

Ms. Krieg advised that there were many other projects in process and she highlighted a few, such as the public outreach for the Clipper® Start Program, an MTC means-based discount fare program for individuals making less than 200 percent of the poverty level. The first agencies that started the program had been the big five and they had the option of a 20 percent or 50 percent reduction in fare. The rest of the operators had been divided into two groups: the North Bay Operators and the East Bay Operators. Tri Delta Transit had been given the option of the level of percentage fare reduction and the East Bay Operators had decided on a 20 percent discount. Tri Delta Transit was in the process of conducting the required Title VI analysis and over the next two months would be conducting public outreach. An on-line portal would open soon for a few weeks to allow members of the public to review the program and comment on their schedule. Staff would return to the Board later this year to present the final analysis and offer a recommendation.

Ms. Krieg also reported that the 13 bus shelters that had been approved by the Board in March were expected any time, and the eight new vehicles for the Tri MyRide service were also expected soon. She added the system redesign project was moving along as best as possible given the pandemic; work started on the installation of the phone system that had been approved by the Board last month; and the WiFi equipment had been ordered and once available would be installed on all buses.

Ms. Krieg responded to questions from the Board and reported that no bus drivers in service and no one in the facility had contracted COVID 19. She explained that the bus drivers had been very diligent at taking their own temperature and doing what had to be done to remain healthy and not work if they felt ill.

Ms. Krieg explained that the Tri MyRide route was around the Pittsburg/Bay Point Station and the Antioch BART station. As part of the system redesign, other areas where Tri MyRide might be beneficial would be analyzed. She also explained with respect to ridership on Routes 200 and 383 that both of those routes involved special funding and special attention was required to avoid the loss of that funding. Staff would be working with Contra Costa County and Amtrak to increase the ridership on Route 200. Route 383 was a route that served some schools in Oakley and the schedules would have to be tweaked to increase productivity. She emphasized that the pandemic had affected the ridership and a number of services provided by Tri Delta Transit.

Director Romick stated with respect to WiFi that since most schools had vibrant WiFi systems, staff might consider instead placing WiFi in neighborhoods of concern where WiFi might not be available.

Director Glover was on Zoom at this time, although Director Parent remained his designated alternate for the remainder of the meeting.

ACTION AND DISCUSSION ITEMS

A. Objectives, Measures, Standards, and Productivity Guidelines

Chief Operating Officer (COO) Steve Ponte advised that ECCTA was required to submit a Safety Plan annually which included an analysis of ECCTA's Objectives, Measures, and Standards, and Productivity Guidelines. He reported that the only change was to the annual safety performance targets where fixed route and paratransit had been separated. The minor changes related to the reporting of paratransit where Dial-a-Ride had been changed to paratransit. He requested the approval of the updated safety standards and the Productivity Guidelines, which had not been changed.

On motion by Director Guise, seconded by Director Daugelli, ECCTA Boardmembers adopted Resolution 200923A implementing updated Objectives, Measures, and Standards, as well as the Productivity Guidelines, carried by the following Roll Call vote:

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

B. ECCTA Safety Plan

Ms. Krieg stated that the Tri Delta Transit Safety Plan had been included in its entirety as an attachment to the agenda (Appendix A). She reported that in 2018, the Federal Transit Administration (FTA) required a Safety Plan in order to receive federal funds. She explained that ECCTA had developed its initial Safety Plan in 2019. Minor changes had been made to the plan, a table of contents had been added, and the safety performance target data had been updated. The plan would have to be updated and certified annually. She requested the adoption of the resolution to accept the updated Safety Plan.

On motion by Director Guise, seconded by Director Taylor, ECCTA Boardmembers adopted Resolution 200923B accepting ECCTA's updated Safety Plan, carried by the following Roll Call vote:

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

BOARD OF DIRECTORS COMMENTS

There were no comments from Directors.

ADJOURNMENT

The meeting of the Eastern Contra Costa Transit Authority adjourned at 4:34 P.M. to October 28, 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 September 30, 2020
(unaudited)

	YTD Actual			YTD Budget			YTD Variance <i>favorable/(unfavorable)</i>			FY21 Full Year Budget			YTD % of Fiscal Year Budget		
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR
OPERATING REVENUES															
Passenger Fares	\$ 112,975	\$ 2,715	\$ 110,260	\$ 506,000	\$ 408,950	\$ 97,050	\$ (393,025)	\$ (406,235)	\$ 13,210	\$ 2,024,000	\$ 1,635,794	\$ 388,206	6%	0%	28%
Other Income	\$ 37,669	\$ -	\$ 37,669	\$ 77,499	\$ 39,999	\$ 37,500	\$ (39,830)	\$ (39,999)	\$ 169	\$ 310,000	\$ 160,000	\$ 150,000	12%		25%
<i>Total Operating Revenues:</i>	\$ 150,644	\$ 2,715	\$ 147,929	\$ 583,499	\$ 448,949	\$ 134,550	\$ (432,855)	\$ (446,234)	\$ 13,379	\$ 2,334,000	\$ 1,795,794	\$ 538,206	6%	0%	27%
OPERATING EXPENSES															
Purchased Transportation	\$ 3,425,761	\$ 2,639,704	\$ 786,057	\$ 4,208,076	\$ 3,017,280	\$ 1,190,796	\$ 782,315	\$ 377,576	\$ 404,739	\$ 16,832,314	\$ 12,069,127	\$ 4,763,187	20%	22%	17%
Materials and Supplies	\$ 610,801	\$ 468,372	\$ 142,429	\$ 985,974	\$ 809,571	\$ 176,403	\$ 375,173	\$ 341,199	\$ 33,974	\$ 3,943,911	\$ 3,238,291	\$ 705,620	15%	14%	20%
Salaries & Benefits	\$ 1,137,140	\$ 1,000,093	\$ 137,047	\$ 1,293,818	\$ 1,125,621	\$ 168,195	\$ 156,676	\$ 125,528	\$ 31,148	\$ 5,175,276	\$ 4,502,490	\$ 672,786	22%	22%	20%
Services	\$ 287,661	\$ 191,648	\$ 76,003	\$ 275,760	\$ 220,608	\$ 55,152	\$ 8,109	\$ 28,960	\$ (20,851)	\$ 1,103,048	\$ 882,438	\$ 220,610	24%	22%	34%
Other	\$ 38,136	\$ 34,072	\$ 4,064	\$ 87,435	\$ 82,593	\$ 4,842	\$ 49,299	\$ 48,521	\$ 778	\$ 349,750	\$ 330,379	\$ 19,371	11%	10%	21%
Casualty and liability insurance	\$ 143,626	\$ 130,039	\$ 13,587	\$ 154,608	\$ 143,787	\$ 10,821	\$ 10,982	\$ 13,748	\$ (2,766)	\$ 618,442	\$ 575,151	\$ 43,291	23%	23%	31%
Utilities	\$ 51,301	\$ 47,289	\$ 4,012	\$ 39,045	\$ 37,095	\$ 1,950	\$ (12,256)	\$ (10,194)	\$ (2,062)	\$ 156,193	\$ 148,384	\$ 7,809	33%	32%	51%
Taxes	\$ 3,601	\$ 3,094	\$ 507	\$ 5,996	\$ 5,273	\$ 723	\$ 2,395	\$ 2,179	\$ 216	\$ 23,983	\$ 21,088	\$ 2,895	15%	15%	18%
<i>Total Operating Expenses:</i>	\$ 5,678,017	\$ 4,514,311	\$ 1,163,706	\$ 7,050,710	\$ 5,441,828	\$ 1,608,882	\$ 1,372,693	\$ 927,517	\$ 445,176	\$ 28,202,917	\$ 21,767,348	\$ 6,435,569	20%	21%	18%
NON-OPERATING REV															
Federal Funds	\$ 2,700,626	\$ 2,457,570	\$ 243,056	\$ 2,184,501	\$ 1,303,401	\$ 881,100	\$ 516,125	\$ 1,154,169	\$ (638,044)	\$ 8,738,008	\$ 5,213,606	\$ 3,524,402	31%		7%
State Funds	\$ 409,447	\$ 409,447	\$ -	\$ 3,607,647	\$ 3,159,474	\$ 448,173	\$ (3,198,200)	\$ (2,750,027)	\$ (448,173)	\$ 14,430,595	\$ 12,637,905	\$ 1,792,690	3%	3%	
Local Funds	\$ 676,012	\$ 256,581	\$ 419,431	\$ 216,144	\$ 71,328	\$ 144,816	\$ 459,868	\$ 185,253	\$ 274,615	\$ 864,584	\$ 285,313	\$ 579,271	78%	90%	72%
Inter-Operator Agreements	\$ -	\$ -	\$ -	\$ 457,428	\$ 457,428	\$ -	\$ (457,428)	\$ (457,428)	\$ -	\$ 1,829,730	\$ 1,829,730	\$ -			
Interest & Other Misc Income	\$ 98,146	\$ 98,063	\$ 83	\$ 1,491	\$ 1,248	\$ 243	\$ 96,655	\$ 96,815	\$ (160)	\$ 6,000	\$ 5,000	\$ 1,000	1638%	1961%	8%
<i>Total Non-operating Revenues:</i>	\$ 3,884,231	\$ 3,221,661	\$ 662,570	\$ 6,467,211	\$ 4,992,879	\$ 1,474,332	\$ (2,582,980)	\$ (1,771,218)	\$ (811,762)	\$ 25,868,917	\$ 19,971,554	\$ 5,897,363	15%	16%	11%
EXCESS REV(EXP)	\$ (1,643,142)	\$ (1,289,935)	\$ (353,207)	\$ -	\$ -	\$ -	\$ (1,643,142)	\$ (1,289,935)	\$ (353,207)	\$ -	\$ -	\$ -			


Agenda Item #5b
Eastern Contra Costa Transit Authority
Board of Directors Meeting
October 28, 2020

Staff Report to ECCTA Board of Directors

Meeting Date: October 28, 2020

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

Lead Staff: Maria Arce, Chief Communications Officer

Approved: Jeanne Krieg, Chief Executive Officer 

Projects & Events

Tri Delta Transit continues to innovate and develop programs aimed to meet the growing needs of the community.

System Re-Design

As approved by the Board of Directors in February 2020, Advanced Mobility Group (AMG) is evaluating current routes with the goal of proposing a redesign of the Tri Delta Transit system. AMG has begun the initial outreach phase of gathering survey responses. AMG has worked closely with Tri Delta Transit to ensure the messaging meets Tri Delta Transit brand standards and reach community members and stakeholders. The project name is Transform Tri Delta Transit and there is a dedicated website <https://transformtrideltatransit.com/> which hosts a virtual town hall meeting, interactive survey, timeline, and detailed fact sheet. In the first two weeks, AMG has received over 140 survey responses and the AMG team plans to do a second wave of marketing to get as much participation as possible.



Together, we can build a better bus system.

**Tell Us
What You Think**

Presentations

Tri Delta Transit will be presenting at the November 4, 2020, Overcoming Transportation Barriers meeting, a transportation advocacy group associated with Contra Costa Behavioral Health. The group has requested an update on schedule, resuming fare collection, and COVID-19 protocols.

Agenda Item #5c
*Eastern Contra Costa Transit Authority
Board of Directors Meeting
October 28, 2020*

ClipperSTART

Tri Delta Transit's first virtual public hearing is now live and open for comment until November 15, 2020. The virtual public hearing is being held on the Tri Delta Transit website at <http://trideltatransit.com/publichearing/>. The site includes a video, Q&A section, and comment submission form. This virtual public hearing allows Tri Delta Transit to communicate the goal of this program: to reduce the cost of transportation for low-income adults, age 19-64, on public transit around the region.

Clipper card giveaway


The Tri Delta Transit Clipper campaign and card giveaway began October 5th and in just ten days over 100 requests for Clipper cards have been received and fulfilled. MTC and Tri Delta Transit are working together to increase Clipper usage and dispel common myths about this contactless payment method.

Promotion for this program includes:

- Exterior and interior bus advertising
- Informative handout
- Social Media posts
- Digital advertising

MYTH
I need a credit card to use Clipper.

TRUTH
We take cash and debit, too!
Any amount, hundreds of locations.

Ride  **TRI DELTA TRANSIT** with Clipper

CLIPPER. YOUR ALL-IN-ONE TRANSIT CARD clippercard.com

Bus Stops

As approved by the Board of Directors in March 2020, an order of thirteen large shelters was placed. Those shelters have been delivered and installation will begin soon.

Agenda Item #5c
*Eastern Contra Costa Transit Authority
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Tri MyRide

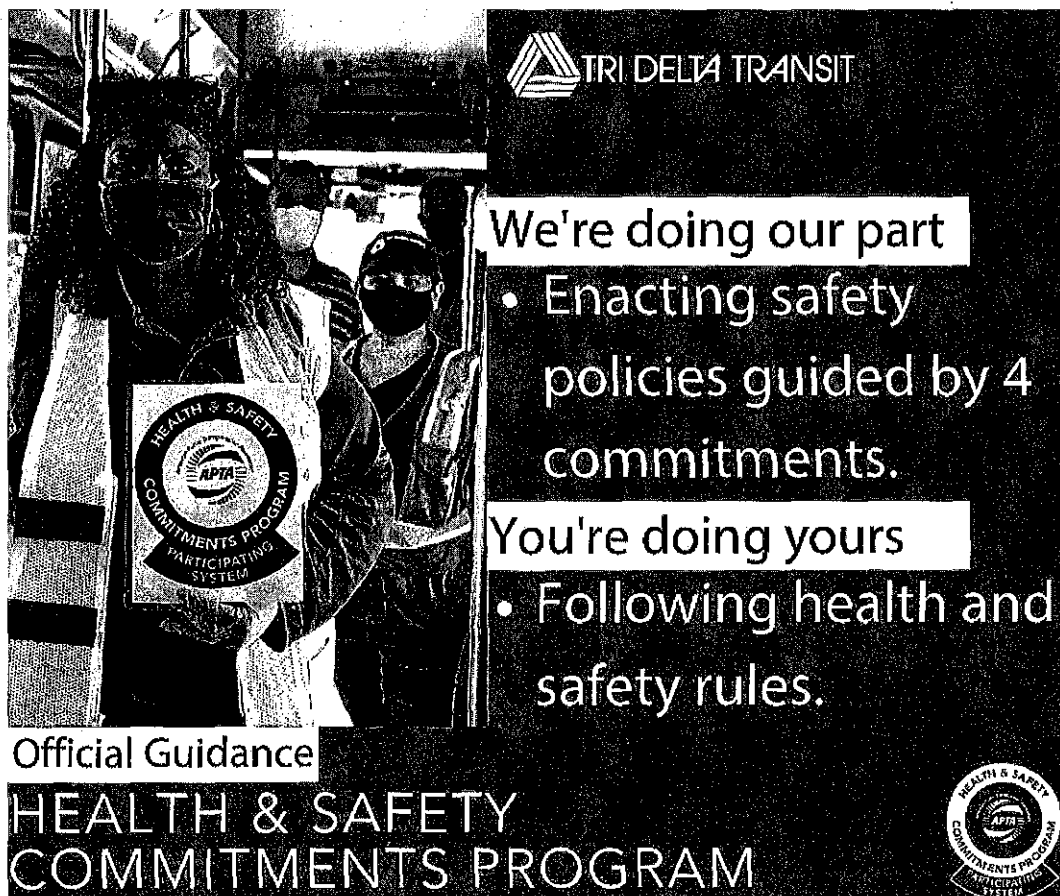
This month, Tri Delta Transit had its quarterly business review with VIA our microtransit service provider. Despite COVID-19, ridership on Tri MyRide is growing steadily. Since June 2020 ride requests have increased from 386 per week to 545 per week. VIA reported that 90% of Tri MyRide passengers are return users. The next marketing campaign will leverage this brand loyalty to increase ridership.

Coronavirus Response

Tri Delta Transit continues to promote our participation in the Bay Area Healthy Transit Plan and APTA's Health & Safety Commitments Program.

Promotion for this includes:

- Social media posts
- Press release
- Interior bus advertising
- Digital advertising
- Website updates
- Health & Safety seal installed on all buses



TRI DELTA TRANSIT

We're doing our part


- Enacting safety policies guided by 4 commitments.

You're doing yours

- Following health and safety rules.

Official Guidance

HEALTH & SAFETY COMMITMENTS PROGRAM



Agenda Item #5c
*Eastern Contra Costa Transit Authority
Board of Directors Meeting
October 28, 2020*

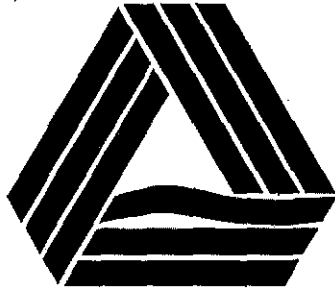
TAB 2

Agenda Item #6a
CEO's REPORT

Board of Directors Meeting

Wednesday October 28, 2020

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509



Chief Executive Officer's Report

October 2020

COVID-19 – Recovery

- Collection of fares will resume January 1, 2020. In preparation for ticket sales, the lobby will reopen December 7th.
- An adjusted COVID schedule will begin November 8th to better meet BART's new schedule. BART announced an additional schedule change planned for February 8th so staff will be adjusting schedules accordingly. The timing will depend on when BART forward their new schedules to ECCTA staff.
- Fixed route ridership is slowly increasing. (50 % of normal on weekdays and 80% of normal on weekends)
- Paratransit ridership is slowly increasing. (45% of normal on weekdays and 90% of normal on weekends)
- Seals indicating ECCTA's certification in APTA's Health and Safety Commitments Program have been installed on all buses.
- Data is being collected and reported to MTC for a dashboard indicating compliance with specific standards. These include customer masks, operator masks, social distancing; and contact tracing.

COVID-19 -- Response

- Shields have been installed on all paratransit and fixed route buses.
- Fixed route buses are boarded through the rear door.
- Hand sanitizer dispensers have been installed on all buses.
- Signs regarding masks and social distancing have been placed on all buses.
- Contra Costa County is requiring ECCTA to operate special shuttle service transporting homeless individuals from shelters to motels. The county trained the drivers on the use of PPE and provided all necessary equipment. The drivers who operate this service are being paid an extra \$5/hour.
- All Tri Delta Transit buses, cars, and vans are cleaned and disinfected each evening by our maintenance staff.
- All employees have their temperature taken when they enter the building. Anyone over 100.4 will be sent home.
- All employees are required to wear masks in the facility. All drivers and passengers must wear a mask when on a bus.
- All employees have access to gloves, masks, and hand sanitizer.
- All meetings away from the facility have been canceled.

Projects

- Oakley Park & Ride Request for bid will be published December 1st.
- WiFi on all buses
- Fleet maintenance software training
- Staff salary review
- Transit App
- Hydrogen fueling station (looking for a source of funds)
- Hydrogen bus procurement
- System redesign project
- Annual financial audit
- Title VI program outreach
- Phase II: UC Berkeley's PATH IDTO project
- Vehicle disposal
- Mobile Emergency Operations bus construction
- One-seat regional paratransit pilot program
- LCFS credits
- CCTA's Design Alternative Assessment for SR4 from I-680 to Hillcrest
- Bus shelter placement: shelters have been delivered and will be installed soon
- Policy manual update
- Title VI Plan update
- CCTA Accessible Transportation Strategic Plan (I serve on the Policy Advisory Committee and Steve Ponte serves on the Technical Advisory Committee)

Facility

The phone system replacement switch-over is schedule for November 11th.

Pending

- CCTA planning grant: transit corridor between Hillcrest & Marsh Creek
- Clipper: next generation
 - Funding agreement
 - Site visits for hardware placement
 - Ticket vending machine for ECCTA's lobby
- Service to Brentwood LMC campus (ON HOLD through Fall 2021)
- Zero emission bus plan implementation
- Facility electric grid upgrade
- Antioch BART station parking lot construction – will require changes to the bus stops when the project is complete.
- Transportation Development Act reform

Pending

- CCTA planning grant: transit corridor between Hillcrest & Marsh Creek
- Clipper: next generation
 - Funding agreement
 - Site visits for hardware placement
 - Ticket vending machine for ECCTA's lobby
- Service to Brentwood LMC campus (ON HOLD through Fall 2021)
- Zero emission bus plan implementation
- Facility electric grid upgrade
- Antioch BART station parking lot construction – will require changes to the bus stops when the project is complete.
- Transportation Development Act reform

Clipper

Clipper Start

Tri Delta Transit is seeking public comment on a proposed income-based fare discount. A virtual public hearing is being held on the Tri Delta Transit website which includes a video, Q&A section, and comment submission form. This program was initiated by Metropolitan Transportation Commission (MTC) in July 2020. The goal of this program is to reduce the cost of transportation for low-income adults, age 19-64, on public transit around the region. Tri Delta Transit proposes bringing this income-based fare discount to eastern Contra Costa County in an effort to make transit more affordable to a wider group of people.

Clipper Myth Campaign

MTC and Tri Delta Transit are working together to increase Clipper usage by Tri Delta Transit passengers. Clipper is a contactless payment option which reduces contact between passengers and drivers. However, research conducted by Clipper shows that many passengers have misconceptions about using Clipper. To dispel these misconceptions, MTC created the Clipper Myth campaign.

Clipper Card Giveaway

To encourage customers to use Clipper, 1000 free cards are being distributed.

Services Offered

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

System Redesign – Transform Tri Delta

A virtual public hearing is being conducted. So far the response has been very good.

Tri MyRide

- Ridership on Tri MyRide continues to slowly climb.
- The eight Tri MyRide vehicles approved by the Board of Directors in December 2019 were delivered. The buses are being wrapped with new promotional material and will be put into service as soon as possible.

Public Hearing

Tri Delta Transit is seeking community input regarding a proposed income-based fare discount that would provide a 20% discount for low-income riders on Tri Delta Transit's fixed-route and Tri MyRide service. This pilot program is expected to begin January 2021 and will run for 12 months. During that time Tri Delta Transit will evaluate the program and determine if it offers a meaningful benefit to Tri Delta Transit passengers. After the trial period, this may become a permanent program, subject to approval by the Tri Delta Transit Board of Directors.

TAB 3

Agenda Item #7a
ACTION ITEM: Bus Yard Repaving


Resolution #201028A

Board of Directors Meeting

Wednesday October 28, 2020

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: October 28, 2020
Agenda Item: Bus Yard Repaving – Agenda Item #7A
Lead Staff: Joe Chappelle, Manager of Administrative Services
Approved: Jeanne Krieg, Chief Executive Officer 

Background

A segment of pavement directly in front of the maintenance bay entrance in Tri Delta Transit's bus yard is in disrepair. There is a very high level of daily bus traffic and the area is regularly exposed to water runoff from the bus wash area.

Process

- August 31, 2020: IFB 2020-004 for the repaving of a portion of ECCTA's bus yard was mailed to 25 firms, publically advertised, and posted on ECCTA's website.
- September 14, 2020: Eight firms attended a pre-bid meeting.
- October 1, 2020: ECCTA received seven responsive bids from:
 - Alaniz Construction, Inc.
 - DryCo
 - R&M Paving Contractors, Inc
 - Sunrise Grading and Paving
 - Asphalt Surfacing, Inc.
 - E.E. Gilbert Construction
 - Robert Burns Construction, Inc

Sunrise Grading and Paving was the lowest, responsible bidder with a bid price of \$46,300.

Requested Action

Adopt Resolution #201028A authorizing the CEO to enter into a contract for repaving of a portion of ECCTA's bus yard with Sunrise Grading and Paving for an amount not to exceed \$50,930 which includes a 10% contingency.



TRI DELTA TRANSIT

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

RESOLUTION #201028A **Authorization for Award of Contract for** **Bus Yard Repaving**

Resolution #201028A authorizes the CEO to execute and enter into a contract for the repaving of a portion of ECCTA's bus yard with Sunrise Grading and Paving.

WHEREAS, the portion of ECCTA's bus yard in front of its maintenance bays is in disrepair;
and

WHEREAS, on August 31, 2020, ECCTA advertised IFB #2020-004 and mailed it to 25 firms;
and

WHEREAS, seven responsive bids were received; and

WHEREAS, Sunrise Grading and Paving is the lowest responsible bidder;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #201028A authorizing the CEO to enter into a contract for the repaving of a portion of ECCTA's bus yard with Sunrise Grading and Paving for an amount not to exceed \$50,930 which includes a 10% contingency.

PASSED AND ADOPTED THIS 28th day of October 2020, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Shanelle Scales-Preston, Chair

Jeanne Krieg, Chief Executive Officer

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

TAB 4

Agenda Item #7b
ACTION ITEM: Vehicle Disposal

Resolution #201028B

Board of Directors Meeting

Wednesday October 28, 2020


ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: October 28, 2020

Agenda Item: Vehicle Disposal – Agenda Item #7B

Lead Staff: Joe Chappelle, Manager of Administrative Services

Approved: Jeanne Krieg, Chief Executive Officer 

Background

- At the June 27, 2018 meeting, the Board of Directors authorized retaining four retired paratransit vehicles for use in a microtransit demonstration project. (Tri MyRide)
- At the December 11, 2019 meeting, the Board of Directors authorized the disposal of six Dodge Grand Caravans as follows:
 - Per an earlier agreement, United Taxi will purchase two of the vans for \$5,000 each so they can increase ECCTA's Mobility on Demand service.
 - Each member of the JPA was to be offered an opportunity to purchase one of the vans at a price of \$5,000 each.
 - The remaining vans were to be sold by auction. The sale was to be made as a group or individually for cash payable by the highest legally qualified bidder.
- Prior to the disposal of the four remaining vans, a Shelter-in-Place order was issued so the disposal plan was put on hold.
- In December 2019, the Board of Directors approved the purchase of eight vehicles for use on the successful Tri MyRide service. Those vehicles are being delivered which means the four retired vehicles that were retained in 2018 are now ready for disposal.

Staff Recommendation

Authorize staff to dispose of four paratransit vehicles:

- a. Prior to a public auction, each member of ECCTA's JPA will be offered the opportunity to purchase the retired paratransit vehicle for \$5 each. This will be in addition to the opportunity to purchase a Dodge Caravan for \$5000 per adopted Resolution #191211C. If a member of ECCTA's JPA purchases a vehicle, the following provisions will be required:
 - All members of ECCTA's JPA will be given the opportunity to buy one vehicle on a "first come" basis. After all JPA members have been given

the opportunity to opt out, a member can buy as many of the vehicles as desired.

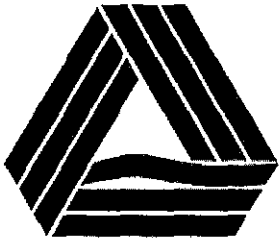
- Payment shall be made by the successful bidder(s) in the form of a certified or cashier's check made payable to ECCTA.
- The sale of each vehicle is on an "as-is, where-is" basis. The buyer is responsible for moving the vehicle(s) off ECCTA's property within 7 business days of the purchase award.
- Each purchaser shall take all steps which are necessary in order to transfer title and registration for each purchased vehicle to the purchaser.
- Each purchaser shall be responsible for paying, in addition to the purchase price, any and all sales or uses taxes which may be required by the Department of Motor Vehicles in order to transfer title and registration and ownership of each vehicle to its buyer.

b. The remaining vehicles will be sold at a public auction conducted by ECCTA. The following provisions will be required:

- The award for the sale of the vehicles will be made either separately or as one award based on what is most advantageous to ECCTA.
- Payment shall be made by the successful bidder(s) in the form of a certified or cashier's check made payable to ECCTA.
- The sale of each vehicle is on an "as-is, where-is" basis. The buyer is responsible for moving the vehicle(s) off ECCTA's property within 7 business days of the purchase award.
- Each purchaser shall take all steps which are necessary in order to transfer title and registration for each purchased vehicle to the purchaser.
- Each purchaser shall be responsible for paying, in addition to the purchase price, any and all sales or uses taxes which may be required by the Department of Motor Vehicles in order to transfer title and registration and ownership of each vehicle to its buyer.

Requested Action

Adopt Resolution #201028B authorizing the addition of four 2011 El Dorado paratransit vehicles to the planned retired vehicle disposal process.



TRI DELTA TRANSIT

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

Resolution #201028B Disposal of Four 2011 El Dorado Paratransit Buses

Resolution #201028B authorizes the disposal of four 2011 El Dorado Paratransit Buses.

WHEREAS, ECCTA has four 2011 El Dorado Paratransit buses that have reached the end of their useful life; and

WHEREAS, the four 2011 El Dorado Paratransit buses were reserved for other purposes when scheduled to be retired; and

WHEREAS, the vehicles have successfully completed the other purpose; and

WHEREAS, ECCTA desires to add the four 2011 El Dorado Paratransit buses to the planned retired vehicle disposal process.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #201028B authorizing staff to add four 2011 El Dorado Paratransit buses to the planned retired vehicle disposal process in accordance with the following provisions:

- a. Prior to a public auction, each member of ECCTA's JPA will be offered the opportunity to purchase the retired paratransit vehicle for \$5 each. This will be in addition to the opportunity to purchase a Dodge Caravan for \$5000 per adopted Resolution #191211C. If a member of ECCTA's JPA purchases a vehicle, the following provisions will be required:
 - a. All members of ECCTA's JPA will be given to opportunity to buy one vehicle on a "first come" basis. After all JPA members have been given the opportunity to opt out, a member can buy as many of the vehicles as desired.
 - b. Payment shall be made by the successful bidder(s) in the form of a certified or cashier's check made payable to ECCTA.
 - c. The sale of each vehicle is on an "as-is, where-is" basis. The buyer is responsible for moving the vehicle(s) off ECCTA's property within 7 business days of the purchase award.
 - d. Each purchaser shall take all steps which are necessary in order to transfer title and registration for each purchased vehicle to the purchaser.
 - e. Each purchaser shall be responsible for paying, in addition to the purchase price, any and all sales or uses taxes which may be required by the Department of Motor

Vehicles in order to transfer title and registration and ownership of each vehicle to its buyer.

- b. The remaining vehicles will be sold at a public auction conducted by ECCTA. The following provisions will be required:
 - a. The award for the sale of the vehicles will be made either separately or as one award based on what is most advantageous to ECCTA.
 - b. Payment shall be made by the successful bidder(s) in the form of a certified or cashier's check made payable to ECCTA.
 - c. The sale of each vehicle is on an "as-is, where-is" basis. The buyer is responsible for moving the vehicle(s) off ECCTA's property within 7 business days of the purchase award.
 - d. Each purchaser shall take all steps which are necessary in order to transfer title and registration for each purchased vehicle to the purchaser.
 - e. Each purchaser shall be responsible for paying, in addition to the purchase price, any and all sales or uses taxes which may be required by the Department of Motor Vehicles in order to transfer title and registration and ownership of each vehicle to its buyer.

PASSED AND ADOPTED THIS 28th day of October 2020, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Shanelle Scales-Preston, Chair

Jeanne Krieg, Chief Executive Officer

AYES:

NOES:

ABSENT:

ABSTENTIONS: