



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 May 23, 2018

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Available online: www.trideltatransit.com

Please see the last page of this agenda for:

- Public comment guidelines
- Agenda, staff report, and document availability
- Americans with Disabilities Act information
- Anticipated action by the Board of Directors

1. **Call to Order:** Chair Monica Wilson
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 4 of this agenda.

4. **Chair's Report:** Chair Monica Wilson

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

- Minutes of the Board of Directors meeting of April 25, 2018
- Financial Report
- Marketing Activities Report

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

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

- Operations Report** (*see attachment: tab #2*)
- Status Report:** 2018 Seafood Festival Shuttle
- Status Report:** JPA Update

Board of Directors:

City of Antioch

Lamar Thorpe
Monica Wilson*

City of Brentwood

Barbara Guise
Robert Taylor

City of Oakley

Doug Hardcastle
Kevin Romick

City of Pittsburg

Merl Craft
Pete Longmire

Contra Costa County

Diane Burgis**
Federal Glover

Member-at-Large

Ken Gray

* Chair: FY 2017-18

** Vice-chair: FY 2017-18

**Board of Directors Meeting Agenda
Wednesday May 23, 2018**

7. ACTION AND DISCUSSION ITEMS

a. ACTION ITEM: Drug Free Workplace Policy Update

(see attachment: tab #3)

Requested Action: Approve updating ECCTA's Drug Free Workplace Policy to include two statements recommended by the FTA auditors.

b. ACTION ITEM: Rental and Laundering of Uniforms, Shop Towels, and Floor Mats

(see attachment: tab #4)

Requested Action: Adopt Resolution #180523a which authorizes the CEO to execute and deliver a five year contract for the Rental & Laundering of Uniforms, Shop Towels, and Floor Mats to Aramark Uniform Services for \$13,325.52 for year one.

c. ACTION ITEM: Disposal of Buses

(see attachment: tab #5)

Requested Action: Adopt Resolution #180523b authorizing staff to dispose of 20 paratransit buses, eight MCI buses, and one Gillig bus.

d. POSSIBLE ACTION ITEM: Board Member Travel to Conferences

(see attachment: tab #6)

Requested Action: If desired, develop an amended board members conference attendance policy.

e. ACTION ITEM: Proposed FY 2018-19 Budget

(see attachment: tab #7)

Requested Action: Approve the proposed FY 2018-19 budget.

f. ACTION ITEM: Authorization to file claims

(see attachment: tab #8)

Requested Action: Adopt Resolutions #180523c and #180423d which authorize the Chief Executive Officer or her designee to file an application with the Metropolitan Transportation Commission for the FY19 allocation of Transportation Development Act, State Transit Assistance funds, and Regional Measure 2 (RM2) funds.

8. Board of Directors Comments

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

9. Adjourn

Next Meeting: June 27th, 2018 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 Tri Delta Transit'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 Tri Delta Transit'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 Tri Delta Transit 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 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.

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 May 23, 2018

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

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

MINUTES

April 25, 2018

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

ROLL CALL / CALL TO ORDER

PRESENT: Federal Glover* (Contra Costa County); Ken Gray (Member-at-Large); Barbara Guise (Brentwood); Doug Hardcastle (Oakley); Pete Longmire (Pittsburg); Kevin Romick (Oakley); Robert Taylor (Brentwood); Diane Burgis (Contra Costa County/Vice Chair); and Monica Wilson (Antioch/Chair)
*Arrived after Roll Call

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

STAFF: Jeanne Krieg, Chief Executive Officer (CEO)
Steve Ponte, Chief Operating Officer (COO)
Ben Stock, Legal Counsel
Joe Chappelle, Executive Assistant

OTHERS

PRESENT: Michael Daugelli, Board Alternate
Susan Hinson, First Transit
Gary Mitchell, First Transit
Hosie Pintily, First Transit
Gussie Rowe, Antioch Resident

PLEDGE OF ALLEGIANCE

Director Hardcastle led the Pledge of Allegiance.

PUBLIC COMMENT

GUSSIE ROWE, Antioch, offered kudos to bus drivers and Dial-a-Ride drivers and thanked the agency for incorporating Uber and Lyft. She otherwise expressed concern for those who used the bus stop seating for other than waiting for a bus keeping those who were waiting for a bus from being able to sit down, and identified areas where that had become a persistent problem. To help address that concern, she recommended the benches be sectioned to help keep the seats open. She also asked why those under 65 who were disabled could not qualify for Dial-a-Ride service, and suggested that policy be re-examined.

CHAIR'S REPORT

The Chair had no report.

CONSENT CALENDAR

Director Hardcastle requested the removal of the minutes from Consent.

On motion by Director Romick, seconded by Director Guise, ECCTA Boardmembers adopted the Consent Calendar, with the removal of Item A, carried by the following vote:

- B. Financial Report
- C. Marketing Activities Report

AYES: Burgis, Glover, Gray, Guise, Hardcastle, Longmire, Romick, Taylor, Wilson
NOES: None
ABSTAIN: None
ABSENT: Craft, Thorpe

- A. Minutes of the Board of Directors meeting of March 28, 2018

Director Hardcastle requested a correction to show that Director Romick had left in the middle of the meeting on March 28 and should have been shown as absent after that time.

On motion by Director Hardcastle, seconded by Director Guise, ECCTA Boardmembers adopted the minutes of the Board of Directors meeting of March 28, 2018, as amended, carried by the following vote:

AYES: Burgis, Glover, Gray, Guise, Hardcastle, Longmire, Romick, Taylor, Wilson
NOES: None
ABSTAIN: None
ABSENT: Craft, Thorpe

CHIEF EXECUTIVE OFFICER'S REPORT

- A. Operations Report

Chief Executive Officer (CEO) Jeanne Krieg reported that staff had been focusing on the opening of the new Antioch and Pittsburg center BART stations, with the ribbon cutting to be held on Friday, May 25 at 11:00 A.M., and with the regular service to begin on Saturday, May 26, when the schedule and route changes would be implemented. As the biggest change ever implemented by the agency, she advised that staff had been very busy adding new stops, removing stops, posting information, reprogramming fare boxes, updating the website, and adding wayfinding signs at the new BART stations.

Describing the Federal Transit Administration (FTA) triennial review, Ms. Krieg explained that part of the audit required a review of 17 areas of the operation including compliance with the Americans with Disabilities Act (ADA), procurement processes, financial management, maintenance, and security. The auditors had been at the facility last week and had been very impressed with the operation, particularly since the review had shown that the maintenance department had complied with 100 percent of the requirements. The auditors stated they had never had a maintenance review where there was 100 percent compliance. The auditors had also been impressed with the agency's Title VI Officer Joe Chappelle, and the Manager of Accessible Services Deanna Perry. The FTA had made a few recommendations in other areas that were currently being addressed. The final audit would be presented to the Board at an upcoming meeting. She expressed her continued pride in ECCTA staff.

Ms. Krieg described three other upcoming audits: the Metropolitan Transportation Commission's (MTC's) Transportation Development Act (TDA) audit team was expected to be in the office on April 26; a security audit was expected the first of June; and the annual financial audit would begin in June.

Mr. Krieg also reported that the Mobility on Demand Program continued to be successful and continued to receive positive feedback from customers, with over 450 who had signed up for the program. Given that there was now a couple of months of statistics, reports on actual ridership numbers would be expected soon. Uber and Lyft had been working well and had proven to be a convenience to customers.

The Mobile Ticketing and Microtransit Demonstration Projects would be the next two projects implemented. Both showed great potential; the Mobile Ticketing app was currently being beta tested and would be introduced to customers in June; the Microtransit project had been tested in Discovery Bay and Bethel Island but the demand could not sustain the service, and areas south of the Pittsburg Bay Point BART station and south of the Antioch BART station would now be beta tested.

Ms. Krieg stated that the electric buses were being built and the Proterra buses would be delivered next week. The new Gillig buses were on the assembly line and Gillig had arranged a tour of its new factory in Livermore on April 30, leaving around 9:00 A.M. and returning by 1:00 P.M.

Ms. Krieg added that fixed route ridership continued to be below last year although the efficiencies looked good in terms of billable hours, salaries and benefits, and parts. She reported that complaints as a percentage of the number of trips provided was 3/100th, or 30 calls for every 100,000 trips. The agency continued to work on improving on-time performance on both fixed route and paratransit service. Miles between road calls had declined, as expected due to the age of the fleet, and would improve once the 30 new paratransit vehicles, 5 new Gilligs, and 4 new electric buses were in service, and the aged-out fleet had been retired. All financial performance parameters were as expected.

Ms. Krieg also reported that each month between now and September 1 she would report on the status of the Seafood Festival shuttle that the Board had approved last month.

Ms. Krieg noted that while no communication had yet been received from the Pittsburg Chamber of Commerce, its website for the 2018 Festival included the same error that had been on the website last year and she had sent an email requesting a correction. She noted the website had listed three parking areas for remote parking and had promised shuttle service including the Pittsburg Bay Point BART station, although it was not clear at this time whether BART would approve non-BART parking.

ACTION AND DISCUSSION ITEMS

A. FY 2018 Low Carbon Transit Operations Program (LCTOP) Fund Application

Ms. Krieg stated that the agency was required to submit a resolution that authorizes the execution and certification of assurance for the LCTOP project that would be used in Pittsburg. She requested approval of the resolution to authorize the execution of the certifications and assurances

On motion by Director Romick, seconded by Director Burgis, ECCTA Boardmembers adopted Resolution 180425a authorizing the CEO to execute the certifications and assurances and apply for the Low Carbon Transit Operations Program (LCTOP) to continue operation of Route 381 serving the Pittsburg Center BART station for an additional 24 months, carried by the following vote:

AYES: Burgis, Glover, Gray, Guise, Hardcastle, Longmire, Romick, Taylor, Wilson
NOES: None
ABSTAIN: None
ABSENT: Craft, Thorpe

B. Columbus Day Holiday

Ms. Krieg stated that in the 1980s the agency had started celebrating Columbus Day as an administrative holiday but had not acknowledged it as a service holiday. The buses run, the maintenance department was open, and all service departments were open but the administration department was closed. As such, she asked that Columbus Day be eliminated as a paid holiday and be replaced with a paid floating holiday that each administrative employee could use when desired. She reported that the administrative employees had also recognized the inconvenience and supported the recommendation.

On motion by Director Guise, seconded by Director Glover, ECCTA Boardmembers adopted Resolution 180425b which replaces the Columbus Day holiday with a floating holiday for administrative employees effective October 2018, carried by the following vote:

AYES: Burgis, Glover, Gray, Guise, Hardcastle, Longmire, Romick, Taylor, Wilson
NOES: None

ABSTAIN: None
ABSENT: Craft, Thorpe

C. CEO's APTA Vice Chair Candidacy

Ms. Krieg stated she would be running for APTA Vice Chair if approved by the Board, with a three-year commitment; staff was supportive, and she sought approval and support for her candidacy for APTA's Vice Chair and eventually Chair.

Director Glover supported the CEO's candidacy and offered assistance in support of that candidacy if there was an opportunity to do so.

On motion by Director Glover, seconded by Director Hardcastle, ECCTA Boardmembers adopted Resolution 180425c supporting ECCTA CEO Jeanne Krieg's candidacy and subsequent election to serve as the Vice Chair and eventually Chair of the American Public Transportation Association, carried by the following vote:

AYES: Burgis, Glover, Gray, Guise, Hardcastle, Longmire, Romick, Taylor, Wilson
NOES: None
ABSTAIN: None
ABSENT: Craft, Thorpe

D. Board Size and Composition

Ms. Krieg explained that the item had previously been discussed. She identified what it would take to change the Joint Powers Authority (JPA), which when originally put together with the bylaws and original agreement had been rewritten so that each member of the JPA had two representatives on the Board of Directors.

Director Guise stated that 42 years ago it had been decided that it would be good for Tri Delta Transit to have two members from each jurisdiction on the Board of Directors given that the size was the same as other cities, and having two members from each jurisdiction on the Board offered an opportunity for people to work together, a situation that had worked well since that time.

Ms. Krieg noted that the Board had discussed the issue in 2011, and had not approved a reduction at that time. In January 2018, Director Taylor had requested a discussion of Board size and composition and Chair Wilson had appointed an ad hoc committee, which had met after last month's meeting and had offered two recommendations. The first recommendation was that the Board be reduced from eleven to seven members, and that each of the four city members would have one representative from the City Council and one alternate from the City Council; and the two Board of Supervisors would sit on the Board and have one alternate, which would also be a member of the Board of Supervisors. The six members representing the JPA would elect a Member-at-Large. The second recommendation was to develop an attendance policy for Board meetings.

PUBLIC COMMENT

Michael Daugelli, Antioch, and a Board of Supervisor Alternate, expressed concern that the two County Supervisors would have only one alternate, who would have to also be a sitting County Supervisor. He expressed a desire to continue as an alternate and suggested that each member be allowed an alternate who did not have to be a sitting member of the Board of Supervisors.

Ben Stock clarified that the current composition required only one alternate for the County, although it had been past practice for each Supervisor to appoint an alternate. If amending the JPA, he stated the Board of Supervisors should consider how to address that issue, and if the JPA was to be amended there should be a consensus of the Board as to alternates.

Director Glover supported an amendment to the JPA to allow an alternate for each member of the Board of Supervisors, which alternates would not have to be a sitting Supervisor but someone who lived within each Supervisor's district. Director Burgis agreed.

In response to potential financial impacts related to a change, as recommended, Ms. Krieg identified a \$100 stipend for each member who attended meetings, and travel expenses to conferences. Nothing else would change.

Director Guise clarified that attendance at conferences had been restricted to address cost, and Ms. Krieg confirmed the conference attendance policy where each member of the Board could attend two conferences a year, with the exception of the Legislative Conference where either the Chair, Vice Chair or their representative could attend. There could also be a special request to attend a conference at the discretion and approval of the Board.

Ms. Krieg added that current policy did not allow alternates to attend conferences.

Director Guise reiterated that for 42 years the system had worked beautifully, and when looking at the structure of other transit agencies, ECCTA was not out of line with the size of its membership.

Director Hardcastle verified with Director Taylor that his original request to reduce the size of the agency had been intended to reduce costs. He noted that since the beginning of the year ECCTA had paid \$40,000 in trip costs, and if the trips had helped make the agency better that was all right, although if it was just a trip, there should be restrictions and a reduction in the number of trips.

Director Glover commented that if the number of members was reduced the cost of trips would be reduced, although he expressed his belief that the trips offered significant value to the agency.

Director Gray agreed and stated the conferences helped educate new members and helped Tri Delta Transit be on the cutting edge with respect to grants and other resources.

Director Burgis suggested the proposal represented the responsible thing to do; leadership development and knowledge was important, and although ECCTA was a small agency it had a lot of influence and could influence funding and legislation, which was also important to the Board.

Director Guise reiterated that the conferences had been set up so that those who needed to receive the knowledge were allowed to do so, and a process had been put in place to control conferences given that there were some who had attended the conference for the fun of it and not to help the agency.

When asked, Ms. Krieg explained that the adoption of the resolution would authorize the CEO to contact the five members of the JPA to ask that an item be agendaized to change the ECCTA Bylaws. If any one member did not accept the recommended action, the request would proceed no further. Everyone would have to accept the change.

On motion by Director Glover, seconded by Director Romick, ECCTA Boardmembers adopted Resolution 180425d which directs ECCTA staff to contact each of the five members of the Eastern Contra Costa Transit Authority Joint Powers Agreement (JPA) requesting an amendment to the JPA concerning governance structure, with a future discussion of permitted travel, carried by the following vote:

AYES: Burgis, Glover, Gray, Hardcastle, Longmire, Romick, Taylor, Wilson
NOES: Guise
ABSTAIN: None
ABSENT: Craft, Thorpe

On motion by Director Glover, seconded by Director Romick, ECCTA Boardmembers directed staff to draft an amended Board Members attendance policy to be presented for consideration at the May 2018 meeting of the ECCTA Board of Directors, carried by the following vote:

AYES: Burgis, Glover, Gray, Hardcastle, Longmire, Romick, Taylor, Wilson
NOES: Guise
ABSTAIN: None
ABSENT: Craft, Thorpe

BOARD OF DIRECTORS COMMENTS

Director Glover announced a ribbon cutting at his new office location at 190 E. Fourth Street in Pittsburg.

Director Longmire advised that he would follow up with the Pittsburg Chamber of Commerce with respect to the Seafood Shuttle.

Chair Wilson identified this day as Denim Day, and identified the significance of the day.

Eastern Contra Costa Transit Authority
Board of Directors Minutes
April 25, 2018
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ADJOURNMENT

Chair Wilson adjourned the meeting of the Eastern Contra Costa Transit Authority at 4:52 P.M. to May 23, 2018 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 April 30, 2018
(unaudited)

	YTD Actual				YTD Budget				YTD Variance <i>favorable/(unfavorable)</i>				FY18 Full Year Budget				YTD % of Fiscal Year Budget				
	ECCTA		DR		ECCTA		DR		ECCTA		FR		DR		ECCTA		FR		DR		
	FR	DR	FR	DR	FR	DR	FR	DR	FR	DR	FR	DR	FR	DR	FR	DR	FR	DR	FR	DR	
OPERATING REVENUES																					
Passenger Fares	\$ 1,920,471	\$ 334,308	\$ 2,506,988	\$ 2,150,645	\$ 356,343	\$ (230,174)	\$ (22,036)	\$ 430,000	\$ 2,592,000	\$ 430,000	\$ 75%	\$ 430,000	\$ 2,592,000	\$ 75%	\$ 74%	\$ 78%	\$ 75%	\$ 74%	\$ 78%	\$ 78%	\$ 78%
Other Income	\$ 274,168	\$ 117,775	\$ 210,000	\$ 85,000	\$ 125,000	\$ (71,393)	\$ (7,225)	\$ 150,000	\$ 85,000	\$ 150,000	\$ 117%	\$ 150,000	\$ 85,000	\$ 117%	\$ 164%	\$ 79%	\$ 164%	\$ 79%	\$ 79%	\$ 79%	
Total Operating Revenues:	\$ 2,528,947	\$ 2,076,864	\$ 2,716,988	\$ 2,235,645	\$ 481,343	\$ (158,781)	\$ (29,260)	\$ 580,000	\$ 2,677,000	\$ 580,000	\$ 78%	\$ 580,000	\$ 2,677,000	\$ 78%	\$ 78%	\$ 78%	\$ 78%	\$ 78%	\$ 78%	\$ 78%	
OPERATING EXPENSES																					
Purchased Transportation	\$ 9,791,575	\$ 7,776,174	\$ 9,807,000	\$ 7,073,300	\$ 2,733,700	\$ (702,874)	\$ 718,299	\$ 3,293,300	\$ 8,515,900	\$ 3,293,300	\$ 83%	\$ 3,293,300	\$ 8,515,900	\$ 83%	\$ 91%	\$ 61%	\$ 91%	\$ 61%	\$ 61%	\$ 61%	
Materials and Supplies	\$ 2,334,752	\$ 1,888,179	\$ 2,496,030	\$ 2,041,930	\$ 453,100	\$ 153,751	\$ 6,527	\$ 545,100	\$ 2,454,900	\$ 545,100	\$ 78%	\$ 545,100	\$ 2,454,900	\$ 78%	\$ 77%	\$ 82%	\$ 77%	\$ 77%	\$ 82%	\$ 82%	
Salaries & Benefits	\$ 3,291,650	\$ 2,792,968	\$ 3,500,000	\$ 3,045,000	\$ 455,000	\$ 252,034	\$ (43,684)	\$ 546,000	\$ 3,654,000	\$ 546,000	\$ 78%	\$ 546,000	\$ 3,654,000	\$ 78%	\$ 78%	\$ 91%	\$ 78%	\$ 78%	\$ 91%	\$ 91%	
Services	\$ 726,049	\$ 579,703	\$ 691,666	\$ 532,500	\$ 159,166	\$ (47,203)	\$ 12,820	\$ 191,000	\$ 639,000	\$ 191,000	\$ 87%	\$ 191,000	\$ 639,000	\$ 87%	\$ 91%	\$ 77%	\$ 91%	\$ 77%	\$ 77%	\$ 77%	
Other	\$ 307,915	\$ 290,217	\$ 314,600	\$ 303,870	\$ 10,730	\$ 6,685	\$ (6,968)	\$ 14,100	\$ 387,900	\$ 14,100	\$ 77%	\$ 14,100	\$ 387,900	\$ 77%	\$ 75%	\$ 126%	\$ 75%	\$ 75%	\$ 126%	\$ 126%	
Casualty and liability insurance	\$ 468,542	\$ 437,541	\$ 453,950	\$ 423,550	\$ 30,400	\$ (13,991)	\$ (601)	\$ 34,400	\$ 489,600	\$ 34,400	\$ 89%	\$ 34,400	\$ 489,600	\$ 89%	\$ 89%	\$ 90%	\$ 89%	\$ 89%	\$ 90%	\$ 90%	
Utilities	\$ 193,697	\$ 126,776	\$ 220,800	\$ 207,562	\$ 13,248	\$ 81,776	\$ 5,327	\$ 14,400	\$ 225,600	\$ 14,400	\$ 56%	\$ 14,400	\$ 225,600	\$ 56%	\$ 56%	\$ 55%	\$ 56%	\$ 55%	\$ 55%	\$ 55%	
Taxes	\$ 21,251	\$ 17,360	\$ 22,500	\$ 19,200	\$ 3,300	\$ 1,249	\$ (591)	\$ 3,400	\$ 19,600	\$ 3,400	\$ 92%	\$ 3,400	\$ 19,600	\$ 92%	\$ 89%	\$ 89%	\$ 89%	\$ 89%	\$ 89%	\$ 89%	
Total Operating Expenses:	\$ 17,078,431	\$ 13,907,916	\$ 17,505,846	\$ 13,848,902	\$ 3,658,644	\$ (261,014)	\$ 691,129	\$ 4,641,700	\$ 19,396,500	\$ 4,641,700	\$ 81%	\$ 4,641,700	\$ 19,396,500	\$ 81%	\$ 85%	\$ 68%	\$ 85%	\$ 68%	\$ 68%	\$ 68%	
NON-OPERATING REV																					
Federal Funds	\$ -	\$ -	\$ 847,511	\$ 308,487	\$ 541,024	\$ (647,511)	\$ (308,487)	\$ 541,024	\$ 408,649	\$ 541,024	\$ 76%	\$ 541,024	\$ 408,649	\$ 76%	\$ 73%	\$ 88%	\$ 73%	\$ 73%	\$ 88%	\$ 88%	
State Funds	\$ 9,370,722	\$ 7,025,984	\$ 10,561,577	\$ 8,374,356	\$ 2,187,221	\$ (1,190,855)	\$ 157,517	\$ 2,655,298	\$ 9,670,829	\$ 2,655,298	\$ 60%	\$ 2,655,298	\$ 9,670,829	\$ 60%	\$ 60%	\$ 28%	\$ 60%	\$ 28%	\$ 28%	\$ 28%	
Local Funds	\$ 1,128,859	\$ 288,289	\$ 1,406,853	\$ 758,007	\$ 648,846	\$ (474,718)	\$ 196,724	\$ 865,128	\$ 1,010,676	\$ 865,128	\$ 75%	\$ 865,128	\$ 1,010,676	\$ 75%	\$ 75%	\$ 75%	\$ 75%	\$ 75%	\$ 75%	\$ 75%	
Inter-Operator Agreements	\$ 1,968,447	\$ 1,968,447	\$ 1,968,447	\$ 1,968,447	\$ -	\$ -	\$ -	\$ -	\$ 2,624,596	\$ -	\$ -	\$ -	\$ 2,624,596	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Interest & Other Misc Income	\$ 5,563	\$ 5,375	\$ 4,170	\$ 3,960	\$ 210	\$ 1,393	\$ (22)	\$ 250	\$ 4,750	\$ 250	\$ 111%	\$ 250	\$ 4,750	\$ 111%	\$ 113%	\$ 75%	\$ 113%	\$ 75%	\$ 75%	\$ 75%	
Total Non-Operating Revenues:	\$ 12,473,591	\$ 9,283,095	\$ 14,788,558	\$ 11,411,257	\$ 3,377,301	\$ (2,314,987)	\$ (186,805)	\$ 4,061,700	\$ 13,719,500	\$ 4,061,700	\$ 70%	\$ 4,061,700	\$ 13,719,500	\$ 70%	\$ 65%	\$ 79%	\$ 65%	\$ 79%	\$ 79%	\$ 79%	
EXCESS REV/(EXP)	\$ (2,072,893)	\$ (2,547,957)	\$ (2,072,893)	\$ -	\$ -	\$ (2,547,957)	\$ 475,064	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Agenda Item #5b
 Eastern Contra Costa Transit Authority
 Board of Directors Meeting
 May 23, 2018

TRI DELTA TRANSIT
Income Statement - Comparison to Prior Year
As of April 30, 2018
(unaudited)

	April 2018 YTD Actual			April 2017 YTD Actual			FY18 vs FY17 - YTD			% Change from Previous Year		
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR
OPERATING REVENUES												
Passenger Fares	\$ 2,254,779	\$ 1,920,471	\$ 334,308	\$ 2,487,384	\$ 2,145,108	\$ 342,276	\$ (232,605)	\$ (224,637)	\$ (7,968)	-9%	-10%	-2%
Other Income	\$ 274,168	\$ 156,393	\$ 117,775	\$ 239,339	\$ 119,738	\$ 119,601	\$ 34,829	\$ 36,655	\$ (1,826)	0%	0%	0%
Total Operating Revenues:	\$ 2,528,947	\$ 2,076,864	\$ 452,083	\$ 2,726,723	\$ 2,264,846	\$ 461,877	\$ (197,776)	\$ (187,982)	\$ (9,794)	-7%	-8%	-2%
OPERATING EXPENSES												
Purchased Transportation	\$ 9,791,575	\$ 7,776,174	\$ 2,015,401	\$ 9,536,820	\$ 7,354,305	\$ 2,182,515	\$ (254,755)	\$ (421,869)	\$ 167,114	-3%	-6%	8%
Materials and Supplies	\$ 2,334,752	\$ 1,888,179	\$ 446,573	\$ 2,346,772	\$ 1,930,721	\$ 416,051	\$ 12,020	\$ 42,542	\$ (30,522)	1%	2%	-7%
Salaries & Benefits	\$ 3,291,650	\$ 2,792,966	\$ 498,684	\$ 3,212,095	\$ 2,801,542	\$ 410,553	\$ (79,555)	\$ 8,576	\$ (98,131)	-2%	0%	-21%
Services	\$ 726,049	\$ 579,703	\$ 146,346	\$ 664,403	\$ 512,298	\$ 152,105	\$ (61,646)	\$ (67,405)	\$ 5,759	-9%	-13%	4%
Other	\$ 307,915	\$ 290,217	\$ 17,698	\$ 339,787	\$ 321,033	\$ 18,754	\$ 31,872	\$ 30,816	\$ 1,056	9%	10%	6%
Casualty and liability insurance	\$ 468,542	\$ 437,541	\$ 31,001	\$ 444,300	\$ 413,981	\$ 30,319	\$ (24,242)	\$ (23,560)	\$ (682)	-5%	-6%	-2%
Utilities	\$ 133,697	\$ 125,776	\$ 7,921	\$ 240,162	\$ 227,154	\$ 13,008	\$ 106,465	\$ 101,378	\$ 5,087	44%	45%	39%
Taxes	\$ 21,251	\$ 17,360	\$ 3,891	\$ 21,535	\$ 17,073	\$ 4,462	\$ 284	\$ (287)	\$ 571	1%	-2%	13%
Total Operating Expenses:	\$ 17,075,431	\$ 13,907,916	\$ 3,167,515	\$ 16,805,874	\$ 13,578,107	\$ 3,227,767	\$ (269,557)	\$ (329,809)	\$ 60,252	-2%	-2%	2%
NON-OPERATING REV												
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-
State Funds	\$ 9,370,722	\$ 7,025,984	\$ 2,344,738	\$ 9,477,583	\$ 7,077,373	\$ 2,400,210	\$ (106,861)	\$ (51,389)	\$ (55,472)	-1%	-1%	-2%
Local Funds	\$ 1,128,859	\$ 283,289	\$ 845,570	\$ 1,151,555	\$ 700,253	\$ 451,302	\$ (22,696)	\$ (416,964)	\$ 394,268	-2%	-60%	87%
Inter-Operator Agreements	\$ 1,968,447	\$ 1,968,447	\$ -	\$ 1,731,444	\$ 1,731,444	\$ -	\$ 237,003	\$ 237,003	\$ -	14%	14%	-
Interest & Other Misc Income	\$ 5,563	\$ 5,375	\$ 188	\$ 121,428	\$ 116,420	\$ 5,008	\$ (115,865)	\$ (111,045)	\$ (4,820)	-95%	-95%	-96%
Total Non-operating Revenues:	\$ 12,473,591	\$ 9,283,095	\$ 3,190,496	\$ 12,482,010	\$ 9,625,490	\$ 2,856,520	\$ (8,419)	\$ (342,395)	\$ 333,976	0%	-4%	12%
EXCESS REV/(EXP)	\$ (2,072,893)	\$ (2,547,957)	\$ 475,064	\$ (1,597,141)	\$ (1,667,771)	\$ 90,630	\$ (475,752)	\$ (860,186)	\$ 384,434			

OPERATING REVENUES

Passenger Fares
Other Income

Total Operating Revenues:

OPERATING EXPENSES

Purchased Transportation
Materials and Supplies
Salaries & Benefits
Services
Other
Casualty and liability insurance
Utilities
Taxes

Total Operating Expenses:

NON-OPERATING REV

Federal Funds
State Funds
Local Funds
Inter-Operator Agreements
Interest & Other Misc Income

Total Non-operating Revenues:

EXCESS REV/(EXP)

Agenda Item #5b
Eastern Contra Costa Transit Authority
Board of Directors Meeting
May 23, 2018

Staff Report to ECCTA Board of Directors

Meeting Date: May 23, 2018

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

Lead Staff: Mike Furnary, Marketing Director

Approved: Jeanne Krieg, Chief Executive Officer 

SYSTEM REDESIGN COMMUNICATION

A comprehensive communications plan to prepare customers for the upcoming service changes was completed. Communication channels include: on-board notices, in-field flyers, newspaper ads and inserts, online notices, social media notices, television commercials, communication with school staff, and direct mail.

BIKE TO WORK DAY

ECCTA participated in the San Francisco Bay Area event to promote alternative commuting by staffing a Tri Delta Transit energizer station sponsored by 511 Contra Costa on May 10 for bike to work day participants.

SERVICE CHANGE DIRECT MAIL DROP

Homes in Oakley impacted by the system redesign received a targeted direct mail piece highlighting changes to Route 383 which serves Freedom High School.

PITTSBURG SENIOR RESOURCE FAIR

Staff participated in the annual one-day event to provide transit information targeting seniors.

SUMMER YOUTH PASS

Promotional plans for the 2018 Summer Youth Pass have been completed and arranged. Promotion elements include: television, online, social media, direct mail, print, outdoor, and special events. Cross promotional arrangements have been made with the Contra Costa County Fair and Contra Costa County libraries to promote youth passes at all branches May through August.

ONGOING MARKETING PROGRAMS

- Social Media posting and communications
- 2-for-1 tickets on Route 300 (subsidized by 511 Contra Costa)
- *Take One* on-board newsletter
- Gatekeeper quarterly newsletter

PLANNED MARKETING/COMMUNICATIONS ACTIVITIES

- Electric bus roll out
- Green Footprint event participation
- USSPOSCO event participation
- High-density housing direct mail
- ELERTS instructional/tutorial video
- Collateral update incorporating system changes

TAB 2

Agenda Item 6a
CEO's REPORT: Operations Report

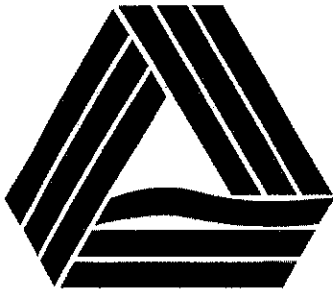
Board of Directors Meeting

Wednesday May 23, 2018

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Chief Executive Officer's Report

May 2018



TRI DELTA TRANSIT

ECCTA Executive Team

Jeanne Krieg
Chief Executive Officer

Steve Ponte
Chief Operating Officer

Tom Harais
Chief Financial Officer

Ann Hutcheson
*Director of
Administrative Services*

Kevin Moody
*Director of
Maintenance*

Mike Furnary
Director of Marketing

Susan Hinson
*First Transit
Director of Operations*

Highlights:

- Staff has been focused on the service change that will begin Saturday May 26th coinciding with the opening of the BART extension to Antioch.
- The facility solar system is fully operational and is powering the building.
- Tri Delta Transit's new program, *Mobility on Demand*, continues to be very successful. Over 400 have signed up to participate. Customer comments have been positive and trip costs are proving to be a savings to ECCTA.
- New buses:
 - The Gillig buses have been delivered and are being prepared for service.
 - The first of the thirty new paratransit vehicles have arrived.
 - The Proterra electric buses have been delivered and are being prepared for service.
 - BYD electric buses are nearly complete and ready for delivery.
- In an effort to keep our files and database up to date, all senior paratransit customers will be required to renew registration every three years.
- Promotion of the 2018 Summer Youth Pass began.
- Implementation of the new scheduling software is progressing as planned.
- Paratransit applications are now available on the Tri Delta Transit website.
- The fuel hedging process continued.
- The See Something – Say Something Mobile App is available to all members of the public. It now includes an option to report suspected human trafficking situations.
- The Clipper small operators subgroup, which includes all small operators in the nine county Bay Area, continues to meet on a regular basis.

Pending:

- 2018 Pittsburg Seafood Festival Shuttle
- Mobile Emergency Operations Center construction
- Microtransit demonstration project
- Mobility on Demand demonstration project
- BYD Electric bus delivery (2018)
- Mobile ticketing app implementation and group discount program
- Facility auction (August 2018)
- TDA Audit – final report May 2018
- 2018 Triennial Audit (FTA)
- Service to Brentwood LMC campus (2019)
- Antioch Park & Ride lot construction
- Oakley Park & Ride lot construction
- Federal grants
- Senior transportation service issues
- Next generation of Clipper (2020)

Agenda Item #6a

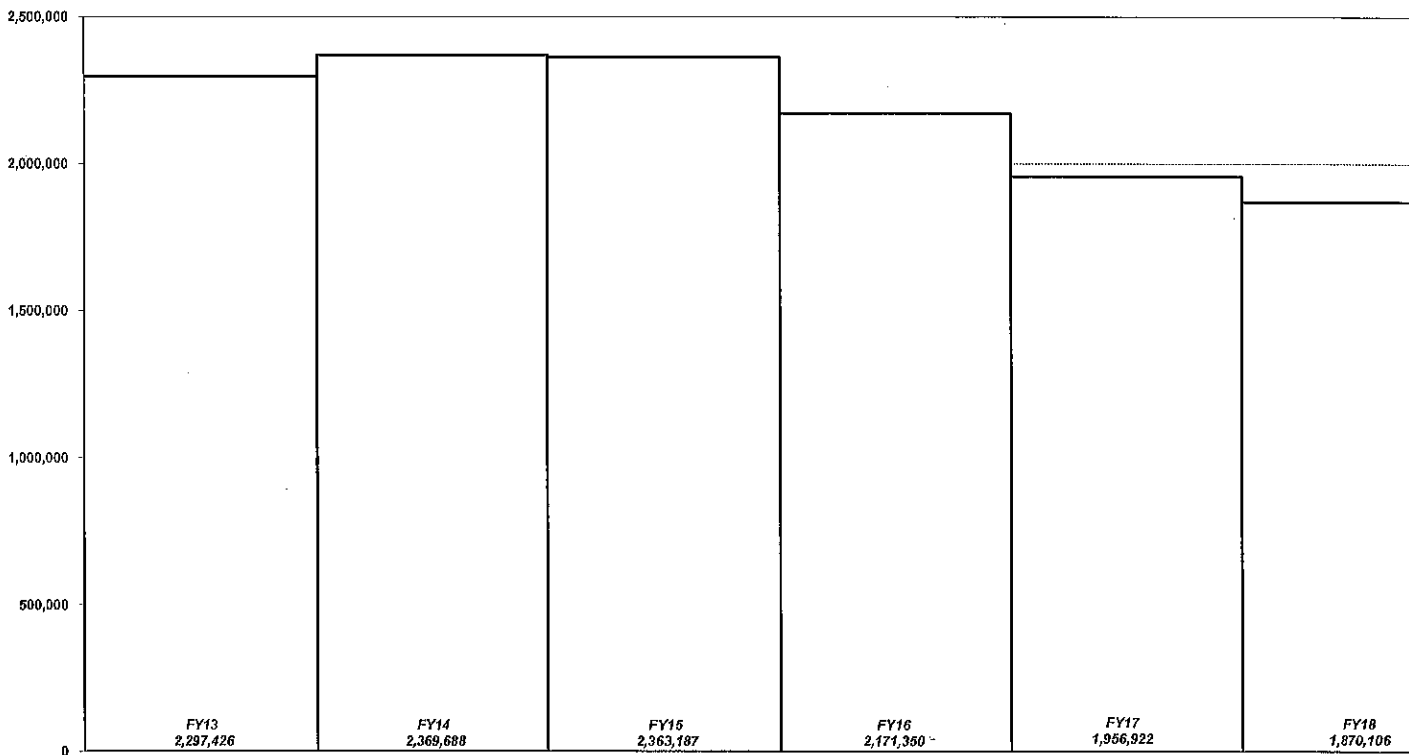
Eastern Contra Costa Transit Authority

Board of Directors Meeting

May 23, 2018

TRI DELTA TRANSIT

COMPARATIVE FR RIDERSHIP - APR YTD



**EASTERN CONTRA COSTA TRANSIT AUTHORITY
KEY PERFORMANCE INDICATORS BY SERVICE**

	Actual							17/18B % ▲	YTD COMPARISON		
	Actual					Budget	17/18B % ▲		Actual		% ▲
	12/13	13/14	14/15	15/16	16/17	17/18			Apr-17	Apr-18	
DIAL-A-RIDE											
PASSENGERS											
Total DAR Trips Provided	128,999	131,476	133,769	131,917	133,406	132,000	-1%	110,405	104,050	-6%	
Average Weekday Ridership	470	471	487	489	498	496	0%	499	468	-6%	
Average Sat Ridership	140	180	153	118	107	102	-5%	107	106	-1%	
Average Sun/Hol Ridership	72	68	63	49	47	42	-11%	46	47	3%	
Average Passengers/Hour (wkdays DAR Only)	2.1	2.3	2.4	2.5	2.9	2.9	0%	2.9	2.9	1%	
CUSTOMER SERVICE											
Ride Refusals / Day	0.0	0.0	0.0	0.0	0.0	0.0	-100%	0.0	0.0	0%	
Customer Complaints	0.097%	0.071%	0.103%	0.114%	0.382%	0.326%	-15%	0.338%	0.489%	44%	
On Time Performance	87%	89%	87%	85%	81%	85%	5%	82%	67%	-19%	
MAINTENANCE											
Gallons of Fuel Consumed	139,678	145,043	138,528	135,809	131,936	130,106	-1%	108,199	101,212	-6%	
Miles Between Preventable Accidents	328,002	244,390	162,293	159,143	153,397	200,000	30%	255,383	172,973	-32%	
Miles Between Road calls	109,568	61,109	139,113	190,963	919,507	100,000	-89%	766,353	230,596	-70%	
COST RATIOS											
Farebox Recovery Ratio	11%	10%	10%	10%	11%	9%	-12%	11%	11%	0%	
\$/Gal Fuel	\$ 3.81	\$ 3.67	\$ 3.09	\$ 2.59	\$ 2.57	\$ 2.60	1%	\$ 2.54	\$ 3.06	20%	
Operating Cost/Passenger	\$ 33.22	\$ 35.25	\$ 34.18	\$ 34.41	\$ 29.15	\$ 35.16	21%	\$ 29.24	\$ 30.44	4%	
Operating Cost/Revenue Hour	\$ 63.52	\$ 68.75	\$ 69.81	\$ 72.26	\$ 73.97	\$ 87.68	19%	\$ 73.71	\$ 81.07	10%	
Operating Cost/Revenue Mile	\$ 5.36	\$ 5.76	\$ 5.74	\$ 5.85	\$ 5.18	\$ 6.17	19%	\$ 5.17	\$ 5.48	6%	
FIXED ROUTE											
PASSENGERS											
Total FR Trips Provided	2,740,834	2,832,264	2,806,028	2,574,864	2,344,985	2,368,206	1%	1,956,922	1,870,106	-4%	
Average Weekday Ridership	9,616	9,930	9,794	8,999	8,230	8,332	1%	8,304	7,958	-4%	
Average Sat Ridership	3,232	3,464	3,498	3,061	2,715	2,777	2%	2,761	2,519	-9%	
Average Sun/Hol Ridership	2,788	2,692	2,787	2,501	2,236	2,227	0%	2,208	2,122	-4%	
Average Passengers/Hour	17.7	19.0	19.2	17.8	16.1	16.2	0%	16.3	14.8	-9%	
CUSTOMER SERVICE											
Customer Complaints	0.012%	0.009%	0.009%	0.009%	0.025%	0.026%	5%	0.025%	0.025%	0%	
On Time Performance	86%	92%	92%	92%	82%	85%	4%	81%	83%	3%	
MAINTENANCE											
Gallons of Fuel Consumed	562,702	603,013	600,072	606,378	584,879	594,184	2%	486,069	477,283	-2%	
Miles Between Preventable Accidents	65,392	110,754	98,066	97,469	117,465	100,000	-15%	107,273	138,163	29%	
Miles Between Road calls	42,844	67,684	41,553	27,690	21,084	50,000	137%	21,916	20,725	-5%	
COST RATIOS											
Farebox Recovery Ratio	18%	18%	18%	18%	16%	16%	0%	16%	14%	-13%	
\$/Gal Fuel	\$ 3.95	\$ 3.48	\$ 2.77	\$ 1.96	\$ 2.07	\$ 2.15	4%	\$ 2.05	\$ 2.32	13%	
Operating Cost/Passenger	\$ 6.01	\$ 5.58	\$ 5.54	\$ 5.98	\$ 6.93	\$ 6.92	0%	\$ 6.94	\$ 7.44	7%	
Operating Cost/Revenue Hour	\$ 106.53	\$ 105.76	\$ 106.36	\$ 106.33	\$ 111.93	\$ 112.11	0%	\$ 113.19	\$ 110.22	-3%	
Operating Cost/Revenue Mile	\$ 7.98	\$ 7.71	\$ 7.62	\$ 7.49	\$ 7.98	\$ 8.08	1%	\$ 8.06	\$ 8.07	0%	

**TRI DELTA TRANSIT
COMPARATIVE YTD FR RIDERSHIP BY ROUTE**

TOTAL PASSENGER TRIPS													
ROUTE	12/13		13/14		14/15		15/16		16/17		YTD COMPARISON		
	12/13	% Chg	13/14	% Chg	14/15	% Chg	15/16	% Chg	16/17	% Chg	Apr-17	Apr-18	% Chg
200	55,322	47%	55,914	1%	54,167	-3%	48,866	-10%	44,467	-9%	37,163	33,996	-9%
201	119,977	8%	124,289	4%	112,116	-10%	116,301	4%	117,839	1%	96,697	96,165	-1%
300	290,313	-4%	328,582	13%	353,802	8%	340,127	-4%	351,131	3%	291,885	287,165	-2%
379	15,232	49%	6,759	-56%	3,223	-52%	3,659	14%	2,407	-34%	1,993	2,236	12%
380	680,981	16%	682,650	0%	666,704	-2%	606,012	-9%	582,671	-9%	462,823	424,527	-8%
381	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	36,218	N/A
383	35,031	2%	32,073	-8%	30,200	-6%	25,830	-14%	21,936	-15%	18,350	17,232	-6%
384	8,227	-69%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
385	61,388	68%	70,974	16%	68,013	-4%	66,045	-3%	54,207	-18%	45,363	45,373	0%
386	2,172	-29%	1,902	-12%	1,583	-17%	1,507	-5%	1,398	-7%	1,116	1,009	-10%
387	262,396	23%	264,036	1%	257,944	-2%	233,185	-10%	198,990	-15%	165,374	147,379	-11%
388	366,041	14%	400,190	9%	370,128	-8%	327,585	-11%	287,820	-12%	240,542	218,103	-9%
389	53,255	14%	53,068	0%	51,480	-3%	45,836	-11%	40,557	-12%	33,253	33,444	1%
390	68,564	30%	72,054	5%	71,211	-1%	70,022	-2%	71,431	2%	58,561	60,947	4%
391	370,500	7%	386,640	4%	402,579	4%	360,256	-11%	317,873	-12%	262,895	241,387	-8%
Shuttles	4,941	-48%	3,370	-32%	5,375	59%	13,410	149%	2,956	-78%	2,956	2,027	-31%
392	133,569	19%	142,284	7%	142,650	0%	124,708	-13%	110,687	-11%	94,790	89,488	-6%
393	135,181	21%	133,078	-2%	141,281	6%	126,653	-10%	114,022	-10%	96,836	89,332	-8%
394	71,557	41%	64,804	-9%	63,087	-3%	53,894	-15%	48,389	-10%	40,926	39,172	-4%
395	6,187	100%	9,497	100%	10,485	100%	10,968	100%	6,204	100%	5,399	4,906	-9%
Total Fixed Route	2,740,834	13%	2,832,264		2,806,028	-1%	2,574,864	-8%	2,344,985	-8%	1,956,922	1,870,106	-4%

AVERAGE PASSENGERS PER REVENUE HOUR													
ROUTE	12/13		13/14		14/15		15/16		16/17		YTD COMPARISON		
	12/13	% Chg	13/14	% Chg	14/15	% Chg	15/16	% Chg	16/17	% Chg	Apr-17	Apr-18	% Chg
200	12.6	22%	12.5	-1%	12.6	1%	11.5	-9%	9.9	-14%	10.2	8.7	-15%
201	17.8	-10%	17.9	1%	17.0	-5%	16.1	-5%	13.8	-15%	13.9	12.9	-7%
300	15.8	0%	18.6	18%	20.3	10%	19.6	-4%	20.6	5%	20.6	20.8	1%
379	10.7	9%	16.8	57%	26.5	57%	30.6	15%	18.9	-38%	18.7	18.9	1%
380	20.2	16%	20.6	2%	20.2	-2%	18.7	-7%	17.3	-8%	17.6	16.0	-9%
381	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	11.2	N/A
383	10.2	5%	12.6	23%	13.0	3%	11.6	-11%	10.1	-12%	10.3	9.4	-8%
384	14.6	43%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
385	11.9	7%	12.9	8%	12.3	-4%	11.4	-8%	9.3	-19%	9.5	9.3	-1%
386	3.6	-7%	6.3	74%	6.3	1%	6.6	5%	6.0	-10%	5.6	4.9	-12%
387	22.8	16%	23.7	4%	23.3	-2%	21.7	-7%	18.6	-14%	19.0	15.8	-17%
388	17.1	10%	18.2	7%	17.4	-5%	16.2	-7%	14.3	-12%	14.5	13.0	-10%
389	13.4	-1%	14.4	8%	15.4	7%	14.4	-6%	12.4	-14%	12.5	11.6	-7%
390	18.6	73%	20.8	12%	21.5	3%	21.4	-1%	22.1	3%	22.1	22.3	1%
391	19.6	5%	20.5	4%	21.9	7%	19.7	-10%	17.3	-12%	17.4	15.6	-10%
Shuttles	N/A	N/A	6.4	N/A	30.7	383%	23.6	-23%	15.0	-36%	15.4	16.2	5%
392	17.6	16%	19.1	9%	18.9	-1%	16.7	-12%	14.2	-15%	14.3	13.1	-9%
393	17.5	7%	17.5	0%	18.7	7%	16.8	-10%	15.3	-9%	15.3	14.1	-8%
394	15.0	28%	17.0	13%	15.9	-7%	13.9	-13%	12.9	-7%	12.9	12.2	-5%
395	12.0	N/A	16.2	N/A	16.4	1%	17.1	5%	9.9	-42%	10.1	9.5	-6%
Total Fixed Route	17.7	12%	19.0	7%	19.2	1%	17.8	-7%	16.1	-9%	16.3	14.8	-9%

TAB 3

Agenda Item 7a

ACTION ITEM: Drug Free Workplace Policy Update

Board of Directors Meeting

Wednesday May 23, 2018

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: May 23, 2018
Agenda Item: Drug Free Workplace Policy Update – Agenda Item #7a
Lead Staff: Ann Hutcheson, Director of Administrative Services
Approved: Jeanne Krieg, Chief Executive Officer

BACKGROUND

As a recipient of Federal Transit Administration (FTA) funds, ECCTA must comply with the federal government's Anti-Drug Abuse Act of 1988, 41 USC Ch. 81: Drug Free Workplace Act (DFWA). As part of the recent FTA performance review, ECCTA's compliance with the DFWA was audited.

RESULTS

The FTA auditors had no findings with ECCTA's enforcement and training compliance with the DFWA. However they asked ECCTA to:

- clarify what training and information procedures are being followed; and
- add a statement regarding employee reporting responsibilities for any criminal drug-related violation occurring in the workplace.

The auditors recommended that the following language be added to ECCTA's drug free workplace policy:

1. Employee training regarding the dangers of drug and alcohol abuse and information regarding where to find help for drug and alcohol abuse will be provided to all employees on a regular basis.
2. Employees shall notify their supervisor in writing if they are convicted for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after their conviction.

REQUESTED ACTION

Approve updating ECCTA's Drug Free Workplace Policy to include the above two statements recommended by the FTA auditors.

Agenda Item #7a
Eastern Contra Costa Transit Authority
Board of Directors Meeting
May 23, 2018

TAB 4

Agenda Item 7b

ACTION ITEM: Uniforms, Shop Towels, and Floor Mats

Resolution 180523a


Board of Directors Meeting

Wednesday May 23, 2018

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: May 23, 2018
Agenda Item: Rental and Laundering of Uniforms, Shop Towels, and Floor Mats - Agenda Item #7b
Lead Staff: Ann Hutcheson, Director of Administrative Services
Approved: Jeanne Krieg, Chief Executive Officer 

BACKGROUND

The current contract for the rental and laundering of uniforms, shop towels, and floor mats between Aramark Uniform Services and ECCTA expires June 4, 2018.

PROCESS

- March 23, 2018: RFP #2018-001 for the Rental & Laundering of Uniforms, Shop Towels, and Floor Mats was mailed to six firms, advertised, and posted on ECCTA's web site.
- April 2, 2018: three firms attended a pre-proposal meeting.
- April 24, 2018: ECCTA received two proposals:

Aramark Uniform Services: \$13,325.52 for year one
Mission Linen Supply: \$15,870.40 for year one

After reviewing the technical and price proposals, it was determined that Aramark Uniform Services was the highest ranked proposer that offered ECCTA the highest quality service for the best value possible.

REQUESTED ACTION

Adopt Resolution #180523a which authorizes the CEO to execute and deliver a five year contract for the Rental & Laundering of Uniforms, Shop Towels, and Floor Mats to Aramark Uniform Services for \$13,325.52 for year one.

Note: The contract is for a period of five years and includes a San Francisco Bay Area CPI (California Price Index) price increase allowed each year at the time of the annual commencement agreement date.

Agenda Item #7b
Eastern Contra Costa Transit Authority
Board of Directors Meeting
May 23, 2018



TRI DELTA TRANSIT

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

**RESOLUTION #180523a
AUTHORIZATION FOR AWARD OF CONTRACT FOR
RENTAL & LAUNDERING OF UNIFORMS, SHOP TOWELS, AND FLOOR MATS**

Resolution #180523a authorizes the CEO to execute and deliver a five year contract for the rental and laundering of uniforms, shop towels, and floor mats to Aramark Uniform Services.

WHEREAS, on June 4, 2018, the Eastern Contra Costa Transit Authority (ECCTA) and Aramark Uniform Services contract expires; and

WHEREAS, on March 23, 2018, ECCTA published a Request for Proposals for the Rental & Laundering of Uniforms, Shop Towels, and Floor Mats; and

WHEREAS, the process followed all requirements established by ECCTA Purchasing Policies; and

WHEREAS, Aramark Uniform Services is the recommendation of ECCTA staff as the proposer that offered the highest quality of service possible for the best value possible.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. ECCTA does hereby award a five year contract for Rental & Laundering of Uniforms, Shop Towels, and Floor Mats to Aramark Uniform Services at its Proposal price of \$13,325.52 for year one.
2. ECCTA hereby grants the CEO the authorization to execute and deliver a contract to Aramark Uniform Services.

PASSED AND ADOPTED THIS 23rd day of May 2018, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Monica Wilson, Chair

Jeanne Krieg, CEO

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

TAB 5

Agenda Item 7c
ACTION ITEM: Disposal of Buses

Resolution 180523b

Board of Directors Meeting

Wednesday May 23, 2018

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: May 23, 2018
Agenda Item: Disposal of Buses - Agenda Item #7c
Lead Staff: Ann Hutcheson, Director of Administrative Services
Approved: Jeanne Krieg, Chief Executive Officer 

BACKGROUND

ECCTA currently has twenty-six paratransit buses, nine MCI buses and one 1994 Gillig bus that have reached the end of their useful life.

ECCTA staff desires to keep six of the paratransit buses and one of the MCI buses to use as follows:

- Four paratransit buses for the micro transit project
- one paratransit bus for the Marketing Department
- one paratransit bus for the Mobility on Demand project
- one MCI bus for the mobile emergency operations center

ECCTA recently acquired thirty new paratransit buses and five Gillig low floor buses to replace the retiring buses. ECCTA has also recently received delivery of two Proterra electric buses which are undergoing a post delivery inspection by Proterra and ECCTA.

STAFF RECOMMENDATION

Sell twenty paratransit buses, eight MCI buses, and one 1994 Gillig bus to the highest legally qualified buyer(s). The award for these buses will be made either separately or as one award based on what is most advantageous to ECCTA.

REQUESTED ACTION

Adopt Resolution #180523b authorizing staff to dispose of twenty paratransit buses, eight MCI buses, and one Gillig bus.



TRI DELTA TRANSIT

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

RESOLUTION #180523b DISPOSAL OF TWENTY PARATRANSIT BUSES, EIGHT MCI BUSES AND ONE 1994 GILLIG BUS

Resolution #180523b authorizes the disposal of twenty paratransit buses, eight MCI buses and one 1994 Gillig bus.

WHEREAS, Eastern Contra Costa Transit Authority (ECCTA) has twenty paratransit buses, eight MCI buses, and one 1994 Gillig bus that have reached the end of their useful life; and

WHEREAS, ECCTA desires to obtain the authority to sell said buses to any legally qualified interested member of the public pursuant to the authority conferred by its Joint Powers Agreement.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt resolution #180523b authorizing staff to conduct a sale of said buses in accordance with the following provisions:

1. The sale of the twenty paratransit buses, eight MCI buses, and one 1994 Gillig bus shall be made as a group or individually for cash payable by the highest legally qualified bidder. This may be at a public auction or through public advertising.
2. The award for the sale of the buses will be made either separately or as one award based on what is most advantageous to ECCTA.
3. Payment shall be made by the successful bidder(s) in the form of a certified or cashier's check made payable to ECCTA, and each purchaser shall forthwith take all steps which are necessary in order to transfer title and registration to each purchased bus to the purchaser, and each purchaser shall further be responsible for paying, in addition to the purchase price, any and all sales or use taxes which may be required by the Department of Motor Vehicles in order to transfer title and ownership of each bus to its buyer.

PASSED AND ADOPTED THIS 23rd day of May 2018, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Monica Wilson, Chair

Jeanne Krieg, CEO

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

TAB 6

Agenda Item 7d

POSSIBLE ACTION ITEM: Board Member Travel to Conferences

Board of Directors Meeting

Wednesday May 23, 2018

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: May 23, 2018

Agenda Item: Board Member Travel to Conferences - Agenda Item #7d

Lead Staff: Jeanne Krieg, Chief Executive Officer



BACKGROUND

During the discussion of agenda item 7d (Board Size and Composition) at the April 25th meeting of the Tri Delta Transit Board of Directors, the following motion was carried: *ECCTA Boardmembers adopted Resolution 180425d which directs ECCTA staff to contact each of the five members of the Eastern Contra Costa Transit Authority Joint Powers Agreement (JPA) requesting an amendment to the JPA concerning governance structure, with a future discussion of permitted travel.*

CONSIDERATIONS

1. ECCTA's expenses for board member travel in FY2017-18 is approximately \$40,000.
2. The following policy was adopted by the ECCTA Board of Directors 7/25/12. It was updated 1/28/15 as shown.

Board Member Conference Attendance	<p>A per diem shall be paid at the level established by the General Services Administration and is intended to cover meals and incidentals. A board member may choose to be reimbursed actual expenses in lieu of receiving a per diem as long as those expenses do not exceed the per diem rate.</p> <p>ECCTA will pay in advance for airline tickets (coach), hotel room, registration fees, and banquet meals. Any costs incurred by a guest traveling with the board member shall be paid in full by the board member.</p> <p>ECCTA will pay in advance -- or reimburse -- for airline tickets (coach), hotel room, registration fees, and banquet meals.</p> <p>ECCTA will pay for any other travel mode not to exceed the cost of a coach air ticket.</p>
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	<p>Travel to and from the airport/station/conference must be substantiated and will be reimbursed at the cost per mile rate established by the IRS. Taxi expenses will be reimbursed upon substantiation.</p> <p><i>Adopted 1/28/15:</i> Budget permitting, each member of the Board of Directors may travel to two conferences within a fiscal year. The Board of Directors, prior to attendance, must approve additional travel. ECCTA Board Member attendance at the annual APTA Legislative Conference is limited to the ECCTA Board Chair and/or Vice Chair or their designee(s).</p>
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REQUESTED ACTION

If desired, develop an amended board members conference attendance policy.

TAB 7

Agenda Item 7e

ACTION ITEM: Proposed FY 2018-19 Budget

Board of Directors Meeting

Wednesday May 23, 2018

ECCTA Boardroom


801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: May 23, 2018

Agenda Item: Proposed FY19 ECCTA Budget – Agenda Item #7e

Lead Staff: Tom Harais, Chief Financial Officer

Approved: Jeanne Krieg, Chief Executive Officer 

BACKGROUND

- Staff developed the attached FY19 ECCTA balanced operating budget for \$21,510,000 in revenues and expenses.
- There are no material new capital projects planned to be initiated in FY19. The agency will concentrate on finishing and closing out existing capital projects, such as the revenue vehicle replacements, which have previously been funded.
- The revenues used in this budget are congruent with the annual fund estimate that MTC issued for all San Francisco Bay Area transit operators in February.

ASSUMPTIONS

- The routes and schedules used to develop the fixed route budget are the routes and schedules slated to begin on May 26th concurrent with the opening of eBART service.
- Demand responsive (paratransit) service planned for FY19 will be essentially equal to those provided through the first three quarters of FY18, extrapolated out to a twelve month estimate.
- No provision has been made for operating or financial implications of the Transit Performance Improvement project – Mobility on Demand – for several reasons:
 - The operational and financial parameters are immaterial in comparison to ECCTA’s overall operations thus far.
 - The Mobility on Demand project is designed to enhance demand responsive service, not replace it.
 - Certain operational measures provided by our third party partners are unknown until threshold levels are attained and the providers submit these measures.
- The number of passengers for both modes remains in-line with the FY18 estimate based on ridership data through March 31st.
- Fares will remain at the current level.

- The First Transit contract annual rate increase goes into effect July 1st. That increases the monthly fixed cost portion of the contract by 2% (from \$191,734 to \$195,774) and the hourly rate for billable service time by 3% (from \$41.52 to \$42.77).
- The current roster of 35 ECCTA employees will remain at their respective current rate of pay.
 - A small cushion was added to the total wages to allow for any board approved increases and for the possibility of bringing the number of employees up to the approved 36 headcount in the current policy.
 - Benefits costs derived as a percentage of salaries was automatically adjusted upwards as well.
 - A provision was made for anticipated increased benefits cost for medical (10% increase) and worker's compensation insurance premiums (2% increase).

REVENUE SOURCES

- An average fare per passenger of \$3.18 for paratransit passengers and \$1.02 for fixed route passengers experienced in the current year was used to determine the total fares shown.
- The federal, state and local operating fund estimates were provided by the respective agencies that administer them.

CONSIDERATIONS

Fares:

- The comparative table and graphs attached indicate that the contribution to our revenues from fares has declined over the last five years from 16% to 13%.
- An accepted minimum standard for agencies under the MTC umbrella is 20% for FR service. There is no complimentary standard for ADA paratransit service.
- While it is not necessary for this budget exercise, it might be prudent to review our fares and fare structure with an eye to increasing their contribution to operating revenue going forward. We should keep in mind that there is a minimum fee from Cubic, the Clipper program contractor of more than \$150,000 to program any changes to our fare structure into the Clipper system.

Funds:

- There is a significant increase in estimated STA funds in FY19 thanks to SB1. However, there is risk that this increase could be rescinded by a roll back in the gas tax increase via an initiative that is expected to be on the November ballot.
- MTC has warned us that the state would immediately rescind the SB1 portion of the STA funds if the measure passes.
- The risk factor is approximately \$821,000 of additional STA funds for the agency due to SB1. But, ECCTA will have an estimated \$1,600,000 TDA funds in reserve in our LTF account with this proposed budget that could be drawn on if the repeal initiative passes.

Expenses:

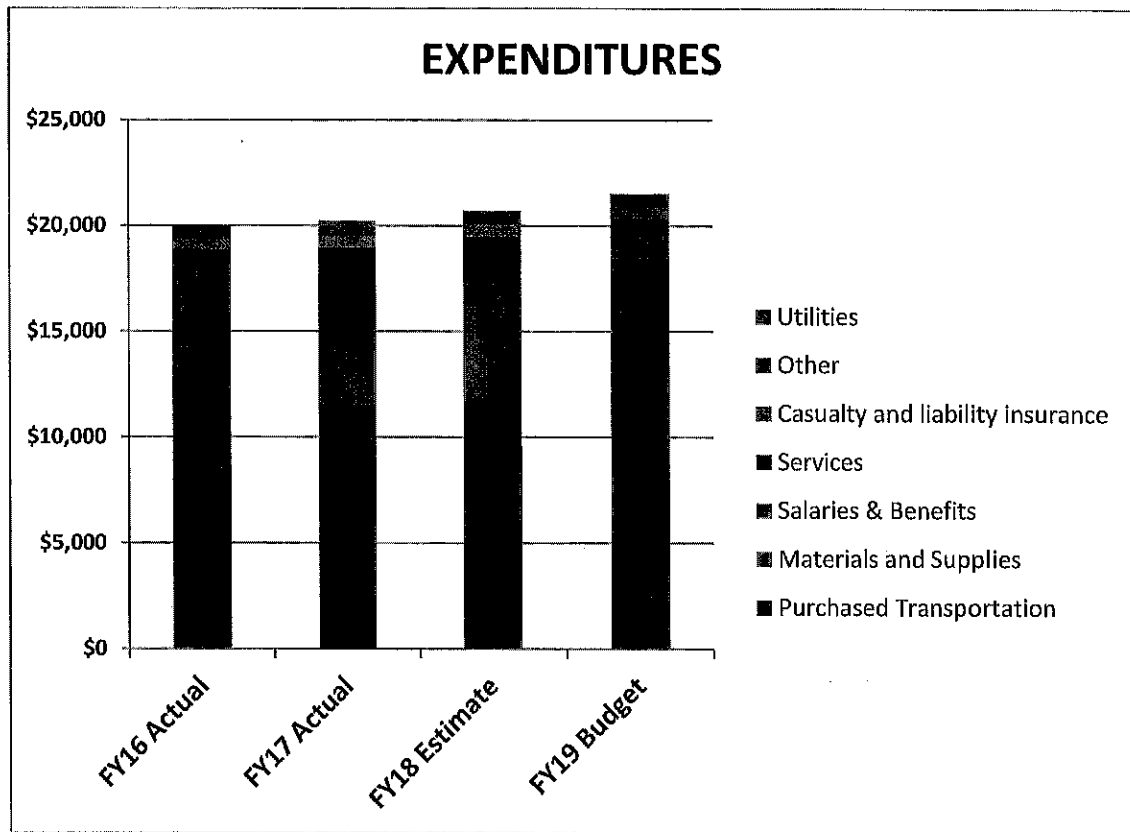
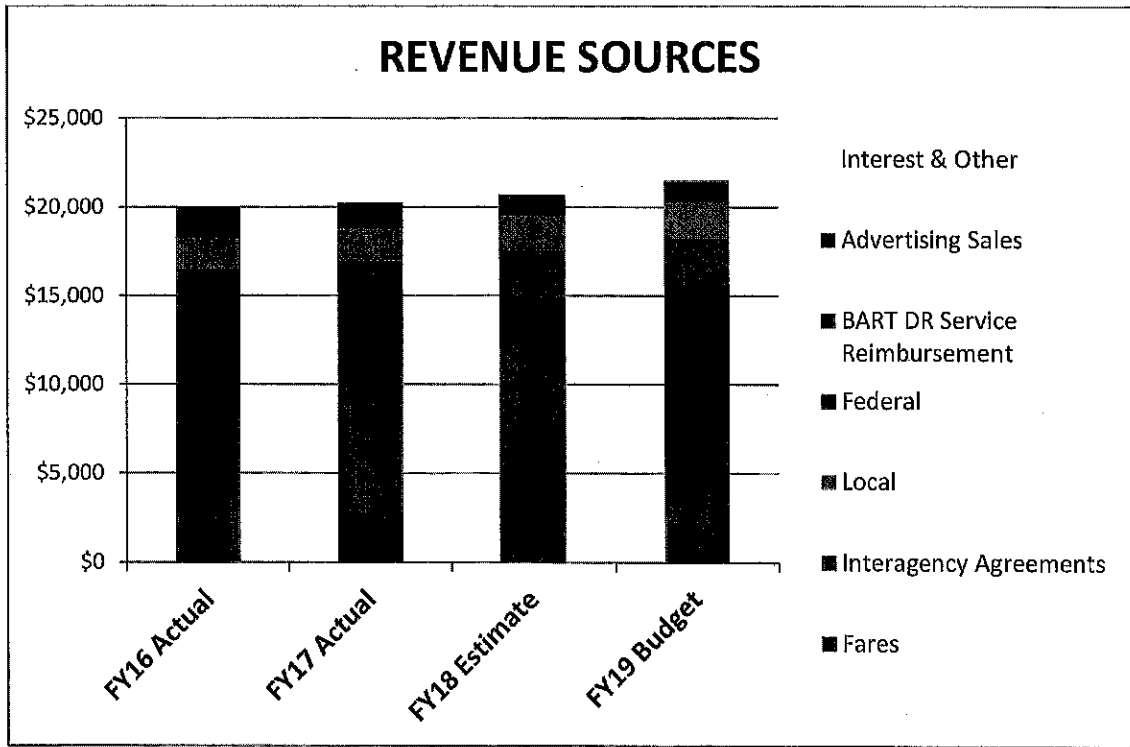
- Purchased Transportation costs reflect the new schedule and the contract rates in effect July 1, 2018 as mentioned previously.
- Materials and Supplies reflect an 11% increase over the current FY
 - About half of that increase is due to anticipated fuel cost increases that we are already encountering.
 - The other half results from an increase in the allowance for vehicle repair parts over the current FY18 estimate because we had significant savings in the current year and we should not depend on repeating in FY19.
 - With 30 new paratransit vehicles, twenty-five new Gillig urban coaches and four new electric buses coming on line currently, we are likely to see reduced costs in parts, tires and tubes and the quantity of diesel fuel purchases. Any of these can provide a solid cushion for total Materials and Supplies cost in FY19.
- The Salaries and Benefits budget is for the current staffing of 35 FTEs at current pay rates combined with current benefits rates with some allowances for anticipated increases. They are 4.2% higher than the current year estimate but 1% less than the current year budget. We have savings in the current year due to turnover and the time it takes to backfill vacancies. We do not anticipate such turnover in FY19.
- Services, Casualty and Liability and Other (*Property & Fuel Taxes, Dues & Subscriptions, T&E, Advertising*) are budgeted to equal the current year estimate. We do not expect increases in any of these costs.
- Utilities costs are budgeted to be 11% less than the current year estimate. This is due to an anticipated \$73,000 credit for electricity generated by our new photovoltaic system that will be somewhat offset by an increase in our phone costs. We recognized a one-time recovery of \$30,000 from past phone overcharges applied to our account in FY18.

REQUESTED ACTION

Approve the proposed FY 2018-19 budget.

ECCTA FY19 Proposed Budget

	FY15 Actual	%	FY16 Actual	%	FY17 Actual	%	FY18 Budget	%	FY18 Estimate	%	FY19 Budget	%
REVENUES												
Fares	3,247	16%	3,273	16%	3,023	16%	3,022	14%	2,706	13%	2,765	13%
Advertising Sales	150	1%	124	1%	120	1%	85	0%	156	1%	85	0%
BART DR Service Reimbursement	184	1%	204	1%	148	1%	150	1%	140	1%	150	1%
Total Operating Sources:	3,581	18%	3,601	18%	3,291	16%	3,257	16%	3,002	14%	3,000	14%
Federal	0	0%	1,384	7%	1,182	6%	950	5%	888	4%	961	4%
State	12,526	62%	10,812	54%	11,381	56%	12,325	59%	12,179	59%	12,811	60%
Local	1,726	9%	1,746	9%	1,871	9%	1,876	9%	2,004	10%	2,047	10%
BART "feeder bus"	2,268	11%	2,405	12%	2,529	12%	2,625	12%	2,625	13%	2,686	12%
Interest & Other	6	0%	7	0%	(18)	0%	5	0%	6	0%	5	0%
Total Non-operating Sources:	16,526	82%	16,354	82%	16,945	84%	17,781	85%	17,702	86%	18,510	86%
Total Operating Revenues:	20,107	100%	19,955	100%	20,236	100%	21,038	100%	20,704	100%	21,510	100%
EXPENDITURES												
Purchased Transportation	11,311	56%	11,555	58%	11,496	57%	11,809	56%	11,800	57%	12,143	56%
Materials and Supplies	3,175	16%	2,739	14%	2,793	14%	3,000	14%	2,850	14%	3,168	15%
Salaries & Benefits	3,785	19%	3,822	19%	3,904	19%	4,200	20%	4,000	19%	4,166	19%
Services	796	4%	760	4%	786	4%	830	4%	850	4%	850	4%
Casualty and liability insurance	412	2%	468	2%	523	3%	534	3%	549	3%	550	3%
Utilities	247	1%	263	1%	282	1%	240	1%	230	1%	204	1%
Other	381	2%	348	2%	452	2%	425	2%	425	2%	429	2%
Total Operating Expense:	20,107	100%	19,955	100%	20,236	100%	21,038	100%	20,704	100%	21,510	100%
KEY PERFORMANCE INDICATORS												
Passengers	2,940		2,707		2,478		2,500		2,375		2,446	
Revenue Hours	211		208		198		203		199		198	
Revenue Miles	2,836		2,829		2,788		2,825		2,770		2,570	
Gallons of Diesel Fuel	600		608		585		594		580		534	
Gallons of Gasoline	139		136		132		130		120		123	
FTEs	177		177		175		177		172		176	
Average # ECCTA Positions	34.0		34.1		34.8		36.0		35.0		35.0	
FINANCIAL RATIOS												
\$/Passenger	\$6.84		\$7.37		\$8.17		\$8.42		\$8.72		\$8.79	
\$/Rev Hour	\$95.29		\$96.94		\$102.20		\$103.64		\$104.04		\$108.64	
\$/Rev Mile	\$7.09		\$7.05		\$7.26		\$7.45		\$7.47		\$8.37	
\$/Gallon Diesel	\$2.80		\$1.96		\$2.24		\$2.15		\$2.30		\$2.65	
\$/Gallon Gasoline	\$3.15		\$2.59		\$2.56		\$2.60		\$2.90		\$3.00	
\$ Sal&Ben/Employee ECCTA (\$000s)	\$111		\$112		\$112		\$117		\$114		\$119	



TAB 8

Agenda Item 7f

ACTION ITEM: Authorization to File Claims

Resolution 180523c & 180523d

Board of Directors Meeting

Wednesday May 23, 2018

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

Staff Report to ECCTA Board of Directors

Meeting Date: May 23, 2018

Agenda Item: Authorization to file TDA/STA & RM2 claims – Agenda Item #7f

Lead Staff: Tom Harais, Chief Financial Officer

Approved: Jeanne Krieg, Chief Executive Officer



TDA & STA BACKGROUND

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

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

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

ECCTA's RESPONSIBILITIES

ECCTA:

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

RM2 BACKGROUND

On March 2, 2004 voters passed Regional Measure 2 (RM2), raising the toll on the seven state-owned toll bridges in the San Francisco Bay Area by \$1.00. This extra dollar is used to fund various transportation projects within the region that have been determined to reduce congestion or to make improvements to travel in the toll bridge corridors, as identified in SB 916 (Chapter 715, Statutes of 2004). Specifically, RM2 establishes the Regional Traffic Relief Plan and identifies specific transit operating assistance and capital projects and programs eligible to receive RM2 funding.

Fourteen operating projects are listed in RM2 (California Streets and Highway Code Section 30914(d)). On October 13, 2004, the Federal Highway Administration approved the segregation of revenues derived from the four non-federalized Bay Area toll bridges for funding transit operations through the RM2 program. This decision allows MTC to allocate operating funds to the projects that were approved as part of Regional Measure 2. MTC requested project sponsors to submit an initial 5-year operating assistance program (OAP). These OAPs outline the scope, detail the operating budget, and project operating performance data for the proposed transit service.

ECCTA's RM2 GRANT

ECCTA applies RM2 funds to Express Route 300 express service. Due to the planned reduction in that service in the newest schedules, we have agreed to review this application with MTC.

APPLICATION PROCESS

ECCTA applies for an annual RM2 allocation through MTC simultaneously with the annual TDA/STA application. Resolutions adopted by the governing board are required:

- Resolution #180523c authorizes the Chief Executive Officer or her designee to file an application with the Metropolitan Transportation Commission for the FY19 allocation of Transportation Development Act and State Transit Assistance funds.
- Resolution #180523d authorizes the Chief Executive Officer or her designee to execute and submit an allocation request for FY19 Regional Measure 2 (RM2) funds.

REQUESTED ACTION

Adopt Resolutions #180523c and #180523d which authorize the Chief Executive Officer or her designee to file an application with the Metropolitan Transportation Commission for the FY19 allocation of Transportation Development Act, State Transit Assistance funds, and Regional Measure 2 (RM2) funds.



TRI DELTA TRANSIT

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

RESOLUTION #180523d

AUTHORIZATION FOR FILING OF APPLICATION FOR RM2 FUNDS

WHEREAS, SB 916 (Chapter 715, Statutes 2004), commonly referred as Regional Measure 2, identified projects eligible to receive funding under the Regional Traffic Relief Plan; and

WHEREAS, the Metropolitan Transportation Commission (MTC) is responsible for funding projects eligible for Regional Measure 2 funds, pursuant to Streets and Highways Code Section 30914(c) and (d); and

WHEREAS, MTC has established a process whereby eligible transportation project sponsors may submit allocation requests for Regional Measure 2 funding; and

WHEREAS, allocations to MTC must be submitted consistent with procedures and conditions as outlined in Regional Measure 2 Policy and Procedures; and

WHEREAS, Eastern Contra Costa Transit Authority (ECCTA) is an eligible sponsor of transportation project(s) in Regional Measure 2, Regional Traffic Relief Plan funds; and

WHEREAS, the Express Bus Operations is eligible for consideration in the Regional Traffic Relief Plan of Regional Measure 2, as identified in California Streets and Highways Code Section 30914(e) or (d); and

WHEREAS, the Regional Measure 2 allocation request, attached hereto in the Operating Assistance Proposal and incorporated herein as though set forth at length, demonstrates a fully funded operating plan that is consistent with the adopted performance measures, as applicable, for which ECCTA is requesting that MTC allocate Regional Measure 2 funds; and

WHEREAS, Part 2 of the project application, attached hereto and incorporated herein as though set forth at length, includes the certification by ECCTA of assurances required for the allocation of funds by MTC; **now, therefore, be it**

RESOLVED, that ECCTA and its agents shall comply with the provisions of the Metropolitan Transportation Commission's Regional Measure 2 Policy Guidance (MTC Resolution No. 3636); **and be it further**

RESOLVED, that ECCTA certifies that the project is consistent with the Regional Transportation Plan (RTP).

RESOLVED, that ECCTA approves the updated Operating Assistance Proposal, attached to this resolution; **and be it further**

RESOLVED, that ECCTA approves the certification of assurances, attached to this resolution; **and be it further**

RESOLVED, that ECCTA is an eligible sponsor of projects in the Regional Measure 2 Regional Traffic Relief Plan, Capital Program, in accordance with California Streets and Highways Code 30914(d); **and be it further**

RESOLVED, that ECCTA is authorized to submit an application for Regional Measure 2 funds for Express Bus Operations in accordance with California Streets and Highways Code 30914(d); **and be it further**

RESOLVED, that ECCTA certifies that the projects and purposes for which RM2 funds are being requested are in compliance with the requirements of the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), and with the State Environmental Impact Report Guidelines (14 California Code of Regulations Section 15000 et seq.) and, if relevant the National Environmental Policy Act (NEPA), 42 USC Section 4-1 et. seq. and the applicable regulations thereunder; **and be it further**

RESOLVED, that there is no legal impediment to ECCTA making allocation requests for Regional Measure 2 funds; **and be it further**

RESOLVED, that there is no pending or threatened litigation which might in any way adversely affect the proposed project, or the ability of ECCTA to deliver such project; **and be it further**

RESOLVED, that ECCTA indemnifies and holds harmless MTC, its Commissioners, representatives, agents, and employees from and against all claims, injury, suits, demands, liability, losses, damages, and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of ECCTA its officers, employees or agents, or subcontractors or any of them in connection with its performance of services under this allocation of RM2 funds. In addition to any other remedy authorized by law, so much of the funding due under this allocation of RM2 funds as shall reasonably be considered necessary by MTC may be retained until disposition has been made of any claim for damages.

RESOLVED, that ECCTA shall, if any revenues or profits from any non-governmental use of property (or project) that those revenues or profits shall be used exclusively for the public transportation services for which the project was initially approved, either for capital improvements or maintenance and operational costs, otherwise the Metropolitan Transportation Commission is entitled to a proportionate share equal to MTC's percentage participation in the projects(s); **and be it further**

RESOLVED, that ECCTA authorizes its Chief Executive Officer to execute and submit an allocation request for operating or planning costs for fiscal year 2018-2019 with MTC for Regional Measure 2 funds as available under MTC guidelines for the operation of express bus services.

RESOLVED, that the Chief Executive Officer is hereby delegated the authority to make non-substantive changes or minor amendments to the Initial Project Report (IPR) as he/she deems appropriate.

RESOLVED, that a copy of this resolution shall be transmitted to MTC in conjunction with the filing of the ECCTA application referenced herein.

PASSED AND ADOPTED THIS 23rd day of May 2018, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Monica Wilson, Chair

Jeanne Krieg, CEO

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