



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 25, 2016

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Available on line: 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 Ben Johnson

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 Ben Johnson

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 27, 2016
- 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*)

Board of Directors:

City of Antioch

Wade Harper

Mary Rocha

City of Brentwood

Gene Clare

Barbara Guise

City of Oakley

Doug Hardcastle**

Kevin Romick

City of Pittsburg

Ben Johnson*

Pete Longmire

Contra Costa County

Federal Glover

Mary Piepho

Member-at-Large

Ken Gray

* Chair: FY 2015-16

** Vice-chair: FY 2015-16

**Board of Directors Meeting Agenda
Wednesday May 25, 2016**

7. ACTION AND DISCUSSION ITEMS

a. **ACTION ITEM:** System Redesign

(see attachment: tab #3)

Requested action: Adopt Resolution #160525a authorizing staff to implement changes to bus routes and schedules

b. **ACTION ITEM:** Proposed FY 2016-17 Budget

(see attachment: tab #4)

Requested Action: Approve the proposed FY 2016-17 budget.

c. **ACTION ITEM:** Authorization to file claims

(see attachment: tab #5)

Requested Action #1: Adopt Resolution #160525b which authorizes the Chief Executive Officer or her designee to file an application with the Metropolitan Transportation Commission for the FY17 allocation of Transportation Development Act and State Transit Assistance funds.

Requested Action #2: : Adopt Resolution #160525c which authorizes the Chief Executive Officer or her designee to execute and submit an allocation request for FY17 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 22, 2016

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 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 25, 2016

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

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

MINUTES

April 27, 2016

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

ROLL CALL / CALL TO ORDER

PRESENT: Gene Clare (Brentwood); Ken Gray (Member-at-Large); Barbara Guise (Brentwood); Wade Harper (Antioch); Pete Longmire (Pittsburg); Mary N. Piepho (Contra Costa County); Mary Rocha (Antioch); Kevin Romick (Oakley); Doug Hardcastle (Oakley/Vice Chair); and Ben Johnson (Pittsburg/Chair)

ABSENT: Federal Glover (Contra Costa County)

STAFF: Jeanne Krieg, Chief Executive Officer (CEO)
Steve Ponte, Chief Operating Officer (COO)
Ben Stock, Legal Counsel
Ann Hutcheson, Director of Administrative Services

OTHERS

PRESENT: Michael Daugelli, Antioch
Susan Hinson, First Transit
Hosie Pintily, First Transit
Lou Rocha, Antioch
Don Swain, First Transit

PLEDGE OF ALLEGIANCE

Director Harper led the Pledge of Allegiance.

PUBLIC COMMENT

Michael Daugelli, Antioch, reported that he had received compliments through his Beyond Antioch program about Tri Delta Transit's use of the Clipper Card®, which seemed to be working very well. He added that people really appreciated the Clipper Card® for the fixed route portion of the Tri Delta Transit System.

CHAIR'S REPORT

Chair Johnson highlighted the Mayors' meeting with the County Board of Supervisors which included discussions of the Delta, and his travel to Sacramento as part of the League of California Cities to speak to Legislators about the Delta. He also reported that on April 29, four members of the ECCTA Board would be attending the American Public Transportation Association (APTA) Conference in San Antonio, Texas.

CONSENT CALENDAR

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

- A. Minutes of the Board of Directors meeting of March 23, 2016
- B. Financial Report
- C. Marketing Activities Report

AYES: Clare, Gray, Guise, Hardcastle, Harper, Longmire, Piepho, Rocha, Romick, and Johnson

NOES: None

ABSTAIN: None

ABSENT: Glover

CHIEF EXECUTIVE OFFICER'S REPORT

- A. Operations Report

Chief Executive Officer (CEO) Jeanne Krieg highlighted the new Transportation Option for Seniors brochure being distributed to seniors using paratransit, and reported that "How to Ride the Bus" workshops were being held at Antioch, Pittsburg, and Brentwood senior centers this month. She also reported that the committee appointed by the Chair would be meeting in the next month to review what had been done and what was being planned with respect to paratransit service. A report to the Board was expected in June or July.

Ms. Krieg announced a number of staff changes that had resulted in the promotion of Customer Service Clerk DeAnna Perry to the Maintenance Coordinator position given Anjila Keestra-Gounder's move to Colorado; the posting of the Shop Manager position to the Lead Mechanic Position internally given Shop Manager Andres Montoya's move to Sacramento; and the opening of a Fueler Washer position given a promotion to fill the Shelter Cleaner position as a result of Marcia Jennings' retirement earlier this year. She noted it was nice to see people promoted from within.

Ms. Krieg reported that the summer youth pass wristbands would go on sale on May 16 and be distributed on May 21 at Federal Glover's Youth Summit, with the distribution to involve Contra Costa 511 since it would be funding the summer youth pass wristbands.

In other matters, Ms. Krieg stated that the Clipper® Card had really taken off and was good for the system; the solar project would go out to bid once approval had been received from the City of Antioch; Tri Delta Transit's MORE THAN BUSES campaign had been submitted to APTA for the annual AdWheel award competition where winners would be announced during the annual meeting in Los Angeles in September; low fuel prices continued to affect ridership although costs for fuel had declined; operating costs were \$1.1 million less than budgeted, half of the savings a result of low fuel costs of \$1.93/gallon where \$3.00/gallon had been budgeted, along with savings associated with salaries and benefits. She expected to end the fiscal year in good shape.

Ms. Krieg also reported that as a member of the APTA Executive Committee, she would be attending an emergency meeting with the full APTA Board of Directors on April 29 in San Antonio to address some personnel issues.

Director Rocha asked if there could be a report from the emergency meeting, and Ms. Krieg explained that while members could not discuss the matter, newspaper articles had been written about the situation.

ACTION AND DISCUSSION ITEMS

A. Zero Emission Buses

Ms. Krieg advised that the Board had previously adopted a resolution to approve two BYD electric buses that would be tested side by side with the two Proterra electric buses proposed to be purchased. She requested approval of the resolution to allow her to deliver a purchase order for the two Proterra electric buses.

On motion by Director Clare, seconded by Director Piepho, ECCTA Boardmembers adopted Resolution 160427a authorizing the CEO to execute and deliver a purchase order to Proterra Inc. for an amount not to exceed \$1,678,000, which includes a 10 percent contingency, for the purchase and delivery of two 40-foot low floor electric buses and the purchase and installation of two charging stations upon Federal Transit Administration (FTA) grant approval, carried by the following vote:

AYES: Clare, Gray, Guise, Hardcastle, Harper, Longmire, Piepho, Rocha, Romick,
and Johnson
NOES: None
ABSTAIN: None
ABSENT: Glover

B. Organizational Restructure

Ms. Krieg advised that for four years there had been a Vanpool Coordinator in ECCTA's organizational chart, although insurance regulations in the State along with Public Utilities Commission (PUC) regulations had made it difficult to develop a vanpool program. Given the new operations contract, there was a need for a person to monitor that contract, and there were technical projects undertaken by the Chief Operating Officer (COO) and Chief Financial Officer (CFO) that would more appropriately be addressed elsewhere. As a result, a new position for a Planning and Grants Coordinator had been proposed to address those functions. She requested that the organizational chart be changed to remove the Vanpool Coordinator position and replace it with a Planning and Grants Coordinator position.

On motion by Director Rocha, seconded by Director Hardcastle, ECCTA Boardmembers approved the proposed organizational structure which changes the reporting structure, job description, and title of Vanpool Coordinator to Planning and Grants Coordinator, carried by the following vote:

AYES: Clare, Gray, Guise, Hardcastle, Harper, Longmire, Piepho, Rocha, Romick,
and Johnson
NOES: None
ABSTAIN: None
ABSENT: Glover

C. Radio Spectrum Sale

COO Steve Ponte explained that in 2010, ECCTA had purchased a radio channel that had 25 megahertz of band width. PG&E had a 27 megahertz channel. ECCTA and PG&E had negotiated a split of the frequency to eliminate bleed over into other frequencies. He noted there were 27 or 28 counties that had the band width that would never be used. PG&E had approached ECCTA with an offer to purchase the unused radio spectrum. After negotiation, PG&E had offered \$44,861 for ECCTA's unused radio spectrum.

When asked how the amount had been derived, Mr. Ponte noted that PG&E had offered \$10,000, and negotiations had gone from there.

On motion by Director Longmire, seconded by Director Harper, ECCTA Boardmembers authorized the CEO to enter into an agreement with Pacific Gas & Electric Company to sell ECCTA's unused radio spectrum for \$44,861 plus an extra \$10,000 premium for the right of first refusal on the sale of the remaining frequency if ECCTA decides to sell it, carried by the following vote:

AYES: Clare, Gray, Guise, Hardcastle, Harper, Longmire, Piepho, Rocha, Romick,
and Johnson

NOES: None
ABSTAIN: None
ABSENT: Glover

D. Operations Contract

Ms. Krieg reported that ECCTA currently had a contract with First Transit to run operations; First Transit provided drivers, dispatchers, safety, training, management, and telephone answering; and the contract would end June 30, 2016. A Request for Proposal (RFP) had been published on February 1, 2016 when a different approach had been taken; there had been a lot of interest; six companies had submitted proposals; and six of the seven had attended the pre-proposal conference. A review committee of the CEO, COO, CFO, and Director of Marketing had reviewed the proposals, the Director of Administrative Services had overseen the process, and each of the proposals had been evaluated and a weighted score applied. Two of the companies submitting proposals had been interviewed and scored. First Transit had been ranked first, and Keolis Transit Services had been ranked second.

Ms. Krieg recommended the adoption of a resolution to authorize her to sign a contract with First Transit for four years to see how the new approach would proceed, after which three two-year extensions could be considered.

In response to Director Guise as to how First Transit's proposal had compared in relation to the other proposals, Ms. Krieg reported that of the six firms submitting bids, the First Transit proposal was right in the middle. Keolis Transit Services had the highest bid. She also explained in response to Director Piepho that First Transit's proposal was in line with the current range.

Director of Administrative Services Anne Hutcheson advised in response to Director Harper that there was a 30-day opt out provision for failure to perform or perform according to the RFP.

Director Longmire asked about the three two-year options and whether there would be increases involved, to which Ms. Krieg stated that would be evaluated at that time and any proposal would be returned to the Board. She noted that First Transit had done that a number of years ago and the increases at that time had been modest.

In response to Director Harper as to what would happen if there was a strike, Susan Hinson of First Transit reported that there was a no strike clause in the CBA.

Ms. Krieg added that the contract established a set amount for each of the four years; a formula based on the number of hours plus insurance plus a fixed fee. After the fourth year, the cost would be revisited.

On motion by Director Clare, seconded by Director Hardcastle, ECCTA Boardmembers adopted Resolution 160427b authorizing the CEO to execute and deliver a four-year contract plus three optional two-year extensions for Transit Operations to First Transit Inc. for \$51,951,927 from July 1, 2016 to June 30, 2020, carried by the following vote:

AYES: Clare, Gray, Guise, Hardcastle, Harper, Longmire, Piepho, Rocha, Romick,
and Johnson
NOES: None
ABSTAIN: None
ABSENT: Glover

Don Swain, Regional Vice President of First Transit, thanked the Board for the positive vote, explained that Tri Delta Transit and First Transit had a good working relationship, and the RFP in this case had been creative and First Transit had been challenged and had approached the RFP differently than it had before. He stated it was an honor to have the offer extended, many people at First Transit had been involved in the process, and he thanked the support of local staff as well as corporate staff. When asked, he explained that First Transit's USA's headquarters were in Cincinnati, Ohio; corporate headquarters were in London, and First Transit operated internationally.

Chair Johnson stated it was great to have a team that worked together to be the best they could be. He thanked Mr. Swain and First Transit for competing and for continuing to be the service provider.

E. Funding Resolution

Ms. Krieg reported that each year there was funding available for safety and security projects and the California Office of Emergency Services had sent a Notification of Project Eligibility for a project. A resolution was needed to allow an application to be filed for the funds. The project had already been approved for \$47,000.

On motion by Director Piepho, seconded by Director Harper, ECCTA Boardmembers adopted Resolution 160427c authorizing the CEO or her designee to execute for and on behalf of Eastern Contra Costa Transit Authority, any actions necessary to obtain financial assistance provided by the California Governor's Office of Emergency Services under the California Transit Security Grant Program (CTS GP), carried by the following vote:

AYES: Clare, Gray, Guise, Hardcastle, Harper, Longmire, Piepho, Rocha, Romick,
and Johnson
NOES: None
ABSTAIN: None
ABSENT: Glover

BOARD OF DIRECTORS COMMENTS

Director Harper reported that the Mayor's Cup Golf Tournament would be held in June.

Director Hardcastle reported that he and Director Harper had attended a League of Women Voters candidates' session when a derogatory comment about the Tri Delta Transit System had been made and when Director Harper had enlightened everyone of the award winning Tri Delta Transit System.

Director Gray commented that he was pleased to be able to attend the APTA Conference on April 29. He noted that a number of people had asked him to ask questions at the conference from how to increase volunteer drivers to safety for seniors.

Chair Johnson reported that the City of Pittsburg had a number of summer programs planned this year including ten car shows, seven culinary crawls, a number of programs in the park, and a number of programs in the downtown area. He added that several new businesses were coming into the downtown area.

ADJOURNMENT

Chair Johnson adjourned the meeting of the Eastern Contra Costa Transit Authority at 4:32 P.M. to May 25, 2016 at 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, 2016
(unaudited)

	YTD Actual			YTD Budget			YTD Variance <i>favorable/(unfavorable)</i>			FY16 Full Year Budget						YTD % of Fiscal Year Budget			
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	
		\$	\$		\$	\$		\$	\$		\$	\$		\$	\$		\$	\$	
OPERATING REVENUES																			
Passenger Fares	\$ 2,756,525	\$ 2,353,959	\$ 402,566	\$ 2,725,365	\$ 2,328,362	\$ 397,003	\$ 31,160	\$ 25,597	\$ 5,563	\$ 3,247,000	\$ 2,769,000	\$ 478,000	\$ 85%	\$ 85%	\$ 84%				
Other Income	\$ 288,716	\$ 154,020	\$ 144,696	\$ 208,000	\$ 74,000	\$ 135,000	\$ 89,716	\$ 80,020	\$ 9,696	\$ 260,000	\$ 80,000	\$ 180,000	\$ 115%	\$ 193%	\$ 80%				
Total Operating Revenues:	\$ 3,045,241	\$ 2,507,979	\$ 547,262	\$ 2,934,365	\$ 2,402,362	\$ 532,003	\$ 120,876	\$ 105,617	\$ 15,259	\$ 3,507,000	\$ 2,849,000	\$ 658,000	\$ 87%	\$ 88%	\$ 83%				
OPERATING EXPENSES																			
Purchased Transportation	\$ 9,600,182	\$ 6,794,287	\$ 2,865,895	\$ 9,717,767	\$ 6,804,715	\$ 2,913,052	\$ 117,585	\$ 70,428	\$ 47,157	\$ 11,687,068	\$ 8,183,174	\$ 3,503,894	\$ 82%	\$ 82%	\$ 82%				
Materials and Supplies	\$ 2,216,289	\$ 1,818,930	\$ 397,359	\$ 2,953,362	\$ 2,896,130	\$ 557,232	\$ 737,073	\$ 577,200	\$ 159,873	\$ 3,550,100	\$ 2,880,100	\$ 670,000	\$ 62%	\$ 63%	\$ 59%				
Salaries & Benefits	\$ 3,193,669	\$ 2,876,626	\$ 317,043	\$ 3,528,500	\$ 3,175,500	\$ 353,000	\$ 334,831	\$ 296,874	\$ 35,957	\$ 4,234,000	\$ 3,810,600	\$ 423,400	\$ 75%	\$ 75%	\$ 75%				
Services	\$ 656,739	\$ 541,528	\$ 115,211	\$ 690,834	\$ 568,334	\$ 122,500	\$ 34,095	\$ 26,806	\$ 7,289	\$ 829,000	\$ 682,000	\$ 147,000	\$ 79%	\$ 79%	\$ 78%				
Other	\$ 272,727	\$ 259,219	\$ 13,508	\$ 317,600	\$ 294,020	\$ 23,580	\$ 44,873	\$ 34,801	\$ 10,072	\$ 405,000	\$ 375,450	\$ 29,550	\$ 67%	\$ 69%	\$ 46%				
Casualty and liability insurance	\$ 402,337	\$ 337,657	\$ 64,680	\$ 399,583	\$ 284,321	\$ 115,262	\$ (2,754)	\$ (53,568)	\$ 50,812	\$ 465,568	\$ 330,524	\$ 135,064	\$ 86%	\$ 102%	\$ 48%				
Utilities	\$ 209,474	\$ 198,935	\$ 10,539	\$ 212,000	\$ 201,000	\$ 11,000	\$ 2,526	\$ 2,065	\$ 481	\$ 254,000	\$ 241,000	\$ 13,000	\$ 82%	\$ 83%	\$ 81%				
Taxes	\$ 21,974	\$ 17,172	\$ 4,802	\$ 18,000	\$ 12,600	\$ 5,400	\$ (3,974)	\$ (4,572)	\$ 598	\$ 20,000	\$ 14,000	\$ 6,000	\$ 110%	\$ 123%	\$ 80%				
Total Operating Expenses:	\$ 16,573,391	\$ 12,764,584	\$ 3,788,807	\$ 17,837,645	\$ 13,736,620	\$ 4,101,026	\$ 1,264,255	\$ 952,036	\$ 312,219	\$ 21,444,756	\$ 16,516,848	\$ 4,927,908	\$ 77%	\$ 77%	\$ 77%				
NON-OPERATING REV																			
Federal Funds	\$ 1,383,895	\$ 330,898	\$ 1,052,997	\$ 723,155	\$ 200,000	\$ 523,155	\$ 660,740	\$ 130,898	\$ 529,842	\$ 923,155	\$ 400,000	\$ 523,155	\$ 150%	\$ 89%	\$ 201%				
State Funds	\$ 10,370,900	\$ 8,019,273	\$ 2,351,627	\$ 11,366,026	\$ 8,907,847	\$ 2,458,179	\$ (995,126)	\$ (888,574)	\$ (106,552)	\$ 13,165,969	\$ 10,201,183	\$ 2,964,786	\$ 79%	\$ 79%	\$ 79%				
Local Funds	\$ 1,384,843	\$ 783,575	\$ 601,268	\$ 1,008,846	\$ 421,237	\$ 587,609	\$ 375,997	\$ 362,388	\$ 13,659	\$ 1,341,842	\$ 559,975	\$ 781,867	\$ 103%	\$ 140%	\$ 77%				
Inter-Operator Agreements	\$ 1,202,394	\$ 1,202,394	\$ -	\$ 1,803,594	\$ 1,803,594	\$ -	\$ (601,200)	\$ (601,200)	\$ -	\$ 2,404,790	\$ 2,404,790	\$ -	\$ 50%	\$ 50%	\$ -				
Interest & Other Misc Income	\$ 4,939	\$ 4,688	\$ 251	\$ 1,660	\$ 1,560	\$ 80	\$ 3,279	\$ 3,108	\$ 171	\$ 102,000	\$ 101,900	\$ 100	\$ 5%	\$ 5%	\$ 251%				
Total Non-operating Revenues:	\$ 14,346,971	\$ 10,340,828	\$ 4,006,143	\$ 14,903,281	\$ 11,334,258	\$ 3,569,023	\$ (566,310)	\$ (993,430)	\$ 437,120	\$ 17,937,756	\$ 13,667,848	\$ 4,269,908	\$ 80%	\$ 76%	\$ 94%				
EXCESS REV(EXP)	\$ 828,821	\$ 64,223	\$ 764,598	\$ -	\$ -	\$ -	\$ 828,821	\$ 64,223	\$ 764,598	\$ -	\$ -	\$ -							

Agenda Item #5b
 Eastern Contra Costa Transit Authority
 Board of Directors Meeting
 May 25, 2016

TRI DELTA TRANSIT
Income Statement - Comparison to Prior Year
 As of April 30, 2016
(unaudited)

	April 2016 YTD Actual		April 2015 YTD Actual		FY16 vs FY15 - YTD			% Change from Previous Year		
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	
OPERATING REVENUES										
Passenger Fares	\$ 2,756,525	\$ 2,353,959	\$ 402,566	\$ 2,710,829	\$ 2,315,976	\$ 394,853	\$ 45,696	\$ 37,983	\$ 7,713	2%
Other Income	\$ 298,716	\$ 154,020	\$ 144,696	\$ 294,052	\$ 150,000	\$ 144,052	\$ 4,664	\$ 4,020	\$ 644	2%
Total Operating Revenues:	\$ 3,055,241	\$ 2,507,979	\$ 547,262	\$ 3,004,881	\$ 2,465,976	\$ 538,905	\$ 50,360	\$ 42,003	\$ 8,357	2%
OPERATING EXPENSES										
Purchased Transportation	\$ 9,600,182	\$ 6,734,287	\$ 2,865,895	\$ 9,453,329	\$ 6,628,552	\$ 2,824,777	\$ (146,853)	\$ (105,735)	\$ (41,118)	-2%
Materials and Supplies	\$ 2,216,289	\$ 1,818,930	\$ 397,359	\$ 2,602,108	\$ 2,128,132	\$ 473,976	\$ 365,819	\$ 309,202	\$ 76,617	15%
Salaries & Benefits	\$ 3,193,669	\$ 2,876,626	\$ 317,043	\$ 3,142,539	\$ 2,825,101	\$ 317,438	\$ (51,130)	\$ (51,525)	\$ 395	-2%
Services	\$ 656,739	\$ 541,528	\$ 115,211	\$ 646,875	\$ 519,917	\$ 126,958	\$ (9,864)	\$ (21,611)	\$ 11,747	-2%
Other	\$ 272,727	\$ 259,219	\$ 13,508	\$ 293,027	\$ 279,193	\$ 13,834	\$ 20,300	\$ 19,974	\$ 326	7%
Casualty and liability insurance	\$ 402,337	\$ 337,887	\$ 64,450	\$ 349,584	\$ 291,541	\$ 58,043	\$ (52,753)	\$ (46,346)	\$ (6,407)	-15%
Utilities	\$ 209,474	\$ 198,935	\$ 10,539	\$ 207,880	\$ 198,217	\$ 9,663	\$ (1,594)	\$ (718)	\$ (876)	-1%
Taxes	\$ 21,974	\$ 17,172	\$ 4,802	\$ 18,797	\$ 14,968	\$ 3,829	\$ (3,177)	\$ (2,204)	\$ (973)	-17%
Total Operating Expenses:	\$ 16,573,391	\$ 12,784,584	\$ 3,788,807	\$ 16,714,139	\$ 12,885,621	\$ 3,828,518	\$ 140,748	\$ 101,037	\$ 39,711	1%
NON-OPERATING REV										
Federal Funds	\$ 1,383,895	\$ 330,898	\$ 1,052,997	\$ -	\$ -	\$ -	\$ 1,383,895	\$ 330,898	\$ 1,052,997	-25%
State Funds	\$ 10,370,900	\$ 8,019,273	\$ 2,351,627	\$ 11,302,569	\$ 8,185,463	\$ 3,117,106	\$ (931,669)	\$ (166,190)	\$ (765,479)	-8%
Local Funds	\$ 1,384,843	\$ 783,575	\$ 601,268	\$ 1,380,418	\$ 790,533	\$ 589,885	\$ 4,425	\$ (6,958)	\$ 11,383	100%
Infer-Operator Agreements	\$ 1,202,394	\$ 1,202,394	\$ -	\$ 2,267,902	\$ 2,267,902	\$ -	\$ (1,065,508)	\$ (1,065,508)	\$ -	0%
Interest & Other Misc Income	\$ 4,939	\$ 4,688	\$ 251	\$ 14,260	\$ 13,888	\$ 372	\$ (9,321)	\$ (9,200)	\$ (121)	-68%
Total Non-operating Revenues:	\$ 14,346,971	\$ 10,340,828	\$ 4,006,143	\$ 14,965,149	\$ 11,257,786	\$ 3,707,363	\$ (618,178)	\$ (916,958)	\$ 298,780	-8%
EXCESS REV/(EXP)	\$ 828,821	\$ 64,223	\$ 764,598	\$ 1,255,891	\$ 838,141	\$ 417,750	\$ (427,070)	\$ (773,918)	\$ 346,848	

Agenda Item #5b
 Eastern Contra Costa Transit Authority
 Board of Directors Meeting
 May 25, 2016

Staff Report to ECCTA Board of Directors

Meeting Date: May 26, 2016
Agenda Item: Marketing/Communications Activities – Agenda Item 5c
Lead Staff: Mike Furnary, Director of Marketing
Approved: Jeanne Krieg, Chief Executive Officer 

I. Completed Marketing Activities

1. Bike to Work Day 2016

Participated in Bay Area wide event to promote alternative commuting sponsored by 511 Contra Costa. Hosted a Tri Delta Transit energizer station May 12, 2016 for BTWD participants

2. Summer Youth Pass Program

Launched summer promotion for Summer Youth Pass sales and promotion. Promotion again includes TV, on board materials, direct mail, online, social media and cross promotional efforts with Contra Costa Libraries and 511 Contra Costa. 511CC will provide 250 wristbands to 2015 Youth Summit participants. 511CC is paying full price for all 250 wristbands and will collect names of recipients. Libraries will be displaying order forms at all branches as well as distributing promotional bookmarks promoting youth passes and their summer reading program. Passes now available.

3. Pittsburg Senior Resource Fair

Participated in annual one-day event to provide transit information targeting seniors

4. Senior Fixed Route Outreach

Completed three community events/presentations as part of our senior paratransit reduction plan. Presentations provided at Antioch & Brentwood Senior Centers and Oakley city facility.

5. Library cross promotion events

Attended two library events on Wednesday May 11 and Saturday May 21. Provided bus rides to children attending story time to celebrate the award winning childrens book *Last Stop On Market Street*, a tale of what a boy learns about the beauty of urban life while taking the bus after church to a community soup kitchen with his grandmother.

6. Y. Assemble

Attended Y. Assemble on Saturday, May 21 to distribute summer youth pass wristbands to event attendees. Total of 250 wristbands were made available to the event in partnership with 511 Contra Costa. Total commitment from 511CC for the event: \$15,000.00

7. Ongoing marketing programs

- Welcome Pack mailing
- 2 for 1 tickets on Route 300 (subsidized by 511 Contra Costa)
- Take One on board newsletter
- Gatekeeper quarterly newsletter

II. Planned Marketing/Communications Activities

1. Web site redesign continued
2. County fair cross promotion
3. Green Footprint Festival attendance
4. Employer New Employee Welcome Pack project
5. 511 Contra Costa cross promotion-Park & Ride
6. Pass usage campaign: swipe vs. Dip
7. How to ride video edit completions
8. Clipper faster boarding campaign

TAB 2

Agenda Item 6a
CEO's REPORT: Operations Report

Board of Directors Meeting

Wednesday May 25, 2016

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Chief Executive Officer's Report

May 2016



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:

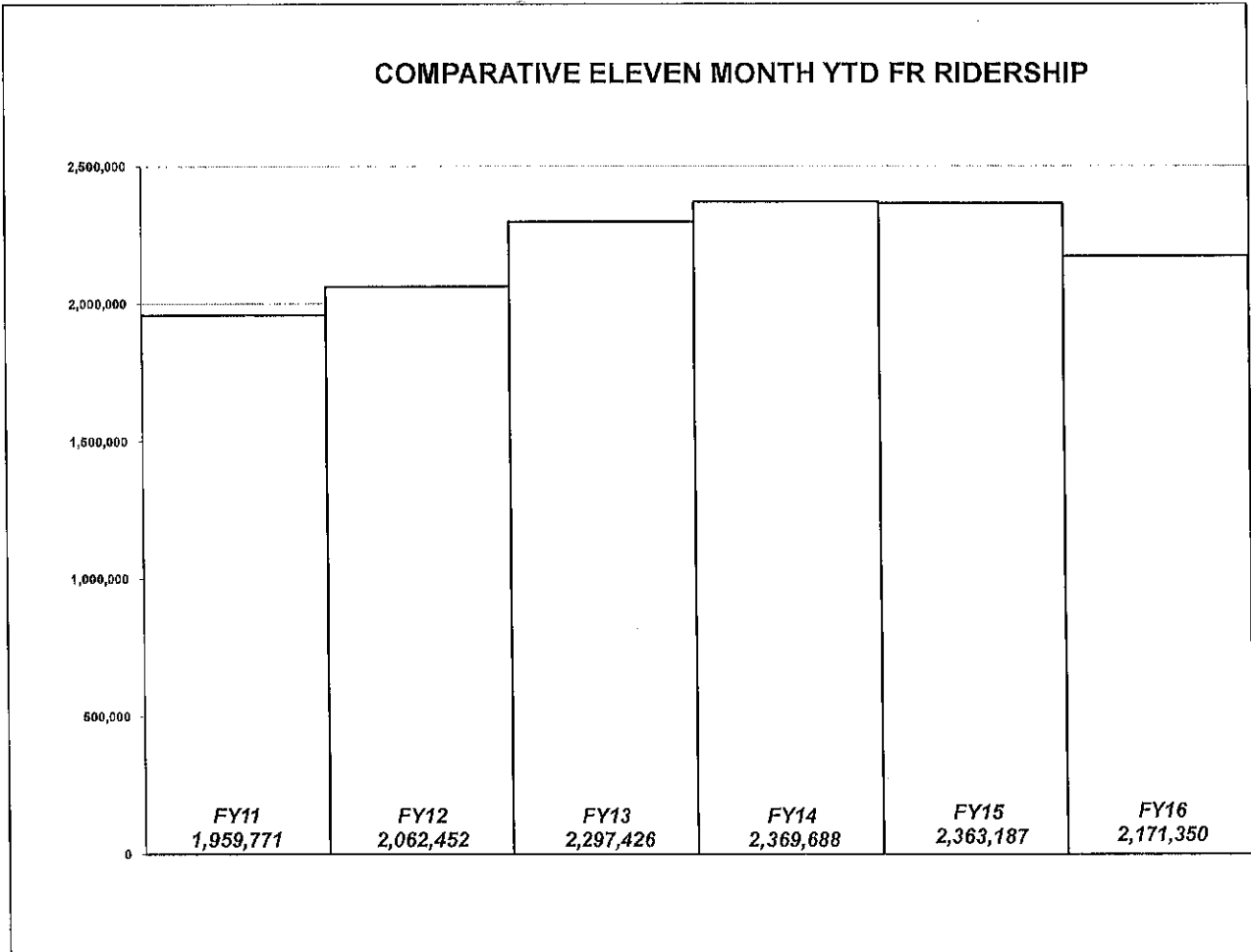
- The pre-startup meeting was held with First Transit in preparation for the implementation of the new operations contract.
- Former Service Worker Agustin Diaz was promoted to Planning and Grants Coordinator. This is the position that was approved by the Board of Directors in April.
- Applications are being accepted for two mechanic positions and one service worker position.
- The opening for the Administrative Assistant position will be posted soon.
- Interviews were conducted for the summer intern sponsored by MTC. The selection will be announced by June 1st.
- Staff members attended the APTA Bus and Paratransit conference.
- The National Transit Institute conducted a procurement class at the ECCTA facility for 30 transit professionals from throughout the western United States.
- Sales of the 2016 Summer Youth Pass began. The bands are \$50 for youths 17 and younger.
- An RFB for the solar project will be published soon.
- Funding is being secured for the purchase of four electric buses and the associated infrastructure.
- Plans are being developed and funding is being pursued to build four electric car charging stations in front of the ECCTA facility.
- The Clipper small operators subgroup, which includes all small operators in the nine county Bay Area, continues to meet on a regular basis.

Pending:

- Implementation of the 2016-2020 operations contract
- Radio spectrum sale contract
- BART Parking & Connectivity Committee
- Paratransit subcommittee
- Electric bus procurement
- Fixed route bus delivery (buses will be on production line October 2016)
- FTA's Safety Program
- Federal grants
- Service to Brentwood LMC campus (August 2018)
- Next generation of Clipper (2019)
- Service to eBART stations in Pittsburg and Antioch (2017)
- A&E: Antioch Park & Ride lot (in process)
- Oakley Park & Ride lot construction
- PATH Integrated Dynamic Transit Operations system demonstration project
- Contra Costa County Mobility Management Plan implementation
- Contra Costa County Transportation Plan

Agenda Item #6a
Eastern Contra Costa Transit Authority
Board of Directors Meeting
May 25, 2016

**TRI DELTA TRANSIT
YTD COMPARISON
FR RIDERSHIP**



EASTERN CONTRA COSTA TRANSIT AUTHORITY KEY PERFORMANCE INDICATORS BY SERVICE

								YTD COMPARISON		
	<i>Actual</i>					<i>Budget</i>	<i>15/16B</i>	<i>Actual</i>		% ▲
	<i>10/11</i>	<i>11/12</i>	<i>12/13</i>	<i>13/14</i>	<i>14/15</i>	<i>15/16</i>	%	<i>Apr-15</i>	<i>Apr-16</i>	
DIAL-A-RIDE										
PASSENGERS										
Total DAR Trips Provided	129,041	130,619	128,999	131,476	133,769	140,000	5%	112,069	109,426	-2%
Average Weekday Ridership	474	481	470	471	487	506	4%	489	489	0%
Average Sat Ridership	110	106	140	180	153	164	7%	161	119	-26%
Average Sun/Hol Ridership	71	71	72	68	63	66	5%	66	48	-27%
Average Passengers/Hour (wkdays)	2.2	2.2	1.9	1.9	2.0	2.2	9%	2.0	2.1	3%
CUSTOMER SERVICE										
Ride Refusals / Day	0.0	0.0	0.0	0.0	0.0	0.0	0%	0.0	0.0	0%
Customer Complaints	0.148%	0.183%	0.097%	0.071%	0.103%	0.103%	0%	0.104%	0.112%	8%
On Time Performance	85%	85%	87%	89%	87%	90%	3%	87%	85%	-2%
MAINTENANCE										
Gallons of Fuel Consumed	85,174	116,392	139,678	145,043	138,528	144,619	4%	115,801	112,361	-3%
Miles Between Preventable Accidents	61,377	898,467	328,002	244,390	162,293	200,000	23%	136,221	132,516	-3%
Miles Between Road calls	21,920	56,154	109,568	61,109	139,113	100,000	0%	136,221	159,014	17%
COST RATIOS										
Farebox Recovery Ratio	12%	11%	11%	10%	10%	10%	0%	10%	11%	3%
\$/Gal Fuel	\$ 3.33	\$ 3.84	\$ 3.81	\$ 3.67	\$ 3.09	\$ 3.25	5%	\$ 3.11	\$ 2.57	-17%
Operating Cost/Passenger	\$ 31.47	\$ 30.58	\$ 33.22	\$ 35.25	\$ 34.18	\$ 35.23	3%	\$ 34.16	\$ 34.62	1%
Operating Cost/Revenue Hour	\$ 63.05	\$ 64.34	\$ 63.52	\$ 68.75	\$ 69.81	\$ 71.60	3%	\$ 69.64	\$ 72.59	4%
Operating Cost/Revenue Mile	\$ 5.25	\$ 5.22	\$ 5.36	\$ 5.76	\$ 5.74	\$ 6.01	5%	\$ 5.73	\$ 5.83	2%
FIXED ROUTE										
PASSENGERS										
Total FR Trips Provided	2,351,662	2,431,768	2,740,834	2,832,264	2,806,028	2,826,000	1%	2,363,187	2,171,350	-8%
Average Weekday Ridership	8,345	8,594	9,616	9,930	9,794	9,949	2%	9,922	9,136	-8%
Average Sat Ridership	2,594	2,753	3,232	3,464	3,498	3,391	-3%	3,515	3,121	-11%
Average Sun/Hol Ridership	1,989	2,087	2,788	2,692	2,787	2,695	-3%	2,799	2,533	-9%
Average Passengers/Hour	15.1	15.9	17.7	19.0	19.2	19.3	1%	19.4	18.1	-7%
CUSTOMER SERVICE										
Customer Complaints	0.020%	0.023%	0.012%	0.009%	0.009%	0.009%	0%	0.009%	0.008%	-2%
On Time Performance	97%	86%	86%	92%	92%	90%	-2%	92%	91%	0%
MAINTENANCE										
Gallons of Fuel Consumed	639,072	636,276	562,702	603,013	600,072	594,981	-1%	498,689	501,211	1%
Miles Between Preventable Accidents	170,175	120,644	65,392	110,754	98,066	100,000	2%	146,060	106,527	-27%
Miles Between Road calls	37,539	32,481	42,844	67,684	41,553	50,000	20%	42,601	27,726	-35%
COST RATIOS										
Farebox Recovery Ratio	16%	16%	18%	18%	18%	18%	1%	18%	18%	3%
\$/Gal Fuel	\$ 3.20	\$ 3.52	\$ 3.95	\$ 3.48	\$ 2.77	\$ 3.00	8%	\$ 2.80	\$ 1.92	-31%
Operating Cost/Passenger	\$ 6.52	\$ 6.80	\$ 6.01	\$ 5.58	\$ 5.54	\$ 5.79	5%	\$ 5.45	\$ 5.89	8%
Operating Cost/Revenue Hour	\$ 98.54	\$ 105.05	\$ 106.53	\$ 105.76	\$ 108.36	\$ 111.77	5%	\$ 105.64	\$ 106.44	1%
Operating Cost/Revenue Mile	\$ 6.98	\$ 7.46	\$ 7.98	\$ 7.71	\$ 7.62	\$ 8.07	6%	\$ 7.59	\$ 7.49	-1%

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

TOTAL PASSENGER TRIPS												YTD COMPARISON		
ROUTE	10/11	% Chg	11/12	% Chg	12/13	% Chg	13/14	% Chg	14/15	% Chg	Apr-15	Apr-16	% Chg	
	200	36,121	3%	37,682	4%	55,322	47%	55,914	1%	54,167	-3%	45,285	40,848	-10%
201	105,655	6%	110,660	5%	119,977	8%	124,289	4%	112,116	-10%	92,598	96,491	4%	
300	290,750	8%	302,067	4%	290,313	-4%	328,582	13%	353,802	8%	296,714	282,859	-5%	
379	12,230	0%	10,235	-16%	15,232	49%	6,759	-56%	3,223	-52%	2,871	3,292	15%	
380	565,484	-4%	584,779	3%	680,981	16%	682,650	0%	666,704	-2%	666,232	609,408	-10%	
383	39,780	-9%	34,210	-14%	35,031	2%	32,073	-8%	30,200	-6%	26,234	22,292	-15%	
384	25,653	-14%	26,201	2%	8,227	-69%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
385	36,855	6%	36,481	-1%	61,388	68%	70,974	16%	68,013	-4%	56,843	55,671	-2%	
386	4,650	-4%	3,042	-35%	2,172	-29%	1,902	-12%	1,583	-17%	1,371	1,294	-6%	
387	195,608	2%	212,731	9%	262,396	23%	264,036	1%	257,944	-2%	218,100	195,632	-10%	
388	311,242	5%	320,981	3%	366,041	14%	400,190	9%	370,128	-8%	312,968	277,988	-11%	
389	48,272	-9%	46,723	-3%	53,255	14%	53,068	0%	51,480	-3%	41,894	38,893	-7%	
390	49,042	-5%	52,660	7%	68,564	30%	72,064	5%	71,211	-1%	59,025	58,295	-1%	
391	332,841	0%	346,080	4%	370,500	7%	386,640	4%	402,579	4%	338,191	303,990	-10%	
Dimes a Ride	12,745	-10%	11,328	-11%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Delta Express (Hac)	18,586	18%	11,831	-36%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Shuttles	9,161	35%	9,446	3%	4,941	-48%	3,370	-32%	5,375	69%	5,375	13,410	149%	
392	105,702	-1%	112,330	6%	133,569	19%	142,284	7%	142,650	0%	120,048	107,018	-11%	
393	104,487	1%	111,697	7%	135,181	21%	133,078	-2%	141,281	6%	118,030	108,365	-8%	
394	46,798	-10%	50,614	8%	71,557	41%	64,904	-9%	63,087	-3%	53,199	45,826	-14%	
395	N/A	N/A	N/A	N/A	6,187	100%	9,497	100%	10,485	100%	8,209	9,778	19%	
Total Fixed Route	2,351,662	0%	2,431,768	3%	2,740,834	13%	2,832,264	3%	2,806,029	-1%	2,363,187	2,171,350	-8%	

AVERAGE PASSENGERS PER REVENUE HOUR												YTD COMPARISON		
ROUTE	10/11	% Chg	11/12	% Chg	12/13	% Chg	13/14	% Chg	14/15	% Chg	Apr-15	Apr-16	% Chg	
	200	10.0	7%	10.3	3%	12.6	22%	12.5	-1%	12.6	1%	12.6	11.6	-8%
201	19.1	3%	19.7	3%	17.8	-10%	17.9	1%	17.0	-5%	16.8	16.7	-1%	
300	15.2	7%	15.8	4%	15.8	0%	18.6	18%	20.3	10%	20.5	19.6	-4%	
379	13.2	4%	9.8	-26%	10.7	9%	16.8	57%	26.5	57%	27.2	31.6	16%	
380	16.6	-5%	17.4	5%	20.2	16%	20.6	2%	20.2	-2%	20.6	19.0	-8%	
383	11.2	-9%	9.7	-13%	10.2	5%	12.6	23%	13.0	3%	13.4	12.0	-10%	
384	9.6	-18%	10.2	7%	14.6	43%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
385	12.0	-10%	11.1	-7%	11.9	7%	12.9	8%	12.3	-4%	12.6	11.6	-8%	
386	6.0	-2%	3.9	-36%	3.6	-7%	6.3	74%	6.3	1%	6.2	6.5	4%	
387	17.7	2%	19.6	11%	22.8	16%	23.7	4%	23.3	-2%	23.6	22.0	-7%	
388	15.0	4%	15.5	3%	17.1	10%	18.2	7%	17.4	-5%	17.5	16.6	-5%	
389	14.7	-2%	13.6	-8%	13.4	-1%	14.4	8%	15.4	7%	14.9	14.8	-1%	
390	9.9	-19%	10.7	9%	18.6	73%	20.8	12%	21.5	3%	21.4	21.5	0%	
391	16.8	0%	18.7	11%	19.6	5%	20.5	4%	21.9	7%	22.1	20.1	-9%	
Dimes a Ride	8.1	-10%	10.9	36%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Delta Express (Hac)	9.0	12%	8.1	-10%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Shuttles	11.7	44%	N/A	N/A	N/A	N/A	6.4	N/A	30.7	383%	30.7	23.6	-23%	
392	15.1	-2%	15.2	1%	17.6	16%	19.1	9%	18.9	-1%	19.1	17.0	-11%	
393	15.7	1%	16.4	5%	17.5	7%	17.5	0%	18.7	7%	18.7	17.0	-9%	
394	10.8	-8%	11.7	9%	15.0	28%	17.0	13%	15.9	-7%	16.1	13.9	-13%	
395	N/A	N/A	N/A	N/A	12.0	N/A	16.2	N/A	16.4	1%	15.4	18.1	18%	
Total Fixed Route	15.1	-1%	15.9	6%	17.7	12%	19.0	7%	19.2	1%	19.4	18.1	-7%	

TAB 3

Agenda Item 7a
ACTION ITEM: System Redesign

Resolution 160525a

Board of Directors Meeting

Wednesday May 25, 2016

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: May 25, 2016

Agenda Item: System Redesign
Agenda Item #7a

Lead Staff: Steve Ponte, Chief Operating Officer

Approved: Jeanne Krieg, Chief Executive Officer 

Background

In mid-2013, Tri Delta Transit's application for a California Department of Transportation (Caltrans) Transportation Planning Grant was selected for funding in Fiscal Year 2013-14. The \$300,000 grant is to fund a complete Tri Delta Transit system re-design associated with the opening of e-BART and the changing traffic patterns in east county. Tri Delta Transit staff worked with CalTrans staff to develop a Request for Proposal (RFP) that meets the funding requirements. The grant requires a 20% local match (\$60,000) which was budgeting with ECCTA's TDA funds. CalTrans is funding \$240,000 toward the project.

Process

In January 2014, an RFP for Bus Route Evaluation & Re-design services was published. After going through the procurement process, the ECCTA Board of Directors approved staff's recommendation to contract with CDM Smith for Bus Route Evaluation & Re-design services.

CDM received a Notice to Proceed in May 2014. Since that time, they have completed these work tasks:

1. Develop a disparate impact policy
2. Conduct a service equity analysis
3. Conduct an on-board survey
4. Conduct public outreach
5. Develop a new service plan
6. Conduct a service and route analysis
7. Present the proposed route structure
8. Prepare a final draft plan

Agenda Item 7a

Eastern Contra Costa Transit Authority

Board of Directors

Meeting: May 25, 2016

The next task is:

9. Present the draft plan to the ECCTA Board of Directors

Once the draft plan is reviewed and accepted by the ECCTA Board of Directors, tasks ten and eleven will be completed:

10. Produce timetables

11. Provide in-the-field assistance with new service start-up

Next Step

CDM Smith will attend the May 25th board meeting to present their findings and recommendations.

Requested Action

Adopt Resolution 160525a authorizing the system redesign changes as outlined in the CDM report *Tri Delta System Redesign Service Change Report* (Draft May 2016) to take effect when the two e-BART stations open.

ATTACHED:

- Proposed Resolution 160525a
- Draft report
- Bus Route Evaluation and Redesign Title IV Service Change Equity Analysis
- Round 1: Outreach Summary
- Round 2: Outreach Summary



TRI DELTA TRANSIT

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

RESOLUTION #160525a SYSTEM REDESIGN SERVICE CHANGES AND RECOMMENDATIONS

Resolution #160525a authorizes staff to implement changes to bus routes and schedules.

WHEREAS, route restructure and schedule changes are necessary to accommodate travel pattern changes associated with the imminent opening of two Bay Area Rapid Transit District (BART) train stations in Eastern Contra Costa County, and

WHEREAS, Eastern Contra Costa Transit Authority is recommending route restructuring and schedule changes, and

WHEREAS, five public hearings were held and comments were gathered via social media, the Tri Delta Transit website, at community events, at intercept events, and during follow-up phone calls, and

WHEREAS, comments were taken into consideration when the proposed new routes and schedules were developed and designed to meet customer expectations, and

WHEREAS, a Title VI review was completed and no Disparate Impacts, or Disproportionate Burdens were identified to cause any mitigation.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #160525a authorizing the system redesign changes as outlined in the CDM Smith report *Tri Delta System Redesign Service Change Report (Draft May 2016)* to take effect when the two e-BART stations open.

PASSED AND ADOPTED THIS 25nd day of May 2016, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Ben Johnson , Chair

Jeanne Krieg, CEO

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

TAB 4

Agenda Item 7b

ACTION ITEM: Proposed 2016-17 Budget

Board of Directors Meeting

Wednesday May 25, 2016

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: May 25, 2016

Agenda Item: Proposed FY17 ECCTA Budget – Agenda Item #7b

Lead Staff: Tom Harais, Chief Financial Officer

Approved: Jeanne Krieg, Chief Executive Officer 

- MTC has issued their Annual estimate and proposed apportionment and distribution of Transportation Development Act (TDA), State Transit Assistance (STA), Assembly Bill 1107 (AB 1107), and transit-related bridge toll funds for FY16-17 for the region.
- CCTA has apportioned Measure J operating funds for FY17.
- We have used those revenue estimates as a guide to plan operating and capital projects for FY17 and created the following proposed balanced budget.
- The fully funded, FY17 ECCTA budget is for \$20,838,000 in operating revenues.
- Programmed and funded capital projects total \$23,361,000. Planned future capital projects might add another \$7,100,000 if suitable funding sources are secured.

Staff requests that the board approve the FY17 Budget as presented here.

ECCTA FY17 PROPOSED BUDGET

EXECUTIVE SUMMARY

	FY13 Actual	%	FY14 Actual	%	FY15 Actual	%	FY16 Budget	%	FY16 Estimate	%	FY17 Budget	%
REVENUES												
Fares	3,440	17%	3,359	16%	3,247	16%	3,247	15%	3,067	15%	3,067	15%
Advertising Sales	120	1%	120	1%	150	1%	80	0%	125	1%	85	0%
BART DR Service Reimbursement	204	1%	193	1%	184	1%	180	1%	180	1%	180	1%
Total Operating Sources:	3,764	18%	3,672	18%	3,581	18%	3,507	16%	3,372	17%	3,332	16%
Federal	3,495	17%	0	0%	0	0%	923	4%	2,084	10%	533	3%
State	10,001	48%	12,755	62%	12,526	62%	12,634	59%	10,969	54%	12,567	60%
Local	1,550	7%	1,668	8%	1,726	9%	1,874	9%	1,574	8%	1,822	9%
BART "feeder bus"	1,964	9%	2,117	10%	2,268	11%	2,405	11%	2,405	12%	2,529	12%
Interest & Other	8	0%	227	1%	6	0%	102	0%	5	0%	55	0%
Total Non-operating Sources:	17,018	82%	16,767	82%	16,526	82%	17,938	84%	17,037	82%	17,506	84%
Total Operating Revenues:	20,782	100%	20,439	100%	20,107	100%	21,445	100%	20,409	100%	20,838	100%
EXPENDITURES												
Purchased Transportation	11,028	53%	11,148	55%	11,311	56%	11,687	54%	11,687	57%	11,616	56%
Materials and Supplies	4,153	20%	3,546	17%	3,175	16%	3,550	17%	2,850	14%	2,940	14%
Salaries & Benefits	3,862	19%	3,883	19%	3,785	19%	4,234	20%	3,898	19%	4,234	20%
Services	737	4%	790	4%	796	4%	829	4%	829	4%	829	4%
Casualty and liability insurance	371	2%	450	2%	412	2%	466	2%	466	2%	540	3%
Utilities	193	1%	224	1%	247	1%	254	1%	254	1%	254	1%
Other	438	2%	398	2%	381	2%	425	2%	425	2%	425	2%
Total Operating Expense:	20,782	100%	20,439	100%	20,107	100%	21,445	100%	20,409	100%	20,838	100%
OPERATING METRICS												
Passengers	2,870		2,963		2,940		2,970		2,735		2,735	
Revenue Hours	222		214		211		212		207		214	
Revenue Miles	2,864		2,855		2,836		2,901		2,830		2,846	
Gallons of Diesel Fuel	563		603		600		600		606		600	
Gallons of Gasoline	140		145		139		145		136		135	
FTEs	187		180		177		180		176		180	
Average # ECCTA Positions	35.1		33.8		34.0		36.0		34.0		36.0	
FINANCIAL EFFICIENCY												
\$/Passenger	\$7.24		\$6.90		\$6.84		\$7.22		\$7.46		\$7.62	
\$/Rev Hour	\$93.61		\$95.51		\$95.29		\$101.01		\$98.59		\$97.37	
\$/Rev Mile	\$7.26		\$7.16		\$7.09		\$7.39		\$7.21		\$7.32	
\$/Gallon Diesel	\$3.95		\$3.48		\$2.80		\$3.00		\$1.92		\$2.00	
\$/Gallon Gasoline	\$3.81		\$3.67		\$3.15		\$3.25		\$2.60		\$2.75	
\$ Sal&Ben/Employee ECCTA (\$000s)	\$110		\$115		\$111		\$118		\$115		\$118	

The important concept to recognize from the previous chart is that, over the five year period covered, the overall service provided and especially the operating cost of that service, have remained relatively stable. Operating costs varied only 4% from the highest to the lowest amounts during this time. Operating metrics spanned only 8% from the lowest to the highest year results; revenue hours 7%; revenue miles 1%; fuel consumption 7% and FTEs 6%.

Because our FY16 actual experience has been close the FY16 budget with only a couple of explained variances, we began the foundation of the FY17 budget presented here by duplicating the FY 16 Budget.

We then adjusted for:

1) A ridership reduction from our FY16B optimistic assumptions to reflect YTD April 2016 actual results. This is an 8% decline in ridership from the FY16B but only a 6% decline from the prior year (FY15).

2) We applied our current, YTD average fare per passenger to the FY17 budgeted ridership numbers: \$1.08 for FR and \$3.60 for DR.

3) We added up and applied the FY17 estimated operating funds from federal (\$533), state - other than TDA - (\$3,991) and local (\$1,821) sources.

4) We calculated the billable hours of purchased transportation services for the FY17B by applying the current, FR schedule that took effect in February of 2016. That included additional Route 200 service funded with LCTOP funds. We applied that schedule to FY17 weekday, Saturday, Sunday/holiday and school day numbers to arrive at billable hours and total service miles for the year. For DR, we assumed an equal number of billable hours in FY17 as the FY16B because there has been little variance from plan during the year. This resulted in 164,850 billable hours for FR and 68,288 for DR. A total of 233,138 billable hours for FY17B. We decreased the DR service miles slightly to reflect the FY16 actual distances.

5) We applied the new, purchased transportation contract rates that take effect July 1st to those billable hours and added the fixed cost component of the new contract to arrive at the purchased transportation cost for FY17.

- 6) We lowered the anticipated cost of fuel to \$2.00/gal for diesel and \$2.75/gal for gasoline from the \$3.00 and \$3.25 respectively used in the FY16B. We then multiplied those cost figures times the anticipated fuel use of 600,000 gallons of diesel and 135,000 gallons of gasoline for FY17B. We arrived at the anticipated fuel use by applying our average YTD miles/gallon rates for both the DR and FR fleets to the FY17 budgeted total miles for each fleet.
- 7) We adjusted the insurance costs to reflect the new contract rates with First Transit that begin on July 1st as well as a small reduction in rates on ECCTA's own policies that we believe we will be seeing on our upcoming, annual renewals.
- 8) I set the salary and benefits costs equal to what was budgeted for FY16B. The FY16B included two positions that went unfilled in FY16, resulting in substantial savings in salaries and benefits for the year. But we anticipate filling two additional, approved positions in FY17 that would result in salary and benefits costs equivalent the FY16B plan. There also remains a small cushion for unanticipated cost increases in health care and other benefits that are indeterminate at this point and difficult to predict.
- 9) We left all other costs; outside services, utilities and other, equal to FY16B and FY16E as we do not anticipate major variances in any of those for the upcoming year.
- 10) Finally, we applied the necessary amount of available TDA funding to bring total revenue sources in line with the FY17B operating costs. The TDA funding required is actually \$2M *less* than the MTC estimate of TDA funds available to us for FY17. This surplus provides a nice cushion for our operating costs going forward, leaves us some "wiggle room" in necessary local match for federally funded, capital projects and adds to our TDA reserve balance in the LTF fund. Of course, that assumes that MTC's annual fund estimate is accurate, which has generally been the case.

Capital Project Budget and Activity:

	<u>Project</u>	<u>Amount</u>
Capital Funding to be Requested for FY17:		
	TDA - General Capital	\$ 200
Ongoing capital projects to be continued in FY17:		
	4 Elec Bus ZEB Demo Project	3,280
	Replace 20 2001 Gillig Urban Coaches	12,500
	Replace 2 DR Vans <i>(from Antioch Sr Bus prog)</i>	195
	Replace 5 Over-the-road coaches	6,340
	Surveillance and Security Equipment	47
	Solar Electric Project	142
	Route Redesign	300
	A&E for Antioch PnR Lot	327
	511Real Time Integration	<u>30</u>
		\$23,161
<u>Desired Capital Projects for Which No Fund Sources Have Been Identified:</u>		
	PnR Construction	6,400
	Fuel Tank Monitoring System	300
	DR Scheduling Software	300
	Replacement IT Equipment	<u>100</u>
	Total Unfunded:	\$ 7,100
	Total Capital:	\$ 30,461

- **TDA - General Capital:** A TDA allocation of \$200 will be applied for to be used for general capital purposes for small capital projects such as capitalized facility repairs and as matching local funds to other capital fund sources that require a local match when nothing else is available. These general capital purpose TDA allocations are usually spread over two or three years. This one would replace an existing one that expires in June of 2016.

- Rolling Stock Replacements: There are four, sub fleet rolling stock procurements that have been programmed and are in progress as shown. The total amount to be expended on these cyclical bus replacements is \$22,315 and comprises almost 75% of ECCTA's capital expenditure plan.
- Surveillance and Security Equipment: ECCTA has received approval to expend \$47 for replacement and expansion of security systems at the admin & maint facility using CTSGP funds.
- Solar Electric Project: This is the ongoing CTSGP security project that was substantially expanded after the design phase and a large, low interest loan was secured to finance a much larger system than originally envisioned. A system that can carry the entire facility during daylight hours and substantially offset facility electric bills at all times, not just during security events.
- Route Redesign: This project, managed by the COO, is almost complete. The recommendations for modifications to better serve the sub region will be put into place when eBART begins providing service to the Hillcrest eBART station and PnR lot.
- A&E for Antioch PnR Lot: This design is almost complete. Funding for construction, which was phased in the design to allow scaling of the project has yet to be identified. Costs are estimated to be \$3.2M for the total project.
- 511Real Time Integration: This project has been funded via MTC to subsidize work to connect ECCTA's and other regional operator's vehicle location system's data feed into a region wide network that will provide real time route information via 511.

- PnR Construction: ECCTA will continue to seek funding for PnR facilities construction in Oakley and Antioch. Each project will require approximately \$3.2M in capital funds for full build out. With MTC's TCP program scoring system, there is little hope of procuring Federal formula funding for these two projects, as they are score 12 out of 16 possible and BART, who also draws funds from our UA, has an almost unlimited capacity for score 16 funds and thus would receive competitive advantage for formula funds to this UA.
- Fuel Tank Monitoring System: ECCTA continues to seek \$300 in capital funds to be used to replace the existing fuel tank monitoring system in the bus yard that is beyond its useful life and becoming problematic. A \$25 thousand "quick fix" remains our most likely solution to the issue.
- DR Scheduling Software: Every performance review of ECCTA's DR service recommends increasing the efficiency of that service. The scheduling software used is a key component in extracting maximum performance from the available vehicles and operators in the paratransit service. DR scheduling is equivalent to writing a new route schedule on a daily basis. Sometimes on the fly.

ECCTA has been using the Trapeze scheduling software for many years. Even through the demise and support acquisition by another entity. But, prudence compels us to seek new, updated software to improve our scheduling capability and DR performance. Research shows a need for about \$300 to do this. No available funds have been identified for this purpose. We wish to pursue it should any fund source be found.

- Replacement IT Equipment: The IT desktop hardware and software at ECCTA is aging beyond it's useful life. As no funds have been identified for this capital acquisition, we recently applied a short term band aid to the problem by procuring a lot of used desktop computers for only a few hundred dollars each from a used IT equipment jobber. This will buy time while we continue to seek appropriate funding for a more robust replacement and update of the ageing IT network equipment.

TAB 5

Agenda Item 7c

ACTION ITEM: Authorization to File Claims

Resolution 160525b

Resolution 160525c

Board of Directors Meeting

Wednesday May 25, 2016

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: May 25, 2016

Agenda Item: Authorization to file claims – Agenda Item 7c

Lead Staff: Tom Harais, Chief Financial Officer

Approved: Jeanne Krieg, Chief Executive Officer



TDA & STA

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 applies for an annual allocation of TDA and STA funds through MTC each year.

ECCTA uses TDA funds for general operating purposes, including amounts statutorily directed to paratransit services.

ECCTA can obligate an amount of these TDA funds for capital projects and as a required local match for other capital funds obtained when necessary.

ECCTA applies for an annual STA allocation through MTC simultaneously with the TDA application. ECCTA uses the STA funds received for general operating purposes in much the same way that TDA funds are utilized.

RM2

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 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, 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 applies for an annual RM2 allocation through MTC simultaneously with the annual TDA/STA application. ECCTA applies RM2 funds to Express Route 300 service, serving the Pittsburg/Bay Point BART station.

Resolution #160525b authorizes the Chief Executive Officer or her designee to file an application with the Metropolitan Transportation Commission for the FY17 allocation of Transportation Development Act and State Transit Assistance funds.

Resolution #160525c authorizes the Chief Executive Officer or her designee to execute and submit an allocation request for FY17 Regional Measure 2 (RM2) funds.

Requested Action

Adopt Resolutions 160525b and 160525c authorizing staff to apply for FY17 TDA, STA and RM2 funds through the MTC administered process.



TRI DELTA TRANSIT

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

RESOLUTION #160525b

AUTHORIZATION FOR FILING OF TDA and STA CLAIMS

Resolution #160525b authorizes the Chief Executive Officer or her designee, to file an application with the Metropolitan Transportation Commission for the allocation of Transportation Development Act and State Transit Assistance.

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

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

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

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

WHEREAS, TDA funds from the Local Transportation Fund of Contra Costa County and STA funds will be required by applicant in Fiscal Year 2016-2017 for administering and operating Fixed Route and Dial-A-Ride services for the public of Eastern Contra Costa County; and

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

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

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

PASSED AND ADOPTED THIS 25th day of May 2016, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Ben Johnson, Chair

Jeanne Krieg, CEO

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



TRI DELTA TRANSIT

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

RESOLUTION #160525c

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(c) 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 2016-2017 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 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 25th day of May 2016, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Ben Johnson, Chair

Jeanne Krieg, CEO

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